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, leased and receivable leased facilities, this data is added or updated by editing the Space table.
✓ Workstation and occupancy data can also be entered as part of the Create Owned Facility and Create Leased Facility 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.

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### Overview

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<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td><strong>Which FPMT user roles can add workstation and occupancy data?</strong></td>
<td>• Users must have the Facilities role and edit rights in order to enter workstation and occupancy data in FPMT.</td>
</tr>
</tbody>
</table>
| **Is workstation and occupancy data required for all facilities?**       | • Workstation and occupancy data is only required for leased, owned and receivable leased facilities that are in scope for the biennial Six-Year Facilities Plan.  
• This data will become an inventory requirement in 2023.                  |
| **Who is responsible for adding workstation and occupancy data for receivable leased facilities?** | • The tenant agency is responsible for entering the user and workstation counts for receivable leased facilities.                    |
| **When do I add workstation and occupancy data?**                       | • Workstation and occupancy data is reported as part of the biennial Six-Year Facilities Plan process in even years, between March and June. |
| **How do I add workstation and occupancy data?**                        | • For existing facilities, workstation and occupancy data is added or updated manually in the space table.                           
• Workstation and occupancy data can also be added via a wizard when creating a new owned or leased facility.               |
| **Where can I find workstation definitions?**                           | • **Office**: An enclosed workspace with floor to ceiling walls.                                                                          
• **Cubicle**: An open or partially enclosed workspace.                     
• **Touchdown Space**: An unassigned space that provides seating in varying forms to conduct work on an irregular basis or for short periods.  
  **Note**: Refer to any unassigned workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space. |
| **Where can I find user type definitions?**                             | • **Resident User**: A user who works in the office at least 60% of the pay period.                                                       
• **Externally-Mobile User**: A user who works in the office less than 60% of the pay period.                                 |
Enter Workstation and Occupancy Data

Navigate to the space tile.

1. **Open** the Data Explorer module.

2. **Select** the **Search** button on the data explorer tool bar.

3. **Select** **Filter by** and choose **Spaces**.

4. **Select** **Refine by** and choose **Unique Facility ID**.

5. **Enter** the UFI.
   - If you need to locate a UFI, run the Owned Facilities Inventory Report or the Leased Facilities Inventory Report from the agency tile.

6. **Select** the **SEARCH** button.

7. **Select** the **menu** button on the space tile.

8. **Select** **Edit**
9. **Populate** or update the following fields:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  ➔ Refer to any unassigned workspace (e.g., office, cube, bench etc.) that could be used for hoteling as a touchdown space.
- Number of Resident Users
- Number of Externally Mobile Users

➔ Click the ☰ next to the field name for a definition of each term.

10. **Select** [SAVE AND CLOSE]