

Completed Spring 2020 - revised for C19	Scope	Offices			Lab and Research Space	All Other Space
		Admin	Academic	Research		
1 - Floor plan corrections	Full campus, optional for UCSD Health	Required				
Basic structure - walls, windows, doors		Required				
Open/modular space elements - workstation partitions and furniture, modular offices		Preferred				
2 - Space classification update		Optional				
3 - Department footprint update		Optional				

Fall 2020 - revised for C19 - Due October 16	Scope	Offices			Lab and Research Space	All Other Space
		Admin	Academic	Research		
1 - Floor plan corrections	Full campus	Required				
Basic structure - walls, windows, doors		Required				
Open/modular space elements - workstation partitions and furniture, modular offices		Preferred				
2 - Space classification corrections		Required				
Classify all offices as enclosed, open, or modular		Required				
3 - Department allocation corrections	Full campus, optional for UCSD Health	Required				
Review current footprint as if on-campus as usual		Required				
Provide updated station counts for allocated spaces within selected space classes		Optional				
4 - Cluster allocation corrections		Optional				
Research clusters (Principal Investigators, groups directly involved in research)		Preferred*	Required	Required	Preferred*	
Other clusters		Optional				
5 - Office occupancy	Full campus, optional for UCSD Health	Optional				
Designate employees' primary office location		Optional				
Designate student employees' primary office location		Optional				
Designate lecturers to primary office location		Optional				
6 - Contacts	Full campus	Required				
Departments		Required				
Buildings		Optional				

*If applicable

Future Spring 2021 under consideration - pending C19 developments	Scope	Offices			Lab and Research Space	All Other Space
		Admin	Academic	Research		
1 - Floor plan corrections	Full campus	Required				
Basic structure - walls, windows, doors		Required				
Open/modular space elements - workstation partitions and furniture, modular offices		Preferred				
2 - Space classification corrections		Required				
Classify all offices as enclosed, open, or modular		Required				
3 - Department allocation corrections	Full campus, optional for UCSD Health	Required				
Review current footprint as if on-campus as usual		Required				
4 - Cluster allocation corrections		Optional				
Research clusters		Optional				
Other Clusters		Preferred*	Required	Required	Preferred*	
5 - Office occupancy	Full campus, optional for UCSD Health	Optional				
Designate employees' primary office location		Optional				
Designate student employees' primary office location		Optional				
Designate lecturers to primary office location		Optional				
6 - Contacts	Full campus	Required				
Departments		Required				
Buildings		Optional				

*If applicable