



QUICK STEPS TO USPACE SUCCESS – NON-RESEARCH

The following summarizes the USpace review and update process as covered during training. It is ultimately the *responsibility* of each individual to maintain current and accurate department space information and certify it annually.

1. **Log into** USpace <https://umapps1.miami.edu>
2. **Download** your department spreadsheet.
3. **Review** spreadsheet for:
 - a. Rooms listed that do not belong to your department
 - b. Rooms not listed that belong to your department
4. **Walkthrough** all of your rooms to review, validate, and collect information pertaining to the items below. Record all data changes including the date they occurred. Keep a copy for your records. Using your department floor plans you will need to identify any:
 - a. Errors in room numbering (plans, spreadsheet, and reality need to match)
 - b. Errors in room layout, including cubicles

For any rooms with these issues please contact the Office of Space Management & Analysis (uspace@miami.edu). Based on the issue we may request additional information.

Continue to collect data for these rooms, but do not update them until you receive an updated floor plan or notification from this Office.

- *Once these issues have been resolved return to step 2.*
 - *For all other rooms proceed to step c below.*
- c. Room type
 - d. Organization(s) assigned to room and percentage(s).
 - e. Occupant(s) of the room, including those from other units.
 - f. Function(s) and percentage(s) for all occupants and activities in the room. In many cases this has been predetermined and will be assigned by the system.
 - g. Notes (add new and/or delete existing notes that contradict current data).
5. **Enter** data for each room and submit for approval.
 - a. Correct rejected rooms and resubmit.
 6. **Certify** your department space once all room data is approved.
 - a. Certification is only completed at the department level.

Maintain your department space data by updating rooms in USpace as changes occur.

Additional USpace resources are available at:

http://www.miami.edu/index.php/space_management_analysis/uspace/

