

Spring 2020 - revised for C19, in preparation for Fall	Scope	Offices			Lab and Research Space	All Other Space
		Admin	Academic	Research		
<b>Floor plans</b>	Full Campus, Optional for UCSD Health					
Basic - walls, windows, doors		Required*				
Open/modular - workstation partitions and furniture, modular offices		Required*				
<b>Update core space data</b>						
Space classification update		Recommended				
Department footprint update						
<b>Cluster allocations</b>						
Research clusters		Recommended				
Other Clusters		Recommended				
<b>Office Occupancy</b>						
Prepare Space and Payroll correlation	Required					

*\*To the best of your ability, given constraints arising from limited on-site access and remote working. Please work with Campus Planning to convey accurate measurements.*

Fall 2020 (planned) - subject to pending C19 developments	Scope	Offices			Lab and Research Space	All Other Space
		Admin	Academic	Research		
<b>Floor plans*</b>	Full Campus					
Basic - walls windows, doors		Required				
Open/modular - workstation partitions and furniture, modular offices		Required				
<b>Update core space data</b>						
Space classifications		Required				
Classify all offices as enclosed, open, or modular		Required			NA	
Department allocations	Required					
<b>Cluster allocations</b>	Full Campus, Optional for UCSD Health					
Research clusters		Preferred		Required		Preferred
Other Clusters		Recommended				
<b>Office Occupancy</b>						
Designate employees' primary office location		Required			NA	Recommended
Designate student employees' primary office location		Required	Recommended			
Designate lecturers to primary office location	Preferred	Recommended				
<b>Contacts</b>						
Departments	Required					
Buildings	Preferred					