



# DARTMOUTH COLLEGE

## Space Survey 2007

Every 3-4 years, the College must prepare a proposal to be submitted to the federal government that is used to set our Facilities and Administrative Cost Rates (Indirect Costs). Fiscal Year 2007 is the base year for this proposal and the Office of Sponsored Projects will review building space on campus in order to identify the use of that space. The survey will need to be completed by **May 31, 2007**.

[http://oracle-www.dartmouth.edu/dart/groucho/spm.space\\_survey.start\\_survey\\_page](http://oracle-www.dartmouth.edu/dart/groucho/spm.space_survey.start_survey_page)

### Dartmouth Space Survey - Room

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Survey Name: Spring 2007 IDC Survey  
Unit Code: [BICHM](#)

[Add New Room](#)

Survey Status	Building Code	Building Name	Floor	Room Number	Room HEGIS	Total SqFt	Detail	Delete
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	1	<a href="#">305B</a>	250-Non-Class Lb	142	<a href="#">Detail</a>	<input type="button" value="Delete"/>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	2	<a href="#">400B</a>	255-Non-Class Lb Sv	128	<a href="#">Detail</a>	<input type="button" value="Delete"/>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	2	<a href="#">401</a>	255-Non-Class Lb Sv	145	<a href="#">Detail</a>	<input type="button" value="Delete"/>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	2	<a href="#">401B</a>	255-Non-Class Lb Sv	89	<a href="#">Detail</a>	<input type="button" value="Delete"/>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	2	<a href="#">405</a>	250-Non-Class Lb	1240	<a href="#">Detail</a>	<input type="button" value="Delete"/>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	2	<a href="#">405A</a>	255-Non-Class Lb Sv	72	<a href="#">Detail</a>	<input type="button" value="Delete"/>

This may be properly regarded as your department's Master Listing page. Select individual rooms from your specific department listing. Click on **Detail** to look at or modify the room's designated **usage** (HEGIS, cost pool, account, and designated user(s)).

### Dartmouth Space Survey - Room Usage

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Survey Name: Spring 2007 IDC Survey  
Unit Code: [ECON](#)  
Building Code: [ROCKFL](#)  
Building Name: Rockefeller Center for the Social Sciences  
Room Number: 301  
Room HEGIS: 315 - Office Service  
Room Usable Area: 203

Select From List To Add Usage

Survey Status	Usage	Unit	Total SqFt	Usage %	Usage SqFt	Cost Pool	User	Account	Delete
Unchanged	<a href="#">315 - Office Service</a>	ECON	203	100	203	<a href="#">Cost Pool</a>	<a href="#">User</a>	<a href="#">Acct</a>	<input type="button" value="Delete"/>

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To modify an existing room (from prior surveys), select **usage** from the provided pull-down. Specify the appropriate **cost pool**, **user**, and **account** (FAS). Click APPROVE when all changes are made. If the room is no longer used by your department, click DELETE.

To add a new room, select **Add New Room** from your department's Master Listing page. Select the appropriate campus building from the **Which Building?** page.

## Dartmouth Space Survey - Which Building?

Survey Name: Spring 2007 IDC Survey  
Unit Code: BIOL

Building Code	Building Name
<a href="#">RPF01</a>	1 Rope Ferry Road
<a href="#">RPF11</a>	11 Rope Ferry Road
<a href="#">LF21</a>	21 Lafayette Street
<a href="#">RPF03</a>	3 Rope Ferry Road
<a href="#">SHERMN</a>	37 N. Main Street
<a href="#">NC44</a>	44 N. College Street
<a href="#">CT46</a>	46 Centerra Parkway

Click "Add" on the corresponding room number you wish to add. The word "Add" will disappear from the room listing.

## Dartmouth Space Survey - Add Room

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Survey Name: Spring 2007 IDC Survey  
Unit Code: BIOL  
Building Name: 37 N. Main Street

Room Number	Room Name	Add
001		-
004		<a href="#">Add</a>
005		<a href="#">Add</a>
006		<a href="#">Add</a>
102		<a href="#">Add</a>
104		<a href="#">Add</a>
106		<a href="#">Add</a>
107		<a href="#">Add</a>

The room will now appear on your department's Master Listing page. You can now click on **Detail** to make the appropriate modifications.

Unchanged	<a href="#">REMSEN</a>	Remsen Hall	0	<a href="#">211</a>	350-Conference Rm	625	<a href="#">Detail</a>	<a href="#">Delete</a>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	0	<a href="#">214</a>	310-Office	385	<a href="#">Detail</a>	<a href="#">Delete</a>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	0	<a href="#">216</a>	350-Conference Rm	408	<a href="#">Detail</a>	<a href="#">Delete</a>
Unchanged	<a href="#">REMSEN</a>	Remsen Hall	0	<a href="#">217</a>	310-Office	270	<a href="#">Detail</a>	<a href="#">Delete</a>
Unchanged	<a href="#">SHERMN</a>	37 N. Main Street	0	<a href="#">001</a>	315-Office Service	256	<a href="#">Detail</a>	<a href="#">Delete</a>

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## Dartmouth Space Survey - Room Review

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Survey Name: Spring 2007 IDC Survey  
Unit Code: COSC

Survey Status	Building	Room	Usage	Cost Pool	User	Account
Unchanged	SUDIKF	001	210 - Class Lab 100% 670 SqFt			

**REMEMBER:** All recorded room usage, regardless of total area or number of users, **must equal to 100%**.

[http://oracle-www.dartmouth.edu/dart/groucho/spm.space\\_survey.start\\_survey\\_page](http://oracle-www.dartmouth.edu/dart/groucho/spm.space_survey.start_survey_page)