

ENG- Instruction	SPACE ALLOCATION QUALITY REVIEW INSTRUCTION			Number: ENG-I-SU03	
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SUBJECT SPACE UTILIZATION QUALITY REVIEW INSTRUCTION

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PURPOSE

To provide instructions for a quality review process of the Space Utilization (SU) work performed, in order to ensure the integrity of the Computer Aided Design (CAD) floor-plans and corresponding data within the NASA KSC Facility Space Management System (FSMS).

SCOPE AND APPLICABILITY

Under the Base Operations & Spaceport Services Contract (BOSS), Space Utilization is responsible to create/update the master CAD floor-plans and the FSMS to ensure the integrity of work performed, and all completed work will go through the quality review process as defined below, prior to final completion and close-out.

PROCESS**1. QUALITY REVIEW GUIDELINES**

The Checker and CAD Drafter shall not make changes once the project has been submitted for review. In addition, the Checker shall use Form ENG-F-SU01, the Space Utilization Review Checklist as the official guideline for checking a scheduled project.

2. QUALITY REVIEW PROCESS**2.1. Checking CAD Drawings and FSMS**

- The Checker shall perform a general review of the field mark-ups/redlines to ensure the CAD Drafter is performing the work in a consistent manner per ENG-I-SU01
- The Checker shall ensure that the copying of design drawing CAD files from as-builds by others will not occur. In addition, the Checker shall verify that point-to-point measurements are held to a minimum and that reference points with the associated measurements shall be used whenever possible.
- The Checker shall check the overall length and width of a modified area and/or facility to be sure that the overall accumulation of field measurements are within tolerance. The Checker shall perform various spot checks.
- Continue quality control review in accordance with BOSS Form ENG-F-SU01

2.2. Processing Errors

When errors are found, the Checker shall:

- Document the Schedule with initials and a date, indicating that the corrections have been returned to the CAD Drafter for corrections.
- Include the checklist with the project folder and return it to the CAD Drafter. The same checklist will be used throughout the project and will remain with the folder.
- Once corrections have been made, the CAD Drafter must document the Schedule with their initials and date, indicating that project is returning to be rechecked.
- The Checker will recheck the identified corrections and may check additional areas.
- If errors still exist, the above process will continue until the project is correct.

2.3. Complete Without Errors

- Once the checking process for an assigned project has been completed, document the Schedule as "QC Complete" with initials and date.
- Send an e-mail to the Scheduler to close out that project. The Scheduler will follow the ENG-I-SU01 Closeout Process.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Facility Space Utilization CAD As-Built Drawings	Records Owned by NASA SI Server Storage by IMCS Record Maintenance by BOSS Space Utilization
Facility Space Management System	Records Owned by NASA SI Server Storage by IMCS Record Maintenance by BOSS Space Utilization
Project File	BOSS Space Utilization

AFFECTED DIVISIONS/OFFICES

Engineering Services

ROLES AND RESPONSIBILITIES

CAD Drafter: An employee whose duties include but are not limited to gathering data necessary for the maintenance of the NASA Physical Space Management System and creating and maintaining master CAD floor-plan files.

Checker: A Facility Space Utilization and or Allocation employee, assigned to perform a quality review for all scheduled work completed by Space Utilization personnel.

Manager: Ensures compliance requirements stated in this procedure.

Scheduler: The section Supervisor or designated representative responsible for logging, scheduling, and tracking Space Utilization assignments.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
ENG-F-SU01	Space Utilization Review Checklist
ENG-I-SU01	Space Utilization Floor-Plan And Database Instructions
80KSC018C0017	Base Operations And Spaceport Services Contract (BOSS)

ACRONYMS

CAD: Computer Aided Design

FSMS: Facility Space Management System

BOSS: Base Operations & Spaceport Services Contract

KSC: Kennedy Space Center

Sq-ft: Square feet

SU: Space Utilization

DEFINITIONS

Facility: Structure or system uniquely identified by a number and accounted for in the Real Property Records. Facility numbers are assigned to, but not limited to structures, utility distribution components, and pavements. For the purpose of this document, a facility is defined as an area, building, or trailer classified as KSC real property as well as property owned by others that house KSC functions and personnel.

Facility Space Management System (FSMS): Is the NASA KSC commercial off the shelf system, which is called TRIRIGA Workplace Enterprise Management that is used to manage KSC's facility floor-plans and associated room attribute data such as: sq-ft, category codes, occupants, chargebacks, room & door numbers, organization codes, etc.

Schedule: A BOSS Space Utilization database used to track work assignments. Located in Space-Utilization's Admin Share-Drive: \\ks-kdc-iscfile\iscshare\ISC_SU_Admin\SU Scheduler\ and called: Space Utilization.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release to replace PLP-I-RP36	11/03/09
1	Minor Revisions; Update Template & Records Table. No Formal Review Required per QPO	07/29/11
2	Complete Revision	02/03/17
3	Updated to BOSS	01/02/20

DOCUMENT APPROVALS

1/28/2020

X Marc Dixon

Marc Dixon
Site Services & ACAM Branch Manager
Signed by: cards

1/28/2020

X Laura Lopetz

Laura Lopetz
Site Services Real Property & Space Lead
Signed by: cards