Space Inventory Application- User Instructions

Background

The UMB School of Medicine Space Inventory Application was developed to allow departments to enter and record changes to their corresponding departmental space assignments. The interface is web based and changes flow to a database server where information is updated in real time. Changes can be made at any time throughout the year allowing a department's space assignments to be kept accurate and reliable for diverse reporting purposes. Department space administrators are asked to input changes as they occur so that the information used in reporting is accurate and timely.

Application web address: https://space.som.umaryland.edu

Login Instructions

The application can be accessed from any web browser on- or off-campus. Registered users will be prompted to enter their SOM account credentials; the SOM full email address will be accepted at the login prompt. Access permissions will be applied at user login and users will be able to view and edit the space inventory assigned to their department/unit only. To add or change administrator access to the Space Inventory Database for your department/unit, please send a request to Jim Peach (James.Peach@som.umaryland.edu) and George Bafitis (GBafitis@som.umaryland.edu) in the Dean's Office.

Inventory - Use to view and edit inventory spaces for your department/unit.
Pending Approval - Use to view inventory changes submitted for updating.
Export All Inventory - Use to export inventory on screen to a .csv file. Please note that changes to the space information may only be added through the application.
Floor Plans – This area of the application is still under development. If you need building floor plans for your department areas, please contact Jim Peach and George Bafitis and they will be provided. As the application is developed, a library of floor plans will be available for download directly from the app website.

Departmental space administrators will only update the following fields in their unit's Inventory:
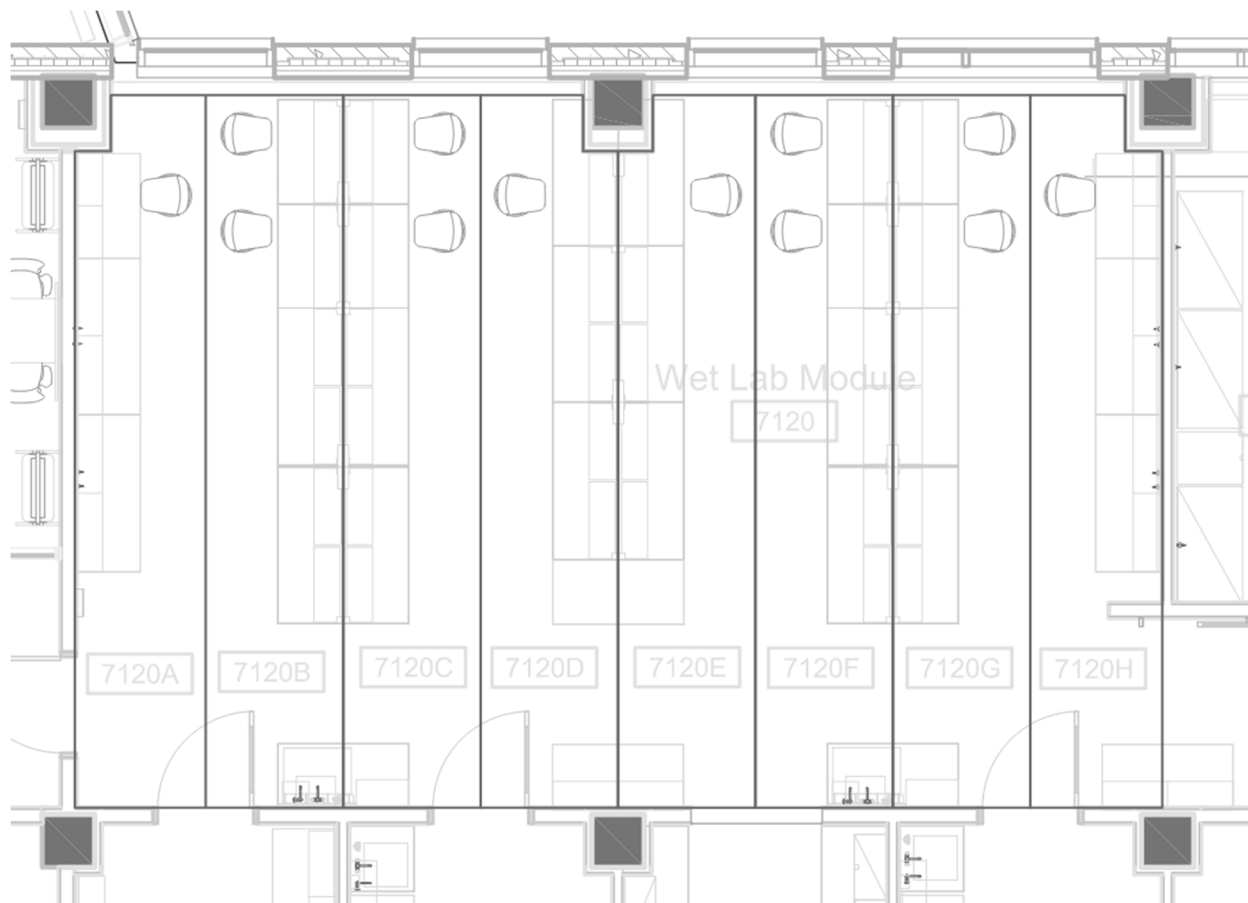
<u>Employee Name</u> – Name of the faculty or staff occupying the space. For rooms designated as Laboratory, Lab Support, or Shared Equipment, select the name of the PI or Faculty member that uses or is assigned to this room. If the space is shared by 2 or more faculty members, enter the name of the faculty with primary usage and indicate the % they occupy in the Shared Percentage field (see below). Do not record the names of staff or trainees who occupy Laboratory, Lab Support, or Shared Equipment space. For rooms designated as Office Space, enter the name of the Faculty or Staff member who uses this room.

The application will not accept edits unless a name is recorded for each space. For spaces not assigned to a researcher or staff member, or shared amongst specific members of a department, i.e. a break, conference room, or core facility used by the entire department, please enter the department's Sr Administrators name.

Shared Percentage – If a space is assigned to or occupied by a single faculty member, enter "100%". If a space is shared among 2 or more Faculty, enter the % portion occupied by the majority or primary faculty that is designated in the Employee Name field. Provide names and corresponding shared percentages of other faculty who occupy the space in the Notes field. Example:

Department	Division	Employee Name	Shared Precentage	Wet Lab Prec	Dry Lab Prec	Vacant	Notes	Adjusted Room Area
Deans Office	Office of Ress	Smith	50	0	0	No	Franklin 35%, Thompson 15%	56.5

If a space is shared 50% / 50% between two PI's enter the name of the PI whose last name comes first alphabetically in the employee name field, enter the second employee's name in the notes section. If a space is shared among 2 or more departments/units, notify Jim Peach (James.Peach@som.umaryland.edu) and George Bafitis (GBafitis@som.umaryland.edu) and a separate room record will be created reflecting the prorated shared areas of the room for allocation to each department. If your department has space in a large shared open lab like is found in HSF III, BRB, and IV MLK, each bench has its own area identification in the inventory list and researcher occupancy should be recorded. Floorplans are available that show the bench areas and room identifications. These benches have been labeled in the labs within the larger lab rooms [example below Lab 7120 in HSF III]:

Staff and research associates who have sit down write up space within labs are not recorded.

Wet Lab Percentage –Wet lab, or wet laboratory space, is defined as laboratory space where chemicals, drugs, or other biological matter are tested and analyzed using liquids. Most laboratories, lab support, and shared equipment space will be classified as 100% Wet Lab. These spaces include imaging, behavior, procedure, cell culture, shared equipment refrigerator and freezer, etc. lab support space.

Dry Lab Percentage - Dry lab, or dry laboratory space, is defined as space where computational or applied mathematical analyses are done with the assistance of computer-generated models. Only record a space as 100% Dry Lab if it can only be used for computational work. If there is a computational space within an otherwise wet lab space, the room can be prorated as Wet Lab% /Dry Lab%, summing to 100%.

Below are Guidelines for Assigning Wet Labs vs. Dry Labs:

Nature of Work
Wet Labs: Involve hands-on experimentation with liquids, chemicals, and biological materials.
Dry Labs: Focus on computational and theoretical work, utilizing computer simulations and data analysis.

Infrastructure

Wet Labs: Equipped with specialized wet benches, fume hoods, and various instruments, glassware, and appurtenances.
Dry Labs: Feature computer clusters, high-performance computing resources, and collaborative workspaces.

Safety Measures
Wet Labs: Require strict safety measures, including the use of PPE and fume hoods for ventilation.
Dry Labs: Emphasize data security and computational safety, with minimal physical safety concerns.

Experimental Control
Wet Labs: Maintain control over environmental factors such as temperature and humidity.
Dry Labs: Control variables in computational models and simulations for precise experimentation.

Each type is best described by the science that is conducted within. If there are remaining questions about the wet lab / dry lab allocation, forward them to Jim Peach and George Bafitis.

Vacant – If unused or unassigned, select "yes". If partially or fully occupied, select "no".

Notes – Use this field to record names and percentages of faculty who share a room, names of staff members who share office space, or other comments.

Other inventory fields

Space Type, Site Code, Building Name, Floor Code, Room Code, Room Area, and Category Description are locked in the master inventory and not editable by unit administrators. Questions/comments about these inventory fields, rooms missing from your inventory, or rooms incorrectly assigned to your department/unit should be directed to Jim Peach and George Bafitis in the Dean's Office. Corrections to the inventory will be made where appropriate and the unit space administrator will be notified when complete.

For help with login or application errors, please email the SOM IS Helpdesk at help@som.umaryland.edu

Screenshot of Application Home Page

Home

Spaces

Inventory
Pending Approval

Export All Inventory ⊕

Add Inventory

Users

Administrators

Resources

Floor Plans

Reports

In Development

Pending Approval	Total Area	Total Spaces	Buildings
1	1,278,921 ft^2	5,315	26

Pending

1 Record Found

SpaceType	SiteCode	DepartmentName	BuildingName	FloorCode	RoomCode	Room Area	CategoryDescription	DivisionName	Employee
Research	UMB	Test Department	307 West Redwood	6	600	300 ft^2	Staff Office	Test Division	Swayne, C

Screenshot of Inventory Page

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UMB Space Inventory

Building | Department

Building:
100 N. Greene St. Building

Search | Reset

Export to Excel ⊕

111 Records Found

Floor: Any **Department:** Any | Filter

Edit	Delete	SpaceType	Site	Building	Floor	Room	Room Area	Room Category	Department	Division
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100	2011.89 ft^2	Staff Office	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100A	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100B	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100C	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100D	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100E	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100F	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology
✎	⊖	Research	UMB	100 N. Greene St. Building	01	100G	28.85 ft^2	Staff Office Support	Medicine	Med Nephrology