LSU
LOUISIANA STATE UNIVERSITY

CAMPUS CORRESPONDENCE

Date: October 31, 2012

To: Deans, Directors and Department Heads

From: Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

Subject: Institutional Space Survey / Memo # AS-13-02

State and federal regulations require LSU to maintain an accurate inventory of space in all buildings owned or leased by the University. This information provides support to the University's requests for federal reimbursement, new construction, and renovation project funding. The space inventory also provides a basis for reimbursement to LSU through the Facilities and Administrative (F&A) cost rate.

As required by the Office of Management and Budget (OMB) Circular A-21, regulations that govern the University's calculation of the F&A rate, the Office of Accounting Services will administer a campus-wide space survey. University space will be divided into two survey cycles; Cycle A (FY 2013) and Cycle B (FY 2014). The detailed cycle schedule is attached to this letter. The project will take place over a two year period commencing in November 2012.

During the space surveys, the following information will be documented:

- **Room utilization** (i.e. sponsored research, instruction, administration, etc)
- **Occupants** for rooms designated as sponsored research
- **Account numbers** associated with space used for sponsored research
- **Room type** (i.e. office, laboratory, conference room, etc)

Members of the space survey team will begin contacting departmental representatives to schedule surveys for Cycle A space. An individual with knowledge of the department's space inventory, room occupants, and room usage should be present during the survey. The survey team will not need to walk through departmental space unless issues arise in comparing floor plans to actual space. Meetings can last from thirty minutes to two hours – depending on the size and complexity of the department. Multiple meetings may be necessary for departments with a large volume of space and sponsored agreements.

Please visit our website (http://www.fas.lsu.edu/acctservices/far_b/spacestudy.asp) for more information related to the space survey. Questions related to the specifics of the survey should be directed to Eddie Parfait at eparfait@lsu.edu or 578-7682.

Attachment

xc: Stuart Bell, Executive Vice Chancellor and Provost
Eric Monday, Vice Chancellor for Finance and Administrative Services and Chief Financial Officer

FY 2013 - FY 2014 Space Survey Planning Schedule

Cycle A - FY 2013	Cycle B - FY 2014
Academic Research Units	**Center for Advanced Microstructures and Devices (CAMD)**
(Energy Studies, Geological Survey,Radiation Safety, Minerals Processing Research Institute, etc)	**Center for Computation and Technology (CCT)**
Administrative Units	**College of Agriculture**
(Office of the Chancellor, Budget and Planning, Academic Affairs, Telecommunications, Facility Services, Undergraduate Admissions, Center for Academic Success, Public Affairs, etc)	**College of Art and Design**
Center for Biomodular Multi-Scale Systems (CBM2)	**College of Human Sciences and Education**
College of Engineering	**College of Music and Dramatic Arts**
College of Humanities and Social Sciences	**College of Science**
Graduate School	**Continuing Education**
Louisiana Sea Grant	**Honors College**
Office of Strategic Initiatives	**Manship School of Mass Communication**
School of the Coast and Environment (SC&E)	**National Center for Security Research and Training (NCSRT)**
E.J. Ourso College of Business	**School of Social Work**
	University College
	School of Veterinary Medicine