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[Space Surveyor Resources](#)

Manage Survey – portal to your assigned space survey

Overall Survey Status Report – view status (past due, submitted, completed) of selected surveys

Survey Walkthrough – PDF guide of the annual survey process

Survey Walkthrough Recording – video of the annual survey process

Room Type Change Process – guide to initiating the request to change clinical room types per state required guidelines

Room Type Definitions – detailed dictionary of room type codes (only Carley can change these, and each room can only have one room type; please reach out if your room types are incorrect)

Room Use Definitions – detailed dictionary of room use codes (surveyors can update room use codes however they see best fit; can use multiple per room if needed)

Room Type & Uses Cheat Sheet – quick reference guide to all room type & use codes

[Emergency Contacts](#)

Emergency Contacts Report – downloads an XLSX file with all current emergency contact info (if listed) for all OHSU spaces; updated quarterly

Email Occupants & Emergency Contacts – searchable by building, floor, & room; pulls list of emergency contacts & occupants to send custom bulk email messages

Assign Contacts Report – assign emergency contacts for your assigned areas

Room Splits & Occupants Report – lists square footage, department assignments, room types, occupants, etc. for all tracked OHSU spaces

[Space Console Resources](#)

Space Console – platform to view, customize, and print floor plans

Space Console Basics – PDF download of basic Space Console navigation

Space Console Basics Recording – video of basic Space Console navigation

Room Inventory Reports

Room Splits & Occupants Report – automatic download of XLSX report containing all details of tracked rooms; can be filtered on any included fields; updated monthly

Custom Rooms View – simplified view of monthly report; automatically updated

Emergency Contacts Report – automatic download of XLSX report containing all emergency contacts assigned to individual rooms; updated quarterly

Location Metrics – dynamic overview of all buildings with simple map functions

Building Views

OASIS Building List – filterable summary report view containing space metrics of all tracked buildings that are no longer found in [Building List Smartsheet](#); automatically updated & can be downloaded into XLSX file

View Sites/Bldgs/Floors/etc. – basic views of corresponding data fields

Favorites

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