



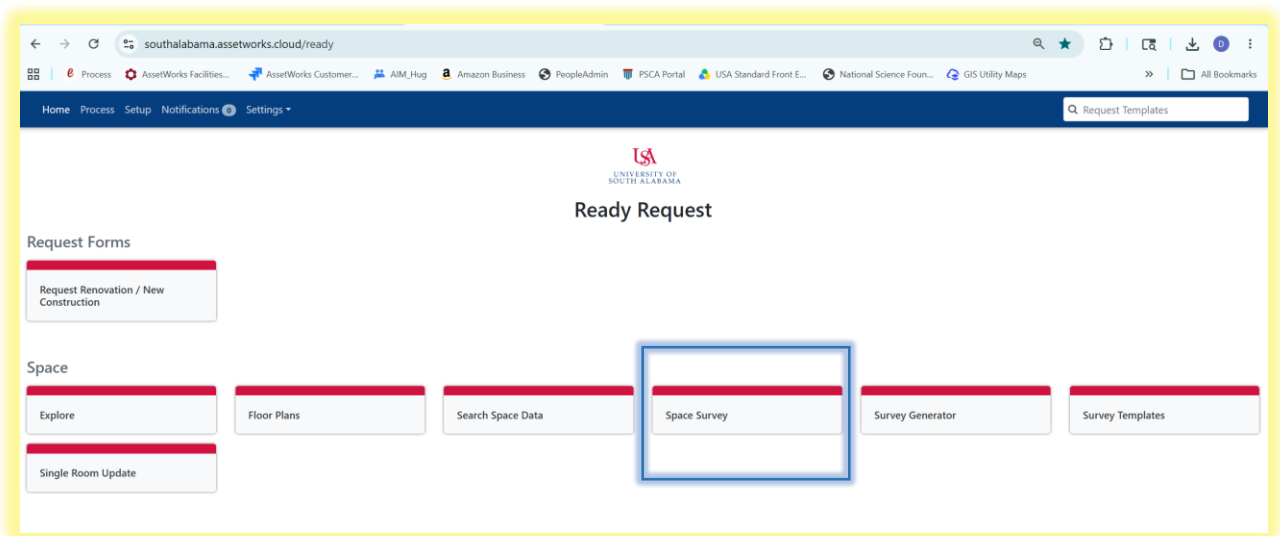
ANNUAL SPACE SURVEY PROCEDURES

The annual Space Survey is divided into Space Survey Segments. A segment is either a department or a single floor.

Once the Survey is generated, you will receive an email notification from “noreply” that contains a link for each of the survey segments to which you are assigned. You are responsible for every segment link in the email you receive for your department.

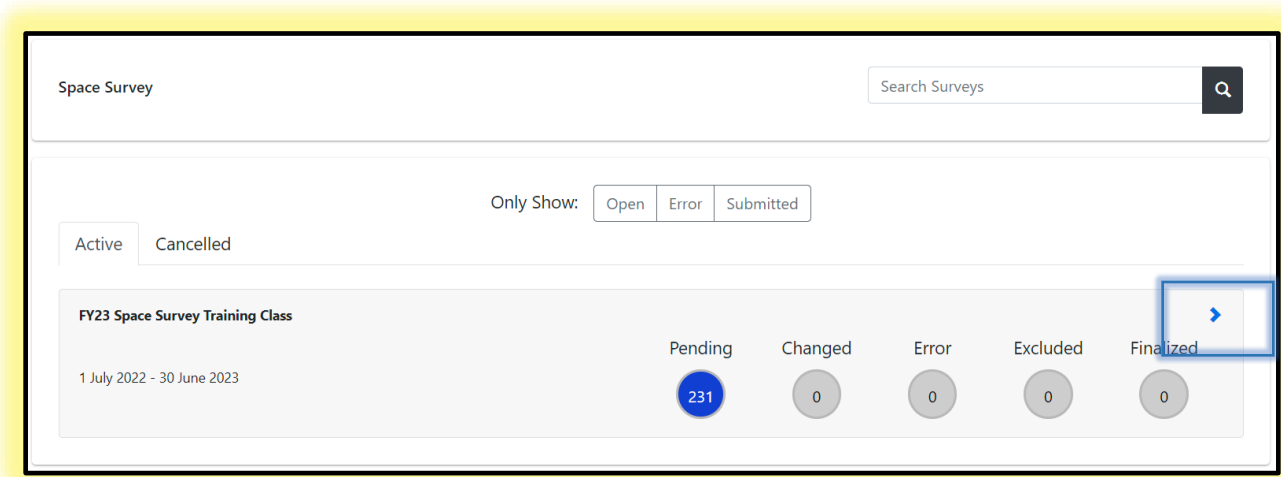
You can click on any of the segment links in the email and ReADY will open that survey segment for you.

Alternatively, you can click on the “Space Survey” tile on the Space Planning webpage <https://www.southalabama.edu/departments/financialaffairs/construction/spaceplanning.html> to access the survey. You can also click the same “Space Survey” tile by going directly to the ReADY Request home screen <https://southalabama.assetworks.cloud/ready> and logging in with your Jag credentials.



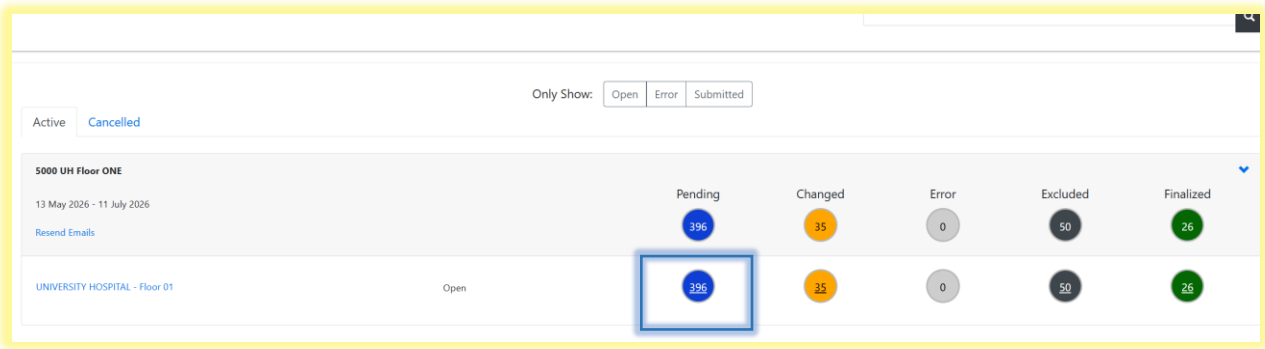
Department Space Surveys are segmented by building and floor.

Click on the **blue arrow** to open the survey details.

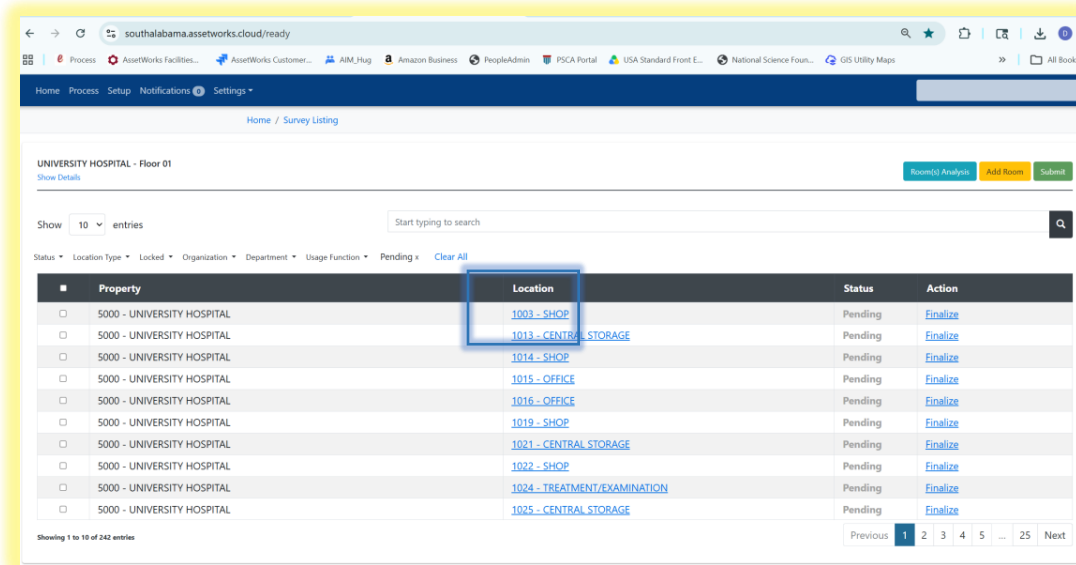


You will then see all building and floor segments.

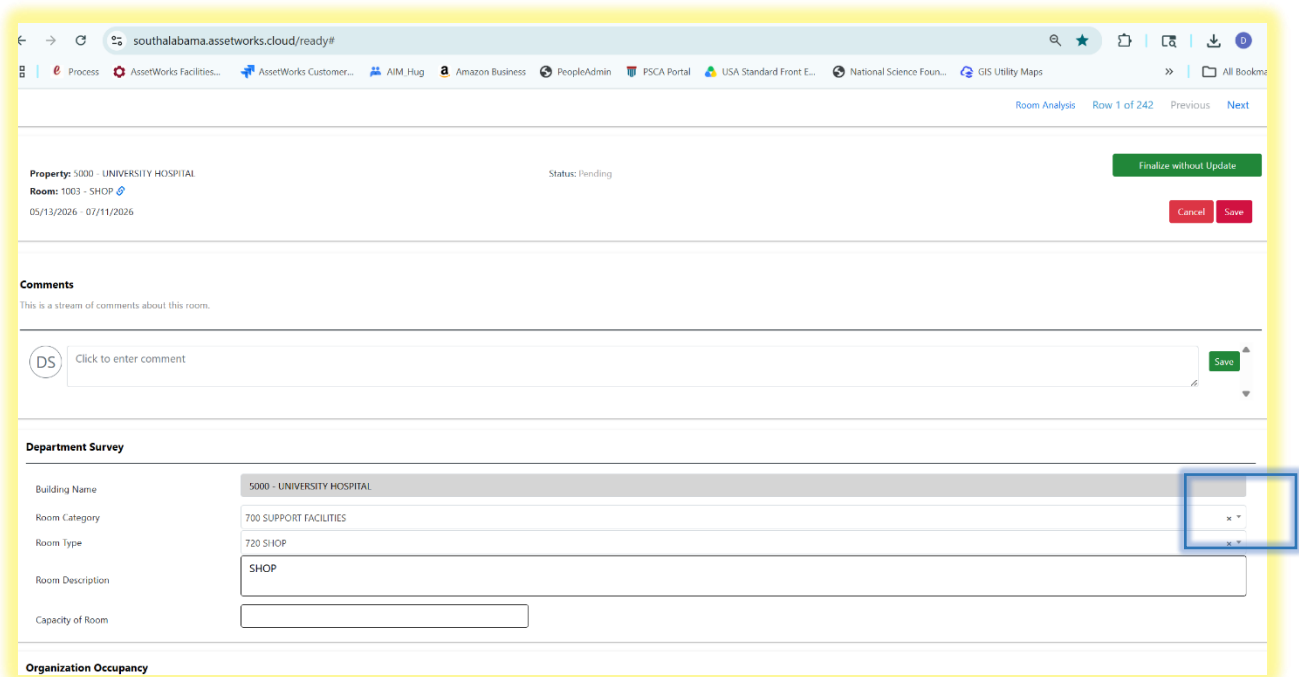
Click the Pending floor segment you want to complete. It will be underlined.



The room detail of your survey will then display. Click the **Location link** to review or update room information.



If the appropriate **Room Category** is not shown, click the drop-down to the far right and select the appropriate category from the list.



Repeat for the **Room Type**.

The **Room Description** is a free field for the rooms description. Please do not leave this field blank.

Scroll below the Room information to the **Organization Occupancy** information. Please also add the **Capacity** of the Room below the Room Description if you have it. In a classroom this would be number of students for that room. This information will be sent to Banner for class scheduling purposes.

Department Survey

Building Name: 5000 - UNIVERSITY HOSPITAL

Room Category: 700 SUPPORT FACILITIES

Room Type: 720 SHOP

Room Description: SHOP

Capacity of Room:


Organization Occupancy

Department / Organization	%	Start Date	End Date
901800 - UH GENERAL DIVISION	100	11/14/2024	<input type="text"/>
901801 - UH FOOD & NUTRITION SERVICES			

[Add](#)

If the Organization is incorrect, add an **End Date** that is beyond the **Start Date** by at least one day.

After an **End Date** is added, click the blue **Add**, this will allow you to select the appropriate Organization from the drop-down options. Enter 100 in the percent field, unless the room is shared in which you may enter another Organization code using the Add. The total percentages should equal 100. Enter the **Start Date** this Organization began occupancy of this room (best estimate), then leave the End Date blank.

 button saves this record after all updates have been made.

Property: 5000 - UNIVERSITY HOSPITAL
Room: 1003 - SHOP
05/13/2026 - 07/11/2026

Status: Pending

[Finalize Room Occupancy](#)

[Cancel](#) [Save](#)

Comments
This is a stream of comments about this room.

Click to enter comment [Save](#)

Department Survey

Building Name: 5000 - UNIVERSITY HOSPITAL

Room Category: 700 SUPPORT FACILITIES

Room Type: 720 SHOP

Room Description: SHOP

Capacity of Room:

Organization Occupancy

Below the Organization Occupancy scroll down to the **Employee** section. Click the blue **Add** and select the employees name from the drop down list. Enter a start date (does not need to be exact) and if the room is not shared, add 100 to the percent field. If the room is shared by employees, click **Add** for each employee occupant entering the appropriate percentage each occupant uses that room. The total percentage must equal 100. If a room does not have an employee occupant, you do not complete this field.

Organization Occupancy Add

Department / Organization	%	Start Date	End Date
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Employee Add

Employee	%	Start Date	End Date
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Be sure to click  to save your survey work.

For ease of making updates to employee occupants or space updates during the calendar year, this can be done from the **Single Room Update** option on the ReADY homepage.

If no changes to the room are needed, click 

If a room is missing from the Location list, click 

Home / Survey Listing

UNIVERSITY HOSPITAL - Floor 01

Show Details

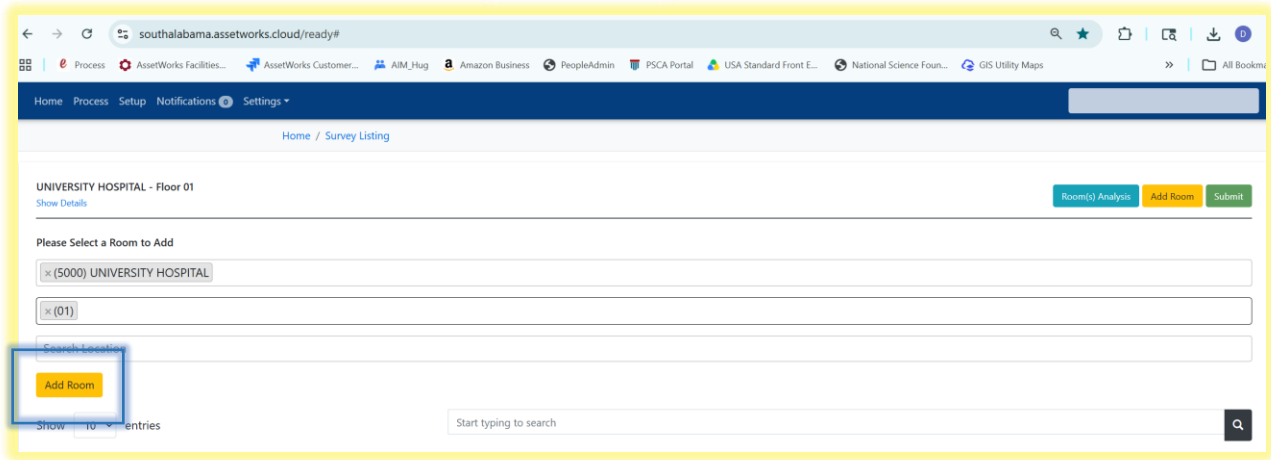
Show 10 entries

Status Location Type Locked Organization Department Usage Function Pending x Clear All

Property	Location	Status	Action
<input type="checkbox"/> 5000 - UNIVERSITY HOSPITAL	1003 - SHOP	Pending	Finalize
<input type="checkbox"/> 5000 - UNIVERSITY HOSPITAL	1013 - CENTRAL STORAGE	Pending	Finalize
<input type="checkbox"/> 5000 - UNIVERSITY HOSPITAL	1014 - SHOP	Pending	Finalize
<input type="checkbox"/> 5000 - UNIVERSITY HOSPITAL	1015 - OFFICE	Pending	Finalize

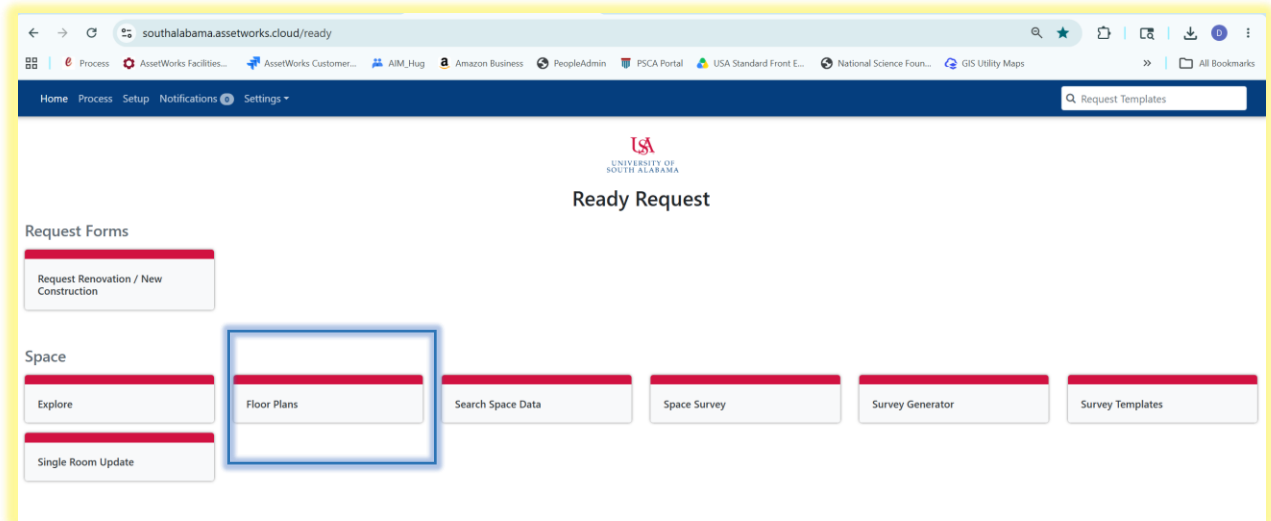
The following screen will appear. Make certain the correct building and floor are selected, then in the **Search Location** field begin typing the number. You may need to scroll to see the room numbers. Select the appropriate room number then click

Add Room

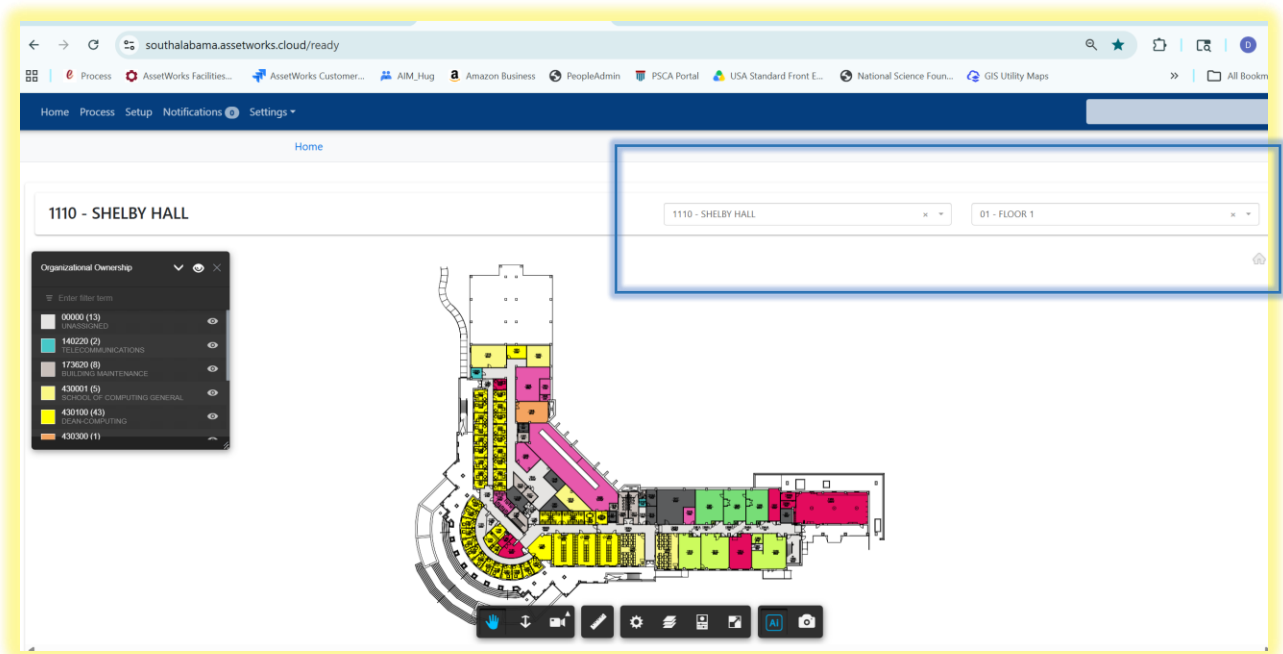


The room will be added and you will be taken back to your list of locations.

To assist you in identifying rooms on the survey, you have also been given access to the Floor Plans Tile in Ready.

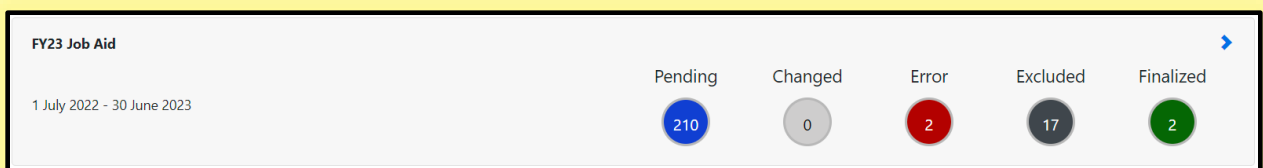


When you select Floor Plans for the first time, you screen will be blank. There are two drop down boxes where in the first you select the building number or name and in the second you select the floor number. The floor plan will then populate.



Please note that all floor plans are confidential and should never be shared without approval.

Survey/Room Status Badges / colors



The basic workflow of the survey is:

Surveyor verifies and updates all room information. This includes room number, room use, employee occupant and associated org code.

Department Approver reviews and approves all room information.

Space Management / Admin processes all rooms and uploads to the space management system.

Room Status Codes:

Note: The badge for Changed, Error, Excluded and Finalized remains grey until any of that type of activity has occurred

Pending = Rooms have not been verified or modified

Changed = Edits have been made to this room

Error = Room has failed a validation rule and can't be processed (An edit must have happened on the room first)

Excluded = Room has been flagged to be ignored when processing this survey segment. This can be used if a room is not in your department or is a mechanical room, etc.

Finalized = Room has been reviewed, passed validation and ready to be submitted for Processing

As you work through your survey segment, the colors and counts will update to reflect the current status of your segment.

When you are finished verifying all room information and all rooms have been finalized for your survey, you may then click

Submit

The screenshot shows the 'Survey Listing' page for 'UNIVERSITY HOSPITAL - Floor 01'. The page features a navigation bar with 'Home', 'Process', 'Setup', 'Notifications', and 'Settings'. Below the navigation bar, there are buttons for 'Rooms() Analysis', 'Add Rooms', and 'Submit'. The main content area displays a table of room entries with the following columns: Property, Location, Status, and Action. The table contains 10 rows of data, all with a 'Pending' status and a 'Finalize' action link. The 'Submit' button is highlighted with a red box.

Property	Location	Status	Action
5000 - UNIVERSITY HOSPITAL	1003 - SHOP	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1013 - CENTRAL STORAGE	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1014 - SHOP	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1015 - OFFICE	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1016 - OFFICE	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1019 - SHOP	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1021 - CENTRAL STORAGE	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1022 - SHOP	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1024 - TREATMENT/EXAMINATION	Pending	Finalize
5000 - UNIVERSITY HOSPITAL	1025 - CENTRAL STORAGE	Pending	Finalize

Your survey should then be directed to your departmental Survey Approver for review.

If have any questions or are having difficulty completing your Space Survey, please contact spacemanagement@southalabama.edu.