

# **APPENDIX B**

## **SPACE USE CODES**

## **SPACE USE CODES**

This appendix includes a complete list of Space Use Codes and descriptions. The 11 major categories of Space Use Codes encompass all spaces found in campus buildings. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the space's Space Use Code.

Categorizing a space use (Space Use Code) is separate from classifying a room's function (Functional Category Code or its academic discipline (CIP)). Placing the focus on a room's relationship may help clarify its definition and code description. Each room has one best Space Use Code based on its exclusive or predominant design/use. The information needed to code a room's type of space may best be obtained by visual inspection, but may also be obtained from as-built drawings. Space Use Codes can change when its predominant use or physical characteristics are changed or remodeled.

A Space Use Code indicates either a primary activity area or a service area. Primary activity areas always end with a "0". It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. If a room is significantly dependent on the existence of another room, a service code is appropriate. Service areas always end with a "5", which represent support space for a corresponding primary activity area ending with "0".

Space Use Codes cannot be prorated. Only Functional Category Codes and Classification of Instructional Program Codes can be prorated. If a room is used as an Office (310) and as a Research/Non-Class Laboratory (250), a single determination must be made according to its primary use. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space.

### **Classroom Facilities**

- 110 Classroom
- 115 Classroom Service

### **Laboratory Facilities**

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Special Class Open Laboratory
- 225 Special Class Open Laboratory Service
- 230 Individual Study Laboratory
- 235 Individual Study Laboratory Service
- 250 Research/Non-Class Laboratory
- 255 Research/Non-Class Laboratory Service

### **Office Facilities**

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

### **Study Facilities**

- 410 Reading/Study Room
- 420 Stack
- 430 Open-Stack Study Room
- 440 Processing Room

455 Study Service

**Special Use Facilities**

510 Armory  
515 Armory Service  
520 Athletic or Physical Education  
523 Athletic Facilities Spectator Seating  
525 Athletic or Physical Education Service  
530 Media Production  
535 Media Production Service  
540 Clinic (Non-Health Professions)  
545 Clinic Service (Non-Health Professions)  
550 Demonstration  
555 Demonstration Service  
560 Field Building  
570 Animal Quarters Facilities  
575 Animal Quarters Facilities Service  
580 Greenhouse  
585 Greenhouse Service  
590 Other (All Purpose)

**General Use Facilities**

610 Assembly<sup>3</sup>  
615 Assembly Service  
620 Exhibition  
625 Exhibition Service  
630 Food Facility<sup>1</sup>  
635 Food Facility Service<sup>1</sup>  
640 Day Care  
645 Day Care Service  
650 Lounge  
655 Lounge Service  
660 Merchandising<sup>1</sup>  
665 Merchandising Service<sup>1</sup>  
670 Recreation  
675 Recreation Service  
680 Meeting Room<sup>3</sup>  
685 Meeting Room Service  
690 Locker Room

**Supporting Facilities**

710 Central Computer/Tele-communication  
715 Central Computer/Telephone communication Service  
720 Shop  
725 Shop Service  
730 Central Storage  
735 Central Storage Service  
740 Vehicle Storage Facility  
745 Vehicle Storage Facility Service  
750 Central Food Store Service<sup>1</sup>  
755 Central Food Store Service Support<sup>1</sup>  
760 Hazardous Materials Storage  
770 Hazardous Waste Storage

775 Hazardous Waste Service

**Health Care 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  
855 Treatment/Examination Clinic Service  
860 Diagnostic Support Service Laboratory  
865 Diagnostic Support Service Laboratory Service Support  
870 Health Care Central Supplies  
880 Public Waiting  
890 Staff On-Call Facility  
895 Staff On-Call Facility Service

**Residential Facilities<sup>1</sup>**

910 Sleep/Study without Toilet/Bath  
919 Toilet/Bath  
920 Sleep/Study with Toilet/Bath  
935 Sleep/Study Service  
950 Apartment  
955 Apartment Service  
970 House

**Unclassified Areas<sup>1</sup> (Use only with Non-assigned Functional Category Codes)**

050 Inactive Area  
060 Alteration or Conversion Area  
070 Unfinished Area

**Non-Assignable Areas (Use with Non-assigned Functional Category Codes)**

M10 Men's Public Rest Rooms  
U10 Unisex Restroom  
W10 Women's Public Rest Rooms  
WWW Circulation Area  
W01 Bridge/Tunnel  
W02 Elevator  
W03 Escalator  
W04 Loading Dock  
W05 Lobby  
W06 Public Corridor  
W07 Stairway  
XXX Building Service Area  
X01 Custodial Supply Closet  
X02 Janitor Room  
X03 Public Rest Room  
X04 Trash Room  
YYY Mechanical Area  
Y01 Central Utility Plant  
Y02 Fuel Room

Y03 Shaft  
Y04 Trash Room  
ZZZ Structural Area

1. *Non-E&G space.*
2. *CIP Code 000000 required.*
3. *Student Station Capacity required.*

Note: It is a best practice that new buildings coming online should use the specific codes in the letter series when identifying the space (i.e. if you have a new building with an elevator, use W02, rather than WWW)

## **Classroom Facilities**

### **100 Classroom Facilities**

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 regularly scheduled non-laboratory 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 telecommunication 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).

#### **110 Classroom**

*Definition:* A room or space used primarily for regularly scheduled 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 regularly 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 telecommunication 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.

*Note:* Student Station Capacity is required. The CIP Code for all Classrooms is General Use (000000).

*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).

### **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, telecommunication control booths, preparation rooms, coatrooms, closets, storage areas, etc., if they serve classrooms.

*Note:* The CIP Code for all Classrooms is General Use (000000).

*Limitations:* Does not include projection rooms, coatrooms, 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**

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, special class, and research/non-class laboratory. A class laboratory is used for regularly scheduled instruction. A special class laboratory supports instruction but is informally scheduled, or unscheduled (open). A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge.

### **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, 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.

*Note:* Student Station Capacity is required.

*Limitations:* Does not include Classrooms (110) and informally scheduled or unscheduled laboratories (see Special Class Laboratory - 220). This category does not include spaces generally defined as Research/Non-class 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).

### **215 Class Laboratory 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, telecommunication control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), 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), Special Class Laboratory (see 225), or a Research/Non-class Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

### **220 Special Class Laboratory**

*Definition:* A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

*Description:* A special class 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 a special class 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.

Note: Student Station Capacity is required.

*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/Non-class 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).

### **225 Special Class Laboratory 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 a special class laboratory. Included are projection rooms, telecommunication 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 special class laboratories.

*Limitations:* Does not include service spaces that support a Classroom (see 115), Class Laboratory (see 215), or Research/Non-class Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

### **230 Individual Study Laboratory**

*Definition:* This primarily is for individual student experimentation, observation, or practice. Included are special student study laboratories, individual music practice rooms, individual study laboratories, some language laboratories, and similar rooms that serve a particular subject matter area. Stations may be groups or individualized, but the primary purpose must be individual study that depends on special equipment and/or room designs.

*Limitations:* This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific discipline are Study Rooms (410).

### **235 Individual Study Laboratory Service**

*Definition:* This directly serves one or more Individual Study Laboratories. Included are equipment storage rooms, stockrooms, tape/record storage rooms, and similar rooms.

*Limitations:* Not included are Animal Quarters (570) and Greenhouses (580).

### **250 Research/Non-class Laboratory**

*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/non-class 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. Non-class 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 Special Class Laboratory (220) or Individual Study Laboratory (230). 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) Special Class Laboratories (220). Such performing arts (and other science and non-science) 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/Non-class Laboratory (250) category.

### **255 Research/Non-class Laboratory Service**

*Definition:* A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

*Description:* Includes only those spaces that directly serve a research/non-class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/non-class laboratories.

*Limitations:* Does not include service spaces that support a Classrooms (see 115), Class Laboratory (see 215), or Special Class Laboratory (see 225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

### **300 Office Facilities**

Office facilities are individual, multi-person, 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 art studios, printing shops, study rooms, classrooms, research/non-class 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/non-class laboratory should be coded according to its primary use if multiple space use codes with pro-rations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

#### **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, non-health, 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 (non-health) 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).

### **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, 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.

Note: Student Station Capacity is required.

*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, telecommunication 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**

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, 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, 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).

Note: Student Station Capacity is required.

*Limitations:* Does not include Special Class 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, micro-materials, 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 Special Class 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).

Note: Student Station Capacity is required.

*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).

#### **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 as both 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**

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).

### **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.

Note: This is non-Educational and General Space.

*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; non-office 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 non-assignable 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).

### **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/CD/DVD, 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 Special Class Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunication equipment facilities (see Central Computer or Telecommunication-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/CD/DVD 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**

*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.

Note: This is Non-Health Professions space.

*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 non-health or non-discipline-related programs (see Office Service- 315), or Health Care Facilities (see Code 800 series).

### **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.

Note: This is Non-Health Professions space.

*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, childcare 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/Non-class 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.

Note: Also included are such facilities as meteorological field test stations.

*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).

### **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).

### **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 enclosed chiefly by 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 Hothouses and head-houses.

*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.

## **600 General Use Facilities**

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, and 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.

Note: Student station capacity is required.

*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 telecommunication control rooms, etc.

*Limitations:* Entrance lobbies and other circulation areas outside of the primary assembly room are classified as non-assignable Lobby (WWW or 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/Non-class Laboratory (250) or Research/Non-class 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.

Note: This is non-Educational and General Space.

*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.

Note: This is non-Educational and General Space.

*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, non-staff 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 non-assignable (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 non-assignable lobby in placement, use, and intent. A Lobby (WWW or 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.

Note: This is non-Educational and General Space.

*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.

Note: This is non-Educational and General Space.

*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 (non-study) 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.

Note: This is non-Educational and General Space.

*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 non-enclosed 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.

Note: This is non-Educational and General Space.

*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 non-class 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 non-class 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 non-class 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.

**690 Locker Room** – This is for changing clothes or storing personal materials.

*Limitations:* Not included are Athletic or Physical Education Service (525) locker rooms, custodial locker rooms (XXX Building Service Area), and locker rooms in Health Care Facilities (800 series).

## **700 Support Facilities**

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 telecommunication, 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.

### **710 Central Computer or Telecommunication**

*Definition:* A space used as a data or telecommunication 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 Telecommunication 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 telecommunication 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 telecommunication 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, Special Class Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal workspaces and printer rooms that serve an office area should be coded Office Service (315). Small closet area housing telecommunication 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 *non-assignable* mechanical space (see Utility/Mechanical Space-YYY or Y04).

### **715 Central Computer or Telecommunication Service**

*Definition:* A space that directly serves a central computer or telecommunication 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 telecommunication 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 Telecommunication-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 non-office 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, 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/Non-Class 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. This 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 non-assignable Custodial Supply Closet (XXX or X01) used to store small quantities of janitorial supplies, or any other category codes within the non-assignable 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).

### **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.

Note: This is non-Educational and General Space.

*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 telecommunication equipment centers are coded separately as Central Computer or Telecommunication (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.

### **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 non-active equipment, and adjacent, directly supporting repair and maintenance areas.

Note: This is non-Educational and General Space.

*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).

### **765 Hazardous Materials Service Merged with 760**

### **770 Central Support Merged with 750**

### **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 Central Support Service Merged with 755**

### **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 Omitted**

## **800 Health Care Facilities<sup>1</sup>**

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, semi-convalescent 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 non-patient animal shelters used for farm animals (see Field Building- 560) or non-veterinary 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 workrooms 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 that 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 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 workrooms 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, and 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.

### **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.

### **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.

### **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.

*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.

### **880 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 non-assignable 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, which 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.

Note: This is non-Educational and General Space.

*Limitations:* Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

## **900 Residential Facilities**

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.

Note: This is non-Educational and General Space.

*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.

Note: This is non-Educational and General Space.

*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.

Note: This is non-Educational and General 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 mailrooms, 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).

Note: This is non-Educational and General Space.



*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.

Note: This is non-Educational and General Space.

*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, mailrooms, 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.

Note: This is non-Educational and General 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.

Note: This is non-Educational and General Space.

*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 Areas

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.

## Non-Assignable Areas

The following non-assignable categories are included to complete the list of space use categories. When the total area of the assignable space use categories is added to the total area of the non-assignable space use categories, they provide the net usable area of a building. Overview of Building Measurement Terms. *Net Usable Area = Assignable Area + Non-assignable Area* It is recommended that institutions include these areas in their space inventories, under Space Use Category Structure. Definitions of the three categories of non-assignable space are provided in chapter 3. As with all other space use classifications, institutions also may wish to track non-assignable areas with special physical characteristics, functions, or equipment (e.g., elevators for freight, passengers, and dumb waiters; public rest rooms for female, male, or unisex use, as well as handicapped accessibility, etc.) through the development and application of additional subcategory codes. Physical assets (e.g., site improvements, major site utility distribution, etc.) that do not fall within the limits of a building are considered *infrastructure*.

**M10 Men's Public Rest Room** – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

*Limitations:* Private restrooms are considered service areas.

**U10 Unisex Restroom (Non-E&G)** – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

*Limitations:* Private rest rooms are considered service areas.

**W10 Women's Public Rest Room** – The CIP Code for Public Rest Rooms is General Use (000000) and the Functional Category code is Public Rest Room (05).

*Limitations:* Private rest rooms are considered service areas.

## WWW Circulation Areas

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

Note: Institutions may elect to use the generic code WWW for all circulation areas. Alternatively, the more detailed codes may be used to support internal management activities. It is a best practice that as new facilities are added, the more detailed codes be used.

### **W01 Bridge/Tunnel**

*Definition:* A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

*Limitations:* Ground level covered passageways, walled, or not, are coded as Public Corridors (W06). Any portion of the floor area of covered and walled bridges or tunnels used exclusively for housing utility services such as gas, steam, or water lines, should not be included in a space inventory as they are considered *infrastructure* and should be dealt with accordingly.

### **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.

### **W03 Escalator**

*Definition:* A moving passageway that carries passengers from one floor level to another or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.

*Limitations:* The escalator equipment itself is considered as fixed equipment and may be inventoried as a fixed asset. The overall dimensions of that equipment may be smaller than the floor area penetration inventoried for a 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 *non-assignable* 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).

### **W05 Lobby**

*Definition:* A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

*Limitations:* A Lobby differs from an assignable Lounge (650) in furniture placement, use, and intent.

### **W06 Public Corridor**

*Definition:* A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.

*Limitations:* Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories, or earn a separate service subcategory of "Private Circulation," for example (see *Description* under 315 Office Service).

### **W07 Stairway**

*Definition:* The covered internal or external space dedicated to provide non-mechanically 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**

Non-assignable 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 Janitor 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 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.

#### **X04 Trash Room**

*Definition:* A space used 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**

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

Note: Institutions may elect to use the generic code WWW for all mechanical areas. Alternatively, the more detailed codes may be used to support internal management activities. It is a best practice that as new facilities are added, the more detailed codes be used.

#### **Y01 Central Utility Plant**

*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, cogeneration 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 non-accessible 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 non-assignable space use Shaft (Y03) and must be included in both gross area and non-assignable area calculations.

### **ZZZ Structural Area**

The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put to use.

*Definition:* The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. This area is the algebraic difference between Gross Area and Net Usable Area. Examples of building features normally classified as structural areas include exterior walls, firewalls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas

*Limitations:* This area is not measurable but can be calculated by the formula: *Structural Area = Gross Area – Net Usable Area*