

# THE UT FACILITIES SPACE SURVEY

## APPENDIX G: SPACE INSTRUCTIONS FOR RECHARGE CENTERS (UTK & UTSI)

These additional instructions are being provided to recharge centers in an effort to more accurately and consistently report recharge center space.

Space to Base Match – The classification of space in a room must be aligned with the funds supporting the activity(s) in the room. Space occupied by recharge centers should be identified and designated as such. Specifically, space which is occupied by recharge center equipment must be assigned as recharge center space, rather than departmental space.

### SPACE TYPE

**Please code space occupied by recharge center capital equipment with a space type of 01.500.905 – Other Special--Dept Recharge.** Other center space that does **not** contain recharge equipment should be functionalized according to use (i.e., code staff office as 01.300.110).

**Example – space occupied by recharge center equipment:**

Space usage timeline	
* Start date	7/1/2024
* Space Type	01.500.905, Other Special--Dept Recharge
Capacity	0

### OCCUPANT FUND DEPARTMENT

**Please code the Occupant Fund (Fund Using) field as the recharge center expense chart string ONLY (i.e., 10-1100011-101111-220-0052).**

**Example – recharge center listed as the occupant fund in space usage details section:**

Space usage details	
* Occupant Fund Dept	
X	10.1100011.101111.220.0052, Recharge Centers

### PROGRAM CODES

The % Space per Occ. Fund Unit should reflect a % allocation according to the revenue generated from client billings, e.g. 45% Organized Research (220.2), 55% Departmental Research (220.9). **Only funds that begin with SPN (sponsored projects) or INT (internal projects, specifically Governor’s Chairs and Centers of Excellence) should be reflected in the 220.2 program code allocation; all other funds (including revenue from external users) should be included in 220.9 program code allocation.** Please note that recharge centers will use only 2 program codes – either 220.2 or 220.9.

**Example –space occupied by recharge center equipment functionalized according to client billings profile.**

**Client billings were:**

**Billed to INT's & SPN's - \$4500**

**Billed to all other users - \$5500**

Space usage timeline			
* Start date	7/1/2024		
* Space Type	01.500.905, Other Special-Dept Recharge		
Capacity	0		
Space usage details			
*Occupant Fund Dept	*Program	Program Function (CIP)	% Space per Occ. Fund Unit
X 10.1100011.101111.220.0052, Recharge Centers	220.2, Research, Organized (separately funded)		45,000
X 10.1100011.101111.220.0052, Recharge Centers	220.9, Research, Departmental		55,000
<a href="#">Add Occupant Fund Dept</a>		<a href="#">Assign % evenly</a>	

\*Note: Please enter the appropriate CIP code.

If you have any questions regarding the information above or space in general, email [knoxspacesurvey@utk.edu](mailto:knoxspacesurvey@utk.edu). A team member in the Office of Budget and Finance (Knox Campus) will contact you.