



Old Dominion University  
**Space  
Management  
Policy Manual**

*Policies and Procedures for  
the use of campus space*

Produced by:

**The Office of Design and Construction**

Under the direction of the Space Management Committee

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## Preface

The Old Dominion University Space Management Manual is a publication of the Design & Construction Department in conjunction with the University's Space Management Committee. Space is an institutional asset and its distribution and use must support the University's mission. The book is intended to serve the informational needs of the Old Dominion University by outlining the policies and procedures for the assignment, acquisition, and reconfiguration of space in support of this mission.

Due to the changing nature of University education existing policies and procedures may need to be changed or new policies and procedures may need to be added to the Space Management Policy Manual (SMPM). As a result while every effort has been made to include all relevant issues for procedure identification, this manual should be viewed as an evolving document and the Design & Construction Department would appreciate comments and suggestions pertaining to the form or substance of these policies and procedures.

## Introduction

The Space Management Policy Manual has been prepared to outline the process and the steps that need to be taken by all departments in the university with regard to assignment, reassignment, the reconfiguration of currently held facilities, and the acquisition of new facilities either by lease, purchase, or construction. It is noted that in the past there has been some confusion as to how to initiate formal requests for space (new and reallocation), or how to seek assistance in quantifying space needs. The Space Management Policy Manual is intended to explain the University's procedures for the assignment, reassignment, or reconfiguration of those facilities already in the University's inventory as well as the procurement procedures for leasing or purchasing new space.

It is hoped that enforcement of the procedures contained in this manual will standardize the process by which the Old Dominion University's departments and agencies define and report their currently assigned space. This will improve the campus-wide space management (inventory of spaces and uses) and essentially facilitate more efficient and accurate State reporting. Included in the Space Management Policy Manual is general background information for administrators and their staff in the preparation of facilities reports that need to be completed in compliance with the Commonwealth of Virginia reporting, and forms to facilitate all space changes.

# Chapter 1

General Information

## 1. General Information

### 1.1 University Space Management Committee

In an effort to have distributed representation of the space needs of the Old Dominion University the University Space Management committee is comprised of the following:

Chair	-	Provost and Vice President for Academic Affairs
Members	-	Chief Operating Officer
	-	Vice President for Student Engagement & Enrollment Services
	-	Vice President for Human Resources
	-	Vice President for University Advancement
	-	Vice President for Research
	-	Director of Athletics
	-	Student Government Representative
Staff	-	Associate Vice President for University Services & CIO
	-	Associate Vice President for Academic Affairs
	-	Office of Design and Construction
	-	Director of Facilities Management

### 1.2 Changes Since Last Revision

Following is a summary of significant changes made for this 2016 edition of the Space Management Policy Manual (SMPM) since the last edition in 2014.

- Revision of the list to include the Chief Operating Officer (omitted in error)
- Change Vice President for Administration & Finance to Associate Vice President for University Services & CIO
- Change Vice President for Student Services to Vice President for Student Engagement & Enrollment Services
- Changed Vice President Institutional Advancement to Vice President for University Advancement

- Revision of list to include Director of Facilities Management (omitted in error)
- The inclusion of the Director of Athletics as part of the University Space Management Committee.
- The inclusion of a Student Government Representative as part of the University Space Management Committee.

### 1.3 Mission Philosophy

At Old Dominion University, facilities and space are viewed as an institutional asset and critical resource, which must be developed and managed in response to the institution's programs, goals and objectives. Each vice president is responsible for the management and allocation of space within their area of responsibility as well as the development of requests for additional space for their departments and programs whether acquired by lease, purchase, or new construction. Each vice president is also responsible for reviewing, approving, and securing funding for requests for reconfigurations/renovations in the facilities assigned to their departments or agencies. All requests for space planning assistance and requests for new or reallocation of space should be submitted by using the Space Request Form in Appendix A of the manual and submitted as set forth in Chapter 3 to the Office of Design and Construction. The Office of Design and Construction will assist in planning stages of all requests by providing historical data, programming advice and space and layout options.

After presentation to, and approval from the University Space Management Committee, the Office of Design and Construction will determine the course of action to affect the proposed relocation, renovation or new construction. This will require efforts by the Offices of Facilities Management for minor renovations, the Office of Design and Construction for major renovations and capital construction or the Office of Real Estate Management for leased facilities.

### 1.4 Current Status

In addition to the universities goals and objectives the institution is also required to submit reporting to the Commonwealth of Virginia pertaining under the requirements

of the State Council on Higher Education of Virginia (SCHEV). The State Council on Higher Education of Virginia has recently restructured the accounting procedures used for quantifying and usage of the space in which its colleges and universities will be authorized to conduct their missions. The Council uses the information gleaned from the reporting to evaluate and prioritize requests for appropriations to construct capital outlay projects under the Educational and General Space (E&G) category. Current budget strategies at the State level continue to indicate that new construction will be intently scrutinized. Additionally the leasing of off-campus space requires a long-term financial commitment by the institution and as such should be seen as an avenue of last resort as it increases the University's fixed operating costs, thus decreasing funds available for our other initiatives. Old Dominion University must manage its current assets to the best of our ability. Increasing the efficient use of existing space in order to accommodate expanding program needs is in the best interest of the institution.



# Chapter 2

## Space Planning

## 2. SPACE PLANNING

In an effort to provide a consolidated database of future space programming needs for the University, the following program of review will be initiated by the Office of Design and Construction. Each calendar year an in-depth review and establishment of the future space needs will be conducted for each of the University's six colleges and seven major operational units on the following schedule. Each review will require a complete validation of all space currently assigned and its current usage.

Unit	Next Space Plan
Batten College of Engineering and Technology	October 2014
College of Business and Public Administration	January 2015
College of Sciences	April 2015
College of Health Sciences	July 2014
College of Arts and Letters	October 2014
Office of Academic Affairs	January 2016
Office of Research	April 2016
Office of Student Engagement and Enrollment Services	July 2015
Office of Administration and Finance	October 2015
Office of Institutional Advancement	January 2016
Office of the President	April 2016
Office of Development	July 2016
Darden College of Education	October 2016

### 2.1 Space Definition

Space Use codes represent the recommend central or core concepts for classifying the assignable space, by use, within the campus facilities. The full list of space definitions are in Appendix B.

## 2.2 Facilities Inventory Process

The University's room inventory must be updated on a yearly basis and submitted to the State Council of Higher Education of Virginia (SCHEV) each October. The room inventory in conjunction with the academic class schedule generates space utilization data on a biennial basis and provides information for SCHEV's space analysis when reviewing and approving our capital outlay construction proposals (See Appendix C). To comply with the State's requirements this data must be precise and complete.

The room inventory describes each and every space on campus including departmental assignment, size, location, room type, room use, associated faculty or administrator, etc. The University's internal management systems rely on the room inventory data for several related calculations, such as space utilization (space occupied by a school or department and utilization statistic), indirect cost recoveries, and how well individual departmental facility needs are being met. (See Appendix C).

Each summer the Office of Design and Construction will distribute a departmental room inventory to all academic and administrative departments, along with instructions indicating the procedures to use in updating the report. August 15<sup>th</sup> is the last day to submit completed inventories and submittal to the Office of Design and Construction for data entry, analysis and inclusion into the draft Fall Report.

### 2.2.1 Facilities Inventory Schedule

July 1	The Office of Design and Construction disseminates complete departmental room inventory forms and instructions to the College Deans for distribution to their departments.
August 15	Departmental room inventory updates due back to the Office of Design and Construction.
August 31	Data input is completed and a draft report is prepared.

September 15	Final update is approved by the University Space Management Committee.
October 1	The Room Inventory Report is transmitted to the State Council of Higher Education of Virginia.

### 2.3 Classroom and Instructional Laboratory Utilization

Each fall the University prepares documents regarding the use of space by recording all academic activity in instructional classrooms and instructional laboratories. This data is reported biennially to the State Council of Higher Education of Virginia (SCHEV). It is imperative that the departments conduct and report all scheduled academic activity in a classroom or a class laboratory. The departments should also record all informal class activities related to their courses.

Current Commonwealth of Virginia Standards require that on average University's classrooms should be used 40 hours (Monday through Friday) and when in use the occupancy should be 60% on average. Additionally the current standards for the University's instructional laboratories requires that on average they be used 24 hours (Monday through Friday), and when in use their occupancy should average 70%.

The room utilization data helps generate the projection of space requirements for the University and is used a) to justify capital outlay construction projects, b) to be an indicator for departmental space needs, and 3) to support budgetary presentations to acquire funding approval from the Legislature.

The Office of Design and Construction and Academic Affairs are charged with monitoring the University's inventory of classrooms to ensure sufficient classrooms are available to meet the instructional mission of the University. The Office of Academic Affairs will allocate the ***priority assignment rights*** to classrooms to ensure an allocation that is consistent with the individual academic departmental needs for instructional space.

### 2.3.1 Classroom and Instructional Laboratory Utilization Schedule

September 15	The Office of Design and Construction produces the Facilities Utilization Report.
October 1	After review and analysis, the Office of Design and Construction submits the report to the University Space Management Committee for review and approval.
October 31	The Facilities Utilization Report is submitted to the State Council of Higher Education of Virginia.

### 2.3.2 Classroom Allocation Policy

During the second week of December, the Office of Design and Construction will forward a schedule of available classrooms for the upcoming academic year to the Registrar's Office. Utilizing this schedule, the Registrar's Office will prepare a report showing the previous academic year's use of classrooms by department and make a recommendation to the Provost and Vice President for Academic Affairs outlining the departmental allocations of instructional space for the next academic year. After the review and approval by the Vice President of Academic Affairs, the Registrar's Office will publish the **priority assignment rights** for all classrooms and laboratories for the forthcoming academic year and utilize the **priority assignment rights** allocation as the basis for the next year's academic schedule beginning with the fall semester class schedule.

### 2.3.3 Classroom Creation

The following benchmarks will be used for initiating the process for creating additional classroom assets.

1. When 44 hours of classroom use is the finding of the SCHEV Utilization Report, the University will assess its need for one or more additional classrooms.
2. When 46 hours of classroom use is the finding of the SCHEV Utilization Report, the University will begin locating and designing one or more additional classrooms. At this time size, seating capacity, style, furniture, configuration, and location

become tasks to be addressed based on the most recently available information and instructional pedagogies.

3. When 48 hours of classroom use is the finding of the SCHEV Utilization Report, the University will bring one or more additional classrooms on-line prior to the next Fall semester.

# Chapter 3

Space Assignment and Reconfiguration

### **3. SPACE REASSIGNMENT PROCESS**

The space needs of academic and support departments, including the Webb University Center and Athletics are constantly changing within the University. In order to support effectively the need to identify, assess, and realign University space within current and projected academic and support facilities, the University Space Committee has established a simple procedure to assist with the planning and decision process.

This Space (Reassignment) Request Process is initiated by a requesting organization by completing Sections 1 and 2 of the Space Request Form (See Appendix A). The requesting unit should complete Section 1 which identifies the unit requesting space (along with a Point of Contact) and Section 2 which provides the Office of Design and Construction a brief description of the space need (e.g., 2 faculty offices, X graduate student carrels, a larger lab, etc.). The completed Space Request Form (Sections 1 and 2) should be forwarded to the Office of Design and Construction, Attention: Director. Upon receipt of the Space Request Form, the Office of Design and Construction will acknowledge receipt to the requesting unit with copies to the applicable Dean or Vice President.

The Office of Design and Construction will work with the identified Point of Contact of the Space Request Form to initiate a detailed space needs analysis which will include a full description of the space need, as well as the amount (square feet) and kind of space requested to meet the space need. This information will be reviewed with the requesting unit's Point of Contact, attached to the Space Request Form and forwarded to the applicable Dean or Vice President. Upon the approval of the Dean or Vice President, the Space Request Form with attached detailed information will be forwarded to the University Space Committee for review and action at a subsequent University Space Committee meeting. The Office of Design and Construction may include options for addressing the identified space need to include new, temporary, or permanently reassigned/reallocated space.



The decision of the University Space Committee will be communicated to the applicable Dean or Vice President. In circumstances where adequate funding is not identified for an approved space need request, this approved space need may be included in the next Annual Operating Budget Process for consideration.

# Chapter 4

## Leased Facilities

#### 4. Policy For Leased Space

This policy covers any and all leased facilities used by any and all departments, agencies or programs of Old Dominion University regardless of the term of the lease. In accordance with the authority conferred on Old Dominion University pursuant to Section 23-38.88 of the Code of Virginia of 1950, as amended (The "Virginia Code") which establishes the *Restructured Higher Education Financial and Administrative Operations Act* allowing public institutions of higher education restructured financial and operational authority as described in subdivisions A1 through A13 of Section 23-38.88 of the Virginia Code, Old Dominion University Board of Visitors has charged the Office of Real Estate to procure and manage all leases and acquire and manage all real estate on behalf of the departments and agencies of Old Dominion University with only the University President and the Vice President for Administration & Finance authorized to sign the final lease or purchase deed.

##### 4.1 Approval Steps For Leased Space

Once the procedures for reassignment of space addressed in Chapter Three have been exhausted and the University Space Management Committee has been unable to identify space to satisfactorily meet the space need at hand, the vice president within whose area the need exists may now request that the University lease space to meet the requirement by having the requesting department/program/unit submit the Lease Qualifying Questionnaire form (Appendix D) to the Office of Real Estate for review and subsequent approval by the University Space Management Committee. The Office of Real Estate and Space Management will assist in quantifying the requirements and by identifying available sites and the costs associated with them in accordance with the *Old Dominion University, Commonwealth of Virginia, Restructuring Plan, Level I, Real Estate Manual* dated July 19, 2005.

Upon identifying a funding source for the rental by the vice president involved, the Office of Real Estate will create and negotiate the lease, memorandum of

understanding, use agreement, or purchase contract and obtain the necessary reviews and approvals required by law.

It is requested that those of you who utilize one or more of the University's Foundations to procure goods and services include the Office of Real Estate and Space Management in planning your space needs as they manage the current assets of the University and will ensure that all currently held University space is fully utilized. Additionally, the Office of Real Estate will ensure that all proposed acquisitions do not interfere with or produce a financial obstacle to proposed Master Plan developments. By consolidating efforts we can avoid redundancy and afford everyone a financial savings.

#### 4.2 Procedures for Maintenance

Maintenance requests for all University owned buildings shall be submitted to Facilities Management through its on-line work order submission system.

As the structure of each lease establishes different responsibilities for operational and maintenance expenses the Office of Real Estate shall inform each department/program/unit occupying leased space as to the procedures that they will need to follow.

# Chapter 5

## Capital Projects

## 5. Long Range Facilities Master Plan

The Long Range Facilities Master Plan establishes general guidelines and standards for the orderly development of Old Dominion University's physical environment. These guidelines address the logical and functional patterns for the use of University land; determining the size and location of buildings; creating efficient and safe systems of pedestrian and vehicular circulation; the overall character of building masses and open spaces, which reflect the features and direction of previous construction; and the development of appropriate, identifiable University boundaries. The plan is based upon a critical analysis of the University facilities, identifying current and anticipated needs.

Every five years the Office of Procurement and Construction partners with the Office of Real Estate and the Office of Design and Construction to review the most recent Master Plan and coordinate the University's effort to update our vision. Input is gathered by the Office of Design and Construction from the Physical Plant, Public Safety, Auxiliary Services, Office of Real Estate and the vice presidents of the University after they have consolidated the needs and justifications of their particular schools, departments, agencies and programs. After consideration of the need, the vice presidents recommend a plan to the University President and the Board of Visitors for final approval. Upon receipt of this approval the Office of Design and Construction submits the plan to the Commonwealth of Virginia for final review and approval.

# Appendices

## **Appendix A**

Office of Design and Construction

# **SPACE REQUEST FORM**

*(This form is to be used for the reassignment of Old Dominion University space)*

## **Section 1 – Designation of Requesting Unit/Point of Contact**

Department: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Section 2 – Brief Description of Space Need:**

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Signed: \_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

**Forward to: Office of Design and Construction, Attention: Director**



## APPENDIX B

# Space Use Codes:

Definitions, Descriptions, and Limitations

## **Space Use Code Definitions**

*(Taken from the Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition dated May 2006. U.S. Department of Education, National Center for Educational Statistics as adopted by the State Council of Higher Education Virginia.)*

Space use codes represent the recommended central or core concepts for classifying the assignable space, by use, within campus facilities.

**Table 4-2. Outline of space use codes**

### **ASSIGNABLE AREA**

<b>100 Classroom Facilities</b> 110 Classroom 115 Classroom Service  <b>200 Laboratory Facilities</b> 210 Class Laboratory 215 Class Laboratory Service 220 Open Laboratory 225 Open Laboratory Service 250 Research/Nonclass Laboratory 255 Research/Nonclass Laboratory Service  <b>300 Office Facilities</b> 310 Office 315 Office Service 350 Conference Room 355 Conference Room Service  <b>400 Study Facilities</b> 410 Study Room 420 Stack 430 Open-Stack Study Room 440 Processing Room 455 Study Service  <b>500 Special Use Facilities</b> 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 545 Clinic Service 550 Demonstration 555 Demonstration Service 560 Field Building 570 Animal Facilities 575 Animal Facilities Services 580 Greenhouse 585 Greenhouse Service 590 Other (All Purpose)  <b>600 General Use Facilities</b> 610 Assembly 615 Assembly Service 620 Exhibition 625 Exhibition Service 630 Food Facility 635 Food Facility Service 640 Day Care 645 Day Care Service 650 Lounge 655 Lounge Service 660 Merchandising 665 Merchandising 670 Recreation 675 Recreation Service 680 Meeting Room 685 Meeting Room Service
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**Summary of space use codes – Continued**

<p><b>700 Support Facilities</b></p> <p>710 Central Computer or Telecommunications</p> <p>715 Central Computer or Telecommunications</p> <p>720 Shop</p> <p>725 Shop Service</p> <p>730 Central Storage</p> <p>735 Central Storage Service</p> <p>740 Vehicle Storage</p> <p>745 Vehicle Storage Service</p> <p>750 Central Service</p> <p>755 Central Service Support</p> <p>760 Hazardous Materials Storage</p> <p>770 Hazardous Waste Storage</p> <p>775 Hazardous Waste Service</p> <p>780 Unit Storage</p> <p><b>800 Health Care Facilities</b></p> <p>810 Patient Bedroom</p> <p>815 Patient Bedroom Service</p> <p>820 Patient Bath</p> <p>830 Nurse Station</p> <p>835 Nurse Station Service</p> <p>840 Surgery</p> <p>845 Surgery Service</p> <p>850 Treatment/Examination Clinic</p> <p>855 Treatment/Examination Clinic Service</p> <p>860 Diagnostic Service Laboratory</p> <p>865 Diagnostic Service Laboratory Support</p> <p>870 Central Supplies</p> <p>880 Public Waiting</p> <p>890 Staff On-Call Facility</p> <p>895 Staff On-Call Facility Service</p> <p>900 Residential Facilities</p>	<p><b>900 Residential Facilities</b></p> <p>910 Sleep/Study Without Toilet or Bath</p> <p>919 Toilet or Bath</p> <p>920 Sleep/Study With Toilet or Bath</p> <p>935 Sleep/Study Service</p> <p>950 Apartment</p> <p>955 Apartment Service</p> <p>970 House</p> <p><b>000 Unclassified Facilities</b></p> <p>050 Inactive Area</p> <p>060 Alteration or Conversion Area</p> <p>070 Unfinished Area</p> <p><b>NONASSIGNABLE AREA</b></p> <p><b>WWW Circulation Area</b></p> <p>W01 Bridge/Tunnel</p> <p>W02 Elevator</p> <p>W03 Escalator</p> <p>W04 Loading Dock</p> <p>W05 Lobby</p> <p>W06 Public Corridor</p> <p>W07 Stairway</p> <p><b>XXX Building Service Area</b></p> <p>X01 Custodial Supply Closet</p> <p>X02 Janitor Room</p> <p>X03 Public Rest Room</p> <p>X04 Trash Room</p> <p><b>YYY Mechanical Area</b></p> <p>Y01 Central Utility Plant</p> <p>Y02 Fuel Room</p> <p>Y03 Shaft</p> <p>Y04 Utility/Mechanical Space</p>
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## Space Use Codes: Descriptions, and Limitations

### Assignable Area

#### **100 Classroom Facilities**

##### **General**

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series). Institutions may use extension codes to distinguish control over classroom areas, discipline use, type of instruction, contained equipment, or other classroom variables (e.g., Codes 120 and 125, Departmental Classroom and Departmental Classroom Service). These extension codes should be capable of aggregation to total Classroom Facilities (100) as needed.

#### **110 Classroom**

*Definition:* A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

*Description:* Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, **if** this equipment does not render the space unsuitable for use by classes in other areas of study.

*Limitations:* This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space **and** by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically

considered as a laboratory (see Code 200 series). The evolution of computers 48 and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

### **115 Classroom Service**

*Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.

*Description:* Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., **if** they serve classrooms.

*Limitations:* Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

### **200 Laboratory Facilities**

#### **General**

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

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

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

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

The complexity of “research” and how it may affect space use classification decisions needs discussion at the institutional level. In general, there are four categories of research/nonclass activities: externally budgeted or funded projects or centers; separately organized centers or projects that are funded from institutional resources; departmental research activities that are neither separately budgeted or organized;

and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

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

### **210 Class Laboratory**

*Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours 50 (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

*Description:* A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

*Limitations:* Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see Open Laboratory-220). This category does not include spaces generally defined as Research/Nonclass Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

### **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, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

*Limitations:* Does not include service spaces that support a Classroom (see 115), Open Laboratory (see 225), or a Research/Nonclass Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

## **220 Open Laboratory**

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

*Description:* An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, 51 individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

*Limitations:* Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (210). This category also does not include spaces defined as Research/Nonclass Laboratory (250). A space that contains equipment (e.g., microcomputers), which does not restrict use to a specific discipline or discipline group and which is typically used at a student's convenience, should be classified as a Study Room (410).

## **225 Open 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 an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage

(including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

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

## **250 Research/Nonclass 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/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering “new knowledge” to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Nonclass public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

*Limitations:* Student **practice** activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution’s Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.



## **255 Research/Nonclass Laboratory Service**

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

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

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

## **300 Office Facilities**

### **General**

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

### **310 Office**

*Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

*Description:* An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices.

*Limitations:* Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a space with a computer intermittently used by one or more people having a separately assigned office should be coded as Office Service (315). A combination office, studio, or research/nonclass laboratory

should be coded according to its primary use if multiple space use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

### **315 Office Service**

*Definition:* A space that directly serves an office or group of offices as an extension of the activities in those spaces.

*Description:* Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (assessment, nonhealth, non-discipline-related) rooms, and open and private (restricted/nonpublic) circulation areas.

*Limitations:* Waiting, interview, and testing spaces are included as Office Service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (nonhealth) testing room should be coded as Office Service (315). A 54 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 area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.

*Limitations:* Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-110), auditoria (see Assembly-610), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).

### **355 Conference Room Service**

*Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

*Description:* Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.

*Limitations:* Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

## **400 Study Facilities**

### **General**

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

### **410 Study Space**

*Definition:* A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.

*Description:* Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

*Limitations:* Does not include Open Laboratories (220) that are restricted to a particular or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

### **420 Stack**

*Definition:* A space used to house arranged collections of educational materials for use as a study resource.

*Description:* Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

*Limitations:* Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service- 115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

#### **430 Open-Stack Study Room**

*Definition:* A combination study space and stack, generally without physical boundaries between the stack and study areas.

*Description:* Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).

*Limitations:* Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see Study Room-410) and Stack areas (see Stack-420) into separate space records. As with Stack (420) and Processing Rooms (440), Open- Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

#### **440 Processing Room**

*Definition:* A room or area devoted to processes and operations in support of library functions.

*Description:* A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.

*Limitations:* Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the

larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service type spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

#### **455 Study Service**

*Definition:* A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

*Description:* Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 57, 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.

*Limitations:* Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

#### **500 Special Use Facilities**

##### **General**

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

##### **510 Armory (Military Support)**

*Definition:* A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

*Description:* Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

*Limitations:* Conventional space use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

### **515 Armory Service**

*Definition:* A space that directly serves an armory facility as an extension of the activities in that facility.

*Description:* This category includes supply rooms, weapons rooms, and military equipment storage rooms.

*Limitations:* Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).

### **520 Athletic or Physical Education**

*Definition:* A room or area used by students, staff, or the public for athletic or physical education activities.

*Description:* Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.

*Limitations:* This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.

Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

### **523 Athletic Facilities Spectator Seating**

*Definition:* The covered seating area used by students, staff, or the public to watch athletic events.

*Description:* Includes covered permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

*Limitations:* Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).

### **525 Athletic or Physical Education Service**

*Definition:* A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

*Description:* Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

*Limitations:* Does not include public rest rooms, which should be classified as nonassignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### **530 Media Production**

*Definition:* A space used for the production or distribution of multimedia materials or signals.

*Description:* Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.

*Limitations:* Does not include spaces that merely store media materials and equipment.

Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Open Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).

### **535 Media Production Service**

*Definition:* A space that directly serves a media production or distribution space as an extension of the activities in that facility.

*Description:* The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).

*Limitations:* Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

#### **540 Clinic**

*Definition:* A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

*Description:* Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

*Limitations:* Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in nonhealth or non-discipline-related programs (see Office Service-315), or Health Care Facilities (see Code 800 series).

#### **545 Clinic Service**

*Definition:* A space that directly serves a clinic as an extension of the activities in that space.

*Description:* Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.

*Limitations:* Does not include spaces that serve health care facilities (see Code 800 series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g., Athletic or Physical Education Service (525), Day Care Service (645).

#### **550 Demonstration**

*Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.

*Description:* The key criterion here is practice activity within an instructional program that closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory



schools, and family and consumer science houses when these facilities are used for practice as a part of post secondary training or instruction.

*Limitations:* Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

### **555 Demonstration Service**

*Definition:* A space that directly serves a demonstration facility as an extension of the activities in that facility.

*Description:* Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

*Limitations:* Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas.

Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

### **560 Field Building**

*Definition:* A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

*Description:* Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

*Limitations:* Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should

be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

### **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 composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

*Description:* The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

*Limitations:* Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

### **585 Greenhouse Service**

*Definition:* A space that directly serves a greenhouse facility as an extension of the activities in that facility.

*Description:* Includes equipment or materials storage areas and rooms generally called headhouses.

*Limitations:* Excludes storage areas that do not directly serve greenhouses.

### **590 Other (All Purpose)**

*Definition:* A category of last resort.

*Description:* Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.

*Limitations:* Should have very limited use, if used at all.

## **600 General Use Facilities**

### **General**

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

### **610 Assembly**

*Definition:* A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

*Description:* Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

*Limitations:* Stage areas used **primarily** for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

### **615 Assembly Service**

*Definition:* A room or area that directly serves an assembly facility as an extension of the activities in that facility.

*Description:* Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.

*Limitations:* Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable Lobby (W05). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

## **620 Exhibition**

*Definition:* A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

*Description:* Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population **and** the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

*Limitations:* Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are **study resources** (see Stack-420) as opposed to **exhibition** use.

## **625 Exhibition Service**

*Definition:* A space that directly serves an exhibition facility as an extension of the activities in that facility.

*Description:* Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).

*Limitations:* Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

### **630 Food Facility**

*Definition:* A space used for eating.

*Description:* Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit down lunch or vending spaces that serve a shop facility are included in this category.

*Limitations:* Vending areas **not** provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall).

*Limitations:* Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

### **635 Food Facility Service**

*Definition:* A space that directly serves a food facility as an extension of the activities in that facility.

*Description:* Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

*Limitations:* Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).

### **640 Day Care**

*Definition:* A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

*Description:* Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

*Limitations:* Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

#### **645 Day Care Service**

*Definition:* A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

*Description:* Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

*Limitations:* Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

#### **650 Lounge**

*Definition:* A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

*Description:* A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

*Limitations:* A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual

interaction **and** its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a nonassignable lobby in placement, use, and intent. A Lobby (W05) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

### **655 Lounge Service**

*Definition:* A space that directly serves a general use lounge facility.

*Description:* Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

*Limitations:* This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

### **660 Merchandising**

*Definition:* A space used to sell products or services.

*Description:* Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

*Limitations:* Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care

centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

### **665 Merchandising Service**

*Definition:* A space that directly serves a merchandising facility as an extension of the activities in that facility.

*Description:* Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.

*Limitations:* Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

### **670 Recreation**

*Definition:* A space used by students, staff, or the public for recreational purposes.

*Description:* Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

*Limitations:* Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

### **675 Recreation Service**

*Definition:* A space that directly serves a recreation facility as an extension of the activities in that facility.

*Description:* Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.



*Limitations:* Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### **680 Meeting Room**

*Definition:* A room that is used by the institution or the public for a variety of nonclass meetings.

*Description:* The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members.

Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category. Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

*Limitations:* Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610)

### **685 Meeting Room Service**

*Definition:* A space that serves a meeting space as an extension of the activities in that space.

*Description:* Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.

*Limitations:* Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

## **700 Support Facilities**

### **General**

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

### **710 Central Computer or Telecommunications**

*Definition:* A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

*Description:* A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing **primary activity** of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.).

This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

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

*Limitations:* Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing

telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as *nonassignable* mechanical space (see Utility/Mechanical Space-Y04).

### **715 Central Computer or Telecommunications Service**

*Definition:* A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

*Description:* Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

*Limitations:* Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) contain special computer equipment used for study, instruction, or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

### **720 Shop**

*Definition:* A space used for the manufacture, repair, or maintenance of products or equipment.

*Description:* Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.

*Limitations:* Does not include instructional **shops** (i.e., industrial arts or vocational technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified

according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service - 535). Also excludes costume and scene **shops** serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

### **725 Shop Service**

*Definition:* A space that directly serves a shop facility as an extension of the activities in that facility.

*Description:* Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar areas that serve the shop facility should be included.

*Limitations:* Does not include service areas for Class Laboratories (210) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

### **730 Central Storage**

*Definition:* A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

*Description:* The concept of **central** or **general** is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.

*Limitations:* Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the nonassignable Custodial Supply Closet (X01) used to store small quantities of janitorial supplies, or any other category codes within the nonassignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities

for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

### **735 Central Storage Service**

*Definition:* A space that directly serves a central storage facility as an extension of the activities in that facility.

*Description:* Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.

*Limitations:* Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

### **740 Vehicle Storage**

*Definition:* A space or structure that is used to house or store vehicles.

*Description:* Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

*Limitations:* This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). (See Parking Structure, section 3.2.10, for suggested classification of parking structures.)

### **745 Vehicle Storage Service**

*Definition:* A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

*Description:* Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

*Limitations:* Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).

### **750 Central Service**

*Definition:* A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

*Description:* The central service delivery may be provided by special equipment, human, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope

*Limitations:* Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

### **755 Central Service Support**

*Definition:* A space that directly serves a central service facility as an extension of the activities in that facility.

*Description:* Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.

*Limitations:* Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

### **760 Hazardous Materials Storage**

*Definition:* A **centralized** facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

*Description:* Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature,

in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).

*Limitations:* Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775, 780).

### **Hazardous Waste Storage**

*Definition:* A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

*Description:* This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.

*Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see Codes 215, 225, 255, 760, 775, 780).

### **775 Hazardous Waste Service**

*Definition:* Small storage areas distributed throughout the institution used for **temporary** of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

*Description:* Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.

*Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); or dedicated Unit Storage (780) (see Codes 215, 225, 255, 760, 770, 780).

### **780 Unit Storage**

*Definition:* A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

*Description:* A dedicated storage unit or location typically remote from the controlling unit's work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).

*Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small area satellite storage areas located around the institution; or satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 770, 775).

## **800 Health Care Facilities**

### **General**

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

### **810 Patient Bedroom**

*Definition:* A room equipped with one or more beds and used for patient care.

*Description:* This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

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

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

### **815 Patient Bedroom Service**



*Definition:* A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

*Description:* Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space. Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

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

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

### **820 Patient Bath**

*Definition:* A room containing patient bath and toilet facilities.

*Description:* Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).

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

Animal groom rooms should be coded 815.

### **830 Nurse Station**

*Definition:* A room or area used by nurses or other patient care staff who are supervising or administering health care services.

*Description:* This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

*Limitations:* Spaces that are used as Offices (310) should be so classified.

### **835 Nurse Station Service**

*Definition:* A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.

*Description:* Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.

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

### **840 Surgery**

*Definition:* A room used for surgery.

*Description:* Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

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

### **845 Surgery Service**

*Definition:* A space that directly serves a surgery room as an extension of the activities in that facility.

*Description:* Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.

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

### **850 Treatment/Examination Clinic**

*Definition:* A space used for examinations, diagnosis, consultation, or treatment.

*Description:* Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

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

### **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. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

*Limitations:* Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the

appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

### **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 nonassignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

*Limitations:* Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

### **890 Staff On-Call Facility**

*Definition:* A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

*Description:* Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on call to specific duties within the facility.

*Limitations:* Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

### **895 Staff On-Call Facility Service**

*Definition:* A space that directly serves as a staff on-call room as an extension of the activities in that facility.

*Description:* Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

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

## **900 Residential Facilities**

### **General**

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

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

### **910 Sleep/Study Without Toilet or Bath**

*Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **without** an internally connected bath or toilet.

*Description:* Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

*Limitations:* Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

### **919 Toilet or Bath**

*Definition:* A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

*Description:* Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

*Limitations:* Does not include public rest rooms. Bathrooms internal to a Sleep/Study. With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

### **920 Sleep/Study With Toilet or Bath**

*Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **with** an internally connected bath or toilet.

*Description:* Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

*Limitations:* Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

### **935 Sleep/Study Service**

*Definition:* A room that directly serves the occupants of sleep/study rooms.

*Description:* This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

*Limitations:* Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

### **950 Apartment**

*Definition:* A complete living unit, with private cooking facilities, that is not a separate structure.

*Description:* This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

*Limitations:* Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920).

### **955 Apartment Service**

*Definition:* A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

*Description:* Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

*Limitations:* Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

### **970 House**

*Definition:* A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

*Description:* This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.

*Limitations:* Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see Apartment-950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

### **000 Unclassified**

#### **General**

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



### **050 Inactive Area**

*Definition:* Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

*Limitations:* Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

### **060 Alteration or Conversion Area**

*Definition:* Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

*Limitations:* Spaces inactive or not completed at the time of the inventory are classified as Inactive Area (050) and Unfinished Area (070), respectively.

### **070 Unfinished Area**

*Definition:* All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

*Limitations:* Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

## **NONASSIGNABLE AREA**

### **General**

The following nonassignable 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 nonassignable space use categories, they provide the net usable area of a building as per the formula in section 3.1, Overview of Building Measurement Terms.

*Net Usable Area = Assignable Area + Nonassignable Area*

It is recommended that institutions include these areas in their space inventories for the several important purposes outlined earlier in section 4.1, under Space Use Category Structure. Definitions of the three categories of nonassignable space are provided in chapter 3. As with all other space use classifications, institutions also may wish to track nonassignable 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*. Suggested categories for infrastructure assets are provided in chapter 6 and appendix D.

## **WWW Circulation Area**

### **General**

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

### **W01 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 nonassignable areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).

#### **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, p. 53).

#### **W07 Stairway**

*Definition:* The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another. In an enclosed stairway, the crosssectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

*Limitations:* In stairways that pass through floor openings larger than themselves, the **open** area around the stairway's floor penetration is not counted as either gross area or usable area. In an unenclosed stairway, that area beneath the stairway structure that is accessible and has a 3-foot ceiling height or greater should be included as both *gross area* and *usable area* in the inventory.

## **XXX Building Service Area**

### **General**

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

### **X01 Custodial Supply Closet**

*Definition:* A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.

*Limitations:* Similar areas in health care facilities should be coded as Treatment/ Examination Clinic Service (855).

### **X02 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 nongender- specific rest rooms, handicapped accessibility, etc.

*Limitations:* Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Office Service (315). The use of the subcategory Private Rest Room within the Office Service code is an option to further delineate these types of spaces.

### **X04 Trash Room**

*Definition:* A space for the temporary storage of nonhazardous waste awaiting disposal or removal.

*Limitations:* Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770) or Hazardous Waste Services (775).

## **YYY Mechanical Area**

### **General**

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

### **Y01 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 nonaccessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

*Limitations:* Shafts that house elevator cabs are to be coded as Elevator (W02).

### **Y04 Utility/Mechanical Space**

*Definition:* Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a “mechanical” floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.

*Limitations:* Air inflow or outflow shafts within or immediately adjacent to the building, with a minimum ceiling height of 3 feet, fall under the nonassignable space use Shaft (Y03) and must be included in both gross area and nonassignable area calculations.

### **ZZZ Structural Area**

#### **General**

The remaining area within the gross square footage of a building is structural or “construction” area, which cannot be occupied or put to use. (See section 3.2, Definitions of Building Areas.) Institutions may wish to

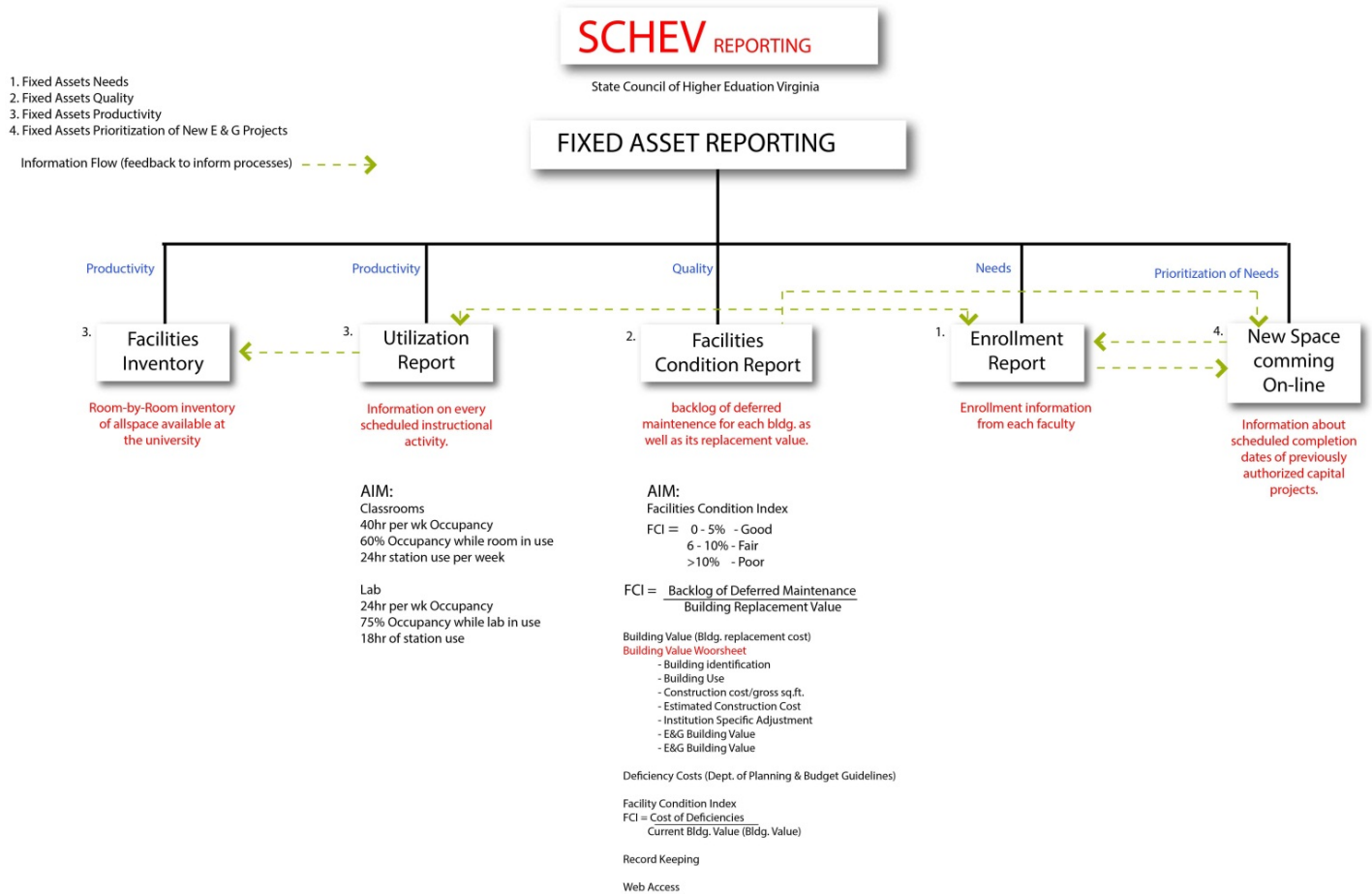
include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building.

*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, fire walls, 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*

## APPENDIX C



## **APPENDIX D**

### **LEASE QUALIFYING QUESTIONNAIRE**

#### Vetting Lease Space Occupants

In an effort to ensure that adding leased space to the University's facilities does not become a financial burden the viability of the requesting department/program/unit to meet its academic/research objectives as well as the financial liabilities associated with leasing space the following must be submitted to the University's Space Management Committee prior to it authorizing the Office of Real Estate to begin the lease acquisition process.

1. Justification – Describe in detail the activities and the expected outcomes should this facility be approved.
2. Size of desired facility.
3. Special equipment to be housed in the facility including:
  - a. Size and weight
    - i. Owned
    - ii. Leased
    - iii. Needs to be procured
  - b. Special Infrastructure requirements
    - i. Power
    - ii. Water
    - iii. Gas
    - iv. Air
    - v. Data
    - vi. Other
4. Space Program
  - a. Number of Offices
    - i. Private
    - ii. Semi-private
    - iii. Modular furniture
  - b. Conference room(s)
    - i. Capacity
  - c. Labs
    - i. Instructional
      1. Capacity
    - ii. Research
      1. Size
  - d. Other
5. Faculty, staff and students
  - a. Number of associated faculty
    - i. Current by name
    - ii. New lines requested
  - b. Number of staff



- i. Current by name
    - ii. New lines requested
  - c. Students
    - i. Type
    - ii. Funding source
6. Funding
  - a. Detailed Operating Budget with yearly total
  - b. Source
    - i. Departmental
      1. Existing
      2. To be requested
    - ii. College
      1. Existing
      2. To be requested
    - iii. Research Supported
      1. Past 3 years research expenditure history
  - c. Construction/Relocation Funding Available
7. Proposed Location
  - a. On-Campus
  - b. Off-campus
    - i. Owned Space
    - ii. Leased Space
      1. Funding source for lease

Respectfully submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)  
(Title)

Supporting Budget Code: \_\_\_\_\_

The undersigned recommends approval of this department/program/unit's request to lease space. In the event they are unable to meet the financial obligations associated with leasing space my college/department/program/unit will meet the obligations until such time as the lease terminates or can be cancelled.

Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)  
(Title)

Supporting Budget Code: \_\_\_\_\_