MERCER UNIVERSITY
Space Management Policies and Procedures

Mercer University space management policies and procedures are separate from the procedures used at Mercer Engineering Research Center (MERC). Please see MERC’s policies and procedures attached.

Mercer University uses The Management Authority (TMA) software application to collect information on how university buildings and rooms are used. This information is extracted and used with financial activity data to create the space allocations for the Facilities and Administrative Rate (F&A Rate) proposal. The proposal is negotiated with the federal cognizant agency, Office of Naval Research (ONR) to determine the overhead rate charged on grants and contracts. The TMA application excludes the space allocation data for MERC. The building space for MERC is maintained in the centrally managed MIS system.

As each base year is determined, the TMA room data and building file is copied into the F&A rate cost database for calculation of Mercer University’s proposed F&A Rate. The Accounting Department is responsible for distributing, collecting, and analyzing the data for space records for all university owned buildings. The Physical Plant Department is responsible for updating occupants and assignable square footage changes as it occurs since the Physical Plant Department manages all campus moves and renovations.

The survey which includes room use and list of occupants assigned to each room is submitted to building stewards by Accounting on a two year schedule so the entire campus is completed for each base year. Effective July 1, 2007, the appropriate Senior VP will be notified to request any survey data not submitted back to the Accounting Department by the assigned deadline. Prior to July 1, 2007, any survey data not returned by the building stewards was reviewed and completed by the Accounting Department. As the survey data is returned, it is reviewed and entered into the TMA system by the Accounting Department. Any questions regarding the space are addressed prior to entering in the TMA system.

An additional review and walk through for all identified on campus research space (ONR) is done closer to the end of a base year (June 30th) to ensure updated data is used for Mercer University’s F&A Rate proposal. As part of this review, space is reviewed to ensure that expenditure dollars match the recorded space.

Each department receives a package including the current list of rooms for the entire department that correspond to the current rooms numbers, the current indirect cost function percentages that must be assigned to each room (ONR, INS, etc.), the current departmental listing (Art, Basic Science, etc.), description of indirect cost functions, and current listing of equipment by room report. The package asks for verification of data and to submit any changed needed. Equipment is tracked and managed under the current property policies and procedures.
After all space data has been submitted for the Mercer University F&A Rate proposal, a final review of space is completed as part of the review process with Mercer University’s external consultants.

**SPACE CODING OPTIONS and DEFINITIONS**

- AUX  Auxiliary Service Function
- DPA  Department Administration
- DRI  Departmental Funded Research
- DSA  Deans Accounts
- GA2  General and Administration, Macon
- GA3  General and Administration, Macon, MERC, & Atlanta
- GA4  General and Administration, Atlanta
- GA6  General and Administration
- HOU  Housing
- INS  Instruction
- LIB  Library
- MER  MERC Research
- MFR  Off Campus Research Mercer University
- OFR  Off Campus Research
- OIA  Other Institutional Activities
- OM1  Plant Operations and Maintenance, Security
- OM2  Plant Operations and Maintenance, Utilities
- OM4  Plant Operations and Maintenance
- ONR  On Campus Research
- OSA  Other Sponsored Activities
- SPU  Sponsored Project Administration
- SPM  Sponsored Project Administration, Mercer University
- STS  Student Services

**DEPARTMENT CODING OPTIONS**

- 00330 - ACAD COMP
- 00335 - ACADEMIC COMP/ATL
- 12180 - ACADEMIC RESOURCE CENTER
- 00160 - ACCOUNTING
- 12350 - ADMISSIONS
- 00140 - ADVANCEMENT
- 00150 - ARCHITECT
- 01015 - ART
- 01230 - ASSOC. PROVOST/UG
- 00360 - ATHLETICS
- 00234 - AUX SERVICES
- 00180 - BENEFITS/PAYROLL ADMIN.
- 01018 - BIOLOGY
- 12445 - BSU
00172 - HEALTH & SAFETY
00255 - HEALTH SCIENCES
01085 - HEALTH/PHYS ED
01070 - HISTORY
01170 - HONORS PROGRAM
00025 - HOUSE OF DELEGATES
01290 - IDS
18030 - INFORMATION SYS DEPT
00011 - INSTITUTIONAL EFFECTIVENESS
00045 - INT'L PROGRAMS
00170 - INTERNAL AUD
02000 - LAW
02500 - LAW/ADMISSIO
02060 - LAW/CAREER S
02300 - LAW/DEAN
02010 - LAW/INSTRUCT
02400 - LAW/REGISTRA
02075 - LAW/REVIEW
01160 - LEADERSHIP & COMM. SERV.
02035 - LIBRARY/LAW
12315 - LIBRARY/MAIN
05135 - LIBRARY/MED
14315 - LIBRARY/SWIL
01075 - MATH
05000 - MED
05080 - MED/ADMISSIO
05097 - MED/AHEC
05030 - MED/ANESTHESIOLOGY
05015 - MED/BASIC SC
05085 - MED/COM MED
05300 - MED/DEAN
05020 - MED/FAM MED
05514 - MED/FIN AID
05480 - MED/FINANCE
05010 - MED/INT MED
05055 - MED/MED. ED.
05220 - MED/MHS
05035 - MED/OBGYN
05040 - MED/PATHOLOG
05045 - MED/PEDIATRI
05050 - MED/PSYCHIAT
05057 - MED/RES LAB
05253 - MED/STRATEGIC PLANNING
05060 - MED/SURGERY
15000 - MERC
01450 - MERCER CNTR COMMUN. DEVPT
00333 - TECH SUPPORT MACON
00235 - TELECOM
08000 - THEOLOGY
08300 - THEOLOGY/DEA
00520 - UNIV PRESS
00142 - UNIVERSITY CENTER
00522 - UNIVERSITY COMMONS
00100 - VP ENROLLMENT SERV
00270 - VP HEALTH AFFAIRS
00274 - VP PUBLIC & GOVT AFFAIRS
00334 - WEB MANAGEMENT
00200 – WELLNESS