

Facilities/Space Inventory

Frequently Asked Questions (FAQ's)

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ACCESS:

Q: I cannot log on to eBARS.

A: If you don't have eBARS access at all, click the Request Access button at the bottom of the screen (<https://myuk.uky.edu/zAPPS/ebars>). Use your link blue ID to register. You will also need to provide your supervisor's contact information so approval can be obtained.

Q: I have access to eBARS for Equipment Inventory, but not for Space Inventory.

A: Send an email to Derek Hitt, djhitt3@uky.edu. You should include your Name, Link Blue username, supervisor and the department(s) to which you require access.

Q: I have access for eBARS for Space Inventory, but it is View Only.

A: Send an email to Derek Hitt djhitt3@uky.edu requesting access for Department Update (department level access or Unit Review(unit level access). You should include your Name, Link Blue username, supervisor and the department(s) to which you require access.

Q: Why are some of the fields missing or overlapping when I sign into my Space Inventory?

A: Most often, this is the result of using a browser other than Internet Explorer. eBARS does not function correctly when using Firefox, Google Chrome or other internet browsers. Internet Explorer MUST be used to access eBARS. Also, using a Text Size larger than Medium may cause overlapping of fields.

Q: Who approves Health Care/Hospital department access?

A: Jason "Ty" Paul, jtpaul00@uky.edu is the Health Care Space Inventory Org/Unit Level Contact.

Q: I am the Unit Level Contact. Where do I go in eBARS to review inventory?

A: After logging in to eBARS, go to System, Select Module, Space (Unit Review). This will give you access to all of the departments in your Unit and the ability to review/update any ADDS/DELETES, TRANSFERS, etc.

DATA INTEGRITY WARNINGS:

Q: What are Integrity Warnings and how do I correct them?

A: Integrity warnings show that the Field in question should be reviewed because the general rules of Facilities Inventory are not being applied. A list of integrity warnings is shown below:

1. Functional Area Usage is 9910 (Not Specified)

Functional Code 9910 is for new rooms that have not been assigned a Functional Area. This code is for short-term use only.

2. Functional Area Usage is 9990 (Non-assignable Space)

Functional code 9990 is limited to the corresponding Non-assignable Space Room Usage codes PPP, WWW, XXX, VVV, YYY, or ZZZ. Public hallways, stairways, and restrooms are examples of Non-assignable Space.

3. Room with Usage Code 050(Inactive Area) or 060(Alteration or Conversion Area)

Usage Code 050(rarely applicable) is limited to rooms available to be assigned to an Organizational Unit or activity but unassigned at the time of inventory. Usage Code 060 is for rooms temporarily out of use because they are being altered or renovated at the time of inventory.

4. Room with blank "Room ID on Door" and not ZZZ (Structural Area) or WWW (Circulation Area).

This indicates that there is no room number on or around the door. (This should not be confused with the eBARS bar coded tag). Some areas do not display room numbers identifying the Space. For example, a house converted to a small number of offices might not have room a number on the door of each room. Classrooms are a specific type space that should always have an identifying number to assist students with locating the correct room.

5. Room with Net Square Feet (NSF) divided by "Actual Work Station" is less than 15 (Fire Code Violation).

Each Work Station must provide at least 15 NSF. For example, an office that has 2 work stations, must be at least 30 NSF. The one exception to this warning are rooms with theatre seating, which should be noted in Comments.

6. Occupied rooms with <15 NSF (Net Square Feet).

A room that has Occupants should never be less than 15 NSF. This would be a fire code violation.

7. Room with square footage less than 5 and not ZZZ-Structural Area.

A room must have at least 5 net square feet unless it is a Structural Area, such as a pipe chase. If the room is shown as having less than 5 NSF and is visibly larger, the NSF must be acquired and the correct NSF entered.

- 8. For Usage Code 251 or 252, Functional Area Usage should not equal 100% research if students work in the lab.**
If the Room Usage Code 251 or 252 (Wet or Dry Research/Non-Class Laboratory) is assigned and students work in the lab at any time, a percentage of the Functional Usage Code should be assigned to **General Academic Instruction** code 0110, such as 70% Functional Code 0220 (Individual and Project Research), and 30% 0110 (General Academic Instruction).
- 9. Usage 730 (Central Storage) and 735 (Central Storage Service) are intended for storage campus wide use. See Code definition.**
Frequently confused with “Service” areas. Central Storage areas are commonly called warehouses, surplus storage, or central campus supply. An area holding office supplies or files would be considered “Office Service” (Usage Code 315).
- 10. Functional Area Usage Code is incorrect. Functional Code 1400 for HSP use only.**
Functional Code 1400(Hospitals and Clinics) is to be used only with Hospital departments. This code cannot be used by departments in College of Medicine, Dentistry, Public Health, Health Sciences, Pharmacy, etc.
- 11. Usage 250 needs to be assigned a sub-usage code of 251 or 252.**
As of 2013 Usage Code 250 is no longer used for Space Inventory and should be replaced with 251 or 252.
Code 251: Research/Non-class WET laboratory, procedures typically involve liquids, often chemicals, and/or research specimens.
Code 252: Dry laboratory spaces have similarities to space types often found in office buildings.
- 12. Usage 255 needs to be assigned a sub-usage code of 256 or 257.**
As of 2013 Usage Code 255 is no longer used for Space Inventory and should be replaced with 256 or 257. These are the corresponding ‘service’ codes for codes 251 and 252.
Code 256: Research/Non-class wet lab service
Code 257: Research/Non-class dry lab service
- 13. Delete temporary Person ID(beginning with ‘X’)and replace with valid SAP Person ID from HR Employee Listing.**
If a temporary Person ID (beginning with ‘X’) has been issued in a previous year and now has a valid Person ID in the HR Employee Listing, the user must delete the temporary ID and add the valid ID to the Occupants List.

See below. The temporary Person Id is presently shown under **Edit Occupant**. This should be deleted and the valid ID shown under the HR Employee Listing added.

The screenshot displays the eBARS system interface. The top navigation bar includes 'System', 'Search/View', 'Space Inventory', 'Reports', and 'Help/Links'. Below this, there are tabs for 'List Rooms', 'Detail', 'Func Usage', and 'Occupants'. The main content area is divided into two sections:

- Edit Occupant:** This section contains fields for 'First Name' (Erica), 'Last Name' (Faulkner), and 'Person ID' (X0002436). The 'Person ID' field is circled in red. Below these fields are dropdown menus for 'Employee Department' (7H180 -Biochemistry) and 'Employee Function' (006 -Student). There are also checkboxes for 'Full Time' and 'Non-Resid'.
- Human Resources Employee Listing:** This section shows a search results list for the department '7H180 -Biochemistry'. The first result is circled in red: '10008589 - Faulkner, Erica Marlene (7H180) Stud'. Other results include '10821799 - Favilla, Michelle A. (7H180) Post Docto', '10425341 - Fiandato, Michael V. (7H180) Students', and others.

At the bottom of the 'Edit Occupant' section, there is a 'Room Occupant List' table with columns for 'Updated Occupant', 'Current Occupant', and 'Status'. The table contains several rows of data, including names like 'Toro, Sabatere' and 'Miles, Alexandra'.

Integrity warnings are designed to call attention to data that may be incorrect. Some data may not need to be corrected, but might require explanation. To correct the warning, click on Select (left of the Data Problem Description). A screen will appear with a dropdown menu to choose the result of your review (Corrected, Not Corrected, Does Not Need Correction). Enter Comments as needed for explanation. Select Save. You will be returned to the Room Detail screen and the Integrity Warning under Corrected will have changed to Yes.

TRANSFERS:

Q: I have entered a Transfer, but it still shows in the List Rooms tab and I cannot Finalize my department.

A: Transfers must be accepted at the Unit Level. Your Unit Level Contact will find these under the Room Tranx button on the Unit Level Space Summary. To expedite the process, contact your Unit Level Reviewer, to make them aware you are waiting on the Transfer to be approved.

Q: How do I receive Transfers from other departments?

A: After being accepted by the "Sending Dept" Unit Level contact, the room will be removed from the Sending Department and will appear on the Receiving Department.

Q: How is a room Transfer Reversed?

A: The Unit Level Contact must go in to Unit Summary, click on the Room Tranx button, Transfer the room "To" and "From" the same department. It will then show on your List Rooms as active.

Q: What is the difference between a Transfer and a Delete?

A: A room is transferred when it is no longer occupied by your department. To delete a room in a UK-owned building indicates that it no longer exists. Rooms in UK-owned buildings should seldom be deleted by Space Inventory Users. Rooms in owned buildings are deleted by Capital Assets Accounting when updates/changes are provided by PPD/MCPPD.

Rooms in leased buildings and buildings with no cost to UK, are maintained by the department. These rooms may be deleted by the department if no University department currently occupies or has equipment in them.

Please contact Derek Hitt djhitt3@uky.edu if there are any questions about the status of a building or room.

DEPARTMENT ASSIGNMENT:

Q: How do I find the department who presently is assigned to a particular room?

A: Contact Derek Hitt, djhitt3@uky.edu. He will need the Building Number to locate this information. You can also click **Search/View** from the main menu bar, then choose **Rooms**. Enter the **Building Code** and **Room ID** under **Selection of Records**, then click **Execute Query** to view the current department.

Q: Does a "Hallway/Closet/Stairway, etc" belong to my department, shouldn't it be assigned to PPD (Physical Plant Division)?

A: If your department uses the area in any way, such having a file cabinet in a hall way or a pamphlet rack in an entryway, it is assigned to your department. Also, all of the spaces in buildings not maintained by PPD are assigned to the department occupying the majority of the space. For example, if a house were converted to Capital Assets Accounting offices and not PPD maintained, the hallways, restrooms, etc are assigned to the Capital Assets Accounting department.

Q: How is a New Department added or Department Name Change entered in SPACE?

A: Send request to Derek Hitt, djhitt3@uky.edu. It will then be forwarded to the Database Administrator.

USAGE CODES:

Q: What is the correct Room Usage Code(3 digit code)?

A: This must be determined at the department level. Detailed Descriptions can be found on the Capital Assets Accounting site to assist you in selecting the correct code:<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Room%20Use%20Codes%20%26%20Descriptions.pdf>.

Q: Why is the supply room and file room in our department not considered to be Room Usage 730(Storage)?

A: The 7 series of Room Usage Codes are to be used with areas that are considered 'University Wide'. The correct Room Usage Code for the supply and file rooms would be the Service Code for the type of area it serves, such as 115(Classroom Service), 315(Office Service), or 635(Food Facility Service).

Q: What is the correct Functional Area Usage Code(4 digit code)?

A: Detailed Descriptions can be found on the Capital Assets Accounting web site at <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-17-16.pdf>. You may enter as many as five functional area codes. The percentage assigned to each functional area must be at least 5% (*unless otherwise determined via the 2015 F&A Survey*), and the total percentages must equal 100%. **The functional codes must be determined at the departmental level.** Your Business Manager is the best reference for determining your department's specific codes.

Q: What are some common errors and helpful hints when determining Functional Codes?

A:

1. Incorrect use of 0460(Academic Administration, Personnel Development, and Course and Curriculum Development) – Deans are assigned to this category, but Department Chairpersons should be assigned to Instruction, Research, or Public Service based on their payroll distribution (DOE plus additional pay). The 04XX codes are to be used for College-wide central offices level administrative functions. **Occasionally, there will be an exception that should be charged to this code, but in most cases of such an exception it will not exceed 10% of the total Functional Codes.**

2. Incorrect use of 0630(General Administration) – this code is often mistaken and used for departmental clerical and administrative activities. This code is to be used for areas that support the central administration for the entire university. Departments should assign their clerical and administrative activities to their supported functions - Instruction, Research, or Public Service. ALL 06XX codes are to be assigned only to Central Institutional Support. **Should there be a rare occurrence that a department feels an exception is necessary, they should contact Capital Assets Accounting.**
3. Incorrect use of Research codes 0210, 0220, 0230 – Code 0230 should not be used for sponsored or competitively awarded funding. Bridge and start up funding are types of funding that should be assigned 0230.
4. The DOE(Distribution of Effort) can be used to determine the Functional Codes if the Usage Code is not 220, 225, 250, or 255(Research Labs and their service/support areas).
5. Incorrect use of 1010(Administration and Supervision)-this code is to be used with Physical Plant departments only as described in the detailed description.

OCCUPANTS:

Q: An occupant does not show under my department, how do I enter?

A: Search HR by Last Name (do not need ID) or Enter Manually.

Q: What determines if an occupant should be listed?

A: Generally, if an occupant spends 50% or more of their working time in the area, they should be listed. However, some units, such as the College of Medicine, have specific guidelines for their departments. If in doubt, contact your Unit Level Reviewer.

Q: Why are there some people still listed under the Human Resources Employee Listing, but are no longer employed at UK?

A: The employee listing is pulled from a Human Resources file, so we do not know the criteria that determines the names. You may contact HR for an explanation.

STATION TYPE:

Q: How do I determine if a Station Type is Moveable Or Fixed?

A: If a Work Station needs the assistance of PPD (Physical Plant Division) to be moved, it is considered Fixed, otherwise it is Moveable.

BARCODES:

Q: Who is responsible to put room barcodes in place?

A: Barcode placement can vary from one building to another, but these are the general guidelines:

1. UK Buildings maintained (repair and maintenance) by Physical Plant Division(PPD) - PPD applies barcodes.
2. UK Buildings not maintained by PPD (such as some AG, Athletics, and Housing Buildings)- the using department is responsible for requesting and applying barcodes.
3. Lease or space used by UK at no cost –the using department is responsible for requesting and applying barcodes.
4. Replacement tags (missing, unreadable, partially missing) – the using department is responsible for requesting and applying barcodes.

NON-UK OWNED BUILDINGS:

Q: How does a Leased Building or Building At No Cost to UK (Free Space) get entered into eBARS?

A: Form E (Space Building Data Collection Form) is sent to Derek Hitt djhitt3@uky.edu. He will then assign a Building Number and enter into eBARS. Lease information is most often submitted by the Real Estate Services department. On occasion, a department, will themselves contract a lease, which in that case, the department must submit the Form E. Form E's must always be submitted by the department when space is used in a Building At No Cost to UK (Free Space). In addition to Form E, when ***Inventory is not in progress***, Form F (Room Data Collection Form) is sent to Capital Assets Accounting to be entered. ***If Inventory is in progress***, room information must be entered into eBARS by the department occupying the SPACE by selecting **ADD NEW**. It is the responsibility of the department to put room barcodes in place.

OTHER:

Q: Can I (Department Level) make changes after a room is Completed and Locked?

A: Yes, Uncheck "Room Review Completed" and, "Locked" (if applicable). Only the user that has "Locked" the room, can "Un-lock". If the room was locked at the Unit Level you will need to contact your Unit Administrator.

Q: When I click on the Finalize button on the Department or Unit Summary page, the Completion Box still shows Incomplete. Have I done something wrong?

A: Probably not. Occasionally, there can be a time lapse due to university wide system usage. Click on the Refresh button. You should then be able to view the department/Unit Summary as Complete.

Q: Where can I view the floorplan of the building?

A: The PPD (Physical Plant Division) website. <http://www.ppd.uky.edu/Facilities/Floorplans>. The site shows the floorplan, room numbers, and NSF (net square footage) of most UK owned buildings. In eBARS Space Module, click Search/View, Buildings. Under Field Name, choose Building Code from the dropdown list, enter the Building Code under Value, and click Execute Query. Click the Building Code link in the Detail column then click the **FloorPlan** button. **This is a very useful reference during Space Inventory.**

Q: Who do I contact concerning signage above or beside the door?

A: If the building is considered a ***patient healthcare building*** contact Tomi Ross at tomi.ross@uky.edu.

All other requests go to the Sign Shop at <http://www.ppd.uky.edu/forms/workreq.asp>.

Q: Is it necessary to enter Comments?

A: Though not mandatory, entering detailed Comments can eliminate further communication (and time) with you or any persons related to the update or change.

Q: Who do I contact with questions/concerns?

A:

Health Care/Hospital- Jason "Ty" Paul jtpaul00@uky.edu

College of Medicine (COM) - Ann Emmerson aehugh0@uky.edu

College of AG – Orlando Chambers ochamb@uky.edu

Research – Daniel Hall daniel.hall@uky.edu

College of Engineering – Monica Mehanna monica.mehanna@uky.edu

Your Unit Level Space Contact

All other - Derek Hitt djhitt3@uky.edu