

FACILITIES DATA COLLECTIONS

Quick Reference Guide

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> 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> 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.
 - – for more information
<http://provider.www.upenn.edu/computing/da/dw/facilities/workreq/>
- **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)
 - – for more information
http://provider.www.upenn.edu/computing/da/dw/space/space_univ.html
- **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)
 - – for more information
http://provider.www.upenn.edu/computing/da/dw/space/spacehist_univ.html

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>.
- Access forms (one for each collection) at <http://provider.www.upenn.edu/computing/da/eforms/>
- 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).