The Office of Capital Planning and Space Management utilizes the INSITE Net-FM system for maintaining space information for the Georgia Tech campus. This system tracks building and room data for all owned and most leased buildings, including parking decks. Users can view this data in tabular format or via floor plans. Information available in this system includes the following:

- Building Lists with official name, street address, gross square footage, etc.
- Room Lists with room numbers, room use, departmental assignment, square footage, etc.
- Query functions for buildings, rooms, and other space-related data
- Excel spreadsheets of building and room information
- PDF floor plans that can include highlighted areas via queries
- Various space related reports

Also, our website: [www.space.gatech.edu/spaceaccounting](http://www.space.gatech.edu/spaceaccounting) includes building lists and other reports that are available to anyone. The most comprehensive of these is the “Organization Space Profile” which is available from the “Department List” on our web page. This is a good summary of the space usage of a specific School. College Space Profiles are also available.

The INSITE Net-FM system is available to Georgia Tech facility directors, building managers, and others who have a need for this data. For more details, including screen shots and sample floor plans, go to the Net-FM link on the left-hand side of the web page mentioned above. For information on obtaining access, or for questions about Net-FM or our website, please contact John Holcombe at john.holcombe@cpsm.gatech.edu or (404) 894-5512.

**INSITE Net-FM Main Menu – [http://insite.gatech.edu](http://insite.gatech.edu)**

- Quick Links for commonly used menu items can be set up here. Facility List, Floor List, and Space List are the most commonly used functions.
- Menu pane can be moved out of the way on any screen when desired by clicking here.
- Menu folders can be expanded by clicking on + icon. Facility/Floor and Space contain the most commonly used items.
- Click here to return to main menu screen at any time.
- Quick Links and Queries can be accessed from any screen.
- Links to CPSM web page and Facilities Inventory and Classification Manual (FICM).
- Extensive help information is available here.
- See and change preferences here.
- Sign off here.
- Queries can be saved and will appear here.
Sample Net-FM Building (Facility) List

Sample Net-FM Floor Plan Queried by Departmental Room Assignment

Organizations are color coded and listed in legend with total square footage and room counts.