WHO SHOULD USE THESE DATA COLLECTIONS?

Anyone who wants to use Facilities data (related to work requests or space) for operational support or historical analysis, for things such as:

- Collecting, managing, and tracking requests and associated costs for work in the University's physical plant
- Tracking the related costs and hour totals for work requests for specific buildings and time periods
- Monitoring research-related usage of individual rooms
- Monitoring usage of rooms by specific principal investigators in specific buildings
- Reporting on rooms within the buildings associated with the University, as well as the utilization, trends in usage, and occupation of those buildings, on a room level

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE FACILITIES DATA COLLECTIONS?

There are a great many business questions that can be addressed using the Facilities Data Collections, from the simple to the complex. For example:

- Which rooms in Williams Hall are classrooms and what are the responsible and/or occupying ORGS for them?
- What was the average time for a work request to remain active until closed in The Quadrangle, Sansom Place West, and International House last year?
- What were the major issues generating work requests in College Hall during the last year?
- What percentage of the rooms in Huntsman Hall are involved with research?
- What ORGs and PIs occupy laboratories the Richards and Goddard buildings and what is the breakdown by percentage for specific functions and programs?

DESCRIPTIONS OF DATA COLLECTIONS

The Facilities Data Collections, part of the University Data Warehouse, includes 2 very different sets of data—the FRES Work Requests Data Collection and the Space@Penn Data Collection.

1. **FRES Work Requests** contains current and historic information about facilities work order requests.
   - **Refresh Cycle:**
     - **Daily:** Monday through Friday evenings; Work Request header and phase data (status, attributes, dates).
     - **Weekly:** Thursday evenings; Phase detail cost and hours data; coordinated with AiM load to the General Ledger.
   - **Data Source:** Facilities and Real Estate Services (FRES) AiM system (formerly known as Facility Focus).
   - See [https://www.isc.upenn.edu/facilities-work-requests-data-collection#Tables-and-Data-Elements](https://www.isc.upenn.edu/facilities-work-requests-data-collection#Tables-and-Data-Elements) for descriptions of the data included in this part of the collection.

2. **Space@Penn** contains descriptive information about rooms within the buildings associated with the University, as well as the utilization and occupation of those buildings, on a room level.
   - **Refresh Cycle:**
     - **Daily:** Monday through Friday evenings; changes made through the TRIRIGA application will be available on the following day.
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- Monthly: Close of every month; snapshots saved of Buildings, Floors, Rooms and Room Utilization tables
- Annually: End of each fiscal year; year-end versions of the files are saved and are also available through SpaceHistory@Penn
  - Data Source: TRIRIGA application
  - See [https://www.isc.upenn.edu/spacepenn-data-collection#Tables-and-Data-Elements](https://www.isc.upenn.edu/spacepenn-data-collection#Tables-and-Data-Elements) for descriptions of the data included in this part of the collection.

DATA INCLUDED IN THE FACILITIES DATA COLLECTIONS AND UNIVERSES

- **FRES Work Requests Universe:**
  - Descriptive information like work request title, number, status and comments as well as summarized labor, material and contract costs. A History table is included to facilitate reporting on a work request throughout its life cycle.

- **Space@Penn Universe:**
  - Building, room and room utilization information such as occupants assigned to rooms, program activities in each room, ORG information (ORG responsible for room vs. ORG occupying the room)

- **SpaceHistory@Penn Universe:**
  - Historical building, room and room utilization information such as occupants assigned to rooms, program activities in each room, ORG information (ORG responsible for room vs. ORG occupying the room)

FACILITIES COLLECTIONS TIPS & TRICKS

- Do not assume that all rooms have been assigned occupants, as policies vary from school to school.
- Principal Investigator data is not complete and not tied completely to the Sponsored Projects or PennERA data.
- Be aware of the difference between a ‘Principal Investigator’ assigned space to pursue a grant and an ‘Occupant’ who performs his or her work in the designated space.
- ‘Responsible ORG’ and ‘Occupying ORG’ may be the same or may be different.

ADDITIONAL FACILITIES DATA COLLECTIONS INFORMATION AND HELP

- For corporate reports involving Facilities data, see [https://www.isc.upenn.edu/facilities-work-requests-data-collection#Reports](https://www.isc.upenn.edu/facilities-work-requests-data-collection#Reports).
- For help, send email to SPACE-WH@LISTS.UPENN.EDU. This is a monitored list; subscription is automatic for people who obtain access to the Facilities Data collections.
- For general questions, send email to da-staff@isc.upenn.edu (Enterprise Information & Analytics staff).