Each year, the Faculty of Medicine is required to submit a formal inventory report to the Ministry of Health listing all Academic spaces allocated to the Faculty of Medicine at clinical sites across the province.

In addition, UBC Infrastructure Development requires a yearly review/update of space allocated to the Faculty of Medicine at the UBC Vancouver (Point Grey) campus for their annual submission to the Ministry of Advanced Education.

In order to ensure the FoM inventory remains accurate for reporting purposes, we require assistance from each Unit to review and update their inventory allocations on an ongoing basis. We have introduced some changes to the information gathering process for the annual inventory update as outlined below.

**Inventory Update Instructions – New Process Starting Summer 2019**

Formerly, the FoM Space Inventory Manager reached out to Units to update their inventory information. Commencing in summer 2019, FoM Space Planners will now be contacting Unit Space Managers across the province. The FoM Space Planning and Facilities Management Unit now has three Planners with site/location based portfolios. Click to view the Planner portfolios.

**For FoM Units located in the Lower Mainland:**

Space Planners will contact Unit Space Managers to arrange to meet with them to complete an onsite review and update of their inventory spreadsheet.

**For FoM Units located outside the Lower Mainland:**

Space Planners will send the Unit their inventory spreadsheet for Space Managers to complete and return to the Space Planner.

**Notes for completion of the inventory update:**

- Please ensure that all changes are highlighted on the excel inventory spreadsheet. Any changes that are left un-highlighted will not be captured during our system updates.

- Please do not add any new spaces to the excel inventory spreadsheet. New spaces should be indicated within the body of your email response when you make your submission. Details are provided in the instructions on page 2.

- Please remember to consider any changes that may have occurred due to renovations, faculty/staff changes, site moves or room moves etc. If you have floor plans reflecting recent renovations, please include them in your submission so we may notify the appropriate group to update the Architectural drawings.
Please review the current inventory report provided to you by your Space Planner and complete the following:

1. Flag any rooms no longer being used by the Department for Academic purposes.
   a) These spaces will be removed from the Academic Space Inventory.

2. List any Academic spaces actively being used by the Department that are not currently on the inventory report:
   a) In your email response, provide the room number, room type, room use (Research/ Admin or Teaching) as well as the occupant name* for any new rooms that need to be added to the database. You do not need to provide square footage. Please note that newly identified Academic spaces require follow up before being added to the database.
   * Please ensure the name of the correct occupant(s) are listed. For all assignable Research spaces, please list the PI overseeing/ funding the research in that particular space as opposed to the occupants themselves. For illustrative purposes: if a wet lab is occupied by research assistants and technicians on ‘John Smith’s’ research project, please list all of these rooms with ‘John Smith’ as the occupant.

3. Verify each of the following for all actively used Academic Spaces: (Note: Records with no highlighted changes are assumed to be accurate).
   a) **Use Column** (RE = Research/ AD = Administration/ AT=Academic Teaching) - Please ensure that the current Use Column is correct. Update as necessary.
      i) Note: you may notice some other Uses showing up from time to time such as IN, OTH, AS etc. The Use categories are in the midst of being updated so for the time being, please just choose between RE, AD and AT.
   b) **Type Column** – Please ensure the Type column accurately indicates the kind of activities that occur in each room. If you are unsure what room type to choose, simply provide a description of the activities that occur in this space and we can assign an appropriate room type.
   c) **Area** – While you are not required to know the exact area of any particular room, we ask that you please review whether or not the area seems reasonable. For instance, if you notice that a large open office containing several cubicles is listed at 110 sq. ft., please bring this to our attention so that we can obtain the correct area from the Health Authority.
   d) **Division/Research Program** – If there is a Division or Research Program listed, please ensure it is correct. If this field is blank, you may leave it as such or you may fill it in if you wish.
   e) **Occupant** – Please ensure the name of the correct occupant(s) are listed. For all assignable Research spaces, please list the PI overseeing/ funding the research in that particular space as opposed to the occupants themselves. Please note: If Lab space is assigned to/ used by multiple PIs on a regular basis, please list all of their names. Lab space should not be listed as “Multi-User, Several” unless they are truly bookable by anyone from the Department.

If there are any questions or concerns regarding the above, please contact: Lourdes Rondolo, Project Coordinator, lourdes.rondolo@ubc.ca.

**Disclaimer:** All information and any links appearing on this document are subject to change without notice.