MEMORANDUM

DATE: May 7, 2012

TO: Daryl Buss, Dean
    Martin Cadwallader, Dean
    Robert Golden, Dean
    Katharyn May, Dean
    Gregg Mitman, Interim Director
    Paul Peery, Dean
    Jeanette Roberts, Dean
    Gary Sandefur, Dean
    Kate VandenBosch, Dean

FROM: Darrell Bazzell, Vice Chancellor for Administration
      Paul M. DeLuca Jr., Provost

SUBJECT: Facilities and Administration Space Audit

In preparation for the calculation and negotiation of the University’s next federal indirect cost rate, UW-Madison’s Facilities and Administration (F&A) working group and staff from Research and Sponsored Programs and the Space Management Office are organizing a review of campus space utilization. This review involves an OMB Circular A-21 space survey of research-intensive facilities across campus. The survey is designed to identify functional space, room-by-room, per federal guidelines. The F&A space audit is very important for establishing the campus federal indirect cost rate.

Some of the departments in your school or college are included among these facilities. To ensure the accuracy and completeness of the survey as it relates to specific federal guidelines governing space studies, it will be necessary for the respective departments to perform a thorough evaluation of their space.

A team from the F&A working group will contact Dean’s Office and departmental representatives to arrange training regarding the new web-based survey methodology and to review the schedule. Since the process for completion of the survey is extremely time critical we would appreciate any assistance you and your staff can provide to facilitate meeting times with your departments.

Please contact Liz Fredricks (3-3042) at Space Management or Don Akamatsu (0-1333) at Research and Sponsored Programs with any questions.

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