

# Prepping for Fall Reporting



### **What is Fall Reporting?**

The annual space inventory report is the University's official record of existing space and space assignments. Each year all system wide campuses submit their inventory to the University of California Office of the President (UCOP), based on a snapshot taken during the Fall semester. This snapshot is used as a basis for comparison to prior years and for future projections.

**What is the deadline for submitting your department's space inventory?**

Please email your department's confirmed space inventory to [spaceinventory@ucmerced.edu](mailto:spaceinventory@ucmerced.edu) by Tuesday, November 17, 2020.

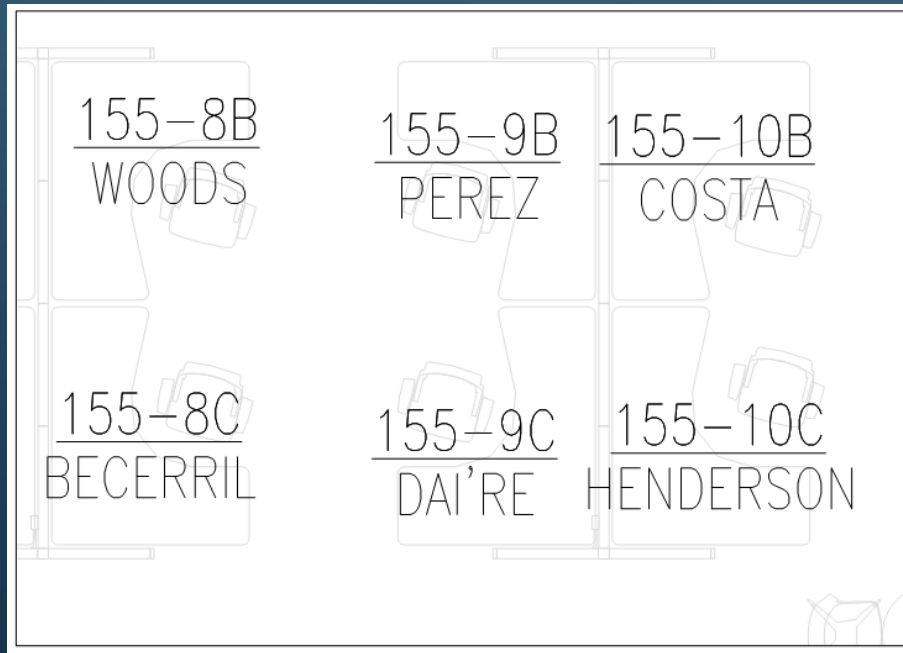
### **How do I submit my department's Space Inventory for Fall Reporting?**

PDCM will be providing each department with a comprehensive report as well as a floor plan of their current space inventory. Once received, please review these reports and provide any updates and/or changes. Please send updated reports to [spaceinventory@ucmerced.edu](mailto:spaceinventory@ucmerced.edu). If no changes are necessary, please respond stating "no changes".

# Example of Space Assignment Report

Room#	Room Name	Room Use	Space Div	Space Department	Occupant Name	Occupant Position	Occupant Department
155	DCM	335 - Office Service (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT			
155-10B		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT	Allison Marie Costa	FAC PROJECT MGT SPEC 3	DESIGN & CONSTRUCTION MANAGEMENT
155-10C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT	Bobbi Rebecca Henderson	PLNG SPEC 3	DESIGN & CONSTRUCTION MANAGEMENT
155-10C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT			
155-7C	FUTURE HIRE PLANNING	320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT			
155-8C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT			
155-8C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT	Ana I. Becerril	PLNG SPEC 3	DESIGN & CONSTRUCTION MANAGEMENT
155-9B		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT	Eric Antonio Perez	BLANK AST 2	DESIGN & CONSTRUCTION MANAGEMENT
155-9C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT			
155-9C		320 - Admin Office - Central (S)	VCCOO - VC-CHIEF OPERATING OFFICER	DESIGN & CONSTRUCTION MANAGEMENT	Ramona Lynn Dai're	PLNG SPEC 3	DESIGN & CONSTRUCTION MANAGEMENT

## Example of Space Assignment Floorplan



Email [spaceinventory@ucmerced.edu](mailto:spaceinventory@ucmerced.edu) with any questions or to schedule a 1:1 meeting to discuss your space reports prior to submitting.