

Key Occupancy, Location, and Workpoint Terms

These terms apply to individuals' location information maintenance in Tririga.

Allocate vs assign

"Allocate" is used when space is under the control or management of a Department or Cluster organizational group. "Assign" is used when an individual is designated to a work location, contact, or role.

Check-in Location

The Check-in Location section is for people who do not perform a significant concentration of work in a designated space in a building. This could be due to work performed in the field, or constantly changing on-demand work at a variety of locations. The check-in location is where a supervisor or other contact could enable someone to get in touch with the person, or the location where the person reports or does ancillary work, but not where they perform the majority of their work. The Check-in Location headcount is excluded from Occupancy calculations. *DO NOT use Check-in Location to indicate a PI/Cluster presence.*

Cluster

Clusters are sub-department groups of people, space, funding, and research activity that may cross departmental boundaries. Research Clusters names should be LAST NAME, FIRST in all-caps, and add a clarifying suffix to all identical names if they need to point to distinctly different activities. Clusters may also denote grouped activity other than research-focused and -funded efforts.

Cluster Responsible Person

This is the person designated as responsible for a given Cluster.

Occupancy-related terms

This section on the Space Form is used to record and report on occupancy and vacancy of workpoints (see below). Elements within Occupancy are used together with Primary and Secondary Location headcounts to result in the Occupancy Calculation.

Capacity

Occupancy headcount term which designates the number of individuals who can routinely occupy a space at the same time. Capacity for non-workpoints is set at and should remain at 0, even though individuals can be assigned to the room as primary/secondary locations.

Total Shared Capacity

Occupancy headcount term which designates the number of individuals who can be assigned to simultaneously share a space while not exceeding the intended capacity at any one time

Emergency Capacity

Occupancy headcount term which designates the stated maximum occupancy of the room, if known (often set by the Fire Marshal or other building official). This field is not required.

Overflow Capacity

Occupancy headcount term which designates the number of additional individuals who can be assigned to the space in an overflow situation. This field is not required.

Occupancy Calculation

This is the foundational calculation that uses Primary and Secondary Location headcounts to drive occupancy and vacancy reports for workpoints intended for regular assigned occupancy or use (see below). Graphic occupancy and vacancy information is available in the Floor Plan Viewer via the People theme. Check-in Location headcount is excluded from the Occupancy Calculation.

Primary Location

All people in Tririga are allowed only one Primary Location, usually an office workpoint assigned by the person's primary or 'home' department (but can be a non-office/non-workpoint space if no office is assigned). When the space is a workpoint, The Primary Location headcount is combined with the Secondary Location headcount against Total Shared Occupancy to drive the Occupancy Calculation. *DO NOT use Primary Location to indicate a PI/Cluster presence.*

Secondary Location

All people in Tririga *may* have any number of Secondary Locations. They are used for subsequent designated locations after the Primary Work Location is identified. These additional seat assignments are usually based on a situational use such as a secondary appointment or project. The Secondary Location people count against occupancy calculations when it is a workpoint. When the space is a workpoint, The Secondary Location headcount is combined with the Primary Location headcount against Total Shared Occupancy to drive the Occupancy Calculation. *DO NOT use a Secondary Location to indicate PI/Cluster presence.*

Workpoint vs non-workpoint

Workpoints are assigned by the person's primary or 'home' department. Workpoints usually consist of regular assigned occupancy or use in offices and cubicles. Workpoint occupancy and vacancy metrics are driven by headcount of Primary and Secondary Location occupants against Total Shared Capacity in "Workpoint" spaces.

Non-workpoints are spaces that are intended for specific task use (labs, conference rooms, mechanical rooms, special class labs) and do not count towards occupancy and vacancy reports.