

## FAQ

### How do I Report Errors between the Floor Plan and Room Information?

In order to facilitate and streamline the update process please submit issues as described below for your entire area of responsibility either by building or, minimally, by floor rather than one room or issue at a time. If the floor plan you received is too small or the highlight is too dark to allow you to follow the guidance below please request an enlarged or blank plan via email to [uspace@miami.edu](mailto:uspace@miami.edu)

#### Room Numbers

➤ Different Room Number on Sign/Plan

Circle the room number(s) on the floor plan(s) and take photographs of the signage for each discrepancy identified. Scan the plan and email it along with the photos to [uspace@miami.edu](mailto:uspace@miami.edu) **DO NOT UPDATE** the information for these rooms in the USpace Survey. **DO** collect the information, but wait for a new plan before entering the data. (See Graphic Report - Mark-up and Note and Photo 1)

➤ No Signage on room/cubicle

The number(s) on the floor plan(s) take precedence over any presumed or commonly used space identification in the case where there is no existing signage. This is common for cubicles, circulation spaces, and support areas. **DO** collect and input data into the USpace Survey for these spaces there is no need for notification.

#### Room Configuration

- Room divided and not shown on plan
- Room combined and not shown on plan
- Door of room missing/changed/added
- Cubicles reconfigured/removed/added
- Laboratory bench or built-in furniture (cabinetry, counters) missing/removed

For any of the conditions above mark up the floor plan(s) and take photographs for each discrepancy identified. Scan the plan and email it along with the photos and the approximate month and year the changes occurred to [uspace@miami.edu](mailto:uspace@miami.edu) **DO NOT UPDATE** the information for these rooms in the USpace Survey. **DO** collect the information but wait for a new plan before entering the data. (See Graphic Report - Mark-up and Notes and Photos 2 - 6)

#### Space Type

➤ Space Type Discrepancy or Question

If you believe the space type assigned to a room is inaccurate please review the [Space Type Definitions](#) and send an email stating why you believe the space type should be changed, along with supporting photos (if necessary) and the approximate month and year the changes occurred to [uspace@miami.edu](mailto:uspace@miami.edu) **DO NOT UPDATE** the information for these rooms in the USpace Survey. **DO** collect the information but wait for a response before entering the data. (See Graphic Report - Mark-up and Note and Photo 7)

**What spaces get numbered?**

All rooms, cubicles, hallways, mechanical, and building support rooms are numbered. In addition, in open laboratory areas each lab bench is generally assigned its own number and treated as a room.

Desks and pieces of moveable furniture are not assigned room numbers.

**What architectural or other features are tracked on the floor plans?**

The floor plans show walls, doors, windows, modular furniture (panels, work surfaces, walls, and doors), built in furniture such as cabinets, counter tops, bookcases, and lab benches. They also show bathroom fixtures and toilet partitions, kitchen/lab/exam room sinks, and water fountains.

DEPARTMENT

	SQ.FT.	#
Space Planning & Analysis	1,835	16
TOTAL:	1,835	16

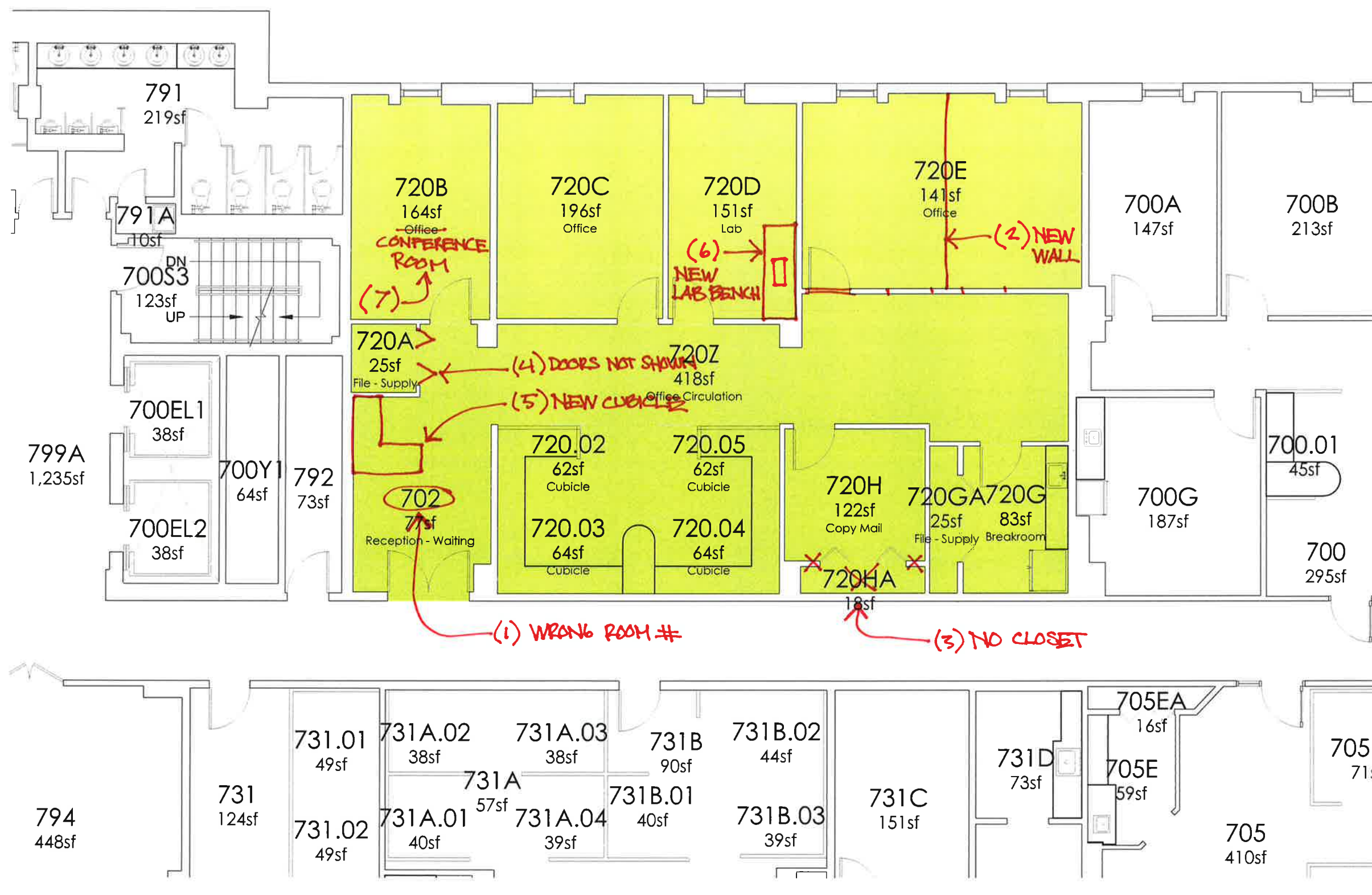




Photo 1



Photo 3



Photo 2



Photo 2





Photo 4



Photo 5



Photo 6



Photo 7