Appendix A

Form and Instructions

NASA Form 1400

NASA
National Aeronautics and Space Administration

Facilities Utilization Program
Buildings Space Utilization Report - Summary by Building and Organization

INSTALLATION	DATE	PAGE	OF	PAGES

BUILDING 1.	ORGANIZATION 2.	NUMBER OF PERSONNEL				PER-SONNEL REQUIRING OFFICE SPACE 7.	ALLOCATED NET USABLE AREA (Sq. ft.)								OFFICE SPACE AVAIL/PEPS REQUIRING OFFICES 16.
		CIVIL SERVICE 3.	CON-TRACTOR 4.	OTHER 5.	TOTAL 6.		OFFICE 8.	LABOR-ATORY 9.	TECHNICAL FACILITY 10.	CON-FERENCE 11.	SHOP-INDUSTRIAL 12.	STORAGE 13.	MISCEL-LANE-OUS 14.	TOTAL 15.	

General Instructions for Preparing NASA Form 1400
Buildings Space Utilization Report Summary by Building and Organization

ASSIGNED SPACE

Building (Col. 1). Provide building, structure, complex, trailer, etc., name or number. If alphanumeric, provide a separate key showing names and titles of buildings. Lump minor buildings exclusive of trailers in a miscellaneous category when small in area and utilized by only 2-3 personnel.

Organizations (Col. 2). List (separately) organization(s) at office or division level occupying the building.

Number of Personnel (Col. 3-6). Show number of personnel by types occupying the building. Show subtotals by organizations, i.e., NASA and non-NASA.

Personnel Requiring Office Space (Col. 7). List the number of personnel by building and organization(s) occupying or requiring office space.

Allocated Net Usable Area in Square Feet (Col. 8-15). See iDefinitions of Termsî for net usable area and various types of space.

Office Space Available Per Person Requiring Office Space (Col. 16). Computed by dividing net square feet of office area by number of personnel in the building and organization requiring office space.

UNASSIGNED OR VACANT SPACE
Only columns 1 and 8-15 should be completed, if unassigned or vacant space exists.

BUILDING QUALITY CODE
See definitions for description of building quality categories and code symbols to be entered, if applicable, preceding the net area figures in Col. 8-14. This code is optional and to be used only if considered necessary to clarify complex space utilization problems.

TOTALS
A summary line with installation total for Col. 3-15 should complete the report. Indicate average space available per person requiring office space (density) in Col. 16. Summarize separate total for Col. 3-15 for NASA Civil Service Employees and NASA Contractor/Tenant occupied space. Note that tenant activities, leased space, and trailers are summarized separately.