

Business Office

Space Recording for Overhead

General

Every two years in July, each department on the New Mexico Tech campus is sent a list of rooms assigned to them. The list is compiled and the space is assigned according to the last space survey. Space surveys are made at a convenient period during the two years. The departments are required to review, correct and return the Space Usage Study form (on Page 3) to the Office of the Associate Vice President for Finance, Brown Hall 21A.

Space Usage Study Form

The Space Usage Study form lists the department's assignment to buildings, rooms, the square footage, and the percent of usage by function. The percentage of usage by function estimates the percentage of time the room is used for specific activities, such as instruction, sponsored research, department administration, etc. The total percentage of usage spent on activities assigned to a specific room should equal 100 percent.

Definitions

Defined below is a list of activities which may be assigned to a room through the Space Usage Study form.

Instruction: All activities related to instructing students including class time, student counseling, grading, class preparation, and personal non-funded research falls under the instruction function.

Sponsored Research: All activities performed for a grant or contract including administration time paid by a grant or contract should be included in the sponsored research function. Only activities performed under a "9" account should be included in this division.

Other Research: Research funded by New Mexico Tech via state appropriation falls under this function. Any research under this function must be separately budgeted outside the "9" accounts.

Department Administration: All activities that involve the administration of the department or area should be included in this division. This function includes a portion of the department chairperson's office, all department secretary or administrator space, all department meeting rooms, storage rooms, and libraries.

Research Administration: All activities that involve the administration of separately budgeted research and development projects should be included under the research administration function. The Research and Economic Development Office and Restricted Funds are the only departments that have activities that would fall under this function.

General Administration: All activities related to the operation of New Mexico Tech, such as the President's Office, the Payroll Office, the Human Resources Office, etc. fall under the category of general administration.

Library: All library space falls under the library function except department libraries. Department libraries should be included under department administration.

Maintenance: All areas used to maintain the campus grounds, including motor pools, electrical rooms, janitor rooms, etc., are included in Maintenance.

Other Sponsored Activities: A grant or contract that involves the performance of work other than instruction or organized research, such as community service programs, falls under Other Sponsored Activities.

Other: All other areas not included in the definitions above, including student services, administration of student services, copy rooms, coffee/break rooms, student meeting areas, auxiliary activities, etc., fall under Other.

