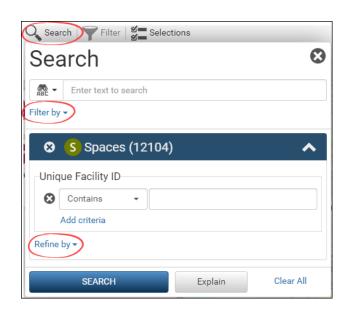## Workstation and Occupancy Data – Overview

Agencies must report workstation and occupancy data for all in-scope owned, leased and receivable leased facilities as part of the Six-Year Facilities Plan baseline data collection process.
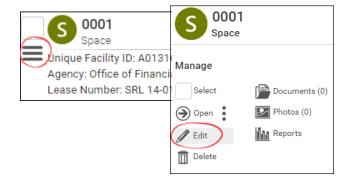
✓ Workstation and occupancy fields are located in the Space table.

✓ For existing owned and receivable leased facilities, and for existing leased facilities where the contracts are not being renewed, this data is added or updated by editing the Space table.

✓ Workstation and occupancy data can also be entered as part of the lease renewal and master lease renewal wizard process, as well as the owned facility and leased facility creation wizard processes.

✓ For receivable leases, it is the tenant agency's responsibility to report workstation and occupancy data. For new receivable leases, this will occur after the owning agency/master lease holder has created the receivable lease in FPMT.

Workstation and Occupancy Data

1. Navigate to the Space tile

   A. **Click** the 🔍 Search button on the data explorer toolbar

   B. **Click** Filter by ▼ and choose **Spaces** from the dropdown menu

   C. **Click** Refine by ▼ and choose **Unique Facility ID (UFI)** from the dropdown menu

   ➔If you need to locate a UFI, run the Owned or Leased Facilities Inventory report from the agency tile

   D. **Enter** the UFI

   E. **Click** SEARCH

2. **Click** the ≡ menu button

3. **Click** 🖉 Edit

4. Populate or update the following fields:

- Number of Offices
- Number of Workstations
- Number of Mobile Benches
- Number of Touchdown Spaces
- Number of Resident Users
- Number of Internally Mobile Users
- Number of Externally Mobile Users

➔Click the ⑦ next to the field name for a definition of each term. Also below.

➔If data for mobile benches, touchdown spaces and internally and externally mobile users is not available, leave those fields blank.

5. Click SAVE AND CLOSE

Number of Offices ⑦

Number of Workstations ⑦

Number of Mobile Benches ⑦

Number of Touchdown Spaces ⑦

Description of Unique Space Uses ⑦

Number of Resident Users ⑦

Number of Internally Mobile Users ⑦

Number of Externally Mobile Users ⑦

Term	Definition
Office	An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls (typically 100 – 150 square feet)
Workstation	An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user (typically 42 – 64 square feet)
Mobile Bench	A mobile bench is a workstation in a bench format, unassigned or assigned, and used by an internally or externally mobile user (typically 24 - 36 square feet)
Touchdown Space	An unassigned space that provides open seating in varying forms used by externally mobile users, remote users and visitors to conduct work on an irregular basis or for short periods of time (typically 24 square feet or less)
Resident User	A user* who spends more than 50 percent of their time at the same workspace in the facility *A user is any person who routinely works at a facility for any amount of time and may have an assigned workspace. A user could be an employee, volunteer, contractor or community partner. Users are not clients or customers. A user does not equate to an FTE.
Internally Mobile User	A user who typically spends more than 50 percent of their time in the facility with as much or more time spent away from their workspace than at it.
Externally Mobile User	A user who spends at least 50 percent of their time outside the facility working in the field, from home or from other external locations.