THE CHINESE UNIVERSITY OF HONG KONG

Space Inventory Updating Guidelines
(for Academic and Research Units)

A. **Overview**

1. **Timely updating** of the University's space inventory records with inputs from the Faculties/Departments/Units (hereinafter "F/D/U") is important to **meet the following needs**:
   1.1 implementing UGC's new Cost Allocation Guidelines (CAG) and prevailing requirements;
   1.2 maintaining an updated space inventory for management information of the University's administration and for updating records for UGC as and when needed; and
   1.3 improving the efficiency of space use, and identifying space optimization/reallocation possibilities to meet new demands in view of severe space stringency on campus.

2. To facilitate the process, a new **on-line Space Inventory Updating System (hereinafter "System")**, using the SharePoint platform, has been developed for the F/D/U's use.   The System is put into operation from July 2017.   There are **two Excel tables** in the System, namely, the **Space Inventory Data Sheet (SIDS)** ("*Room Inventory (F/D/U).xlsx*") and the **Space Change Request Sheet (SCRS)** (*"Change Request (F/D/U).xlsx"*).   There will also be the **floor layout plans**.   Please see workflow in *Section C* and completion instructions in *Sections D and E* as well as Annex.

3. Faculty Deans, Department Heads and Directors of Research Units are required to designate a **Space Inventory Administrator (SIA)** in their office, and if deemed necessary, a **Deputy SIA (DSIA)**. The SIA (and the DSIA during the absence of the SIA) will be charged with the responsibility to update the F/D/U's space inventory in the SharePoint **as soon as** there are changes/discrepancies to the inventory as they may have implications to accuracy of data collected for CAG cost allocation (re. paragraph A1 above).   Updating from the SIA/DSIA will be considered as a **formal** submission from the F/D/U on behalf of the Dean/Head/Director.   Please see *Section B* below.

4. Space is allocated on a **Faculty basis**, and the Faculty shall make effective use of the space to meet the needs of the academic departments/research units in the Faculty.   According to an AAPC resolution at the 10th (2009) meeting, Faculty Dean, in consultation with the Faculty ExCo, is **delegated with the authority** to sub-allocate, re-distribute, clawback and withhold spaces within the Faculty with a view to supporting the operational needs, strategic developments as well as vision and mission of the Faculty, while taking note of historical and sensitive factors.   For a university-level **research institute, it is also expected to take care of the space needs of** the research centres/units under its aegis.

5. Since Faculty/Institute is responsible for the space matters of its departments/units ("D/U"), the SIA/DSIA in the D/U shall **notify the SIA/DSIA in the parent unit** (i.e. Faculty/Institute) in accordance with internal mechanism set up within the Faculty/Institute should there be any significant change in the space inventory.

6. The on-line Space inventory Updating System is developed with the concerted efforts of the Finance Office (FNO), Campus Development Office (CDO), Social Responsibility and Sustainable Development Office (SRSDO), University Planning Office (UPO) and Information Technology Services Centre (ITSC).   For enquiries, please refer to the contact persons as listed in *Section F*.

7. The **dissemination and management of data collected** in the Space Inventory Updating System will be used within the University as management information to facilitate verification, communication, operation, planning and reporting.   Requirements of the Personal Data (Privacy) Ordinance shall be complied.

B.   Nomination of Space Inventory Administrator (SIA)

1.   Each F/D/U shall nominate **ONE SIA** as the authorized person to update its space inventory.   If deemed necessary, **ONE Deputy SIA** (DSIA) can also be nominated so that s/he can undertake the updating task when the SIA is on leave.   SIA/DSIA shall have a valid CUHK email address (@cuhk.edu.hk) to access the SharePoint.

2.   To change or nominate new SIA or DSIA, F/D/U shall complete the "Space Inventory Administrator (SIA) / Deputy Space Inventory Administrator (DSIA) Nomination Form" downloaded from the SharePoint, with the authorized signature from the Faculty Dean/Department Head/Director of Research Units.

3.   Completed form should be sent to the COSA Secretariat via email (COSA@cuhk.edu.hk).

4.   Email notification will be sent to the SIA and DSIA when the creation of SharePoint account is successful.   If no notification is received 5 working days after submission of the nomination form, please contact the COSA Secretariat at x33927.

C.   Space Inventory Updating Workflow

1.   At the beginning of each calendar month, the Space Inventory Data Sheet (SIDS) with the latest inventory record will be generated.

2.   F/D/U is required to check/update the SIDS **as soon as** there are room record changes (e.g. missing rooms, rooms not under the F/D/U, room use change, room bookability status, student-facing premises status, etc.).   If applicable, the SIA/DSIA shall also complete and submit the Space Change Request Sheet (SCRS) accordingly through the SharePoint platform.   Please read the completion instructions in *Sections D* (for SIDS) *and E* (for SCRS) as well as the steps in Annex before completing/updating.

3.   After updating/completing the SIDS/SCRS, the SIA/DSIA clicks the "Submit" button which will trigger the System's **initial validation process**.   The SIA and DSIA of the F/D/U will receive an initial validation result (i.e. if the input fulfils the System's requirement or if any rectification is needed) via an automatically generated email.   Please refer to the steps in Annex for details.

4.   Information provided/updated by F/D/U will subsequently be verified by the responsible units. Site visits may be conducted by CDO on need basis.   In case of any ambiguity,
    • CDO, with reference to UGC guidelines, user inputs and on-site verification (if any), shall remain as the ultimate authority to determine the information in Columns C-G of the SIDS and the related floor plan(s); and
    • SRSDO, with reference to University record and user inputs, shall determine the "User" of on-campus space in Column B of the SIDS (with the exception of student hostels and staff residences).

5.   To facilitate the SIA/DSIA's checking/updating/further actions (e.g. corresponding updates of booking records to the Central Booking System (CBS)), email notifications will automatically be sent to the SIA and DSIA of the related F/D/U:
    • at the beginning of a calendar month **after** the F/D/U's space change request (i.e. SCRS) is verified/acknowledged by the responsible units; and
    • in 2 days **after** the F/D/U's update/change of the room bookability status (i.e. Column I of the SIDS) (re. paragraph D6).

6.   Room records with changes in Columns B-G of the SIDS made after verification by the responsible units will be highlighted in the SIDS for F/D/U's easy reference after the changes are confirmed and uploaded to the SIDS on the last working day of each calendar month.   Changes made by the 16th of each month will be reflected at the beginning of the following month.   Changes made

after 16th of each month will be deferred to the next system updating cycle.   The verified records of change will be documented in the spreadsheet "SCRS History" of the SCRS Excel file for 3 years.

7. For cost allocation required by CAG, data <u>in the SIDS</u> will be collected from the SharePoint automatically by the System according to the following schedule:

Date of collection	Data
On the 1st of each calendar month	• User • Building • Floor • Room No. • Room Area (m^2) • Room Use
At the end of each calendar day *(Note: Only the existing data <u>in the SIDS</u> and updates that have passed the System's validation will be captured.)*	• Bookable Facility • Student-facing Premises • Booking Record Submission Method

D. Instructions for Checking/Updating the Space Inventory Data Sheet (SIDS)

1. The SIA/DSIA shall check/update the SIDS and/or complete the SCRS in the SharePoint as appropriate to report on the changes needed **on a timely basis** and **as soon as possible**.

2. The SIDS consists of the following columns:

Column	Field	Action Required	Remark	Responsible Unit *(re. Section F for contact details)*
A	Internal Ref. Code	*Read only (F/D/U cannot modify these fields)*	--	--
B	User		Name of the F/D/U	SRSDO (x33927)
C	Building		Official name of the building	CDO (x36673)
D	Floor		--	CDO (x36673)
E	Room No.		Extracted from space inventory database administered by CDO	CDO (x36673)
F	Room Area (m^2)		Net operating floor area (NOFA) in m^2	CDO (x36673)
G	Room Use		Please refer to the room use shown on the floor plans.	CDO (x36673)
H	RES Room Code (Description)		Extracted from Timetable System and Central Booking System	ITSC (x38672 or x37458)
I	Bookable Facility	*Mandatory*	--	FNO (x33352)
J	Student-facing Premises	*Mandatory*	--	FNO (x33352)
K	Type of Laboratory	*For labs ONLY*	Referring to dry/wet/computer labs	SRSDO (x33927)
L	CU ID(s) of Principal Investigator(s)	*For research labs ONLY*	--	UPO (x38580)
M	Booking Record Submission Method	*Mandatory*	--	FNO (x33352)

3.   **Column A** – Internal Ref. Code

3.1   This is a system-generated key.   No action is required.

4.   **Columns B-G** – Space Inventory

4.1   These are the latest data extracted from the space inventory database administered by CDO. Please check Columns B-F in the SIDS and the floor plans (i.e. Column G).   **Do NOT modify these fields.**
   4.1.1 SIDS:
      https://gocuhk.sharepoint.com/sites/Service.SIS/Survey/Forms/AllItems.aspx
   4.1.2 Floor plan (view only):
      https://gocuhk.sharepoint.com/sites/Service.SIS/Floor%20plan/Forms/AllItems.aspx
   4.1.3 Floor plan (for upload):
      https://gocuhk.sharepoint.com/sites/Service.SIS/Upload/Forms/AllItems.aspx

4.2   For any changes related to Columns B-G in the SIDS, please use the Space Change Request Sheet (SCRS) (see *Section E* for instructions).

4.3   For any missing rooms, rooms that no longer exist or rooms that are not used by the F/D/U etc., please also use the SCRS.   **Do NOT add or delete any room records** in the SIDS.

5.   **Column H** – RES Room Code (Description)

5.1   RES Room Code is extracted from Timetable System and Central Booking System. Please check if there is any inconsistency between the RES Room Code and the corresponding room information in the SIDS (e.g. "Building" in Column C, "Room No." in Column E etc.). **Do NOT modify this field.**

5.2   **For any changes in Column H**, please notify ITSC (CentralBookingSystem@cuhk.edu.hk) **separately**.

6.   **Column I** – Bookable Facility

6.1   A room that can be reserved through a universal booking system (e.g. electronic platform or manual booking system), regardless of the purposes (e.g. meeting, activity) and user groups (e.g. intra-departmental, inter-departmental, specific group), shall be classified as "bookable facility".

6.2   For change of classification for a room, please choose EITHER "Yes" or "No" from the drop-down menu in the SIDS to indicate whether the room is bookable or non-bookable (re. paragraph C7 for the data collection schedule). The information in this Column is the source of truth of bookable or non-bookable rooms for cost allocation as required in the CAG which is promulgated by UGC.

6.3   For new room records in the SIDS generated by the System at the beginning of a month, Column I for these new rooms is preset to "No" by default.   If change to this default status is needed, please update Column I as appropriate (re. paragraph D6.2 above).

6.4   The information in this Column shall synchronize with the Central Booking System (CBS). **For any updates in Column I**, F/D/U is obliged to notify ITSC (CentralBookingSystem@cuhk.edu.hk) **separately,** to arrange for the provision of booking data to the CBS and/or removal of room(s) from the CBS.   If no booking records are provided by F/D/U before the cut-off date of each financial year announced by the CAG Work Group, the rooms will be treated as non-bookable in the cost allocation required by CAG. Definitions of bookable/non-bookable hours and idle hours are elaborated in the following link:
      https://gocuhk.sharepoint.com/sites/Service.CAG/public/Documents/Central_Booking_System/FAQ/CBS_FAQ.pdf

7. **Column J** – Student-facing Premises

    7.1   A room which is subject to usage by students, e.g. study areas/rooms and recreation rooms, shall be classified as student-facing premises.

    7.2   For change of classification for a room, please choose EITHER "Yes" or "No" from the drop-down menu in the SIDS to indicate whether the room is student-facing premises or not (re. paragraph C7 for the data collection schedule). The information in this Column is the source of truth of student-facing or non-student-facing premises for cost allocation as required in the CAG which is promulgated by UGC.

    7.3   For <u>new</u> room records in the SIDS generated by the System at the beginning of a month, Column J for these new rooms is preset to "No" by default.　If change to this default status is needed, please update Column J as appropriate (re. paragraph D7.2 above).

8. **Column K** – Type of Laboratory

    8.1   Complete this column **only if the room is a laboratory.**

    8.2   Laboratory shall be classified as wet, dry or computing laboratory as appropriate; and be updated as and when needed by choosing from the drop-down menu in the SIDS.

    8.3   The followings are the definitions of the laboratory types:

Type	Definition
Wet	Where chemicals, drugs, or other biological matter are tested and analyzed requiring water, direct ventilation, and specialized piped utilities
Dry	Specific to work with dry stored materials, electronics, and/or large instruments with few piped services
Computing	Where computers or computer generated models are used for analysis

9. **Column L** – CU ID(s) of Principal Investigator(s)

    9.1   Complete this column **only if the room is a <u>research</u> laboratory.**

    9.2   Please update the CU ID of the Principal Investigator(s) as appropriate.

    9.3   If there are multiple Principal Investigators, please use comma "," to divide the CU IDs.

10. **Column M** – Booking Record Submission Method

    10.1   Please check/update the method of submitting room booking records (re. paragraph C7 for the data collection schedule). Currently, F/D/U submits room booking records via the Central Booking System (CBS) or by completing Booking Records in Excel format, unless otherwise specified.

    10.2   For change of the method of submitting booking records, please choose EITHER ONE of the following:

Indication	Definition
CBS	Bookable rooms indicated by F/D/U as using Central Booking System
Excel	Bookable rooms indicated by F/D/U as **NOT** using Central Booking System and booking record to be submitted by Excel file
Not required to provide booking record	Bookable rooms that are not required to provide booking record under special arrangement agreed with Finance Office
Non Bookable - Not Applicable	Please choose this indication for all non-bookable rooms

    10.3   For <u>new</u> room records in the SIDS generated by the System at the beginning of a month, Column M for these new rooms is preset to "Non Bookable – Not Applicable" by default. If change to this default status is needed, please update Column M as appropriate (re. paragraph D6 & 10.2 above).

10.4 **For any updates in Column M**, F/D/U is also obliged to notify ITSC (CentralBookingSystem@cuhk.edu.hk) **separately,** to arrange for the provision of booking data to the CBS and/or removal of room(s) from the CBS.

10.5 The information in this Column is the source of truth for cost allocation of <u>bookable rooms</u> as required in the CAG which is promulgated by UGC. It is imperative for F/D/U to ensure the bookable status and booking records are accurate and complete for CAG purpose.

E. Instructions for Completing the Space Change Request Sheet (SCRS)

1. The SCRS consists of the following columns:

Column	Field	Action Required	Responsible Unit *(re. Section F for contact details)*
A	Action	Mandatory	CDO (x36673) / SRSDO (x33927)
B-H	*Please refer to the corresponding fields and information under the SIDS in Section D above*		
I	Mark-up Floor Plan Uploaded	Mandatory	CDO (x36673)
J	SRSDO Confirmed as "Unallocated Space"	For official use. **Do NOT modify.**	SRSDO (x33927)
K	CDO Completed Space Inventory Data Sheet Update		CDO (x36673)
L	Remarks	Optional	CDO (x36673) / SRSDO (x33927)

2. The SCRS is specifically designed for F/D/U to make space change request for updating its space inventory with reference to Columns B-G in the SIDS.   If no update/change to the SIDS is needed, no completion of the SCRS is required.   The link for the SCRS can be found at: https://gocuhk.sharepoint.com/sites/Service.SIS/Survey/Forms/AllItems.aspx

3. If applicable, please input all necessary information in the SCRS for all room(s) required to be updated e.g. <u>adding</u> missing rooms, <u>deleting</u> rooms that no longer exist/used by the F/D/U or <u>modifying</u> room record due to spatial reorganization etc.

4. **For missing rooms,**
   4.1 choose "**Add/Modify**" from the drop-down menu in Column A and enter data accordingly in the respective fields (Columns C-H);
   4.2 provide the file name of mark-up floor plan uploaded in Column I; and
   4.3 provide details in Column L "Remarks" (optional).

5. **For rooms that no longer exist or are not used by the F/D/U,**
   5.1 choose "**Delete**" from the drop-down menu in Column A;
   5.2 copy the Internal Ref. Code (<u>Do NOT</u> modify) of the room from the SIDS to Column B;
   5.3 provide the file name of mark-up floor plan uploaded in Column I; and
   5.4 provide details in Column L "Remarks" (optional).

6. **For room records that need to be modified,**
   6.1 choose "**Add/Modify**" from the drop-down menu in Column A and enter data with necessary update(s) in the respective field(s) accordingly;
   6.2 copy the Internal Ref. Code (<u>Do NOT</u> modify) of the room from the SIDS to Column B;
   6.3 provide the file name of mark-up floor plan uploaded in Column I; and
   6.4 provide details in Column L "Remarks" (optional).

7. After the request is verified by the respective units and necessary update(s) in CDO's space inventory database is <u>completed</u>, **CDO will input "Yes" in Column K** for F/D/U's information (re. paragraph C6 above).

F.   Contact Information

1.   Enquiries shall be directed to the relevant responsible units with contact details as follows:

Unit	Contact Person	Ext.	Email Address
Finance Office (FNO)	Mr Alvis Fan	x33352	alvis@cuhk.edu.hk
Campus Development Office (CDO)	Mr Keith Leung	x36673	keith@bld.msmail.cuhk.edu.hk
Social Responsibility and Sustainable Development Office (SRSDO)	Ms Phyllis Fong	x33927	phyllis-fong@cuhk.edu.hk
University Planning Office (UPO)	Ms Winnie Wong	x38580	winniew@cuhk.edu.hk
Information Technology Services Centre (ITSC)	Ms Jessie Leung or Ms Sze Ki Chan	x38672 or x37458	CentralBookingSystem@cuhk.edu.hk

2.   For **technical support or system-related enquiries** on updating the SIDS and SCRS in the SharePoint, please contact ITSC at x38840 (Mr Jacky Lo).

(January 2021)

Steps for Editing and Submitting SIDS and SCRS in the SharePoint

1. To update the SIDS or complete the SCRS, click the respective Excel file in the SharePoint (i.e. "*Room inventory (F/D/U).xlsx*" for SIDS and "*Change Request (F/D/U).xlsx*" for SCRS).

2. Click **"Edit Workbook"** and select **"Edit in Browser"**. Do NOT click "Edit in Excel".
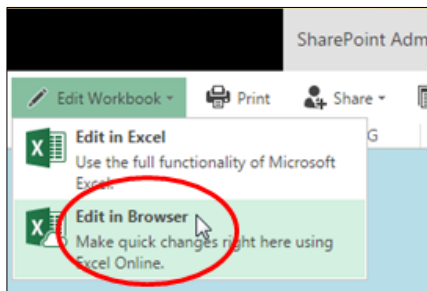
3. For details of instructions to check/update the SIDS and complete the SCRS, please read *Sections D and E* respectively.

4. After updating/completion, **close the Excel file**. The file will be saved but will NOT be submitted automatically.

5. To submit the file, click the **"Submit" button** in the SharePoint which will trigger the System's **initial validation process** (re. paragraph C3). The Excel file will temporarily disappear from the SharePoint after submission.
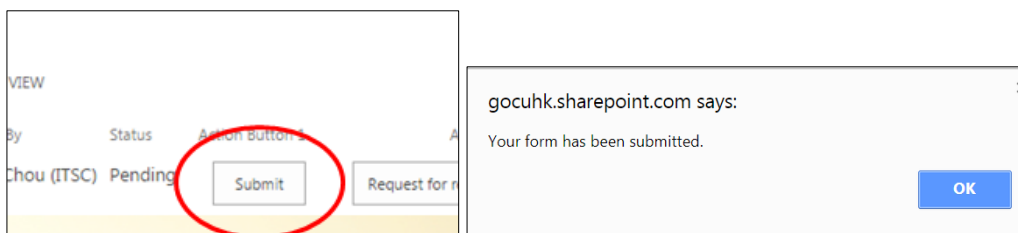
6. The initial validation process will take approximately 20 minutes. Subsequently, the SIA and DSIA of the F/D/U will receive an initial validation result via an automatically generated email.
   6.1 If the SIA/DSIA's input **passes** the initial validation, the Excel file will reappear in the SharePoint and the file status will become **"Pending"**.
   6.2 If the SIA/DSIA's input **fails** the initial validation, the Excel file will reappear in the SharePoint and the file status will become **"Revision Required"**. Please rectify/revise the file according to the validation remarks stated in the email and re-submit it via the SharePoint platform.

7. If there is a need to recover/restore the original Excel file in the process of the updating/completing (e.g. deletion of spreadsheet by mistake), please click the **"Request for regeneration"** button in the SharePoint. The regeneration process will take approximately 20 minutes. Subsequently, the SIA and DSIA of the F/D/U will receive the regeneration result via an automatically generated email.