Office of Space Planning & Management

April 4, 2016

Space Validation and Reconciliation Inventory:

On Monday, April 11, 2016, the Office of Space Planning & Management will begin surveying University space. The goal of this space inventory is to assess, field verify, and improve the data and processes by which the University space data accurately reports the use of campus facilities. The survey, being conducted by staff from HCA Asset Management, will include a field verification and audit of all space with the exception of residential living spaces. The scope of this project includes 2,697,880 square feet, 7399 rooms, and 200 buildings, encompassing four University campuses (UNCW Main Campus – College Road and St. James Drive; The Center for Marine Science – Myrtle Grove; Wrightsville Beach research stations; and three locations in Jacksonville, NC). HCA staff will be provided the most current space data and will reconcile this information with inventoried validations.

This project is an important part of UNCW’s efforts related to accountability and current space use. In addition, the results of these inventories and validations of space, as specified in OMB-A21, are important components of the University’s research activities, and the Facilities and Administrative (F&A - indirect cost recovery) that is approved by the Federal Government. Therefore, the federal and external auditors who review our records will place great importance on the accuracy of these inventories. The Office of Space Planning & Management will be working closely with HCA staff throughout this project. Please provide representatives from HCA your full cooperation during this review process.

If you have any questions or concerns regarding access to your space, please relay them to the contacts below. Thank you in advance for your assistance.

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