

SPARTAN SPACE INVENTORY AND CLASSIFICATION MANUAL



Institutional Space
Planning and Management
MICHIGAN STATE UNIVERSITY

<https://ispm.msu.edu/>

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User Roles

Capability	Administrator	Unit Space Coordinator	Departmental Space Coordinator	Read
Room Details Editing				
Space Use Code	✓	Request	Request	
Function Code	✓	✓	✓	
Departmental Assignment	✓	Request	Request	
Departmental Allocation	✓	✓		
Employee and PI Assignment	✓	✓	✓	
Mark Room as Reviewed	✓	✓	✓	
User Administration				
Add User	✓	Request		
Delete User	✓	Request		
Add MAUs/Depts to User	✓			
Delete MAUs/Depts from User	✓			
Change User Role	✓			
Change User Name	✓			
Change User NetID	✓			

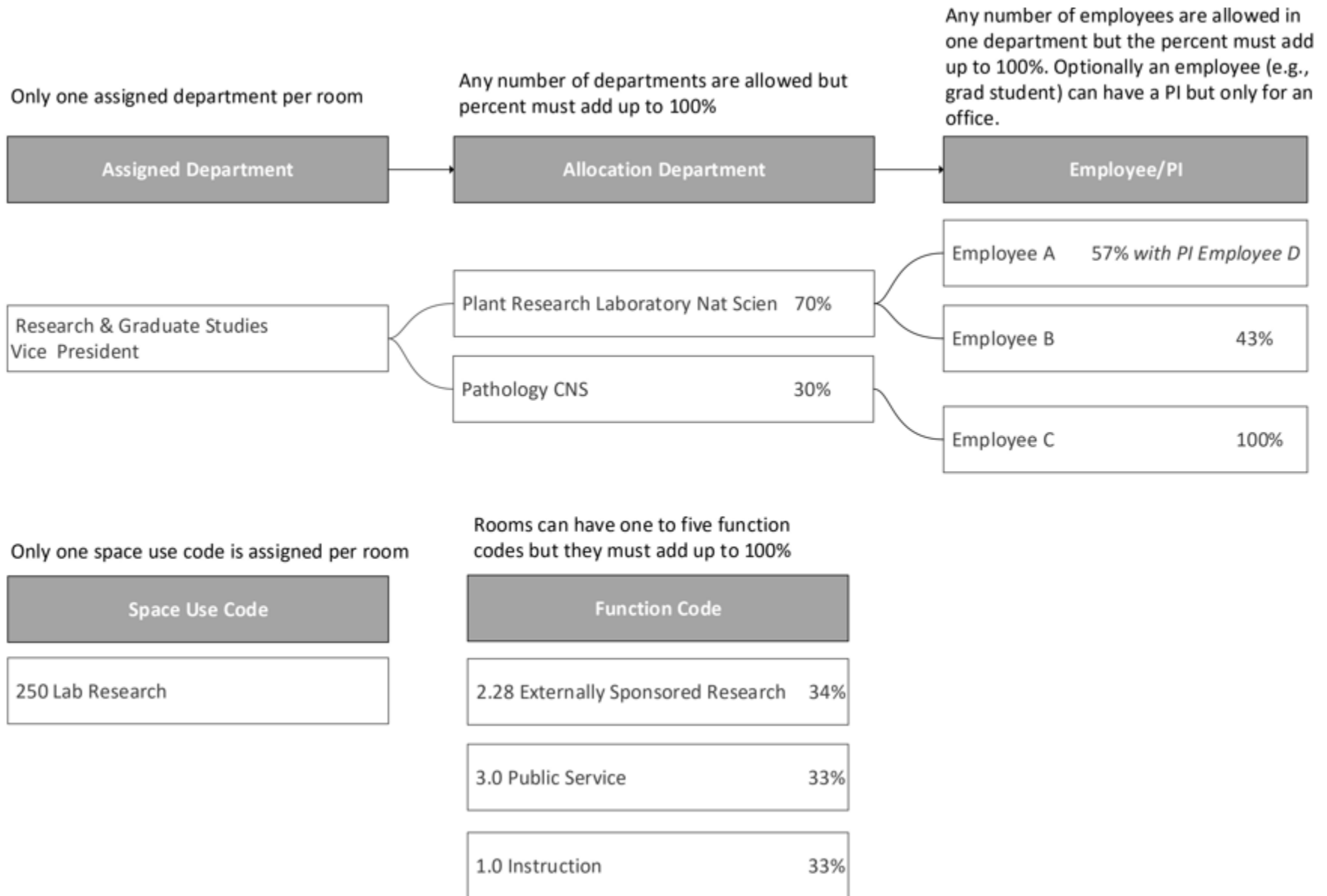
ISPM relies on the Unit and Departmental Space Coordinators to keep employee and function space data updated as changes in their space occur.

This chart details the different capabilities that each role has in Spartan Space. Please note that in most cases, USCs and DSCs will only have the ability to edit space that is assigned and/or allocated to their respective MAU and/or department.

Unit Space Coordinators (USCs) are assigned to Major Administrative Units (MAUs) while Departmental Space Coordinators (DSCs) are assigned to departments within an MAU. USCs are tasked with assigning appropriate departmental employees as DSCs to help maintain the ongoing employee and function changes to spaces assigned and/or allocated to their MAU.

USCs will be notified by email of changes that are made by their DSCs.

Space Assignment and Allocation Visualized



Hyperlinking in Spartan Space

Specific data in Spartan Space can be easily shared by creating a hyperlink with URL parameters. For example, if you want a colleague to view details in a specific room, you can create a URL that will take your colleague directly to the room, rather than taking the multiple steps to find the room via search functions.

To create a custom hyperlink:

1. Start with the Spartan Space URL (<https://spartanspace.msu.edu>)
2. Add a question mark (?)
3. Add the preferred parameter, as detailed below.

Show rooms by:

Building <https://spartanspace.msu.edu/?bldg=Building Number>

Ex: <https://spartanspace.msu.edu/?bldg=0006>

Assigned MAU <https://spartanspace.msu.edu/?assgmau=MAU Org Code>

Ex: <https://spartanspace.msu.edu/?assgmau=10002000>

Assigned Department <https://spartanspace.msu.edu/?assgdept=Dept Org Code>

Ex: <https://spartanspace.msu.edu/?assgdept=40001249>

Allocated MAU <https://spartanspace.msu.edu/?allocmau=MAU Org Code>

Ex: <https://spartanspace.msu.edu/?allocmau=10014000>

Allocated Department <https://spartanspace.msu.edu/?allocdept=Dept Org Code>

Ex: <https://spartanspace.msu.edu/?allocdept=10002360>

Employee <https://spartanspace.msu.edu/?employee=Net ID>

Ex: <https://spartanspace.msu.edu/?employee=vince217>

Room <https://spartanspace.msu.edu/?room=CAMPUS-Building Number-Floor Number-Room Number>

Ex: <https://spartanspace.msu.edu/?room=CAMPUS-0165-01-105>



Assignment Unit Types and Definitions

In most cases, spaces will be assigned a numerical org code that corresponds with the Assigned Department and MAU. However, in cases where a space is not assigned to a specific department, but is centrally managed by the university, a unit type will be used to describe the nature of the assignment.

Building	Bldg. No.	Floor	Room	Assigned Org	Assigned Desc	Space ...	Space Use Description
GILTNER HALL	0028	B	10	INTERDISCIPLINARY	INTERDISCIPLINARY	250.00	LAB: RESEARCH
GILTNER HALL	0028	01	103		ECOLOGY,	310.00	OFFICE
GILTNER HALL	0028	01	103A		ECOLOGY,	310.00	OFFICE
GILTNER HALL	0028	01	103B		ECOLOGY,	315.00	OFFICE SERVICE
GILTNER HALL	0028	01	104	MSU CLASSROOM	MSU CLASSROOM	110.00	CLASSROOM

UNIT A space has been assigned to a major academic unit by the Provost. The assigned numerical org will be the org code associated with the appropriate department.

INTERDISCIPLINARY A space that is designed for interdisciplinary use. Interdisciplinary spaces are managed and controlled by ISPM in Spartan Space. Interdisciplinary spaces can and will be allocated to departments who will most predominantly use the space during a given time. Departmental allocation will be specified in the Departmental Allocation field.

MSU CLASSROOM A classroom space that is centrally managed and scheduled. MSU Classrooms are managed and controlled by ISPM in Spartan Space.

SHARED A space that does not have a primary departmental assignment because it is shared equally among more than one department. This is not the same as a space that is allocated to more than one department. Shared spaces are managed and controlled by ISPM in Spartan Space.

VACANT A space that does not have a departmental assignment and can and will be assigned by the Provost when appropriate assignment is determined. Vacant spaces are managed and controlled by ISPM in Spartan Space.



Employee Types and Definitions

Spaces that allow employee assignments will give you the option to **Add Employee** when updating an allocation. Before adding an employee, you must choose one of the employee types from the list.

Most commonly, you will pick FACSTAFF and enter the assigned employee's name or netID, though several other codes exist for other employee types.

Details

Space Use Code
310.00 - OFFICE

Function Code
100% 6.1 - GENERAL (NON-ACADEMIC) ADMINISTRATION

Assignment
Dept: INSTITUTIONAL SPACE PLANNING MANAGEMENT - MAU: PROVOST

Allocations

Department	Employee
100% INSTITUTIONAL SPACE PLANNING MANAGEMENT	+ ADD EMPLOYEE

Add Employee

Select Employee Type

- EMERITUS - FACULTY EMERITUS
- FACSTAFF - FACULTY OR STAFF
- GRAD - GRADUATE ASSISTANT EMPLOYEE
- NONMSU - EXTERNAL EMPLOYEES
- STUDENT - STUDENT EMPLOYEE
- TEMP - TEMP ONCALL EMPLOYEE
- TOUCHDOWN - EMPLOYEE USES SPACE FOR HYBRID WORK
- TRANSITION - FACULTY OR STAFF IN TRANSITION
- VACANT - VACANT OR NO ONE IN LOCATION
- VISITING - VISITING SCHOLAR

ADD CANCEL

FACSTAFF Faculty or Staff

Every workspace that is occupied by an MSU faculty or staff will use this code. You are required to enter an employee name when selecting FACSTAFF.

GRAD Graduate Assistant Employee

Used to specify graduate assistant employees. Entering the graduate assistant's name will be optional. Users will also have the option of entering in the Principal Investigator (PI) that the graduate assistant is working with.

STUDENT Student Employee

Used to specify student employees. Entering the student's name will be optional.

TOUCHDOWN Touchdown Space

This code is used in office spaces that are not assigned to specific employees but are open and available on an as-needed basis to roaming staff who do not have access to a dedicated workstation.

EMERITUS Faculty Emeritus

Used to specify retired faculty who are active and require a workstation.

TEMP Temporary On-Call Employee

Used to specify workstations for temporary employees who are hired for brief and defined periods of time.

VISITING Visiting Scholar

Used to specify a visiting scholar in a workstation.

VACANT Vacant or No One in Location

Used when there are vacant workstations. If a space will be unoccupied for more than 90 days, the function should also be coded as 13.0 Unoccupied Space.

NONMSU External Employees

Used to specify permanent non-MSU employees that do not have a netID that have workstations

TRANSITION Faculty or Staff in Transition

Used when there is an undetermined employee for the space at the time of inventory. The space may be transitioning between employees at the time of inventory or is vacant but will be occupied within 90 days. This is intended to be a temporary placeholder and used infrequently.



Principal Investigator (PI) Assignments

A principal investigator (PI) is the lead scientist or engineer for a research project. A PI should be assigned to their graduate student assistant or faculty/staff that is performing work on their research project.

When adding most employee types to an allocation, you will have the option to (1) select the employee's name and/or (2) select the PI that this employee is working with. This will most commonly be a graduate student working with PI, though other employee types may also have a PI assignment.

Add Employee

Select Employee Type
GRAD - GRADUATE ASSISTANT EMPLOYEE

(1)
Select Employee (Optional)
Select MAU
ALL MAUs
Search Departments
Search Employees by Name or NetID

(2)
Select PI (Optional)
Select MAU
ALL MAUs
Search Departments
Search Employees by Name or NetID

ADD **CANCEL**

ISTB (0247)
Floor 02
Rm 2401WS2
21.73 SF

Space Use Code
310.01 - OFFICE: WORKSTATION

Function Code
50% 2.28 - EXTERNALLY SPONSORED RESEARCH
50% 4.2 - DEPARTMENTAL ADMINISTRATION

Assignment
Dept: INTERDISCIPLINARY
MAU: NA

Allocations

Department	Employee
100% RADIOLOGY	100% GRAD with PI

PI FAQ's:

1. Do I need to list graduate assistants in a research lab?

It is optional to list student or graduate student employees in research lab space. It is required to list the PI(s) as either the occupant, or assigned to the graduate assistant as a PI, as shown in the screenshot above.

2. Do I need to list PI's in research lab support/service spaces?

Where lab support space is shared by/or across a department or unit, the support space does not need to be assigned to a specific PI(s). Where lab support space is assigned to a research group, the support space should be assigned to the specific PI's.

Function Codes Quick Guide

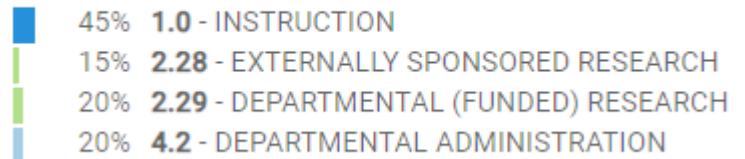
- 1.0 Instruction
- 2.0 Organized/Sponsored Research
 - 2.1 Institute and Research Centers
 - 2.28 Sponsored (Externally Funded) Research
 - 2.29 Non-Sponsored (Departmental) Research
 - 2.3 Clinical Trials
- 3.0 Public Service
- 4.0 Academic Service and Support
 - 4.1 Libraries
 - 4.2 Departmental (Academic) Administration
 - 4.3 Museums and Galleries
- 5.0 Student Services
- 6.1 General (Non-Academic) Administration
- 6.2 Public Relations/ Development/ Alumni Affairs
- 6.3 Sponsored Projects Administration
- 7.0 Plant Operation and Maintenance
- 9.0 Auxiliary Enterprises
- 10.0 Independent Operations
- 11.0 Hospitals
- 12.0 Service Center
- 13.0 Unoccupied Space
- 14.0 MSU Facility Leased by Non-MSU Entity
- 15.0 Non-MSU Facility and Not MSU Occupant

Rooms can have 1-5 function codes.

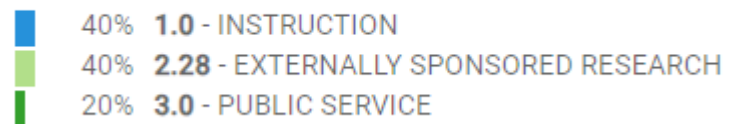
They must add up to 100%.

Examples:

Function Code



Function Code



Function Codes Reference Guide

Instruction

1.0 Instruction

All activities that are part of an institution's instructional program. Included are credit and noncredit courses for academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special and extension sessions; and community education.

Research

2.0 Organized/Sponsored Research

Activities specifically organized and separately budgeted to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution. See below for more detailed function classifications.

2.1 Institute and Research Centers

Examples include:

Center for Advanced Microscopy
Institute for Global Health
International Business Center
African Studies Center

2.28 Sponsored (Externally Funded) Research

Sponsored Research is all research and development activities that are externally sponsored by Federal and non-Federal agencies and organizations and are separately budgeted and accounted for as defined in 2 CFR 200.

2.29 Non-Sponsored (Departmental) Research

Non-Sponsored Research is separately budgeted for and internally accounted for by a department. The most common form of Non-Sponsored (Departmental) Research is startup funds for a new faculty member.

2.3 Clinical Trials

Research that studies new tests and treatments and evaluates their effects on human health outcomes.

Public Service

3.0 Public Service

Identified activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples include:

Community Services
Cooperative Extension Services
Public Broadcasting Services

Academic Support

4.0 Academic Service and Support

Support services for the institution's primary missions: instruction, research, and public service that do not include libraries, museums and galleries, and departmental administration. Examples include:

Academic Computing Services
Ancillary Support
Academic Personnel Development
Educational Media Services

4.1 Libraries

Any activities related to the University's collection, use, and display of library materials. Areas included are those that are part of the University Libraries system, the Business Library, and the Gull Lake Library. Collections, while they may be decentralized, should be available for use by more than one department. Collections that are intended for use of only one department should be classified as Instruction (1.0).

Auxiliary Enterprises

9.0 Auxiliary Enterprises

An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly to, although not necessarily equal to, the cost of the goods or services. Examples include:

Intercollegiate Athletics

REHS Facilities

Culinary Services

Independent Operations

10.0 Independent Operations

Includes those operations that are independent of, or unrelated to, the primary missions of the institution but which may enhance these activities. Examples include:

Demmer Shooting Sports and Education Center

Food Processing and Innovation Center

Hospitals

11.0 Hospitals

Includes patient care operations of the separately organized and budgeted hospital, including nursing and other professional services, general services, administrative services, fiscal services, etc. that are included within the organized hospital. Examples include:

Veterinary Teaching Hospital

Service Center

12.0 Service Center

An operation that provides a service or product or a group of services or products for a fee to users principally within the institutional community. The services may range from highly specialized to typical or necessary functions. Often they could not be provided as effectively or efficiently if provided by external sources. A service center develops a rate for the service activity based on actual incurred costs and charges users based on actual usage. Examples include:

MSU Technology Store

Unoccupied Space

13.0 Unoccupied Space

Space that at the time of the inventory is either vacant (not assigned to any faculty or staff members) or under renovation.

MSU Facility Leased by Non-MSU Entity

14.0 MSU Facility Leased by Non-MSU Entity

Examples include:

MSU Federal Credit Union

Secchia Center

Non-MSU Facility and Not MSU Occupant

15.0 Non-MSU Facility – Not MSU Occupant

Examples include:

MSU Foundation

Techsmith Headquarters



Function Codes: FAQ's

1. What is the purpose of function codes?

The function code is a category defining what types of activities are happening in a room. The function codes were developed for financial accounting purposes but are used in space management to link space allocations to financial data or other institutional missions. Using the same function codes as other institutions also assists in analyzing and comparing data across institutions. Functional coding of rooms is also a critical component to determine MSU's overhead or Facilities and Administrative (F&A) rates. As a result, the functional classification of rooms is subject to federal audit.

2. How many function codes can a room have?

Each room can be assigned to up to 5 Function Codes to improve the accuracy of the information. When you split a room into multiple Function Codes, the total must equal 100%.

3. What are the most common function codes used for academic units?

- 1.0 Instruction usually in offices, classrooms, or class labs
- 2.28 Sponsored Research usually in labs or lab support areas or office areas.
- 2.29 Departmental/Non-Sponsored Research usually in labs or lab support areas or office areas.
- 4.2 Departmental (Academic) Administration in usually office areas, departmental conference rooms, departmental kitchen/office service, etc.
- 5.0 – Student Services

4. How activities related to specific accounts should be classified:

- Activities related to AgBioResearch (RA accounts) would normally be coded as Research (2.28)
- Activities related to MSU Extension (RE accounts) would normally be coded as Public Service (3.0)
- Activities related to faculty start-up should be coded as Non-Sponsored (Departmental) research (2.29) unless the activities are dedicated to a specific research project in which case sponsored research (2.28) would be appropriate.
- Activities related to General Fund special accounts research centers, i.e. FRIB, DER, Institute for Cyber –enabled Research, Plant Research Lab, etc. would normally be coded as Research Institutes and Centers (2.1).

5. What types of documentation are necessary to support the functional allocation into the codes?

While it would be beneficial to have allocation information available if asked by a federal auditor, the auditor is looking to see if there is a reasonable method for how the space was allocated.

6. How should I classify a room that is not occupied by people, but rather is setup for a continuously running experiment?

Classify the function(s) according to its intended use, i.e. if for classroom experiments: Instruction 1.0, if for externally supported research 2.28, or if departmentally supported research 2.29.

7. What if only a portion of a room is used for a continuously running experiment, and the other portion is only used occasionally?

You should quantify priority activities, then classify each activity according to its function. For example, a lab is setup for a priority experiment and is also used as overflow offices for grad students. In talking with the lab manager, the room priority is 80% for the experiment and 20% for housing the graduate student. If the experiment is 100% research and the graduate students are 100% instruction, the lab should be assigned 80% to 2.28 Organized Research and 20% to Instruction.



8. How should unoccupied space be coded?

If unoccupied for more than 90 days, then should be coded as 13.0 Unoccupied Space. If unoccupied for 90 days or less, then it should be coded according to its next assignment. If the room is being reserved for an employee that is not yet hired, there is a notes section where that information can be documented.

9. How should inactive time be factored when deciding how functional percentages are assigned to a room?

Functional assignment should be based on the amount of time a room is used. For example, if a room is not used outside of normal business hours, i.e. nights and weekends, those time blocks should be excluded from the calculation.

10. How should offices be coded where people are doing administrative work?

If an office in an academic department is used for administration the allocation of the room should proportionally reflect 4.2 Departmental Administration based on its use.

11. How should a breakroom or kitchenette be functionally coded?

The function code for the room should be 4.2 Departmental Administration.

12. Should all space be allocated according to the salary appointment?

No, not all space needs to functionally correspond to the way a person is paid, however offices generally should. Labs and other room types should be allocated according to their actual use. A lab for example might be allocated 90% to 2.28 Research even though only 20% of the faculty member's salary is paid from a research account(s).

13. How should offices be coded?

Faculty/academic staff office coding should normally be split according to their salary appointment between teaching, research and administration. Office coding for other staff should be based on the job description, e.g. 4.2 Departmental Administration.

14. How should a room used by graduate students be coded?

Classify the space according to how the graduate students are financially supported. For example, those paid/supported to perform instruction (GA account) as Instruction 1.0; those paid/supported to perform research (RC or RA accounts) as Research 2.28; those paid/supported to perform departmental research (GA account) as 2.29 Departmental Research.

15. How does the classification of a graduate student as a TA or RA impact how the space should be coded?

Normally, Teaching Assistants (TA) are hired to assist with instruction and accordingly should be classified as 1.0 Instruction. Research Assistants (RA) are hired usually on sponsored projects (RC or RA) to assist with research activities, and therefore should be classified as 2.28 Research. Since graduate students often serve dual roles of teaching, and research, their space should be coded according its primary use, i.e. research (lab) and/or instruction, or as blend of the functions depending on the department or program. For example, if a student is appointed as a TA every other semester, it would be appropriate to code as 75% 2.28 Research and 25% Instruction.



16. How should I code training activities in a research lab?

If a research lab has training activities, for example undergraduate research experiences, and those activities are not insignificant (ie, less than 5%), it is best to code the room with multiple codes. For example, 90% 2.28 Research and 10% 1.0 Instruction. Normally, instruction of research (499, 899, or 999 credits or other specific training on research techniques) should be coded according to how the lab is supported. It is also appropriate to allocate a portion, for example 5% as 1.0 Instruction.

17. How do you code a room that is used for equipment?

Classify according to how the equipment is intended to be used. For example, if the room houses equipment for both instructional and research, allocate the room 50% to Instruction and 50% to Research (2.28 if supported by a sponsored project or general fund research account, or 2.29 if not).



Space Classification Quick Guide

100 Classroom Facilities

- 110 Classroom
- 115 Classroom Service

200 Lab (Class) Facilities

- 210 Classlab
- 210.01 Computer Lab
- 215 Classlab Service
- 215.01 Morgue
- 215.02 Darkroom
- 220 Open Classlab
- 220.01 Computer Lab
- 220.02 Surgical Room
- 220.03 Medical Small Group
- 220.04 Help Room
- 225 Open Classlab Service

200 Lab (Research) Facilities

- 250 Research Lab
- 250.01 Core Lab
- 250.02 Lab Bench
- 255 Research Lab Service
- 255.01 Cold Room/Freezer
- 255.02 Warm Room
- 255.03 Darkroom

300 Office Facilities

- 310 Office
- 310.01 Workstation
- 310.02 Studio
- 310.03 Reception
- 315 Office Service
- 315.01 Private Restroom
- 315.02 Vault
- 315.03 Locker/Shower Room
- 350 Conference Room
- 355 Conference Room Service

400 Study Facilities

- 410 Study Room
- 420 Stacks
- 430 Open-Stack Study Room
- 440 Processing Room
- 455 Study Service

500 Special Use Facilities

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 520.01 Gymnasium/Arena
- 520.02 Basketball Court
- 520.03 Swimming Pool
- 520.04 Skating Rink
- 520.05 Handball/Squash Courts
- 523 Athletic Spectator Seating
- 525 Athletic or Physical Education Service
- 525.01 First Aid Room
- 525.02 Locker/Shower Room
- 530 Media Production
- 535 Media Production Service
- 540 Clinic (Non-Medical)
- 540.01 Testing Room
- 540.02 Therapy/Counseling
- 540.03 Observation/Control Room
- 545 Clinic Services (Non-Medical)
- 550 Demonstration Areas
- 555 Demonstration Service
- 560 Field Building
- 560.01 Barn
- 570 Animal Facilities
- 570.01 Animal Containment/Isolation
- 575 Animal Facilities Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Special Use/Other
- 590.01 Insect Museum
- 590.02 Herbarium

600 General Use Facilities

- 610 Assembly
- 615 Assembly Service
- 620 Exhibition Facility
- 625 Exhibition Facility Service
- 630 Food Facility
- 635 Food Supplies/Services
- 640 Day Care
- 645 Daycare Service
- 650 Lounge
- 655 Lounge Service
- 660 Merchandising: Retail Shop
- 665 Merchandising Service

670 Recreation Facility

- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service
- 695 Personal Health Room

700 Support Facilities

- 710 Central Computer or Telecommunications
- 715 Central Computer or Telecommunications Service
- 720 Shop
- 725 Shop Service
- 730 Central Storage
- 735 Central Storage Service
- 740 Vehicle Storage
- 745 Vehicle Storage Service
- 750 Central Service
- 750.01 Waste/Water Treatment
- 750.02 Incinerator
- 755 Central Service Support
- 760 Hazardous Materials Storage
- 770 Hazardous Waste Storage
- 775 Hazardous Waste Service
- 780 Unit Storage

800 Healthcare Facilities

- 810 Patient Bedroom
- 815 Patient Bedroom Service
- 820 Patient Bath
- 830 Nurse Station
- 835 Nurse Station Service
- 840 Surgery
- 845 Surgery Service
- 850 Treatment/Examination/Clinic Room
- 850.01 Clinic: Urgent/Emergency
- 850.02 Clinic: Observation/Control Room
- 850.03 Clinic: Radiology
- 850.04 Clinic: MRI/CAT Scan
- 850.05 Clinic: Pharmacy
- 855 Treatment/Examination/Clinic Room Service
- 855.01 Central Sterilization
- 855.02 Morgue
- 855.03 Embalming Lab
- 860 Diagnostic Service Laboratory
- 860.01 Histology
- 865 Diagnostic Service Laboratory Service
- 870 Central Supplies
- 870.01 Central Sterile Supply
- 870.02 Pharmacy Storage

- 875 Clinic Administration
- 875.01 Medical Records
- 875.02 Admissions/Discharges
- 880 Public Waiting
- 890 Staff On-Call Facility
- 895 Staff On-Call Facility Service

900 Residential Facilities

- 910 Sleep/Study: No Bath
- 919 Toilet or Bath
- 920 Sleep/Study with Bath
- 935 Sleep/Study Service
- 950 Apartment
- 955 Apartment Service
- 970 House

000 Unclassified

- 050 Inactive Area
- 060 Alteration or Conversion Area
- 070 Unfinished Area

WWW Circulation Area

- W01 Public Area
- W02 Elevator
- W04 Loading Dock
- W07 Stairway

XXX Building Service Area

- X01 Custodial Supply Closet
- X02 Custodial Room
- X03 Public Rest Room
- X03.01 Single Occupant Restroom
- X03.02 Accessible Single Occupant Restroom
- X04 Trash/Recycling Room

YYY Mechanical Room

- Y01 Mechanical Rooms



Space Classification Reference Guide

100 Classroom Facilities

- 110 **Classroom** - A space used primarily for academic classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes lecture halls, seminar rooms, or other general-purpose classrooms.
- 115 **Classroom Service** - A space that directly serves one or more classrooms as an extension in that space.

200 Laboratory Facilities

- 210 **Classlab** - A space used primarily for formally or regularly scheduled instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.
Classlab
- 215 **Classlab Service** - A space that directly serves one or more classlabs as an extension of the activities in those spaces.
- 215.01 **Classlab Service: Morgue** - A space used for the storage of cadavers and that directly serves one or more classlabs as an extension of the activities in those spaces.
- 215.02 **Classlab Service: Darkroom** - A space used for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a *Classlab*
- 220 **Open Classlab** - A classlab used primarily for individual or group instruction that is informally scheduled, unscheduled, or open
- 220.01 **Open Classlab: Computer Lab** - A computer lab that is informally scheduled, unscheduled, or open.
- 220.02 **Open Classlab: Surgical Room** - A surgical classlab.
- 220.03 **Open Classlab: Medical Small Group** - A medical classlab used for patient simulations. It may mimic a doctor's office.
- 220.04 **Open Classlab: Help Room** - A classlab used for students to get specialized assistance or instruction that is informally scheduled for a course.
- 225 **Open Classlab Service** - A space that directly serves one or more open classlabs as an extension of the activities in those spaces
- 250 **Research Lab** - A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research
- 250.01 **Research Lab: Core** - A laboratory with unique features used on an "as needed" basis and open to all faculties in the building
- 250.02 **Research Lab: Bench** - A space used primarily for bench top laboratory experimentation, research, or training in research methods.
- 255 **Research Lab Service** - A space that directly serves one or more research laboratories as an extension of the activities in those spaces.
- 255.01 **Research Lab Service: Cold Room/Freezer** - A temperature-controlled space which sustains a climate below room temperature that serves a research laboratory
- 255.02 **Research Lab Service: Warm Room** - A temperature-controlled space which sustains a climate above room temperature that serves a research laboratory.
- 255.03 **Research Lab Service: Darkroom** - A space for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a *Research Lab*

300 Office Facilities

- 310 **Office** - An enclosed workspace with fixed walls for faculty, staff, or students working at desks or tables with chairs.
- 310.01 **Office: Workstation** - An open or partially enclosed individual workspace for faculty, staff, or students working at a desk or table with a chair.
- 310.02 **Office: Studio** - An enclosed and larger than average workspace that may also serve instructional purposes, such as in music or art.

- 310.03 **Reception** - A room or distinct area that directly serves one or more offices and is used as a reception point or waiting room into the office or group of offices.
- 315 **Office Service** - A space that directly serves offices or workstations as an extension of the activities in those spaces.
- 315.01 **Office Service: Private Restroom** - A restroom that directly serves one or more offices. This is a private restroom with restricted access and is not accessible to the general public.
- 315.02 **Office Service: Vault** - A locked and secure space used for storage of valuables and/or dangerous and sensitive material.
- 315.03 **Office Service: Locker/Shower Room** - A staff and faculty locker/shower room that directly serves one or more *offices*
- 350 **Conference Room** - A space serving an office complex and used primarily for staff meetings and departmental activities.
- 355 **Conference Room Service** - A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

400 Study Facilities

- 410 **Study Room** - A room or area used by individuals to study at their own convenience, which is not restricted to a particular subject or discipline by contained equipment.
- 420 **Stacks** - A space used to house arranged collections of educational materials for use as a study resource.
- 430 **Open-Stack Study Room** - A combination of study room and stack space, generally without physical boundaries between the stack and study area
- 440 **Processing Room** - A room or space devoted to processes and operations in support of library functions.
- 455 **Study Service** - A room or space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces

500 Special Use Facilities

- 510 **Armory** - A room or area used by Reserve Office Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
- 515 **Armory Service** - A space that directly serves an armory facility as an extension of that activities in that facility.
- 520 **Athletic or Physical Education** - A space or area used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.01 **Athletic or PE: Gymnasium/Arena** - A gymnasium/arena used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.02 **Athletic or PE: Basketball Court** - A basketball court used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.03 **Athletic or PE: Swimming Pool** - A swimming pool used by student, staff, or the public for athletic, physical education or fitness activities
- 520.04 **Athletic or PE: Skating Rink** - A skating rink used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.05 **Athletic or PE: Handball/Squash Courts** - Handball/Squash Courts used by students, staff, or the public for athletic, physical education or fitness activities.
- 523 **Athletic Spectator Seating** - The covered seating area used by students, staff, or the public to watch athletic events.
- 525 **Athletic or Physical Education Service** - A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.
- 525.01 **Athletic or PE Service: First Aid Room** - A first aid room that directly serves an athletic or physical education facility as an extension of the activities in that facility.



- 525.02 Athletic or PE Service: Locker/Shower Room** – A locker/shower room that directly serves an athletic or physical education facility as an extension of the activities in that facility.
- 530 Media Production** - A space used for the production or distribution of multimedia materials or signals.
- 535 Media Production Service** - A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- 540 Clinic (Non-Medical)** - A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.
- 540.01 Clinic (Non-Medical): Testing Room** – A space used for testing services for patients or clients or subjects with a primary purpose of instruction, research, or public service.
- 540.02 Clinic (Non-Medical): Therapy/Counseling** - A space used for therapy and/or counseling for patients or clients or subjects with a primary purpose of instruction, research, or public service.
- 540.03 Clinic (Non-Medical): Observation/Control Room** - A space that is used for observation of clinical (non-medical) diagnosis, consultation, treatment, or other services.
- 545 Clinic Services (Non-Medical)** - A space that directly serves a clinic as an extension of the activities in that space.
- 550 Demonstration Areas** - A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
- 555 Demonstration Service** - A space that directly serves a demonstration facility as an extension of the activities in that facility.
- 560 Field Building** - An agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- 560.01 Field Building: Barn** - A barn used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- 570 Animal Facilities** - A space that houses laboratory animals used for research and/or instructional purposes.
- 570.01 Animal Facilities: Animal Containment/Isolation** - A space to contain and isolate animals that directly serves an animal quarters facility as an extension of the activities in that facility.
- 575 Animal Facilities Service** - A space that directly serves an animal quarters facility as an extension of the activities in that facility.
- 580 Greenhouse** - A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.
- 585 Greenhouse Service** - A space that directly serves a greenhouse facility as an extension of the activities in that facility.
- 590 Special Use/Other** – A category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.
- 590.01 Other: Insect Museum** – An insect museum or exhibit
- 590.02 Other: Herbarium** – A space used for collecting preserved plant specimens.
- 600 General Use Facilities**
- 610 Assembly** - A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.
- 615 Assembly Service** - A room or area that directly serves an assembly facility as an extension of the activities in that facility.
- 620 Exhibition Facility** - A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.
- 625 Exhibition Facility Service** - A space that directly serves an exhibition facility as an extension of the activities in that facility.
- 630 Food Facility** - A space used for eating.
- 635 Food Supplies/Services** - A space that directly serves a food facility as an extension of the activities in that facility.
- 640 Day Care** - A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
- 645 Daycare Service** - A space that directly serves a primary activity space in a daycare facility as an extension of the activities in that space.
- 650 Lounge** - A space used for rest and relaxation that is not restructured to a specific group of people, unit, or area.
- 655 Lounge Service** - A space that directly serves a general use lounge facility.
- 660 Merchandising: Retail Shop** - A space used to sell products or services.
- 665 Merchandising Service** - A space that directly serves a merchandising facility as an extension of the activities in that facility.
- 670 Recreation Facility** - A space used by students, staff, or the public for recreational purposes.
- 675 Recreation Service** - A space that directly serves a recreation facility as an extension of the activities in that facility.
- 680 Meeting Room** - A room that is used by the institution or the public for a variety of nonclass meetings.
- 685 Meeting Room Service** - A space that serves a meeting space as an extension of the activities in that space.
- 695 Personal Health Room** – Dedicated spaces for faculty, staff, students, and visitors to use for personal issues that cannot be accommodated in an open or shared environment. This could include such things as personal phone calls, insulin injections, pumping breast milk, as well as other personal health activities.
- 700 Support Facilities**
- 710 Central Computer or Telecommunications** - A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution
- 715 Central Computer or Telecommunications Service** - A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
- 720 Shop** - A space used for the manufacture, repair, or maintenance of products or equipment.
- 725 Shop Service** - A space that directly serves a shop facility as an extension of the activities in that facility.
- 730 Central Storage** - A dedicated storage area, space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings. May be under the direct control and management of a specific unit.
- 735 Central Storage Service** - A space that directly serves a dedicated storage facility (730) as an extension of the activities in that facility.
- 740 Vehicle Storage** - A space or structure that is used to house or store vehicles.
- 745 Vehicle Storage Service** - A space that directly serves a vehicle storage facility as an extension of the activities in that facility.
- 750 Central Service** - A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
- 750.01 Central Service: Waste/Water Treatment** - A space that receives and treats wastewater.
- 750.02 Central Service: Incinerator** - A space that houses an incinerator for burning waste material.



- 755 **Central Service Support** - A space that directly serves a central service facility as an extension of the activities in that facility.
- 760 **Hazardous Materials Storage** - A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.
- 770 **Hazardous Waste Storage** - A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- 775 **Hazardous Waste Service** - Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- 780 **Unit Storage** - A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

800 Healthcare Facilities

- 810 **Patient Bedroom** - A room equipped with one or more beds and used for patient care
- 815 **Patient Bedroom Service** - A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.
- 820 **Patient Bath** - A room containing patient bath and toilet facilities.
- 830 **Nurse Station** - A room or area used by nurses or other patient care staff who are supervising or administering health care services
- 835 **Nurse Station Service** - A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces
- 840 **Surgery** - A room used for surgery
- 845 **Surgery Service** - A space that directly serves a surgery room as an extension of the activities in that facility
- 850 **Treatment/Examination/Clinic Room** - A space used for examinations, diagnosis, consultation, or treatment
- 850.01 **Clinic: Urgent/Emergency** - A space used for urgent/emergency examinations, diagnosis, consultation, or treatment
- 850.02 **Clinic: Observation/Control Room** - A space used for observation of clinical examinations, diagnosis, consultation, or treatment.
- 850.03 **Clinic: Radiology** - A space used for medical imaging used for examinations, diagnosis, consultation, or treatment.
- 850.04 **Clinic: MRI/CAT Scan** - A space for specifically MRI or CAT Scan used for examinations, diagnosis, consultation, or treatment.
- 850.05 **Clinic: Pharmacy** - A space where medicinal drugs are dispensed and sold.
- 855 **Treatment/Examination/Clinic Room Service** - A space that directly serves a Treatment/Examination/Clinic room as an extension of the activities in those spaces.
- 855.01 **Clinic Service: Central Sterilization** - A space where cleaning and sterilization of devices used in medical procedures takes place.
- 855.02 **Clinic Service: Morgue** - A space where cadavers are stored, as an extension of the activities in a Treatment/Examination/Clinic Room
- 855.03 **Clinic Service: Embalming Lab** - A space used to embalm cadavers, as an extension of the activities in a Treatment/Examination/Clinic Room
- 860 **Diagnostic Service Laboratory** - A space used to provide diagnostic support services to an entire health care facility.
- 860.01 **Diagnostic Service Laboratory: Histology** - A space for the examination of tissues and cells under a microscope.
- 865 **Diagnostic Service Laboratory Service** - A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

- 870 **Central Supplies** - A space used centrally to store health care supplies in a healthcare facility.
- 870.01 **Central Supplies: Central Sterile Supply** - A space used centrally to store sterile supplies in a healthcare facility.
- 870.02 **Central Supplies: Pharmacy Storage** - A space used centrally to store pharmaceuticals in a healthcare facility.
- 875 **Clinic Administration** - A space used for daily operations and management in a healthcare facility.
- 875.01 **Clinic Administration: Medical Records** - A space used for the storage of medical records.
- 875.02 **Clinic Administration: Admissions/Discharges** - A space to manage the official entry or departure of a person from a healthcare facility.
- 880 **Public Waiting** - A space used by the public to await admission, treatment, or information within a healthcare facility.
- 890 **Staff On-Call Facility** - A space or quarters used by health care staff to rest or sleep while on call to assigned duties within a healthcare facility.
- 895 **Staff On-Call Facility Service** - A space that directly serves as a staff on-call room as an extension of the activities in that facility.

900 Residential Facilities

- 910 **Sleep/Study: No Bath** - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.
- 919 **Toilet or Bath** - A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
- 920 **Sleep/Study with Bath** - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **with** an internally connected bath or toilet.
- 935 **Sleep/Study Service** - A room that directly serves the occupants of sleep/study rooms.
- 950 **Apartment** - A complete living unit, with private cooking facilities, that is not a separate structure.
- 955 **Apartment Service** - A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
- 970 **House** - A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

000 Unclassified

- 050 **Inactive Area** - Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.
- 060 **Alteration or Conversion Area** - Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
- 070 **Unfinished Area** - All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

WWW Circulation Area

- W01 **Public Area** - A circulation area available to general building occupants and visitors.
- W02 **Elevator** - The structural shaft built to accommodate one or more elevator cabs.
- W04 **Loading Dock** - A covered area of a platform used to load or off-load goods or materials.
- W07 **Stairway** - The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another.

XXX Building Service Area



- X01 Custodial Supply Closet** - A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.
- X02 Custodial Room** – A space dedicated for use by custodial staff, including break rooms.
- X03 Public Rest Room** - Includes all toilet facilities, whether locked or not, that are made available for general public use.
- X03.01 Single Occupant Restroom** - A non-accessible restroom with one toilet and one sink area, made available for general public use.
- X03.02 Accessible Single Occupant Restroom** - An accessible restroom with one toilet and one sink area, made available for general public use.
- X04 Trash/Recycling Room** - A space for the temporary storage of nonhazardous waste awaiting disposal or removal.

YYY Mechanical Room

- Y01 Mechanical Rooms** – A space to house mechanical equipment and utility services, and shaft areas.



Space Classification Detail

100 Classroom Facilities

General

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

Institutions may use extension codes to distinguish control over classroom areas, discipline use, type of instruction, contained equipment, or other classroom variables (e.g., Codes 120 and 125, Departmental Classroom and Departmental Classroom Service). These extension codes should be capable of aggregation to total Classroom Facilities (100) as needed.



110 Classroom

- *Definition:* A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- *Description:* Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, **if** this equipment does not render the space unsuitable for use by classes in other areas of study.
- *Limitations:* This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space **and** by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of computer and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

115 Classroom Service

- *Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.
- *Description:* Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., **if** they serve classrooms.
- *Limitations:* Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).



200 Laboratory Facilities

General

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.

The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space.

Laboratory facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for **scheduled** instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research/nonclass laboratories through the use of extension or special codes.

Note: Within comprehensive research universities, it is difficult to draw precise lines between instruction and research activities. At institutions with medical and health science programs, it is even more complicated because of the difficulty in distinguishing between patient care and instruction or research activities. The problem of joint activities makes the classification of space more difficult.

The complexity of “research” and how it may affect space use classification decisions needs discussion at the institutional level. In general, there are four categories of research/nonclass activities: externally budgeted or funded projects or centers; separately organized centers or projects that are funded from institutional resources; departmental research activities that are neither separately budgeted or organized; and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

When this complexity exists, institutions may elect to use standard space use codes for laboratories, office space, etc., and rely upon the actual activities of the faculty and staff housed within the space to determine the distinction between instruction and research. The space inventory data elements include a designation of function as a separate code for each space. If combined with financial and activity information, the combination of function and space use code can accurately represent allocations of space for research more effectively and accurately than reliance upon only the space use code.



210 Class Laboratory

- *Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
- *Description:* A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.
- *Limitations:* Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see Open Laboratory-220). This category does not include spaces generally defined as Research/Nonclass Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

Subuse Codes:

210.01 Classlab: Computer Lab - A computer lab that is used primarily for formally or regularly scheduled instruction



215 Classlab Service

- *Definition:* A space that directly serves one or more class laboratories as an extension of the activities in those spaces.
- *Description:* Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (see 115), Open Laboratory (see 225), or a Research/Nonclass Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

Subuse Codes:

215.01 Classlab Service: Morgue - A space used for the storage of cadavers and that directly serves one or more classlabs as an extension of the activities in those spaces.

215.02 Classlab Service: Darkroom - A space used for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a Classlab



Open Classlab

- *Definition:* A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
- *Description:* An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.
- *Limitations:* Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (210). This category also does not include spaces defined as Research/Nonclass Laboratory (250). A space that contains equipment (e.g., microcomputers), which does not restrict use to a specific discipline or discipline group and which is typically used at a student's convenience, should be classified as a Study Room (410).

Subuse Codes:

- 220.01** **Open Classlab: Computer Lab** - A computer lab that is informally scheduled, unscheduled, or open.
- 220.02** **Open Classlab: Surgical Room** - A surgical classlab.
- 220.03** **Open Classlab: Medical Small Group** - A medical classlab used for patient simulations. It may mimic a doctor's office.
- 220.04** **Open Classlab: Help Room** - A classlab used for students to get specialized assistance or instruction that is informally scheduled for a course.



Open Classlab Service

- *Definition:* A space that directly serves one or more open laboratories as an extension of the activities in those spaces.
- *Description:* Includes only those spaces that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (see 115), Class Laboratory (see 215), or Research/Nonclass Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.



- *Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
- *Description:* A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering “new knowledge” to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Nonclass public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.
- *Limitations:* Student **practice** activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution’s Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

Subuse Codes:

- 250.01** **Research Lab: Core** - A laboratory with unique features used on an “as needed” basis and open to all faculties in the building
- 250.02** **Research Lab: Bench** - A space used primarily for bench top laboratory experimentation, research, or training in research methods.



255 Research Lab Service

- *Definition:* A space that directly serves one or more research/nonclass laboratories as an extension of the activities in those spaces.
- *Description:* Includes only those spaces that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.
- *Limitations:* Does not include service spaces that support a Classrooms (see 115), Class Laboratory (see 215), or Open Laboratory (see 225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

Subuse Codes:

- 255.01 Research Lab Service: Cold Room/Freezer** - A temperature-controlled space which sustains a climate below room temperature that serves a research laboratory
- 255.02 Research Lab Service: Warm Room** - A temperature-controlled space which sustains a climate above room temperature that serves a research laboratory.
- 255.03 Research Lab Service: Darkroom** - A space for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a Research Lab



300 Office Facilities

General

Office facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310 Office

- *Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
- *Description:* An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices.
- *Limitations:* Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a space with a computer intermittently used by one or more people having a separately assigned office should be coded as Office Service (315). A combination office, studio, or research/nonclass laboratory should be coded according to its primary use if multiple space use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

Subuse Codes:

- 310.01 Office: Workstation** - An open or partially enclosed individual workspace for faculty, staff, or students working at a desk or table with a chair.
- 310.02 Office: Studio** – An enclosed and larger than average workspace that may also serve instructional purposes, such as in music or art.
- 310.03 Reception** – A room or distinct area that directly serves one or more offices and is used as a reception point or waiting room into the office or group of offices.



315 Office Service

- *Definition:* A space that directly serves an office or group of offices as an extension of the activities in those spaces.
- *Description:* Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (assessment, nonhealth, non-discipline-related) rooms, and open and private (restricted/nonpublic) circulation areas.
- *Limitations:* Waiting, interview, and testing spaces are included as Office Service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (nonhealth) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges that serve specific office areas and that are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750). Does not include Unit Storage (780).

Subuse Codes:

- 315.01 Office Service: Private Restroom** – A restroom that directly serves one or more offices. This is a private restroom with restricted access and is not accessible to the general public.
- 315.02 Office Service: Vault** – A locked and secure space used for storage of valuables and/or dangerous and sensitive material.
- 315.03 Office Service: Locker/Shower Room** – A staff and faculty locker/shower room that directly serves one or more offices



350 Conference Room

- *Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.
- *Description:* A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.
- *Limitations:* Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-110), auditoria (see Assembly-610), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).

355 Conference Room Service

- *Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.
- *Description:* Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.
- *Limitations:* Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).



400 Study Facilities

General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, typewriters, records and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

410 Study Space

- *Definition:* A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
- *Description:* Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).
- *Limitations:* Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.



420 Stack

- *Definition:* A space used to house arranged collections of educational materials for use as a study resource.
- *Description:* Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.
- *Limitations:* Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service-115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

430 Open-Stack Study Room

- *Definition:* A combination study space and stack, generally without physical boundaries between the stack and study areas.
- *Description:* Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).
- *Limitations:* Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see Study Room-410) and Stack areas (see Stack-420) into separate space records. As with Stack (420) and Processing Rooms (440), Open- Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.



440 Processing Room

- *Definition:* A room or area devoted to processes and operations in support of library functions.
- *Description:* A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.
- *Limitations:* Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

- *Definition:* A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.
- *Description:* Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.
- *Limitations:* Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).



500 Special Use Facilities

General

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

510 Armory (Military Support)

- *Definition:* A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
- *Description:* Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.
- *Limitations:* Conventional space use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 Armory Service

- *Definition:* A space that directly serves an armory facility as an extension of the activities in that facility.
- *Description:* This category includes supply rooms, weapons rooms, and military equipment storage rooms.
- *Limitations:* Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).



520 Athletic or Physical Education

- *Definition:* A room or area used by students, staff, or the public for athletic or physical education activities.
- *Description:* Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.
- *Limitations:* This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.
- Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

Subuse Codes:

- 520.01 Athletic or PE: Gymnasium/Arena** – A gymnasium/arena used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.02 Athletic or PE: Basketball Court** – A basketball court used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.03 Athletic or PE: Swimming Pool** – A swimming pool used by student, staff, or the public for athletic, physical education or fitness activities
- 520.04 Athletic or PE: Skating Rink** - A skating rink used by students, staff, or the public for athletic, physical education or fitness activities.
- 520.05 Athletic or PE: Handball/Squash Courts** – Handball/Squash Courts used by students, staff, or the public for athletic, physical education or fitness activities.



523 Athletic Facilities Spectator Seating

- *Definition:* The covered seating area used by students, staff, or the public to watch athletic events.
- *Description:* Includes covered permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.
- *Limitations:* Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).

525 Athletic or Physical Education Service

- *Definition:* A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.
- *Description:* Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.
- *Limitations:* Does not include public rest rooms, which should be classified as nonassignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

Subuse Codes:

525.01 Athletic or PE Service: First Aid Room – A first aid room that directly serves an athletic or physical education facility as an extension of the activities in that facility.

525.02 Athletic or PE Service: Locker/Shower Room – A locker/shower room that directly serves an athletic or physical education facility as an extension of the activities in that facility.



530 Media Production

- *Definition:* A space used for the production or distribution of multimedia materials or signals.
- *Description:* Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.
- *Limitations:* Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Open Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).

535 Media Production Service

- *Definition:* A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- *Description:* The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).
- *Limitations:* Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.



540 Clinic (Non-Medical)

- *Definition:* A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.
- *Description:* Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.
- *Limitations:* Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in nonhealth or non-discipline-related programs (see Office Service- 315), or Health Care Facilities (see Code 800 series).

Subuse Codes:

540.01 Clinic (Non-Medical): Testing Room – A space used for testing services for patients or clients or subjects with a primary purpose of instruction, research, or public service.

540.02 Clinic (Non-Medical): Therapy/Counseling - A space used for therapy and/or counseling for patients or clients or subjects with a primary purpose of instruction, research, or public service.

540.03 Clinic (Non-Medical): Observation/Control Room - A space that is used for observation of clinical (non-medical) diagnosis, consultation, treatment, or other services.

545 Clinic Service

- *Definition:* A space that directly serves a clinic as an extension of the activities in that space.
- *Description:* Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.
- *Limitations:* Does not include spaces that serve health care facilities (see Code 800 series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g., Athletic or Physical Education Service (525), Day Care Service (645).



550 Demonstration

- *Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
- *Description:* The key criterion here is practice activity within an instructional program that closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses when these facilities are used for practice as a part of postsecondary training or instruction.
- *Limitations:* Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Service

- *Definition:* A space that directly serves a demonstration facility as an extension of the activities in that facility.
- *Description:* Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.
- *Limitations:* Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).



560 **Field Building**

- *Definition:* A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- *Description:* Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.
- *Limitations:* Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

Subuse Codes:

560.01 **Field Building: Barn** - A barn used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.



570 Animal Facilities

- *Definition:* A space that houses laboratory animals used for research and/or instructional purposes.
- *Description:* Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.
- *Limitations:* Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic– 850).

Subuse Codes:

570.01 Animal Facilities: Animal Containment/Isolation - A space to contain and isolate animals that directly serves an animal quarters facility as an extension of the activities in that facility.

575 Animal Facilities Service

- *Definition:* A space that directly serves an animal quarters facility as an extension of the activities in that facility.
- *Description:* Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.
- *Limitations:* Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).



580 Greenhouse

- *Definition:* A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.
- *Description:* The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).
- *Limitations:* Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

585 Greenhouse Service

- *Definition:* A space that directly serves a greenhouse facility as an extension of the activities in that facility.
- *Description:* Includes equipment or materials storage areas and rooms generally called headhouses.
- *Limitations:* Excludes storage areas that do not directly serve greenhouses.

590 Other (All Purpose)

- *Definition:* A category of last resort.
- *Description:* Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.
- *Limitations:* Should have very limited use, if used at all.

Subuse Codes:

590.01 Other: Insect Museum – An insect museum or exhibit

590.02 Other: Herbarium – A space used for collecting preserved plant specimens.



600 General Use Facilities

General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

610 Assembly

- *Definition:* A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.
- *Description:* Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.
- *Limitations:* Stage areas used **primarily** for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 Assembly Service

- *Definition:* A room or area that directly serves an assembly facility as an extension of the activities in that facility.
- *Description:* Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.
- *Limitations:* Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable Lobby (W05). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.



620 **Exhibition**

- *Definition:* A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.
- *Description:* Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population **and** the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.
- *Limitations:* Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are **study resources** (see Stack-420) as opposed to **exhibition** use.

625 **Exhibition Service**

- *Definition:* A space that directly serves an exhibition facility as an extension of the activities in that facility.
- *Description:* Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).
- *Limitations:* Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).



630 Food Facility

- *Definition:* A space used for eating.
- *Description:* Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit-down lunch or vending spaces that serve a shop facility are included in this category.
- *Limitations:* Vending areas **not** provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall).
- *Limitations:* Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

635 Food Facility Service

- *Definition:* A space that directly serves a food facility as an extension of the activities in that facility.
- *Description:* Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.
- *Limitations:* Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).



640 Day Care

- *Definition:* A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
- *Description:* Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).
- *Limitations:* Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

- *Definition:* A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.
- *Description:* Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.
- *Limitations:* Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).



650

Lounge

- *Definition:* A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.
- *Description:* A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.
- *Limitations:* A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction **and** its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a nonassignable lobby in placement, use, and intent. A Lobby (W05) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

655

Lounge Service

- *Definition:* A space that directly serves a general use lounge facility.
- *Description:* Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).
- *Limitations:* This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).



660 Merchandising

- *Definition:* A space used to sell products or services.
- *Description:* Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.
- *Limitations:* Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 Merchandising Service

- *Definition:* A space that directly serves a merchandising facility as an extension of the activities in that facility.
- *Description:* Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.
- *Limitations:* Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.



670

Recreation

- *Definition:* A space used by students, staff, or the public for recreational purposes.
- *Description:* Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.
- *Limitations:* Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

675

Recreation Service

- *Definition:* A space that directly serves a recreation facility as an extension of the activities in that facility.
- *Description:* Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.
- *Limitations:* Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).



680

Meeting Room

- *Definition:* A room that is used by the institution or the public for a variety of nonclass meetings.
- *Description:* The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category. Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.
- *Limitations:* Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685

Meeting Room Service

- *Definition:* A space that serves a meeting space as an extension of the activities in that space.
- *Description:* Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.
- *Limitations:* Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.



695

Personal Health Room

Dedicated spaces for faculty, staff, students, and visitors to use for personal issues that cannot be accommodated in an open or shared environment. This could include such things as personal phone calls, insulin injections, pumping breast milk, as well as other personal health activities.



700 Support Facilities

General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.



Central Computer or Telecommunications

- *Definition:* A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.
- *Description:* A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing **primary activity** of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

- *Limitations:* Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as *nonassignable* mechanical space (see Utility/Mechanical Space-Y04).



Central Computer or Telecommunications Service

- *Definition:* A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
- *Description:* Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.
- *Limitations:* Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).



720

Shop

- *Definition:* A space used for the manufacture, repair, or maintenance of products or equipment.
- *Description:* Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.
- *Limitations:* Does not include instructional **shops** (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service- 535). Also excludes costume and scene **shops** serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725

Shop Service

- *Definition:* A space that directly serves a shop facility as an extension of the activities in that facility.
- *Description:* Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.
- *Limitations:* Does not include service areas for Class Laboratories (210) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).



730

Central Storage

- *Definition:* A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.
- *Description:* The concept of **central** or **general** is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.
- *Limitations:* Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the nonassignable Custodial Supply Closet (X01) used to store small quantities of janitorial supplies, or any other category codes within the nonassignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

735

Central Storage Service

- *Definition:* A space that directly serves a central storage facility as an extension of the activities in that facility.
- *Description:* Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.
- *Limitations:* Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.



740 Vehicle Storage

- *Definition:* A space or structure that is used to house or store vehicles.
- *Description:* Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.
- *Limitations:* This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). (See Parking Structure, section 3.2.10, for suggested classification of parking structures.)

745 Vehicle Storage Service

- *Definition:* A space that directly serves a vehicle storage facility as an extension of the activities in that facility.
- *Description:* Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).
- *Limitations:* Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).



750 Central Service

- *Definition:* A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
- *Description:* The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.
- *Limitations:* Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

Subuse Codes:

750.01 Central Service: Waste/Water Treatment - A space that receives and treats wastewater.

750.02 Central Service: Incinerator - A space that houses an incinerator for burning waste material.

755 Central Service Support

- *Definition:* A space that directly serves a central service facility as an extension of the activities in that facility.
- *Description:* Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.
- *Limitations:* Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).



760 Hazardous Materials Storage

- *Definition:* A **centralized** facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.
- *Description:* Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).
- *Limitations:* Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775, 780).

770 Hazardous Waste Storage

- *Definition:* A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- *Description:* This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.
- *Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see Codes 215, 225, 255, 760, 775, 780).

775 Hazardous Waste Service

- *Definition:* Small storage areas distributed throughout the institution used for **temporary** storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- *Description:* Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.
- *Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); or dedicated Unit Storage (780) (see Codes 215, 225, 255, 760, 770, 780).



780

Unit Storage

- *Definition:* A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.
- *Description:* A dedicated storage unit or location typically remote from the controlling unit's work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).
- *Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small area satellite storage areas located around the institution; or satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 770, 775).



800 Health Care Facilities

General

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).



810 Patient Bedroom

- *Definition:* A room equipped with one or more beds and used for patient care.
- *Description:* This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815).

Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

- *Limitations:* Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890).

Does not include nonpatient animal shelters used for farm animals (see Field Building-560) or nonveterinary school laboratory animals (see Animal Facilities-570).

815 Patient Bedroom Service

- *Definition:* A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.
- *Description:* Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space.

Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

- *Limitations:* Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms that serve a nurse station (see Nurse Station Service-835).

Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).



820 Patient Bath

- *Definition:* A room containing patient bath and toilet facilities.
- *Description:* Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes.

Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).

- *Limitations:* Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835).

Animal groom rooms should be coded 815.

830 Nurse Station

- *Definition:* A room or area used by nurses or other patient care staff who are supervising or administering health care services.
- *Description.* This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.
- *Limitations:* Spaces that are used as Offices (310) should be so classified.

835 Nurse Station Service

- *Definition:* A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.
- *Description:* Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts.

Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.

- *Limitations:* Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.



840 Surgery

- *Definition:* A room used for surgery.
- *Description:* Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding.

Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

- *Limitations:* Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

845 Surgery Service

- *Definition:* A space that directly serves a surgery room as an extension of the activities in that facility.
- *Description:* Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility.

Animal holding rooms are also included here if they directly serve a veterinary surgery room.

- *Limitations:* Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).



850 Treatment/Examination Clinic

- *Definition:* A space used for examinations, diagnosis, consultation, or treatment.
- *Description:* Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms.

In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

- *Limitations:* Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

Subuse Codes:

- 850.01** **Clinic: Urgent/Emergency** - A space used for urgent/emergency examinations, diagnosis, consultation, or treatment
- 850.02** **Clinic: Observation/Control Room** - A space used for observation of clinical examinations, diagnosis, consultation, or treatment.
- 850.03** **Clinic: Radiology** - A space used for medical imaging used for examinations, diagnosis, consultation, or treatment.
- 850.04** **Clinic: MRI/CAT Scan** - A space for specifically MRI or CAT Scan used for examinations, diagnosis, consultation, or treatment.
- 850.05** **Clinic: Pharmacy** - A space where medicinal drugs are dispensed and sold.



855 Treatment/Examination Clinic Service

- *Definition:* A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.
- *Description:* Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility.

Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

- *Limitations:* Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

Subuse Codes:

- 855.01** **Clinic Service: Central Sterilization** - A space where cleaning and sterilization of devices used in medical procedures takes place.
- 855.02** **Clinic Service: Morgue** – A space where cadavers are stored, as an extension of the activities in a Treatment/Examination/Clinic Room
- 855.03** **Clinic Service: Embalming Lab** – A space used to embalm cadavers, as an extension of the activities in a Treatment/Examination/Clinic Room



860 Diagnostic Service Laboratory

- *Definition:* A space used to provide diagnostic support services to an entire health care facility.
- *Description:* Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism.

Also includes areas commonly termed “animal necropsy rooms” in veterinary institutions.

- *Limitations:* Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (Code 200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination Clinic (850) facilities.

Subuse Codes:

860.01 Diagnostic Service Laboratory: Histology - A space for the examination of tissues and cells under a microscope.

865 Diagnostic Service Laboratory Support

- *Definition:* A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
- *Description:* Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, lockers, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories.

Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

- *Limitations:* Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.



870 Central Supplies

- *Definition:* A room used centrally to store health care supplies in a health care facility.
- *Description:* This classification, which serves a **central** storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.
- *Limitations:* Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

Subuse Codes:

870.01 Central Supplies: Central Sterile Supply – A space used centrally to store sterile supplies in a healthcare facility.

870.02 Central Supplies: Pharmacy Storage - A space used centrally to store pharmaceuticals in a healthcare facility.



875

Clinic Administration

A space used for daily operations and management in a healthcare facility.

Subuse Codes:

875.01

Clinic Administration: Medical Records - A space used for the storage of medical records.

875.02

Clinic Administration: Admissions/Discharges - A space to manage the official entry or departure of a person from a healthcare facility.



Public Waiting

- *Definition:* A space used by the public to await admission, treatment, or information within a health care facility.
- *Description:* Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.
- *Limitations:* Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.



890

Staff On-Call Facility

- *Definition:* A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.
- *Description:* Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on call to specific duties within the facility.
- *Limitations:* Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

895

Staff On-Call Facility Service

- *Definition:* A space that directly serves as a staff on-call room as an extension of the activities in that facility.
- *Description:* Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.
- *Limitations:* Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).



900 Residential Facilities

General

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

910 Sleep/Study Without Toilet or Bath

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **without** an internally connected bath or toilet.
- *Description:* Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.
- *Limitations:* Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

919 Toilet or Bath

- *Definition:* A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
- *Description:* Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.
- *Limitations:* Does not include public rest rooms. Bathrooms internal to a Sleep/Study With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).



920 Sleep/Study With Toilet or Bath

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **with** an internally connected bath or toilet.
- *Description:* Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.
- *Limitations:* Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

935 Sleep/Study Service

- *Definition:* A room that directly serves the occupants of sleep/study rooms.
- *Description:* This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).
- *Limitations:* Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.



950

Apartment

- *Definition:* A complete living unit, with private cooking facilities, that is not a separate structure.
- *Description:* This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.
- *Limitations:* Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920).

955

Apartment Service

- *Definition:* A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
- *Description:* Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.
- *Limitations:* Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

970

House

- *Definition:* A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.
- *Description:* This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.
- *Limitations:* Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see Apartment-950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.



000 Unclassified

General

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

050 Inactive Area

- *Definition:* Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.
- *Limitations:* Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area

- *Definition:* Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
- *Limitations:* Spaces inactive or not completed at the time of the inventory are classified as Inactive Area (050) and Unfinished Area (070), respectively.

070 Unfinished Area

- *Definition:* All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.
- *Limitations:* Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified



WWW Circulation Area

General

Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

W01 Public Area

- *Definition:* A circulation area available to general building occupants and visitors.
- *Limitations:*

W02 Elevator

- *Definition:* The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.
- *Limitations:* Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

W04 Loading Dock

- *Definition:* A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.
- *Limitations:* Any part of the platform area not covered is excluded from the building's gross, assignable, and nonassignable areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).

W07 Stairway

- *Definition:* The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.
- *Limitations:* In stairways that pass through floor openings larger than themselves, the **open** area around the stairway's floor penetration is not counted as either gross area or usable area. In an unenclosed stairway, that area beneath the stairway structure that is accessible and has a 3-foot ceiling height or greater should be included as both *gross area* and usable area in the inventory.



XXX Building Service Area

General

Nonassignable spaces used to support a building's cleaning and public hygiene functions.

X01 Custodial Supply Closet

- *Definition:* A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.
- *Limitations:* Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

X02 Custodial Room

- *Definition:* A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.
- *Limitations:* Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

X03 Public Rest Room

- *Definition:* Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area. For planning purposes, some may wish to provide subcategories of this space use that identifies gender- or non- gender-specific rest rooms, handicapped accessibility, etc.
- *Limitations:* Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Office Service (315). The use of the subcategory Private Rest Room within the Office Service code is an option to further delineate these types of spaces.

Subuse Codes:

X03.01 Single Occupant Restroom - A non-accessible restroom with one toilet and one sink area, made available for general public use.

X03.02 Accessible Single Occupant Restroom - An accessible restroom with one toilet and one sink area, made available for general public use.



X04 Trash Room

- *Definition:* A space for the temporary storage of nonhazardous waste awaiting disposal or removal.
- *Limitations:* Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770) or Hazardous Waste Services (775).



YYY Mechanical Area

General

Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

Y01 Mechanical Rooms

- *Definition:* A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, co-generation facilities, and electrical distribution facilities.
- *Limitations:* Conventional space use types such as Offices (310), Office Service (315), Conference Rooms (350), and the like are designated as such, even though they are located in a central utility plant.

Y02 Fuel Room

- *Definition:* A room or area within a building in which fuel for the heating/cooling of the building is stored.
- *Limitations:* Underground tanks adjacent to the building that do not fulfill the definition of a building should be treated as infrastructure.

Y03 Shaft

- *Definition:* Included are accessible or nonaccessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.
- *Limitations:* Shafts that house elevator cabs are to be coded as Elevator (W02).

Y04 Utility/Mechanical Space

- *Definition:* Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a “mechanical” floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.
- *Limitations:* Air inflow or outflow shafts within or immediately adjacent to the building, with a minimum ceiling height of 3 feet, fall under the nonassignable space use Shaft (Y03) and must be included in both gross area and nonassignable area calculation.

