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| The Pennsylvania State University |
| Facility Inventory and Classification Manual |
| 5th Edition |



Facilities Resources and Planning

Revised 11/09/2018

**FORWARD:**

This manual, based on the National Center for Education Statistics, Postsecondary Education Facilities Inventory and Classification Manual (FICM), as revised May 2006, contains the official standards for classifying University buildings, rooms, land and other facilities for inventory assessment and analysis. Room descriptions and categories in the FICM are used here, or in modified form where additional categories have been added.

1st Edition[[1]](#footnote-1)

2nd Edition[[2]](#footnote-2)

3rd Edition[[3]](#footnote-3)

4th Edition

5th Edition changes:

Further updates and modifications will occur as new software and systems are implemented or University categorization needs are revised.

Facilities Resources and Planning

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1. Building Inventory

Definition: A building is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. The building inventory will include many different types of structures, such as agricultural and farm structures, research vessels, aquarium structures, and trailers that are used for offices, residences or storage. Additionally, *Improvements Other than Buildings[[4]](#footnote-4)*, such as roads, walkways, and other man-made structures have been included in the inventory, although data is not maintained to the level of those for buildings and rooms.

Buildings to be Included:The building inventory includes all buildings that are under the jurisdiction or control of The Pennsylvania State University, regardless of their location. For buildings not owned by the institution or shared with other tenants, included in the inventory is only that portion of the building leased or controlled by Penn State and its prorata share of gross, assignable area and Non-assignable area, if appropriate. Spaces in buildings that are neither owned nor leased by the University are not inventoried (example: Cooperative Extension offices) as they have no impact on operating, maintenance or rental budgets.

In general, all building structures are:

1. Attached to a foundation (exception: free-standing sheds are included as building structures)

2. Roofed

3. A source of maintenance and repair activities

**Calculating various area types**

***For illustrations on the spaces used in the calculations of the areas listed below, refer to the FICM Manual.***

**1. Gross Area**

A. Definition *-* The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.

B. Basis for Measurement - Gross area is computed by physically measuring or scaling measurements from outside faces of exterior walls, disregarding cornices, pilaster, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.

C. Description *-* In addition to all the internal floored spaces obviously covered above, gross area should include the following; excavated basement areas; interstitial space (i.e., mechanical floor or walkways) mezzanines, penthouses, and attics; garages; covered porches, whether walled or not; inner or outer balconies, to the extent of a drip line from a roof or balcony immediately above, whether walled or not, if they are utilized for operational functions; and corridors whether walled or not, provided they are within the outside face lines of the building, to the extent of the their cover’s drip line. The footprints of stairways, elevator shafts, covered entrance or exit ways and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.

D. Limitations - Exclude open areas such as parking lots, playing fields, pools, courts and light wells, or portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Exclude unexcavated basement areas.

E. Exception - Include top, unroofed floor of parking structures where parking is available.

**2. Assignable Area - ASF (also referred to as Net Assignable Area or Net Assignable Square Feet - NASF)**

A. Definition- The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. The amount of space that can be used for programs is known as the assignable area.

B. Basis for Measurement - Assignable area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a three-foot clear ceiling height unless the criteria of a *separate structure[[5]](#footnote-5)* are met.

C. Description *-* All space classified from the 100-900 room use codes.

D. Limitation *-* Areas defined as building service, circulation, mechanical, and structural should not be included.

**3. Non-assignable Area**

A. Definition - The sum of all areas on all floors of a building not available for assignment to an occupant or for specific program use, but necessary for the general operation of a building.

B. Basis for Measurement *-* Non-assignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than 3-foot clear ceiling height unless the structure is used for a program need (i.e., animal sheds that house research/agricultural animals).

C. Description- Included should be space subdivisions or room use codes for building service, circulation, and mechanical, that are used to support the building’s general operation.

1. Building Service Area - Included are janitor closets or small cleanup spaces, maintenance material storage areas, trash rooms exclusively devoted to the storage of nonhazardous waste created by the building occupants, receiving areas and public toilets.

2. Circulation Area - Included are public corridors, fire towers, elevator lobbies, tunnels, bridges and each floor’s footprints of elevator shafts, escalators and stairways. A loading dock which is physically separated by walls and used for central storage should be regarded as assignable area and coded as Central Storage (730). Also included are corridors (except where noted below), whether walled or not, provided they are within the outside face lines of the buildings to the extent of the roofline.

3. Mechanical - Included are mechanical areas such as central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and communications closets, and each floor’s footprint of air ducts, pipe shafts, mechanical service shafts, service chutes and stacks.

D. Limitation *-* Deductions can be made for necessary building columns and projections. Such will be classified as structural area. Do not include the following assignable areas:

* *Shops (720)*
* *Central Storage (730):* A loading dock, or portions thereof, that is also used for central storage should be regarded as assignable area and coded as *Central Storage (730).*
* *Central Supplies (870)*
* Special purpose storage or maintenance rooms such as linen closets and housekeeping rooms in residence halls (Refer to 900 series room use categories).
* Private rest rooms, which are classified as *Unisex Restroom – Private (074)*.
* Restricted access private circulation aisles used only for circulation within an organizational unit’s suite of rooms, auditoria, or other working areas. These are classified *315 – Office Service/Supply.*

**4. (Net) Usable Area/Rentable**

A. Definition- The sum of all areas on all floors of a building either assigned to an occupant or specific use, and all areas necessary for the general operation of a building.

B. Basis for Measurement- Net usable area is computed by summing the assignable area and the Non-assignable area.

C. Description- Included are all space subdivisions of assignable room use categories and all Non-assignable space categories.

D. Limitation- The remainder of deductions should not be made for necessary building columns and projections. Areas defined as structural should not be included.

**5. Structural Area**

A. 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.

B. Basis of Measurement *-* It is determined by calculating the difference between the measured gross area and the measured usable area.

C. Description - Examples of building features are exterior walls, internal walls, and building shafts.

1. Building Condition Assessments

The University has adopted an industry-accepted facility condition assessment index system based on assets, value and projected costs to replace and/or repair assets to like-new condition. The FCNI (Facilities Condition National Index) is maintained by the Work Control Division of Physical Plant. A separate website contains this information for every major University building.

The Facilities Conditions Assessments conducted by the University meet the requirements of the US General Administration Services (GSA) *Building Evaluation Reports* (BERs) and conform to ASTM E2018-01 *Property Condition Assessment* standards.

Two indexes are utilized in determining a building’s condition. These indexes are FCNI and FCI. FCNI values are determined by dividing *Renewal Costs* by *Current Replacement Value*. This value provides a lifecycle cost comparison, with the *current replacement value* based on replacement of existing with current construction standards. FCI is determined by dividing *Deferred Renewal* by *Current Replacement Value*.[[6]](#footnote-6)

These assessments are conducted on a three-year cycle and FCNI and FCI values updated. These values are maintained by the Office of Physical Plant in the *Facilities Condition Analysis Database*, and available via the web with appropriate clearance.

1. Building Function Codes

[for Administrative determination only]

Beginning in mid-2017, a decision was made to adopt building function categories as used by the University’s consultant, Sightlines, so that their results could be matched up to the University’s database information. The data below provides a breakdown of Sightlines’ functions and categorization rules.

**Sightlines Functions and Rules**

The majority function (51% of the categories below) in a building determines how it will becategorized. *There is one exception to this rule:* where a Parking Garage has occupied spaces, the garage portion will be separated from the other function(s) for reporting purposes. The remaining portion will be classified using the 51% rule.

**Academic** [PSU code 10500](use the sum of asf for FIS Room Functions 01, 02, 04, 06 to determine % of occupancy)

Types of uses included in this category:

* Classrooms
* Library
* Auditorium
* Theater
* Instructional Music/Art
* Museum
* Instructional Science (we moved from Science Research) (includes room types 200 thru 249)
* Agricultural Instruction (we moved from Agricultural Research) (includes room types 200 thru 249)

**Administrative** [PSU code 40200](use the sum of asf for FIS Room Functions 03, 08, 11 to determine % of occupancy)

Types of uses included in this category:

* Offices
* Conference Center
* Rental/Retail/Commercial

**Academic/Administrative** [PSU code 901000]

Mixture of Academic & Administrative

If Academic uses or Administrative uses, when calculated separately, do not total >51%, then add the two values together to see if the total is >51%. If yes, categorize the building under this category. *Refer to file ‘percentage calcs for specific buildings Sightlines Report.xlsx’ for examples calculations.*

**Science Research** [PSU code 30500](FIS Room Function 09)

Research Science (clarification: lab spaces are limited to room types from 250 to 299) This category includes all research disciplines except Agricultural Research.

**Medical** **- Clinical Care** [PSU code 90200]

Non-hospital buildings used for walk-in clients or appointments for health services – mostly applicable to Hershey-run facilities.

**Medical - Patient Care** [PSU code 80200]

Hershey hospital facilities, and the like, where patients may remain overnight

**Residence Hall** [PSU code 70300](FIS Room Function 17)

Types of uses included in this category:

* Apartments (like, Nittany Apartments, Abington’s Lions Gate facility)
* Dormitories
* Greek Fraternities (limited to only PSU-owned fraternities and sororities)
* Suites

**House** [PSU code 70800]

University-owned residential housing which is rented to students, faculty or 3rd party residents

Types of uses included in this category:

* Student House
* Faculty House
* Executive House (President’s house)

**Athletic** [PSU code 10400](FIS Room Functions 05, and 16 if assigned to an Intercollegiate Athletics budget)

Types of uses included in this category:

* Recreation Athletic Support (Examples: storage buildings, maintenance facilities that directly support recreational activities)
* Recreation Competition Space (Example: IM Building)
* Varsity Athletic Support (Examples: includes storage buildings, maintenance facilities that are assigned to an ICA budget)
* Varsity Athletic Competition Space

**Student Life** [PSU code 60100]

Types of uses included in this category:

* Dining (Example: dining hall buildings)
* Health (Examples: Student Health Center, fitness buildings if 51% related to cardio-type exercise activities)
* Religious (Examples: Eisenhower Chapel, Eve Chapel-Altoona)

**Support** [PSU code 50100]

Types of uses included in this category:

* Storage (Except for those storage facilities categorized to *Agricultural Research*, *Athletic*, *Residence Hall*, or *House* Functions)
* Physical Plant/Utilities (Except for utility structures that solely support *Athletic*)

**Parking Garage** [PSU code 50200]

Larger structures that are for public use or institutional use (Example: Fleet Services)

**Wood Barn**

[Place under Agricultural Research if used for their research.]

**Metal Barn**

[Place under Agricultural Research if used for their research.]

**Agricultural Research** [PSU code 30300] (could include Function 09 and 14)

Agricultural Research (include all spaces that are used by the Ag Program for research and research support)

Note: These function categories cover **buildings only**. They are not intended to be used for open-air structures or areas (IOB’s or SLO’s). Further note that buildings are categorized 100% within one of the function categories listed above, even though other important functions take place within the building.

**Building Ownership Status**

Owned University owned and occupied

Federal Federally owned building

Leased Building not owned by the University, occupied by University through a lease agreement

Neither neither owned nor leased (such as cooperative extension offices)

N/A Not Applicable

State State owned building or DGS holding deed following capital project

Univ University owned building leased out to a third party

1. Improvement Category Type Codes

RULE: follow the >50% function rule (i.e., if 51% of a building’s assignable square footage is E&G Room Function types, the building is E&G). An analysis by room budgets may be appropriate to accurately determine auxiliary percentages.

Future intent is to be able to color code these categories for graphic display for comparison purposes. These categories will also determine the buildings Sightlines will use in its backlog analyses reporting.

**Definitions:**

*Building*: a roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment[[7]](#footnote-7)

**Categories:**

Athletics = Intercollegiate Athletics: MUST BE A *BUILDING*!

(any FIS Room Type assigned to an Intercollegiate Athletics budget)

Aux-Airport = all facilities at the University Park Airport (*buildings* and non-*building* improvements); includes residences on Barns Lane

Aux-HFS = Housing and Food Services: MUST BE A *BUILDING*! (includes dining halls, residence halls, apartments, HSF support *buildings*, etc.) FIS Room Type assigned to an HFS budget.

Aux-Other = MUST BE A *BUILDING*! All other Auxiliary activities not directly related to Intercollegiate Athletics, the Airport, or Housing and Food Services. Included examples are hotels, Bryce Jordan Center, Business Services at Hostetter, etc.

EG = Education and General: MUST BE A *BUILDING*!

These building types promote or support the mission of the University to ‘teaching, research, and service’*[[8]](#footnote-8)*.

IOB = Improvements Other than *Buildings*: do not include *buildings* in this category

Other = any *building* or non-*building* improvement not owned by the University but is included in the Facilities Information System (FIS). Examples: fraternities, power company distribution stations, non-owned public roads.

SLO = Schedulable Location Outdoor: Non-*building* improvements that can be scheduled by the University Community, mainly consisting of lawn areas and areas not included in the IOB category that are used as gathering locations and must be scheduled for use. (IOB’s *may* be schedulable, as well, but will retain their number)

1. Air Conditioning Status/Building Code

The FICM coding recommendations are not maintained due to a lack of quality information. Instead, data regarding air-conditioning should be drawn from other existing databases maintained by the Office of Physical Plant and in conformance with OPP’s coding recommendations.

1. Room Inventory

The following section will provide the coding and descriptions to classify individual rooms or areas within the buildings.

*Definition* - A room is a separate area constructed within a building usually separated internally by walls with doorways or entrances. A building such as a warehouse may provide one large room or area within the structure. Areas may be defined by functional use within interior spaces and may be assigned separate functional and room use codes. Example is a circulation corridor with large seating areas provided in adjacent areas. The corridor would be assigned for the area provided circulation and the seating area assigned to the appropriate function and room use.

Rooms to be included - All rooms and areas within a building structure must be assigned a functional and room use code.

Areas *-* Areas constitute the remaining interior spaces which are not rooms. These will include hallways, corridors, atriums, lobbies and other circulation or open service areas. All areas are also assigned a room use code.

# Primary Use Statement

Each room and area should be assigned a function and room use code based on primary use. It is recommended that primary use be evaluated in terms of time and the human activity that focuses on the use of the space. In the event that time is not available, the amount of space allocated to each activity or function should be the determining factor.

1. Room Condition Codes

This Section may be revised.

This is a room by room assessment of the overall physical condition and functional adequacy of each interior space. It is based on a physical inspection of the spaces. Each room or area must meet the majority of the factors listed but not necessarily all of them.

**1. Excellent**

* New construction or remodeled within the past 10 years.
* No major maintenance problems evident
* Central air conditioning and/or adequate utility services and systems to support program
* Space adequately supports or enhances functional use or program

**2. Good**

* New construction or remodeled with the past 11-15 years
* May have some minor maintenance problems evident
* Adequate utility services to support program
* Space adequately supports functional use or program
* May have air conditioning

**3. Fair**

* New construction or remodeled within the past 16-30 years
* Some obvious signs of maintenance problems
* Most of the utility services to support program
* May have window air conditioning available
* Space minimally supports functional use or program

**4. Poor**

* New or remodeled over 30 years ago.
* Numerous signs of needed major maintenance.
* Does not have adequate utilities or any air conditioning service.
* Space does not support functional use or programs adequately.

**5. Demolish**

* All rooms in a building, which is planned for demolition, are categorized regardless of condition once a demolition date is established.
* Planned for demolition in the University Master Plan.
* Determined to be beyond repair or worth renovation investment.

**6. Temporary**

* All rooms in a building, which is a temporary facility, are categorized regardless of condition.
* Leased facility
* Trailer or other temporary facility

1. Room Functional Use Codes

These categories were developed from the State of Virginia space categorizations used to assess space needs and justification for new facilities within the State. Room Functional Use codes allow the classification of numerous rooms and areas in major functional use categories. This summary classification is used to analyze existing space use and project additional space requirements. Primary use (see Primary Use Statement-page 11 for definition) is used to classify functional use. There are some basic rules to follow in the assignment of individual rooms/spaces to the categories listed. A crosswalk matrix is attached to the end of this section to assist in determining which functional use to assign.

#### Use Code

01 Classroom

02 Class Laboratories

03 Faculty Office

04 Library

05 Physical Education

06 Open/Special Class Laboratories

07 General Use

08 Research Office

09 Research Laboratories

10 Public Service Office

11 Administrative Office

12 Physical Plant

13 Demonstration/Clinical

14 Public Use/Performance

15 General and Administrative Support Areas

16 Auxiliary Enterprise/Intercollegiate Athletics

17 Housing and Foods Services

18 Non-Institutional

19 Unassigned

20 Non-Assignable

1. Functional Use Codes Descriptions

##### 01 Classroom

Classroom include rooms and service areas used to support general academic instruction. Classrooms are regularly scheduled for credit courses and include seating for lecture, display, multi-media projection, discussion or assembly for students. Usually one faculty member or possibly a team of instructors teach or facilitate the class. The room is not discipline specific and can be used for general-purpose courses.

Includes departmental classrooms and all rooms which directly support classrooms.

Note: Rooms in this category are always limited to those in the *100* series room use codes.

**02 Class Laboratories**

Class Laboratories are discipline specific specialized rooms which are regularly scheduled for credit courses. These rooms provide special equipment, configurations or environments to support one or very closely related disciplines in group instruction.

Includes all support spaces that primarily support the credit activity in the laboratories.

Note: Rooms in this category are always limited to those in the *210 thru 219* series room use codes.

**03 Faculty Office**

Faculty Office space includes all offices and support facilities that house or directly serve faculty. Include all academic administrative positions in this space category. Offices, conference rooms, libraries, lounges, service or supply, and other general support spaces are included.

Note: Rooms in this category are almost always limited to those in the *300* series room use codes, but some *400* series may also apply.

**04 Library**

Library includes all space assigned to the University Libraries at University Park and all locations. This includes book stack, study, technical support, and reader space directly related to or housed within the library facility. Also include all tutoring, study and testing facilities which support academic assistant programs and functions.

Note: Rooms in this category are always limited to those in the *400* series room use codes.

Exceptions:Classify classrooms located in library facilities as *01: Classroom* if regularly scheduled by general University programs. Classify Library faculty and general support areas under *03: Faculty Office* category and staff offices under *11: Administrative Office* category.

**05 Physical Education**

Physical Education includes all physical activity, athletic and support spaces which primarily serve credit courses or that are used by students, staff and the general public. Examples are gymnasiums, weight or physical education equipment rooms, pool, ice rink, exercise, dance, bowling alley, recreation rooms, club sport, intramural team areas and locker room facilities.

Note: Rooms in this category are always limited to those in the *500* series room use codes.

Exception:Classify areas devoted primarily to Intercollegiate Athletics space under *16: Auxiliary Enterprise/Intercollegiate Athletics* category*.* Classify any space of this type in housing or residential facilities under *17: Housing and Food Service* category*.*

**06 Open/Special Class Laboratories**

Open or Special Laboratories includes discipline specific, general and computer laboratories that are irregularly scheduled or open and used by students in an individual or group activity.

This includes all support spaces related to activities in the laboratories. This category of space includes open computer CAC laboratories, music practice rooms, dark rooms, language laboratories, open student art spaces, and other spaces required by use in individual or group activity. These rooms are scheduled, individually scheduled or open use.

Note: These rooms are limited to those in the *220 thru 249* series room use codes.

**07 General Use**

General Use includes all space used to support general activities for students.

This includes meeting rooms used for student or union activities, student club offices and related spaces, student newspaper, radio, lounge areas, open study in a union, major gathering settings, social event and assembly areas, game rooms or general seating areas. These spaces are often in a student union building or commons environment.

Note: Rooms in this category are usually limited to those in the *600* series room use codes, but also *365 – Student Organization Office*.

Exception:Classify all general use space in housing or residential facilities under *17: Housing and Food Service* category.

**08 Research Office**

Research Office includes all offices housing research faculty, laboratory technicians, scientists or staff members in research centers, institutes, or grant projects supported by federal, university, or private funding. Include all other space which directly supports the office space needs of research funded faculty and staff positions.

Note: Rooms in this category are always limited to those in the *300* series room use codes.

**09 Research Laboratories**

Research Laboratories includes all research labs and support spaces which support research activities, both basic, applied and theoretical that are supported by an external or University funding source. Also includes non-funded research laboratories that are assigned to specific faculty members or projects. All sponsored, organized or funded departmental research is included in this category. All service, stock, special equipment and support areas, which primarily support research programs, are included.

Note: Rooms in this category are usually limited to those in the *250 thru 299* series room use codes but may also include rooms coded *561 thru 587*.

**10 Public Service Office**

Public Service Office includes all office spaces that house staff that directly serve noncredit, continuing education, outreach or extension services of the institution.

Note: Rooms in this category are almost always limited to those in the *300* series room use codes.

**11 Administrative Office**

Administrative Office includes all office spaces that house or serve staff positions. Also includes all service rooms such as supply rooms, lounges, conference rooms and storage that primarily support staff office needs. Include all offices and areas that house staff members within faculty areas in this category.

Note: Rooms in this category are usually limited to those in the *300* series room use codes but may include other codes. Examples: *074-Unisex Restroom-Private*; *756-Interrogation Room*.

Exception:Classify offices and service spaces that are funded under research budgets under *08-Research Office*; those service spaces that primarily support faculty members classify under *03: Faculty Office* category.

**12 Physical Plant**

Physical Plant space is limited to shop, storage, locker rooms, supply areas, equipment rooms, maintenance and operation garages, vehicle storage or other areas that directly support building, grounds and utility functions of the institution. Also include environmental testing labs and lab support areas devoted to environmental health and safety activities.

Note: Rooms in this category are limited to those in the *700* series room use codes but may include other codes.

Exception:Classify individual staff office areas and office support rooms under *11: Administrative Office* category.

**13 Demonstration/Clinical**

Demonstration/Clinical is limited to those rooms and areas that provide actual production or processing areas open for public use or commercialization. Areas such as the creamery, meats lab sales area, plastics manufacturing pilot lab or similar facilities. Also include childcare centers and any rooms used for human subjects for clinical work or medical consultation, treatment or testing. All farm areas and agricultural facilities are included such as barns, animal quarters, greenhouses and veterinary treatment areas.

Note: Rooms in this category are usually limited to those in the 500 series room use codes. Examples of room categories that are included are: *640-Child Care Facility* and *645-Child Care Facility Service*, and *800* series room categories.

Exception:Classify similar characterized spaces and areas supported by research funding under *09: Research Laboratories.*

**14 Public Use/Performance**

Public Use/Performance includes all museums, collections display, public auditoriums, performance facilities, theatres, spiritual gathering areas, public planetariums and other areas which serve the general public. Also include in this category areas which are primarily devoted to fund raising, conferencing and alumni activities that are similar in nature to other Public Use spaces.

Note: Rooms in this category are limited to those in the *600* series room use codes.

**15 General and Administrative Support Areas**

General and Administrative Support Areas includes all general support areas such as central warehousing, general stores, printing and mail, central storage, main frame, computing, telecommunications and similar functions. These spaces support the general business service for the institution.

Note: Rooms in this category are limited to those in the *700* series room use codes.

**16 Auxiliary Enterprise/Intercollegiate Athletics**

Auxiliary Enterprise/Intercollegiate Athletics includes all rooms, facilities and areas, which are managed by an auxiliary or primarily serve Intercollegiate Athletic programs. Examples include The Bryce Jordan Center and Beaver Stadium.

Note: Assign all space and rooms managed by Auxiliary or Intercollegiate Athletics to this functional code *regardless of room use classification*. Also, place all facilities managed as an auxiliary by Business Services or report to other units in this category.

**17 Housing and Food Services**

Housing includes all facilities, which provide residential facilities for students and food service facilities managed by Housing and Food Services. It also includes all private residences and rental houses owned or rented by the institution.

Note: Include all space and rooms managed or occupied by Housing and Food Services to this functional code *regardless of room use code*.

**18 Non-Institutional**

Non-Institutional includes all space and areas occupied by programs and organizations which are not part of the University but are occupying space within University-owned buildings, on University-owned land or their leases are paid by the University. Examples include the USDA, Applied Research Laboratory and the National Weather Service.

Exception: Do not include spaces in buildings not owned by the University in this category. In particular, space in a non-University owned building not occupied nor controlled by the University should not be included, such as, Innovation Park buildings owned by the development partnership.

Note: Include all space and rooms occupied by a non-University organization to this functional code *regardless of room use code*.

**19 Unassigned**

Unassigned includes all space which is not assigned to a specific room use or function because it is unoccupied or under conversion. Also include areas which cannot be occupied for health or safety condition issues.

**20 Non-assignable**

Non-assignable includes all areas or rooms, which are assigned to Non-assignable room use codes such as rest rooms (except *074*), corridors and mechanical areas.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CROSS WALK MATRIX FOR ROOM TYPE AND ROOM FUNCTION | | | | | | | | | | | | | | | | | | | | | |
|  |  | FIS ROOM FUNCTION CATEGORIES | | | | | | | | | | | | | | | | | | | |
| FIS ROOM TYPE CODE | FIS ROOM TYPE DESCRIPTION | CLASSROOM | CLASS LAB | FACULTY OFFICE | LIBRARY | PHYSICAL ED | OPEN / SPECIAL CLASS LAB | GENERAL USE | RESEARCH OFFICE | RESEARCH LAB | PUBLIC SERVICE | ADMINISTRATIVE OFFICE | PHYSICAL PLANT | DEMONSTRATION/CLINICAL | PUBLIC USE / PERFORMANCE | GEN & ADMIN SUPPORT AREAS | AUX ENTERPRISE / ICA | HOUSING AND FOOD SERVICES | NON-INSTITUTIONAL | UNASSIGNED | NON-ASSIGNABLE |
|  |  | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 110 | General Purpose Classroom | 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 111 | Departmental Classroom | 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 115 | General Purpose Classroom Service | 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 116 | Departmental Classroom Service | 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 210 | Class Laboratory |  | 02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 215 | Class Laboratory Service |  | 02 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 220 | Open Laboratory |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 221 | Music Practice Room |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 222 | Student Project Room |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 223 | Student Shop |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 225 | Open Laboratory Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 226 | Music Practice Room Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 227 | Student Project Room Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 228 | Student Shop Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 230 | Student Studio |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 235 | Student Studio Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 240 | Department Computing Laboratory |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 242 | CAC Computing Laboratory |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 245 | Department Computing Laboratory Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 246 | CAC Computing Laboratory Service |  |  |  |  |  | 06 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 250 | Research Laboratory |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 251 | Faculty Studio |  |  | 03 |  |  |  |  | 08 | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 252 | Research Equipment |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 253 | Research Computing Area |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 254 | Student Research Laboratory |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 255 | Research Laboratory Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 256 | Faculty Studio Service |  |  | 03 |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 257 | Research Laboratory - Shared |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 258 | Research Computing Area Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 259 | Student Research Laboratory Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 260 | Research Shop |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 261 | Research Laboratory Service - Shared |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 270 | Research Storage |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 271 | Chemicals |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 272 | Stock Room |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 273 | Radioactive Materials |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 274 | Biological Hazards |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 275 | Clean Room/Environmental Chamber  /Cold Room |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 276 | Darkroom |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  | 18 |  |  |
| 277 | Lab Animal Procedures Room |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 278 | Lab Animal Quarters |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 279 | Lab Animal Research |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 280 | Departmental Research Laboratory |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 281 | Lab Animal Quarters Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 285 | Departmental Research Laboratory Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  |  |  |  |  |  |  |
| 310 | Faculty Office |  |  | 03 |  |  |  |  | 08 |  | 10 |  |  |  |  |  | 16 |  |  |  |  |
| 311 | Staff Office |  |  |  |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 312 | Waiting/Reception Area |  |  |  |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 313 | Adjunct Faculty Office |  |  | 03 |  |  |  |  | 08 |  | 10 |  |  |  |  |  | 16 |  |  |  |  |
| 314 | Grad or Teaching Assistant Office |  |  | 03 |  |  |  |  | 08 |  | 10 |  |  |  |  |  | 16 |  |  |  |  |
| 315 | Office Service & Supplies |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 316 | Office Storage |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 317 | Part-Time Staff Office |  |  |  |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 318 | Emeritus Faculty Office |  |  | 03 |  |  |  |  | 08 |  | 10 |  |  |  |  |  | 16 |  |  |  |  |
| 319 | Technical Service Office |  |  |  |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 |  |  |  |
| 320 | Lounge/Lunch Area |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 321 | File Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 322 | Work Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 323 | Mail Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 324 | Post-Doc Office |  |  | 03 |  |  |  |  | 08 |  |  |  |  |  |  |  |  |  |  |  |  |
| 325 | Visiting Faculty Office |  |  | 03 |  |  |  |  | 08 |  |  |  |  |  |  |  |  |  |  |  |  |
| 326 | Closet |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 327 | Kitchen |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 328 | Faculty Office Closet |  |  | 03 |  |  |  |  | 08 |  |  |  |  |  |  |  |  |  |  |  |  |
| 350 | Conference Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 355 | Conference Room Service |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 356 | Video Conferencing Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 357 | Video Conferencing Room Service |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 358 | Library/Reference Room |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 |  |  |  |
| 360 | Other Office |  |  | 03 |  |  |  |  | 08 |  |  | 11 |  |  |  |  |  | 17 | 18 |  |  |
| 365 | Student Organization Office |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 410 | Study Room |  |  | 03 | 04 |  |  | 07 | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 415 | Study Service |  |  | 03 | 04 |  |  | 07 | 08 |  | 10 | 11 |  |  |  |  | 16 | 17 | 18 |  |  |
| 416 | Tutorial Room |  |  |  | 04 |  | 06 | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 417 | Resource Room |  |  |  | 04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 420 | Stack |  |  |  | 04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 430 | Open-Stack Study Room |  |  |  | 04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 440 | Processing Room |  |  |  | 04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 450 | Academic Assistance/Learning Center |  |  |  | 04 |  | 06 |  |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 451 | Academic Testing |  |  |  | 04 |  |  | 07 |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 460 | Interview Room |  |  |  | 04 |  |  | 07 |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 510 | Military Training |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 515 | Military Training Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 520 | Health and Physical Education |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 521 | Intercollegiate Athletic Sports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 522 | Intramural and Club Sports |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 523 | Athletic Facilities Spectator Seating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 524 | Open Fitness & Physical Activity Areas |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 525 | Health & Physical Education Service |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 526 | Intercollegiate Athletic Sports Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 527 | Open Fitness Areas Service |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 528 | Intercollegiate Athletic Locker Rooms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 529 | General Locker Rooms |  |  |  |  | 05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 530 | Multi-Media Production |  |  |  | 04 |  | 06 | 07 |  |  |  |  |  | 13 |  |  | 16 |  | 18 |  |  |
| 531 | Television Studio and Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  | 16 |  |  |  |  |
| 532 | Radio Station and Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 533 | Newspaper |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 535 | Multi-Media Production Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 536 | Publications |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 537 | University Press |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 540 | Clinical Practice |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 541 | Clinical Observation Room |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 542 | Clinical Coding Room |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 545 | Clinical Practice Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 546 | Clinical Interview Room |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 550 | Demonstration |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 551 | Manufacturing Area |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 555 | Demonstration Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 556 | Manufacturing Area Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 560 | Agricultural Arena/Show Area |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 561 | Animal Treatment/Veterinary Areas |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 562 | Pest/Chemical Research Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 563 | Agricultural Animal Research Areas |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 564 | Agricultural Product Sales Area |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 565 | Animal Collections/Specimen Areas |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 567 | Butchering/Preparation Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 570 | Beef Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 571 | Dairy Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 572 | Poultry Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 573 | Swine Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 574 | Equine Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 575 | Sheep/Goat Quarters & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 576 | Wildlife Quarters/Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 577 | Fish/Aquatic Life Area Service |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 578 | Invertebrate Quarters and Services |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 579 | Avian Quarters and Services |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 580 | Greenhouse |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 581 | Crop Production & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 582 | Fruit Production & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 583 | Mushroom/Fungus Production Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 584 | Soil Testing Research Area |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 585 | Turf Production & Support Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 586 | Plant Specimen/Collection Areas |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 587 | Equipment/Machinery Storage Facilities |  |  |  |  |  |  |  |  | 09 |  |  |  | 13 |  |  |  |  |  |  |  |
| 590 | Other (All Purpose) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 595 | Student Performance |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 596 | Student Performance Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 610 | Public Performance |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 611 | Public Auditorium |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 612 | Multi-Purpose Room |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  | 16 | 17 | 18 |  |  |
| 613 | Dressing Room |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 614 | Performance Seating |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 615 | Public Performance Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 616 | Public Auditorium Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 617 | Multi-Purpose Room Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 620 | Gallery |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 621 | Museum |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 625 | Gallery Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 626 | Museum Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 630 | Dining Facility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 | 17 |  |  |  |
| 631 | Vending Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 635 | Dining Facility Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 | 17 |  |  |  |
| 640 | Child Care |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  | 18 |  |  |
| 641 | Lactation Room |  |  |  |  |  |  |  |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 645 | Child Care Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  | 18 |  |  |
| 650 | Public Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 651 | Student Lounge |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 655 | Public Lounge Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 660 | Merchandising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 | 17 | 18 |  |  |
| 665 | Merchandising Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 | 17 | 18 |  |  |
| 670 | Recreation |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 675 | Recreation Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 680 | Meeting Room |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  | 16 | 17 |  |  |  |
| 682 | Video Meeting Room |  |  |  | 04 |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 685 | Meeting Room Service |  |  |  |  |  |  | 07 |  |  |  |  |  |  |  |  | 16 | 17 |  |  |  |
| 686 | Video Meeting Room Service |  |  |  | 04 |  |  | 07 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 690 | Locker Room |  |  |  |  |  |  | 07 |  | 09 |  |  |  |  |  |  |  | 17 | 18 |  |  |
| 710 | Computing |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 711 | Telecommunications |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 715 | Computing Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 716 | Server Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 717 | Telecommunications Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 720 | Shop |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  | 15 | 16 | 17 | 18 |  |  |
| 721 | Stores |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  | 15 |  |  |  |  |  |
| 722 | Physical Plant Shop |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| 723 | Shipping/Receiving |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 725 | Shop Service |  |  |  |  |  |  |  |  | 09 |  |  |  |  |  | 15 | 16 | 17 | 18 |  |  |
| 726 | Physical Plant Shop Service |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| 730 | Central Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 735 | Central Storage Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 740 | Vehicle Storage |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  | 15 | 16 | 17 | 18 |  |  |
| 745 | Vehicle Storage Service |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  | 15 | 16 | 17 | 18 |  |  |
| 750 | Central Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 | 16 | 17 |  |  |  |
| 755 | Central Service Support |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 | 16 | 17 |  |  |  |
| 756 | Interrogation Room |  |  |  |  |  |  |  |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 757 | Holding Room |  |  |  |  |  |  |  |  |  |  | 11 |  |  |  |  |  |  |  |  |  |
| 760 | Hazardous Materials |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| 765 | Hazardous Materials Service |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| 770 | Area Shop |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |  |  |  |  |
| 780 | Parking Structure |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 785 | Parking Structure Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |
| 790 | Airport Hangar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 795 | Airport Hangar Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 810 | Patient Bedroom |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 815 | Patient Bedroom Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 820 | Patient Bathroom |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 830 | Nurse Station |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 835 | Nurse Station Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 840 | Surgery |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 845 | Surgery Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 850 | Treatment/Examination |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 852 | Consultation Room |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 855 | Treatment/Examination Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 860 | Diagnostic Service Laboratory |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 865 | Diagnostic Service Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 870 | Central Supplies |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 875 | Pharmacy |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 880 | Public Waiting |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 890 | Staff On-Call Facility |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 895 | Staff On-Call Facility Service |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |  |  |  |
| 910 | Student Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 919 | Toilet or Bath |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 920 | Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 921 | Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 922 | Living Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 923 | Study Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 924 | Recreational Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 925 | Meeting Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 926 | Bedroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 933 | Locker Room-Residential |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 934 | Student Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 935 | Sleep/Study Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 936 | Laundry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 937 | Linen Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 938 | Furniture Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 939 | Bike Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 950 | Apartment Living Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 951 | Apartment Bedroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 952 | Apartment Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 953 | Apartment Bath |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 955 | Apartment Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 970 | House |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 971 | President's Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 972 | Rental House |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 973 | Farm Manager Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 974 | Visiting/Special Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 975 | Other University Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 976 | Garage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |
| 980 | Hotel Room King |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 981 | Hotel Room Double |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 982 | Hotel Room King Parlor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 983 | Hotel Room Double Parlor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 984 | Hotel Room Bathroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 985 | Hotel Room Closet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 986 | Hotel Housekeeping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 987 | Hotel Fitness Area (Pool/Exercise Rms) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 988 | Hotel Fitness Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 989 | Hotel Employee Lockers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 990 | Hotel Restaurant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 991 | Hotel Restaurant Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 992 | Hotel Conference Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 993 | Hotel Conference Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 994 | Hotel Control Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 995 | Hotel Coffee Break Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 996 | Hotel Retail Shop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 997 | Hotel Registration Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 998 | Hotel Conference Registration Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 999 | Hotel Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 050 | Vacant Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 19 |  |
| 060 | Alteration or Conversion Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 19 |  |
| 070 | Unfinished Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 19 |  |
| 073 | Outdoor Facility (Gazebo/Pavilion) |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |
| 074 | Unisex Restroom - Private |  |  | 03 |  |  |  |  | 08 |  | 10 | 11 |  | 13 | 14 | 15 | 16 | 17 | 18 |  |  |
| 075 | Unisex Restroom - Public |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 076 | Men's Restroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 077 | Women's Restroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 078 | Areaway |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 079 | Patio |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 080 | Space Not to be Occupied |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 19 |  |
| 081 | Stair Tower |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 082 | Lobby |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 083 | Penthouse |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 084 | Roof Deck |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 085 | Steam Tunnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 086 | Pipe Chase |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 087 | Exterior Cage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 088 | Mechanical Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 089 | Overhead Doors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 090 | Entrances |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 091 | Corridors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 092 | Elevator Machine Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 093 | Mechanical Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 094 | Janitorial Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 095 | Electrical Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 096 | Telecommunications Closet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 097 | Utility Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 098 | Elevator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |
| 099 | Loading Dock |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |

1. OUTLINE OF ROOM TYPE (USE) CODES

**100 CLASSROOM FACILITIES**

110 General Purpose Classroom

111 Departmental Classroom

115 General Purpose Classroom Service

116 Departmental Classroom Service

# 200 LABORATORY FACILITIES

# 210 Class Laboratory

# 215 Class Laboratory Service

# 220 Open Laboratory

# 221 Music Practice Room

# 222 Student Project Room

# 223 Student Shop

# 225 Open Laboratory Service

# 226 Music Practice Room Service

# 227 Student Project Room Service

# 228 Student Shop Service

# 230 Student Studio

# 235 Student Studio Service

# 240 Department Computing Laboratory

# 242 CAC Computing Laboratory

# 245 Department Computing Lab. Svc.

# 246 CAC Computing Laboratory Svc.

# 250 Research Laboratory

# 251 Faculty Studio

# 252 Research Equipment

# 253 Research Computing Area

# 254 Student Research Laboratory

# 255 Research Laboratory Svc.

# 256 Faculty Studio Service

257 Research Laboratory - Shared

258 Research Computing Area Service

259 Student Research Laboratory Service

260 Research Shop

261 Research Laboratory Service - Shared

270 Research Storage

271 Chemicals

272 Research Stock Room

273 Radioactive Materials

274 Biological Hazards

275 Clean Rm/Environ Chamber/Cold Rm

276 Darkroom

277 Lab Animal Procedures Room

278 Lab Animal Quarters

279 Lab Animal Research

280 Departmental Research Laboratory

281 Lab Animal Quarters Service

285 Departmental Research Lab Service

# 300 OFFICE FACILITIES

310 Faculty Office

311 Staff Office

312 Waiting/Reception Area

313 Adjunct Faculty Office

314 Grad or Teaching Assistant Office

315 Office Service/Supply

316 Office Storage

317 Part-Time Staff Office

318 Emeritus Faculty Office

319 Technical Service Office

320 Lounge/Lunch Area

321 File Room

322 Work Room

323 Mail Room

324 Post-Doc Office

325 Visiting Faculty Office

326 Closet

327 Kitchen

328 Faculty Office Closet

350 Conference Room

355 Conference Room Service

356 Video Conferencing Room

357 Video Conferencing Room Service

358 Library/Reference Room

360 Other Office

365 Student Organization Office

# 400 LIBRARY, STUDY & ACADEMIC

# ASSISTANCE FACILITIES

410 Study Room

415 Study Service

416 Tutorial Room

417 Resource Room

420 Stack

430 Open-Stack Study Room

440 Processing Room

450 Academic Assistance/Learning Ctr.

451 Academic Testing

460 Interview Room

**500 SPECIAL USE FACILITIES**

510 Military Training

515 Military Training Service

520 Health and Physical Education

521 Intercollegiate Athletic Sports

522 Intramural and Club Sports

523 Athletic Facilities Spectator Seating

524 Open Fitness & Physical Activity Areas

525 Health & Physical Education Service

526 Intercollegiate Athletic Sports Service

527 Open Fitness Areas Service

528 Intercollegiate Athletic Locker Rooms

529 General Locker Rooms

530 Multi-Media Production

531 Television Studio and Service

532 Radio Station and Service

533 Newspaper

535 Multi-Media Production Service

536 Publications

537 University Press

540 Clinical Practice

541 Clinical Observation Room

542 Clinical Coding Room

545 Clinical Practice Service

546 Clinical Interview Room

550 Demonstration

551 Manufacturing Area

555 Demonstration Service

556 Manufacturing Area Service

560 Agricultural Arena/Show Area

561 Animal Treatment/Veterinary Areas

562 Pest/Chemical Research Facilities

563 Agricultural Animal Research Areas

564 Agricultural Product Sales Area

565 Animal Collections/Specimen Areas

567 Butchering/Preparation Facilities

570 Beef Quarters & Support Facilities

571 Dairy Quarters & Support Facilities

572 Poultry Quarters & Support Fac.

573 Swine Quarters & Support Facilities

574 Equine Quarters &Support Facilities

575 Sheep/Goat Quarters & Support Facs.

576 Wildlife Quarters/Support Facilities

577 Fish/Aquatic Life Area Service

578 Invertebrate Quarters and Services

579 Avian Quarters and Services

580 Greenhouse

581 Crop Production & Support Facilities

582 Fruit Production & Support Facilities

583 Mushroom/Fungus Production Support Facilities

584 Soil Testing Research Area

585 Turf Production & Support Facilities

586 Plant Specimen/Collection Areas

587 Equipment/Machinery Storage Facilities

590 Other (All Purpose)

595 Student Performance

596 Student Performance Service

**600 PUBLIC/GENERAL-USE FACILITIES**

610 Public Performance

611 Public Auditorium

612 Multi-Purpose Room

613 Dressing Room

614 Performance Seating

615 Public Performance Service

616 Public Auditorium Service

617 Multi-Purpose Room Service

620 Gallery

621 Museum

625 Gallery Service

626 Museum Service

630 Dining Facility

631 Vending Area

635 Dining Facility Service

640 Child Care

641 Lactation Room

645 Child Care Service

650 Public Lounge

651 Student Lounge

655 Public Lounge Service

660 Merchandising

665 Merchandising Service

670 Recreation

675 Recreation Service

680 Meeting Room

682 Video Meeting Room

685 Meeting Room Service

686 Video Meeting Room Service

690 Locker Room

**700 SUPPORT FACILITIES**

710 Computing

711 Telecommunications

715 Computer Service

716 Server Room

717 Telecommunications Service

720 Shop

721 Stores

722 Physical Plant Shop

723 Shipping/Receiving Area

725 Shop Service

726 Physical Plant Shop Service

730 Central Storage

735 Central Storage Service

740 Vehicle Storage

745 Vehicle Storage Service

750 Central Service

755 Central Service Support

756 Interrogation Room

757 Holding Room

760 Hazardous Materials

765 Hazardous Materials Service

770 Area Shop

780 Parking Structure

785 Parking Structure Service

790 Airport Hangar

795 Airport Hangar Service

**800 HEALTH CARE FACILITIES**

810 Patient Bedroom

815 Patient Bedroom Service

820 Patient Bathroom

830 Nurse Station

835 Nurse Station Service

840 Surgery

845 Surgery Service

850 Treatment/Examination

852 Consultation Room

855 Treatment/Examination Service

860 Diagnostic Service Laboratory

865 Diagnostic Service Laboratory Service

870 Central Supplies

875 Pharmacy

880 Public Waiting

890 Staff On-Call Facility

895 Staff On-Call Facility Service

**900 RESIDENTIAL FACILITIES**

910 Student Residence

919 Toilet or Bath

920 Lounge

921 Kitchen

922 Living Room

923 Study Room

924 Recreational Room

925 Meeting Room

926 Bedroom

933 Locker Room - Residential

934 Student Storage

935 Sleep/Study Service

936 Laundry

937 Linen Storage

938 Furniture Storage

939 Bike Storage

950 Apartment

951 Apartment Bedroom

952 Apartment Kitchen

953 Apartment Bath

955 Apartment Service

970 House

971 President’s Residence

972 Rental House

973 Farm Manager Residence

974 Visiting/Special Residence

975 Other University Residence

976 Resident Garage

980 Hotel Room King

981 Hotel Room Double

982 Hotel Room King Parlor

983 Hotel Room Double Parlor

984 Hotel Room Bathroom

985 Hotel Room Closet

986 Hotel Housekeeping

987 Hotel Fitness Area (Pool/Exercise Rms)

988 Hotel Fitness Service

989 Hotel Employee Lockers

990 Hotel Restaurant

991 Hotel Restaurant Service

992 Hotel Conference Room

993 Hotel Conference Room Service

994 Hotel Control Room

995 Hotel Coffee Break Area

996 Hotel Retail Shop

997 Hotel Registration Desk

998 Hotel Conference Registration Desk

999 Hotel Lounge

**000 UNCLASSIFIED FACILITIES**

050 Vacant Area

060 Alteration or Conversion Area

070 Unfinished Area

**NON-ASSIGNABLE AREA**

073 Outdoor Facility (Gazebo/Pavilion)

074 Unisex Restroom – Private

075 Unisex Toilet – Public

076 Men’s Restroom

077 Women’s Restroom

078 Areaway

079 Patio

080 Space Not To Be Occupied

081 Stair Tower

082 Lobby

083 Penthouse

084 Roof Deck

085 Steam Tunnel

086 Pipe Chase

087 Exterior Cage

088 Mechanical Storage

089 Overhead Doors

090 Entrances

091 Corridors

092 Elevator Machine Room

093 Mechanical Room

094 Janitorial Room

095 Electrical Room

096 Telecommunications Closet

097 Utility Room

098 Elevator

099 Loading Dock

**CLASSROOM FACILITIES**

1. General Purpose Classroom
2. Departmental Classroom
3. General Purpose Classroom Service

##### 116 Department Classroom Service

**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 those spaces delineated as classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., *110* plus *115* as defined below). A classroom may con­tain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see *200-Laboratory Facilities*).

*NOTE: All spaces categorized with these use codes will always be assigned to Room Function Code 01-Classrooms.*

###### Classroom

**110 General Purpose Classroom**

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

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms 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 rooms may contain multimedia, telecommunications equipment or computers for general education classes. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, *if* this equipment does not render the room unsuitable for use by classes in other areas of study.

Exceptions: This category does not include:

* *350-Conference Rooms* and *680-Meeting Rooms*: these rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes *350* and *680* for distinction).
* Public Performance/Auditoria/Multi-Purpose (see *600 series* categories): these 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, falls into one of these categories. *Example:* an auditorium normally used for purposes other than scheduled classes.
* *210-Class Laboratories*. A class laboratory is distinguished from a classroom based on equipment in the room *and* by its restrictive use. If a room is re­stricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see *200 series*).

**111 Departmental Classroom**

Definition: A room that meets the characterizations of a *110-Classroom* but is assigned and scheduled by a specific college or department.

**115 Classroom Service**

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

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., *if* they serve classrooms. Any such room contained within and accessible only from the classroom shall be categorized as Classroom Service.

Exceptions: Exclude projection rooms, coat rooms, preparation rooms, closets or storage areas such spaces if they primarily serve laboratories (*200 series*), conference rooms, meeting rooms, and assembly facilities (*600 series*). Example: a projection booth in a *611-auditorium* not used primarily for scheduled classes is classified as *616-Public Auditorium Service*.

**116 Department Classroom Service**

Definition: A room that meets the characterizations of a *115-Classroom Service* but supports a classroom assigned and scheduled by a specific college or department. Any such room contained within and accessible only from the classroom shall be categorized as Departmental Classroom Service.

**LABORATORY FACILITIES**

210 Class Laboratory

215 Class Laboratory Service

220 Open Laboratory

221 Music Practice Room

222 Student Project Room

223 Student Shop

225 Open Laboratory Service

226 Music Practice Room Service

227 Student Project Room Service

228 Student Shop Service

230 Student Studio

235 Student Studio Service

240 Department Computing Laboratory

242 CAC Computing Laboratory

245 Department Computing Laboratory Service

246 CAC Computing Lab Service

250 Research Laboratory

251 Faculty Studio

252 Research Equipment

253 Research Computing Area

254 Student Research Laboratory

255 Research Laboratory Service

256 Faculty Studio Service

257 Research Laboratory - Shared

258 Research Computing Area Service

259 Student Research Laboratory Service

1. Research Shop
2. Research Laboratory Service - Shared

270 Research Storage

1. Chemicals
2. Stock Room

273 Radioactive Materials

274 Biological Hazards

275 Clean Room/Environmental Chamber/Cold Room

276 Dark Room

277 Lab Animal Procedures Room

278 Lab Animal Quarters

279 Lab Animal Research

1. Departmental Research Library
2. Lab Animal Quarters Service

285 Departmental Research Laboratory Service

**Laboratory Facilities**

**General**

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties 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. Laboratory facilities can be subdivided into three categories:

* Class: A class laboratory is used for *scheduled* instruction.
* Open: An open laboratory supports instruction but is not formally scheduled.
* Research: A research laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. In general, there are three categories of research activities:
* Externally budgeted or funded projects or centers, and separately organized centers or projects that are funded from institutional resources
* Departmental research activities that are neither separately budgeted or organized
* 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).

**210 Class Laboratory**

Definition: A room used primarily for formally or regularly scheduled classes that require spe­cial purpose equipment or a specific room configuration for student participation, experimenta­tion, observation, or practice in an academic discipline.

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 room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, drafting rooms, language laboratories, 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.

Examples: science disciplines, engineering disciplines spaces used for credit courses.

Exceptions: Do not include:

* *110-Classrooms* or *111-Departmental Classrooms*
* informally scheduled or un­scheduled laboratories (see *220*)
* Research/Nonclass Laboratories (*200 series*)
* gymnasia, pools, drill halls (*500 series*)
* labora­tory schools
* demonstration houses (*500 series*)
* Similar facilities that are included under Special Use Facilities (*500 series*).
* Computer rooms in libraries or used primarily for study should be classified as *410-Study Rooms*.

**215 Class Laboratory Service**

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Includes any room that directly serves a class laboratory.

Examples: 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.

Exceptions: Does not include service rooms that support:

* Classrooms/departmental classrooms (see *115 or 116*)
* Open Labora­tories (*225-246*)
* Research Laboratories (*255-285*)
* Do not include Animal Quarters (*570-579*) and listed Agricultural Facilities (*580-587*)

**220 Open Laboratory**

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open that primarily serves academic instructional programs.

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 room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called language laboratories used for individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories. 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 room for a particular discipline or discipline group.

Exceptions: Laboratories with formally or regularly scheduled classes are *210-Class Laboratories*. This category also does not include rooms defined as *250-Research Laboratories*.

Specialized Open Laboratories: the following list identifies open laboratories the University tracks as subsets of the Open Laboratory category:

* *221-Music Practice Room*
* *222-Student Project Room*
* *223-Student Shop*
* *230-Student Studio*
* *240-Department Computing Laboratory*
* *242-CAC Computing Laboratory*

**221 Music Practice Room**

Definition: A specialized open laboratory (*220*) or module which provides individual or small group music practice area for students.

Description: These rooms may have musical instruments such as a piano in the room. These spaces are irregularly scheduled or open for student practice.

**222 Student Project Room**

Definition: A specialized open laboratory (*220*) which provides students an area to complete projects on their own or with supervision for a specific class or discipline of study.

Description: These rooms are usually not scheduled and are available to students to assemble assigned projects individually or in groups.

**223 Student Shop**

Definition: This is a specialized open laboratory (*220*) which provides shop equipment for students.

Description: These rooms are usually not scheduled and the room and equipment is available to students on an open basis to support a specific course or area of study. It may be supervised by a shop manager or faculty member. Equipment may include metal, woodworking, glass, plastic, electronic or other similar equipment used to support student assigned projects.

**225 Open Laboratory Service**

Definition: A room that directly serves one or more open laboratories as an extension of the activities in those rooms.

Description: Include only those rooms that directly serve an open laboratory.

Examples: projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, balance rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

Exceptions: Do not include:

* service rooms that support classrooms/departmental classrooms (see *115 or 116*)
* service rooms that support Class Labora­tories (*215*)
* service rooms that support Research Laboratories (*255*) and Specialized Research Laboratories (*256, 257, 258, 259, 261*, possible *500 series* rooms)
* Lab Animal Quarters/Services(*278* or *281*) or Animal Quarters (*570 - 579*)
* Greenhouses (*580*)
* cold rooms (*275*), stock rooms (*272*), dark rooms (*276*)
* material storage (including *temporary* hazardous materials storage) (*270, 271, 273, 274*)
* Central Service facilities (*750*)

**226 Music Practice Room Service**

Definition: Any room which primarily services *221-music practice rooms* such as instrument storage or observation booths and recording areas directly tied to music practice rooms.

**227 Student Project Room Service**

Definition: Any room which primarily serves *222-student project rooms* such as project storage areas.

**228 Student Shop Service**

Definition: Any room which primarily serves a *223-student shop* such as equipment and supply storage, parts rooms and repair areas.

**230 Student Studio**

Definition: Any room or area which provides individual stations or work areas for students to complete projects.

Examples: Arts and Architecture studios or other discipline student studio, individual studio spaces assigned to Engineering or Arts and Architecture students.

**235 Student Studio Service**

Definition: Any room which primarily serves *230-student studio* spaces such as storage areas, washing and preparation rooms, critique rooms and other similar rooms which primarily serves a studio program.

**240 Department Computing Laboratory**

Definition: Any room which provides computing facilities for students restricted to a specific discipline.

Description: These rooms are normally open for student use but may be irregularly scheduled. Access is restricted to specific departments or colleges. They can house any number of computers, loaded with specialized restrictive software or where access is limited to specific categories of students.

Example: a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students.

**242 CAC Computing Laboratory**

Definition: All computing areas managed by the Center for Academic Computing, which are open to the general student population, are included in this category, unless it is regularly scheduled for courses the majority of the time.

Exceptions:

* Regularly scheduled, non-discipline specific computing labs shall be classified as a *110-General-purpose Classroom*. These rooms may be open to the general student population when not scheduled for courses.
* Computing laboratories available through shared management with colleges or departments shall be assigned based on primary use.

**245 Department Computing Laboratory Service**

Definition: Any room which primarily serves a department computing laboratory such as equipment and software storage, server rooms, repair or set-up areas.

**246 CAC Computing Laboratory Service**

Definition: Any room which primarily serves CAC Computing Laboratories such as equipment storage, server rooms, or similar facilities.

**250 Research Laboratory**

Definition: A research laboratory is a room with specialized research equipment, features and/or configuration tied to a specific or closely related discipline of research and considered funded research.

Description: These rooms are housing or supporting externally budgeted or funded projects or centers or University funded research centers or projects. The research is often defined as sponsored, organized or University. These rooms are used for laboratory experimentation; research or research training methods; professional research and observation or other funded creative activity. All funded research space must include the names of the principal investigators, department or college assignment.

Exceptions: do not include student research laboratories in this category.

Specialized Research Laboratories: the following list identifies research laboratories the University tracks as subsets of the Research Laboratory category:

* *251-Faculty Studio*
* *252-Research Equipment* [room]
* *253-Research Computing Area*
* *254-Student Research Laboratory*
* *260-Research Shop*
* *280-Departmental Research Laboratory*

**251 Faculty Studio**

Definition: A studio space assigned to individual or a group of faculty members to practice their discipline.

Examples: art faculty studio spaces.

**252 Research Equipment**

Definition: A room or area housing large equipment which is primarily used to support funded research.

Description: These rooms may be assigned to an individual principal investigator, a group research project or general college or departmental research. The room must primarily support research programs and house substantial equipment such as a wind tunnel, nuclear magnetic resonance (NMR) spectrometer or nuclear reactor.

**253 Research Computing Area**

Definition: A room which provides computing facility primarily serving a research program.

Description: This is an area with multiple computers used for a specific project usually used by a group of researchers.

**254 Student Research Laboratory**

Definition: A laboratory which provides research opportunities beyond that of a formal instructional program.

Description: University funding may be provided for student research projects. These laboratories may support undergraduate or graduate students the opportunity to practice observation or other structured creative activity intended for a broadened academic experience. This space must support research activity beyond academic program requirements.

**255 Research Laboratory Service**

Definition: an ancillary room that primarily supports or extends the research activity in funded research labs.

Description: Includes any rooms that directly serve a research laboratory, except those listed below.

Specialized Research Laboratory Service: the following list identifies research laboratory service spaces the University tracks as subsets of the Research Laboratory Service category:

* *270-Research Storage*
* *271-Chemicals*
* *272-Stock Room*
* *273-Radioactive Materials*
* *274-Biological Hazards*

Exceptions: Does not include service rooms that support

* *110-Classrooms/111-departmental classrooms*, use *115* or *116*
* *210-Class Labora­tories*, use *215*
* *220-Open Laboratories*, use *225*
* *570-Animal Quarters*
* *580-Greenhouses*
* *750-Central Service*

**256 Faculty Studio Service**

Definition: Any room which primarily supports or extends the activity in a faculty studio.

Examples: supply rooms, processing areas, storage, stock rooms and other support areas.

**258 Research Computing Area Service**

Definition: Any room which primarily supports or extends the activity in a research computing area.

Examples: supply rooms, processing areas, storage, stock rooms and other support areas.

**259 Student Research Laboratory Service**

Definition: Any room which primarily supports or extends the research activity in student research labs.

Examples: supply rooms, processing areas, storage, stock rooms and other support areas.

**260 Research Shop**

Definition: A shop area which directly supports funded research programs.

Description: The shop area can be used to support multiple research projects and includes shop facilities such as woodworking and metal equipment, glass shop and other assembly or fabrication equipment. These rooms are usually assigned to department or college research.

**270 Research Storage**

Definition: Any room which is used to centrally store miscellaneous items such as equipment or files supporting research activities not used on a daily basis.

**271 Chemicals**

Definition: Any room which is used to centrally store or dispense chemicals for research laboratories.

**272 Stock Room**

Definition: Any room which is used to store items for research labs. This would include glassware, labels, equipment that is used by the various labs on a frequent basis.

**273 Radioactive Materials**

Definition: Any room which stores or dispenses radioactive materials for research labs.

**274 Biological Hazards**

Definition: Any room used to store, dispense or process biological hazards for research labs.

**275 Clean Room/Environmental Chamber/Cold Room**

Definition: Any room or module which serves as a clean room or any controlled environmental chambers for research labs.

**276 Dark Room**

Definition: Any room which is used as a dark room facility for research labs.

**277 Lab Animal Procedures Room**

Definition: Any room used for procedures related to small lab animals other than agricultural animals for research labs.

**278 Lab Animal Quarters**

Definition: Any rooms or service areas devoted to the housing, care or feeding of small laboratory animals for research labs.

**279 Lab Animal Research**

Definition: Any rooms or service areas which support research with small laboratory animals.

Description: Included are observation rooms, testing facilities, special environments and similar facilities used primarily for research involving lab animals.

**280 Departmental Research Laboratory**

Definition: All laboratories assigned to individual faculty members or private investigators not specifically supported by research funding.

**281 Lab Animal Quarters Service**

Definition: Any room which primarily supports or extends the service areas devoted to the housing, care or feeding of small laboratory animals.

**285 Departmental Research Laboratory Service**

Definition:Any room that primarily supports departmental research laboratories.

**OFFICE FACILITIES**

310 Faculty Office

311 Staff Office

312 Waiting/Reception Area

313 Adjunct Faculty Office

314 Grad or Teaching Assistant Office

315 Office Service/Supply

316 Office Storage

317 Part Time Staff Office

318 Emeritus Faculty Office

319 Technical Service Office

320 Lounge/Lunch Area

321 File Room

322 Work Room

1. Mail Room
2. Post-Doc Office
3. Visiting Faculty Office
4. Closet
5. Kitchen

328 Faculty Office Closet

350 Conference Room

355 Conference Room Service

356 Video Conferencing Room

357 Video Conferencing Room Service

358 Library/Reference Room

360 Other Office

365 Student Organization Office

**General**

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university.

**Office Facilities**

**310 Faculty Office**

Definition: This is an office space occupied by a faculty member in a full time appointment. (This includes Standing Appointment, Fixed Term I & Multi-year positions)

Description: This category is limited to full-time faculty positions only. A faculty office is typically assigned to one person, although multiple full-time faculty may occupy the same space. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Office areas do not need to have clearly visible physical boundaries

Exceptions: Refer to categories *313-Adjunct Faculty, 314-Grad or Teaching Assistant, 318-Emeritus Faculty, 324-Post-Doc,* or *325-Visiting Faculty* for other faculty office types.

**311** **Staff Office**

Definition: A room/space housing a full-time employee or employees in a staff classification position, working at one or more desks, tables, or workstations. Part time, wage payroll or student intern employees may be stationed in these rooms, as well.

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 spaces that house administrative and clerical positions. Office areas do not need to have clearly visible physical boundaries; spaces can be defined by phantom walls. Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/non-class laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than an office.

Exceptions: Refer to categories *312-Waiting/Reception Area*, *317-Part-time Staff Office*, *319-Technical Service Office* and *360-Other-Office* for other staff type offices.

**312** **Waiting/Reception Area –**

Definition: This is an area that has seats for visitors and may also have a reception station occupied by a staff member. This space should be classified to the primary function it serves.

**313** **Adjunct Faculty Office**

Definition: This is an office space occupied by part-time or adjunct faculty members.

Description: It is usually an office shared by several adjunct faculty members, but may be a single-occupant space.

**314** **Grad or Teaching Assistant Office**

Definition: This is an office space occupied by graduate assistants or teaching assistants. Normally, there will be multiple occupants.

Exception: Post-Docs should be categorized *324-Post-Doc Office*.

**315 Office Service/Supply**

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes copy and FAX rooms, vaults, records rooms, office supply rooms, and open and private (restricted access, internal to suite) circulation areas.

Examples:Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Interview and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory.

Exceptions: Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building or that are campus-wide in scope should be classified *750-Central Service*.

**316** **Office Storage**

Definition: an office area which houses long-term storage such as Christmas decorations, old computers, boxes, old notebooks, records and other materials not accessed on a daily basis.

Exception: Classify spaces which house supplies such as described under *315-Office Service/Supply*, under that category even if some long-term storage is evident.

**317** **Part-Time Staff Office**

Definition: an office space occupied by part-time employees, wage payroll or student intern staff. Normally, there will be multiple occupants.

Exception: Classify an office area also occupied by a full time staff member as *311-Staff Office*.

**318** **Emeritus Faculty** **Office**

Definition: an office occupied by or any office service space used by emeritus faculty members.

**319** **Technical Service Office**

Definition: an office space occupied by technical service employees on a union contract.

**320** **Lounge/Lunch Room**

Definition: an office area used as a lounge or lunchroom.

Description: This room will usually have a refrigerator, microwave, sink, cabinets, coffee areas or counter and tables and chairs. It may also have only comfortable seating without food preparation facilities.

**321** **File Room**

Definition: an office area housing files as the primary purpose of the room. If within an open office space and significant in concentration, an area could be defined with phantom walls.

Description: These files may be in file cabinets or built-in shelving. The files can be active or inactive.

**322 Work Room**

Definition: an office space that usually has tables and chairs and is not used for formal meetings.

Description: It is usually used for collating materials, team projects or other task specific projects. It may also contain some office service functions.

**323 Mail Room**

Definition: an office space which houses mail boxes for faculty or staff members.

Description: It might serve as the main mailroom for a building or the central mail service for a department or college. A staff member stationed in this space.

**324** **Post-Doc Office**

Definition: an office space occupied by Post-Doctorate researchers.

**325 Visiting Faculty Office**

Definition: an office space occupied by temporary faculty members who are working at the university on a short-term basis.

**326 Closet**

Definition: A small room within a larger room used to store items such as coats, paper supplies, etc. Closets shall be classified consistent with the room where it is located.

**327 Kitchen**

Definition: A room used to prepare foods, coffee, etc., which will contain similar appliances as a *320-Lounge/Lunch Room* but will not have seating.

**328 Faculty Office Closet**

Definition: the description for this type space is the same as *326-Closet* with the exception that this space is within a Faculty Office.

**350 Conference Room**

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area. A conference room is intended primarily for formal gatherings. If a room is used for multiple uses, then the room should be classified according to its principal use.

Exceptions: Do not include the following type functions:

* *356-Video Conferencing* rooms
* spaces primarily used for scheduled classes (see *110-classrooms; 110* also includes *seminar rooms* and *lecture rooms*)
* *610-auditoria*
* areas intended for relaxation and casual interaction (see *320-Lounge/Lunchroom*, or *650-Public Lounge*)
* rooms used for general purposes such as community or campus group meetings not associated with a particular department (see *680-Meeting Rooms*)

**355 Conference Room Service**

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Include kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they directly serve conference rooms. Most often, these spaces will have direct access from the Conference Room.

Exceptions: Do not include service rooms that support meeting rooms (see *685*) or office functions (see *315*).

**356 Video Conferencing Room**

Definition: A conference room with remote transmission capabilities of voice, video or other media.

Description:this is a specially equipped conference room, allowing live remote conferencing and interactive abilities.

**357 Video Conferencing Room Service**

Definition: Any room that directly serves or supports a Video Conference Room.

**358 Library/Reference Room**

Definition: A room used as a library to house books, media resources or reference materials in a space assigned to a college or department. May contain tables or seating.

Limitations: These rooms are never assigned to University Libraries.

**360 Office-Other** - Use this category if no other room use will adequately define its use.

**365 Student Organization Office**

Definition: an office space, lounge or gathering spaces in an office environment assigned to any student organization.

Exceptions: This category does not include spaces occupied by student employees (see *317-Part-Time Staff Office*).

**LIBRARY, STUDY AND ACADEMIC ASSISTANCE**

410 Study Room

415 Study Service

416 Tutorial Room

417 Resource Room

420 Stack

430 Open-Stack Study Room

440 Processing Room

450 Academic Assistance/Learning Center

451 Academic Testing

460 Interview Room

**Library, Study and Academic Assistance**

**410 Study Room**

Definition: A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by equipment within the room.

Description: Includes study or reading rooms located in libraries, academic or student service facilities, study carrel and booth areas, and similar rooms which 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 laptop connections, microfilm readers, computers or other multimedia equipment. Study rooms 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).

Exceptions: Do not include *220-Open Laboratories* that are restricted to a particular disci­pline or discipline group. Also, do not include *650-Lounges* that are intended for relaxation and casual interaction.

**415 Study Service**

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

Examples: storage rooms, copy rooms, closets, locker rooms, coatrooms, and other typical service areas that support a primary study facilities room.

**416 Tutorial Room**

Definition: A room used to provide tutored study for individual students or special groups of students.

Description: This room can be located in a library environment or within academic assistance programs.

**417 Resource Room**

Definition: A room which houses a mixture of subject or discipline specific materials.

Description: Rooms can contain printed material, computer access, maps, charts and a mixture of materials for students for general or specific use.

**420 Stack**

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

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

Exceptions: Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see *225-Open Laboratory Service*), book storage rooms for classrooms (see *115-General Purpose Classroom Service*), music for general listening enjoyment (see *675-Recreation Service*). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), which are for exhibition use as opposed to a study resource (see *620-Gallery* or *621-Museum*).

**430 Open-Stack Study Room**

Definition: A combination study room 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 *410-Study Room*. The stack areas of these rooms may include any of the educational material collections described under *420-Stack*.

Exceptions: Does not include *410-Study Rooms* which 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 *420-Stack.* Institutions may wish to separate and code the seating or study areas and stack areas into separate room records by the use of phantom walls. As with *420-Stack* and *440-Processing Rooms*, Open-Stack Study Rooms 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 which support the overall library mission.

Examples: card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

Exceptions: Areas which 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 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms. Acquisitions work areas with a primary office use should be classified as Office (*310*).

**450 Academic Assistance/Learning Center**

Definition:A room or area used for tutoring or any additional academic assistance, which is not restricted to a particular subject or discipline by contained equipment. Rooms are primarily used for learning under the direction of faculty and staff members.

Description:This category includes open learning labs facilities for students, areas to address remedial education issues and other general academic support.

**451 Academic Testing**

Definition:A room used for academic testing. Academic testing rooms are primarily used to administer individualized or group testing. All support and processing facilities such as the University Testing Center should be included.

**460 Interview Room**

Definition:A room used to provide personal or small group interviews supporting instructional programs, career service activities or other needs for study support activities or academic assistance programs.

**SPECIAL USE FACILITIES**

510 Military Training 576 Wildlife Quarters/Support Facilities

515 Military Training Service 577 Fish/Aquatic Life Area Service

520 Health and Physical Education 578 Invertebrate Quarters & Service

521 Intercollegiate Athletic Sports 579 Avian Quarters and Service

522 Intramural and Club Sports 580 Greenhouse

523 Athletic Facilities Spectator Seating 581 Crop Production & Support Facilities

524 Open Fitness & Physical Activity Areas 582 Fruit Production & Support Facilities

525 Health and Physical Education Service 583 Mushroom/Fungus Prod. Support

526 Intercollegiate Athletic Sports Service 584 Soil Testing Research Areas

527 Open Fitness Areas Service 585 Turf Production & Support Facilities

528 Intercollegiate Athletic Locker Rooms 586 Plant Specimen/Collection Areas

529 General Locker Rooms 587 Equipment/Machinery Storage

530 Multi-Media Production 590 Other (All Purpose)

531 Television Studio and Service 595 Student Performance

532 Radio Station and Service 596 Student Performance Service

533 Newspaper

535 Multi-Media Production Service

536 Publications

537 University Press

540 Clinical Practice

541 Clinical Observation Room

542 Clinical Coding Room

545 Clinical Practice Service

546 Clinical Interview Room

550 Demonstration

551 Manufacturing Area

555 Demonstration Service

556 Manufacturing Area Service

560 Agricultural Arena/Show Area

561 Animal Treatment/Veterinary Areas

562 Pest/Chemical Research Facilities

563 Agricultural Animal Research Areas

564 Agricultural Product Sales Area

565 Animal Collections/Specimen Areas

567 Butchering/Preparation Facilities

570 Beef Quarters and Support Facilities

571 Dairy Quarters and Support Facilities

572 Poultry Quarters and Support Facilities

573 Swine Quarters and Support Facilities

574 Equine Quarters and Support Facilities

575 Sheep/Goat Quarters and Support Facilities

###### Special Use Facilities

**General**

This category includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room 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 rooms.

**510 Military Training**

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

Description: Rooms that are obviously designed or equipped for use in a military training or instructional program, such as shooting ranges, drill decks, activity areas, military science, laboratories and other spaces dedicated to specialized military training or instruction.

Exceptions: Designate conventional room use types with the appropriate corresponding code (e.g., *110-Classrooms*, *210-Class Laboratories*, *310-Offices*, and *410-Study Rooms*) even though they are located in an armory building.

**515 Military Training Service**

Definition: A room that directly serves a military training program as an extension of those activities.

Description: This category includes supply rooms, weapons rooms, uniform storage areas, military equipment storage rooms and changing facilities dedicated to military training.

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

**520 Health and Physical Education**

Definition: A room used specifically for scheduled credit courses in physical education.

Description: Includes gymnasia, dance studios, courts, pools, field house, tracks, and other physical education spaces.

Exceptions: Spaces not regularly scheduled should be placed in *524-Open Fitness and Physical Activity Areas*. Classroom Facilities (*100* *series*), Laboratory Facilities (*200 series*), Office Facilities (*300 series*) and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded *523-Athletic Facilities Spectator Seating*. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified *670-Recreation*, if they are not used for instructional purposes.

**521 Intercollegiate Athletic Sports**

Definition: Areas and rooms which primarily serve intercollegiate athletic activity, even if there may be some scheduled credit activity. Areas include all activity spaces supporting any of the varsity teams, such as, the football team, basketball team, baseball, and aquatics.

**522 Intramural and Club Sports**

Definition: This includes all activity areas, which primarily serve club sports and intramural team activities for students, faculty and staff.

**523 Athletic Facilities Spectator Seating**

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

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

Exceptions: Do not include temporary or movable seating areas (e.g., movable bleachers). Do not include Outdoor permanent seating.

**524 Open Fitness and Physical Activity Areas**

Definition: Fitness activity and recreation areas, which are open to serve the general student and University community.

Examples*:* Areas such as exercise, weight and equipment rooms and gymnasium and court facilities may be included if the primary use is for Open Fitness and Physical Activity.

**525 Health and Physical Education Service**

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

Description: Includes equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

Exceptions: Does not include *529-General Locker Rooms*. Does not include rooms which directly serve offices, classrooms, laboratories, etc.; classify these with the appropriate corresponding service code. Cashiers' desks serving *670-recreation* facilities are classified *675-Recreation Service*. Central ticket outlets serving multiple facilities or services are classified as *600-Merchandising*.

**525 Physical Education Service** - This includes all service areas (except *529-General Locker Rooms*), which support credit course activity in Health and Physical Education facilities. Included are such rooms as sports equipment storage facilities, check out rooms, towel rooms and similar spaces.

**526 Intercollegiate Athletic Sport Service** - These are rooms or areas, which directly serve as support areas to Intercollegiate Athletic play or competition areas (except *528-Intercollegiate Athletic Locker Rooms*). Areas include sports equipment rooms, media rooms, team meeting rooms, towel rooms, uniform storage and other similar rooms.

**527 Open Fitness Areas Service** - These are support spaces (except *529-General Locker Rooms*) which directly serve open fitness spaces. Includes rooms such as equipment storage, towel rooms, equipment checkout and similar spaces.

**528 Intercollegiate Athletic Locker Rooms** - This space includes all locker room facilities for teams and coaches dedicated to intercollegiate sports. Includes all changing, dedicated rest rooms and showers.

**529 General Locker Rooms** - This includes all locker rooms available to the general student population or University community who are using *520-Health and Physical Education* spaces, *522-Intramural and Club Sports* spaces or *524-Open Fitness and Physical Activity Areas*. Includes restrooms, shower and changing areas.

**530 Multi-Media Production**

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

Description: Includes rooms and service spaces used for multi-media production, which are not related to an instructional program. Included are such areas as poster rooms, photographic studios, associated dark rooms and publications areas.

Exceptions: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as *535-Multi-Media Production Service* rooms if serving the primary production or distribution room, or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broad­casting to students for instructional purposes should be coded as laboratories (see *210*, *220*). This classification also does not include centralized computer-based data processing and tele­communications equipment facilities (see *710-Computing*).

**531 Television Studio and Service** - This includes all spaces and service areas dedicated to television production and broadcast. This includes all production and support areas supporting the public broadcasting channel WPSX.

**532 Radio Station and Service** - This includes all spaces and service areas dedicated to radio production and transmission. This includes all areas devoted to public and student radio stations, WPSX and WPSU.

**533 Newspaper** - This includes all spaces and service areas dedicated to the development and publication of student or University newspapers.

**535 Multi-Media Production Service**

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

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

Exceptions: Those rooms containing media materials, equipment or operations which serve a primary activity room other than a *530-Multi-Media Production* space should be assigned the appropriate corresponding service code.

**536 Publications** - This includes all spaces and service areas dedicated to the production of the student yearbook, magazines, newspapers, extension materials and other publications such as alumni magazines, etc.

**537 University Press** - This includes all space and service areas which support the University Press such as production, display, sales or book storage.

**540 Clinical Practice**

Definition: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

Description: Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Exceptions: Do not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see *800 series*). Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see *100 and 200 series*) or testing or counseling rooms in non-health or non-discipline-related programs (see *315*).

**541 Clinical Observation Room** - Includes all observation rooms used to observe human subjects. Includes both subject rooms and connected viewing or service spaces.

**542 Clinical Coding Room** - This includes all rooms used for clinical coding related to human observation, testing, research or experimentation.

**545 Clinical Practice Service**

Description: This includes all rooms not identified in *541*, *542* or *546*, which directly support clinical activities and practice Included are waiting rooms, patient records, equipment storage and supplies, control rooms, records rooms, and similar supporting rooms.

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

**546 Clinical Interview Rooms** - Includes all interview rooms used to support clinical practice centers. These rooms are devoted to diagnosis discussion with patients or interview related to research projects or studies.

**550 Demonstration**

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description: The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

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

**551 Manufacturing Area** - Includes all manufacturing facilities where products are produced for the general public or commercial entities by students or as an enhancement to an academic department.

**555 Demonstration Service**

Definition: A room 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 home-demonstration facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (see *550*) are included in this category.

Exceptions: Generally, the primary activity areas—such as kitchen, dining room, living room (in a home-demonstration 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*) rooms. Kitchen and food preparation rooms 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; eating or training rooms for children are classified as primary activity areas (see *550*).

**556 Manufacturing Area Service** – An area or room that directly supports a manufacturing facility such as staging, storage, control areas and equipment rooms.

**560 Agricultural Arena/Show Area**

Definition: An agricultural structure used for public agricultural events such as shows, competition, judging events, auctions and sales or display of agricultural products. Includes all support and service facilities.

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.

Exceptions: Animal quarters directly supporting research or instructional laboratories should be coded one of the *570* series. Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or nonfarm related vehicles (see *740*).

**561 Animal Treatment/Veterinary Areas -** Includes all rooms and their service facilities which are directly involved in diagnostic services or treatment of animals.

**562 Pest/Chemical Research Facilities** - Includes all areas and their support facilities which directly support the use, storage, research or production of chemicals related to agricultural, forestry, aquatic or wild life uses for pest control.

**563 Agricultural Animal Research Areas** - Includes all areas and their support facilities directly related to research on agricultural animals. All these areas must have a principal investigator, department or extension service assigned.

**564 Agricultural Product Sales Area** - Includes all spaces and their support facilities which provide public sales of agricultural products.

Examples: the Creamery sales rooms and the Meats Lab Sales area.

**565 Animal Collections/Specimen Areas** - Includes all animal and specimen collections, display, storage and support facilities in this area.

**567 Butchering/Preparation Facilities** - Includes all facilities and their support areas which butcher and/or prepare meat products for consumption, sales or research.

**570 Beef Quarters and Support Facilities**

Definition: A room that houses or supports specific animal (beef) programs used for research or instructional purposes.

Description: Includes all facilities and their support areas and structures which primarily serve the beef program of instruction or research associated with the beef program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**571** **Dairy Quarters and Support Facilities**

Definition: A room that houses or supports specific animal (dairy) programs used for research or instructional purposes.

Description: Includes all facilities and support areas, animal rooms, stalls, wards, and similar rooms for in­struction and research associated with the dairy program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**572 Poultry Quarters and Support Facilities**

Definition: A room that houses or supports specific animal (poultry) programs used for research or instructional purposes.

Description: Includes all facilities and support areas, animal rooms, cage rooms, stalls, wards, and similar rooms for in­struction and research associated with the poultry program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**573 Swine Quarters and Support Facilities**

Definition: A room that houses or supports specific animal (swine) programs used for research or instructional purposes.

Description: Includes all facilities and support areas, animal rooms, cage rooms, stalls, wards, and similar rooms for in­struction and research associated with the swine program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**574 Equine Quarters** **and** **Support Facilities**

Definition: A room that houses or supports specific animal (equine) programs used for research or instructional purposes.

Description: Includes all facilities and support areas, animal rooms, cage rooms, stalls, wards, and similar rooms for in­struction and research associated with the equine program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**575 Sheep/Goat Quarters and Support Facilities**

Definition: A room that houses or supports specific animal (ovine-sheep and goat) programs used for research or instructional purposes.

Description: Includes all facilities and support areas, animal rooms, feed storage rooms, feed mixing rooms, cage rooms, stalls, wards, and similar rooms for in­struction and research associated with the sheep/goat program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**576 Wildlife Quarters and Support Facilities**

Definition: A room that directly serves wildlife programs and those spaces that support the wildlife program.

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms for in­struction and research associated with the wildlife program.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**577 Fish/Aquatic Life and Support Facilities** - Includes all facilities related to programs in fish and aquatic life. Includes rooms primarily dedicated to housing aquatic life or specimens.

**578 Invertebrate Quarters and Support Facilities**

Definition: A room that houses specific animals (invertebrates-insects, worms, snails, crustaceans, etc.) used for research or instructional purposes.

Description: Includes all facilities and support facilities used to support invertebrate programs.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**579 Avian Quarters and Support Facilities**

Definition: A room that houses specific animals (avian) used for research or instructional purposes.

Description: Includes all facilities and support facilities used to support avian programs.

Exceptions: Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities-800 series*).

**580 Greenhouse and Support Facilities**

Definition: A building or room, usually composed chiefly of glass, plastic, or other light, or those spaces that directly support greenhouse structures.

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. 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) and support spaces like headhouses.

Example: a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program.

Exceptions: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use. Example: a greenhouse used for central storage should be coded *730-Central Storage*.

**581 Crop Production and Support Facilities** - Facilities which primarily support crop production at farms for feed, research or consumption. Includes laboratories testing areas and refrigeration areas.

Examples: barns, equipment storage, feed storage and similar structures.

**582 Fruit Production and Support Facilities** - All facilities used to support the production, storage or processing of fruit for instruction, research or consumption.

**583 Mushroom/Fungus Production and Support Facilities** - All facilities used to support mushroom or fungus production, research and processing.

**584 Soil Testing Research Area** - All facilities used for the testing, processing or storage of soil.

**585 Turf Production and Support Facilities** - All facilities used to support instruction and research in turf production.

**586 Plant Specimen/Collection Area** - All facilities used to store, display or study plant specimen collections whether live or dried.

**587 Equipment/Machinery Storage Facilities** - Include all areas and support facilities which serve the general needs of the Agricultural Sciences programs which are not necessarily dedicated to specific programs.

Examples: tractor and farm implement storage building and repair shops.

**585 Other**

Definition: A category of last resort.

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

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

**595 Student Performance** - Include performance facilities which are primarily used only for student performances. This would include theatres, black box theatres and associated audience seating areas.

**596 Student Performance Service** – Include all areas which directly support student performance areas such as stage supply or assembly, costume storage and similar facilities.

Exceptions: See *613-Dressing Room* for changing/preparation type support spaces.

**PUBLIC AND GENERAL USE FACILITIES**

610 Public Performance

611 Public Auditorium

612 Multi-Purpose Room

1. Dressing Room
2. Performance Seating

615 Public Performance Service

616 Public Auditorium Service

617 Multi-Purpose Room Service

620 Gallery

621 Museum

625 Gallery Service

626 Museum Service

630 Dining Facility

631 Vending Area

635 Dining Facility Service

640 Child Care

641 Lactation Room

645 Child Care Service

1. Public Lounge
2. Student Lounge

655 Public Lounge Service

660 Merchandising

665 Merchandising Service

670 Recreation

675 Recreation Service

680 Meeting Room

682 Video Meeting Room

685 Meeting Room Service

686 Video Meeting Room Service

690 Locker Room

**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 (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

**Public and General Use Facilities**

**610 Public Performance** - Includes all areas, which are primarily used for public performances, such as plays, concerts, theaters, musicals, special speakers, entertainment events and similar activities. Professional performance companies use this space and student performances occur infrequently.

**611 Public Auditorium** - Includes auditorium spaces which are primarily available for public speaking events, non-credit activities, alumni events and other public outreach programs.

**612 Multi-Purpose Room** - Includes rooms which can be used for numerous events such as special assemblies, dances, speakers shows, etc. Room is usually furnished with moveable tables and chairs and is rearranged for every event.

**613 Dressing Room** – An area used to change clothes or costumes and prepare for a performance or special event. Usually includes locker space, showers, rest rooms and dressing areas.

**614 Performance Seating** – Seating areas at public venues other than those listed under Exceptions.

Examples: seating areas at Eisenhower Auditorium, Schwab Auditorium, and Bryce Jordan Center.

Exceptions: *523-Athletic Facilities Spectator Seating*, *560-Agricultural Arena/Show Area*, *595-Student Performance*.

**615 Public Performance Service** - Includes all facilities that directly support *610-Public Performance* facilities.

**616 Public Auditorium Service** - Includes all facilities that directly support *611-Public Auditoriums*.

**617 Multi-Purpose Room Service** - Includes all facilities that directly support *612-Multi-Purpose Room*s.

**620 Gallery** - A room or area used for exhibition of materials, works of art, artifacts, etc., intended for casual examination by faculty, students, staff and the public. Galleries are often used for other related purposes. Includes both departmental and institution-wide galleries, and similar exhibition areas, which are used to display materials and items for viewing by both the institutional population and the public.

**621 Museum** - An area used for display of collections, artifacts, specimens, manuscripts and other important items that is open for the institution community and general public. All such venues that require remuneration or have controlled access are museums.

Examples: Palmer Museum of Art, All-Sports Museum, Pesto Museum.

**625 Gallery Service**

Definition: A room that directly serves a Gallery as an extension of the activities of it.

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve *620-Gallery* areas.

Exceptions:

* Research areas in museums are classified as *250-Research Laboratory* or *255-Research Laboratory Service*.
* Service areas for displays that are part of an instructional program are classified as *115* or 116*-Classroom Service* or *215-Class Laboratory Service* areas.

**625 Gallery Service** - Any room that directly serves a *620-Gallery* space as an extension of the activities in that space. Includes preparation workrooms, storage rooms, vaults, etc., which serve gallery exhibition areas.

**626 Museum Service** - Any room which directly supports a *621-Museum* such as storage, processing, records and preparation areas.

**630 Dining Facility**

Definition: A room used for eating.

Description: Encompasses 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 Dining Facility 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.

Exceptions:

* Break rooms serving specific office areas are classified as *320-Lunch/Lounge Area.*
* Eating areas for children in *550-Demonstration* or *640-Child Care* facilities are classified as primary activity categories within these respective areas; staff-only eating or break rooms in these facilities are classified as service areas (see *555-Demonstration Service*, *645-Child Care Service*).
* Does not include any *990-Hotel Restaurants* or *995-Hotel Coffee Break Areas*.

**631 Vending** - An area or room housing vending machines. May also include seating.

Exceptions:

* Vending areas that are *not* provided with seating, counters or tables are classified as *660-Merchandising* or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a *631-Vending* room serving a *630-Dining Facility*).
* *650-Lounges* with vending machines within the room that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, or *655-Lounge Service* if separate from and directly supporting the main lounge facility.

**635 Dining Facility Service**

Definition: A room that directly serves a *630-Dining 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.

Exceptions:

* Kitchens in residence facilities that do not serve a dining area are classified as either *921-Kitchen* or *952-Apartment Kitchen*.
* Kitchens and food preparation areas in *550-Demon­stration* or *640-Child Care* facilities are classified as service areas to those facilities (see *555-Demonstration Service*, *645-Child Care Service*).
* Does not include any *991-Hotel Restaurant Service* spaces.

**640 Child Care**

Definition: A room used to provide day child care as a non-medical service to members of the institutional community.

Description: Includes all primary activity rooms that provide oversight, supervision, devel­opmental training and general personal care for assigned children (e.g., play areas, nonstaff eating areas, and child training rooms). 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).

Exceptions:

* This category does not include *550-Demon­stration* houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process.
* exclude those service areas classified as *750-Central Service*
* exclude Laboratory Facilities (*200 series*) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

**645 Child Care Service**

Definition: A room that directly serves a primary activity room in a *640-Child Care* facility as an extension of the activities in that room.

Description: Includes storage rooms, closets, kitchens or food preparation areas, pantries, staff eating or break areas and other typical service rooms that support a primary activity area.

Exceptions:

* Does not include those rooms where primary day care activities are conducted.
* Rest rooms designed for child training should be coded *640-Child Care*; staff-only rest rooms should be coded *074-Private Restroom*.
* Eating or training areas for children are classified as primary activity space (see *640*).
* Staff office areas should be coded with *300-series* descriptors.

**650 Public Lounge**

Definition: A room or space used for rest and relaxation that is not restricted to a specific group of people or use.

Description: A public lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A Public Lounge differs from an office *320-Lounge/Lunch Area* by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Public Lounge. Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not for eating (see *630-Dining*).

Exceptions: 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 *615-Assembly Service*). A lounge differs from a lobby (non-assignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and al­though it may have seating furniture, it is designed more for walking 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 *312-Waiting/Reception Area*. Public waiting areas in health care facilities are coded as *880-Public Waiting*.

**651 Student Lounge –** A room used by students for rest and relaxation. A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines.

**655 Public Lounge Service**

Definition: A room that directly serves a *650-Public Lounge*.

Description: Includes kitchenettes, storage areas, and vending rooms that directly serve a *650-Public Lounge* facility.

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

**660 Merchandising**

Definition: A room 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 rooms, ATM machines and central ticket outlets servicing multiple facilities or activities.

Exceptions:

* Does not include dining rooms, restaurants, snack bars, and similar *630-Dining Facilities*.
* A vending machine room 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 *650-Lounge* space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as *630-Dining* *Facility*.
* Meeting and conference rooms in hotels or motels are classified as *992-Meeting Rooms*.
* Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (*980-983 series*).
* Cashiers' desks that serve a specific *670-Recreation* facility or area are classified as *675-Recreation Service* space for that area.
* Child Care centers used for practice within an instructional program are classified as *550-Demonstration*. Child Care centers that are not part of such a program are classified under *640-Child Care*.

**665 Merchandising Service**

Definition: A room 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 rooms if they directly serve a *660-Merchandising* facility.

Exceptions: 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 room use type.

**670 Recreation**

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

Description: Includes billiards rooms, game and arcade rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes.

Limitations: Recreation rooms are used for relaxation and amusement-type activities, whereas *521-Intercollegiate Athletic Sports*, *520-Health & Physical Education* or *524-Open Fitness & Physical Activity Areas* facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, intramural programs and non-organized athletic activities.

Exceptions:

* Do not include gymnasia, 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 *520-Health & Physical Education*, *522-Intramural and Club Sports*, *521-Intercollegiate Athletic Sports* or *524-Open Fitness & Physical Activity* Areas activities.
* Outdoor athletic and physical education fields, courts, and other non-enclosed areas are also excluded because they are not building space.
* Do not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction.
* Do not include reading or media use rooms that are designed and intended as *410-Study Rooms*.
* Do not include similar spaces contained in residential facilities.

**675 Recreation Service**

Definition: A room 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, and other support areas that directly serve a *670-Recreation* activity.

Exceptions:

* Do not include kitchens, snack bars, or other *630-Dining Facilities* and *635-Dining Facility Service* areas.
* Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving *521-Intercollegiate Athletic* or *520-Health & Physical Education* facili­ties are classified as service rooms to those facilities.
* Central ticket outlets serving multiple facilities or services are classified as *660-Merchandising*.

**680 Meeting Room**

Definition: A room that is used by the institution or the public for a variety of non-class meetings.

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting rooms because they are both primarily used for non-class meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental non-class activities. Although it may be assigned to a specific organizational unit, a meeting room is open to outreach programs, continuing education, boards, governing groups, community groups, student meetings, non-employees of the institution, and various combinations of institutional and community members.

Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and 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.

Exceptions:

* Rooms serving an office complex and used primarily for staff meetings are classified as *350-Conference Room*.
* Seminar and lecture rooms used primarily for scheduled classes are classified as *110-Classroom* or *111-Departmental Classroom*.
* Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as *610-Public Performance*, *611- Public Auditorium*, or *612-Multi-Purpose Room*.
* Meeting rooms in institutional hotels or motels are classified *992-Hotel Conference Room*
* Other for-fee meeting rooms are included in this category.

**682 Video Meeting Room** – this type space meets the definition, descriptionand exceptions of 680-Meeting Room, but is distinctly characterized with being equipped with video-conferencing equipment to allow long distance conferencing capabilities.

**685 Meeting Room Service**

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

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

Exceptions: Does not include kitchenettes, storage rooms, and other support areas that serve a *350-Conference Room* or a series 610-612 assembly facility.

**686 Video Meeting Room Service** - this type space meets the definition, descriptionand exceptions of *685-Meeting Room Service* but serves *682-Video Meeting Rooms* only.

**690 Locker Room** - A room used for changing clothes and/or storing personal materials. Includes service rooms intended for student and/or staff use, principally for storage of clothing and/or individual material; e.g., physical plant locker rooms. These are locker rooms available to the public and not serving a specific program or activity facility.

SUPPORT FACILITIES

710 Computing

711 Telecommunications

715 Computing Service

716 Server Room

717 Telecommunications Service

720 Shop

721 Stores

1. Physical Plant Shop
2. Shipping/Receiving

725 Shop Service

726 Physical Plant Shop Service

730 Central Storage

735 Central Storage Service

740 Vehicle Storage

745 Vehicle Storage Service

750 Central Service

755 Central Service Support

756 Interrogation Room

757 Holding Room

760 Hazardous Materials

765 Hazardous Materials Service

770 Area Shop

780 Parking Structure

785 Parking Structure Service

790 Airport Hangar

795 Airport Hangar Service

**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 (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.

Support Facilities

**710 Computing**

Definition: A room used to house mainframe or processing and distribution systems 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 room may be one of a group of rooms which constitute a center for delivering computer-based information processing 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 rooms 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 electronic terminal, telephone, or modem access.

Examples: Includes rooms housing a center's computer or computers (e.g., large mainframe, minicomputers, etc.), and peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex, which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

**711 Telecommunications** – A room or area used to house or process the main telecommunications network to serve the overall administrative or academic needs of a central group of users or entire university.

Includes computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including rooms housing satellite signal reception or transmission equipment used institution wide. This equipment may be dedicated to data, audio, video, or any combination of these electronic transmissions.

**715 Computing Service**

Definition:A room that directly serves a central computer facility as an extension of the activities in that facility.

Examples: 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.

**716 Server Room** – Includes all main server rooms which serve as the main general computing server needs for a general group of users within a college, department, building or general user population.

**717 Telecommunications Service** – A room which directly supports a main telecommunications center or network. Include all building telecommunications closets in this room use code.

**720 Shop**

Definition: A room used for manufacture, repair or maintenance of products or equipment.

Description: Includes shop space assigned to support institution-wide needs.

Examples: Lion Surplus, Transportation Services or other Business Services.

Exceptions:

* Shops used by students to complete academic projects are categorized as *223-Student Shop*
* Shops used exclusively or primarily to serve research activities are categorized as *260-Research Shop*
* Shops assigned to Physical Plant are categorized as *722-Physical Plant Shop*

**721 Stores** – Includes central stores areas which receive, ship, stock and provide general supplies, equipment, materials, tools and merchandise for general University use. Also includes all service space such as storage, check out or assembly areas.

Examples: General Stores and Physical Plant Stores areas.

**722 Physical Plant Shop**

Definition: A room used for the manufacture, repair, or maintenance of products or equipment assigned to Physical Plant.

Description: Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities.

Exceptions: Special-purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in appropriate service category or *260-Research Shop*.

**723 Shipping/Receiving –** This is a room or areaused for sending and receiving delivered goods. This room may function as a common space for the building or serve a specific department.

**725 Shop Service**

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

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

Exceptions: for the following:

* *223-Student Shop,* use *228-Student Shop* *Service*
* *260-Research Shop,* assign support spaces to room code 260
* *722-Physical Plant Shop,* use *726-Physical Plant Shop Service*

**726 Physical Plant Shop Service** – Definition and description is the same as *725-Shop Service* with the exception that the space directly serves a *722-Physical Plant Shop* facility.

**730 Central Storage**

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

Description: Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage and inactive storage.

Limitations: The vast majority of storage rooms on a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally.

Exceptions: Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room that is clearly a service room). Also, this category does not include Non-assignable area (circulation, building service, or mechanical areas). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

**735 Central Storage Service**

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

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

**740 Vehicle Storage**

Definition: A room or structure that is used to house or store vehicles for overall administrative function.

Description: Includes structures, buildings, and rooms generally called garages, and boathouses. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment which are for overall University support and administrative functions.

Exceptions:

* Do not include unroofed surface parking lots.
* Do not include structures that house or store farm vehicles and implements (see *587-Equipment/Machinery Storage Facilities*).
* Do not include airplane hangars (*790-Airport Hangar*)

**745 Vehicle Storage Service**

Definition: A room 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 *740-Vehicle Storage*.

Exceptions: Do not include shops as defined in Shop (720) above (e.g., carpenter, plumbing, electrical, painting, etc.). Do not include airplane hangar service areas (*795-Aiport Hangar Service*). Offices within a Vehicle Storage facility should be classified as such (see 310).

**750 Central Service**

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which 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. Most of these centralized areas have a campus-wide service scope.

Exceptions: Do not include those rooms providing the above listed functions if they support other primary activity rooms in the same building.

* food storage area in a cafeteria should be coded *635*
* laundry room in a residence hall should be coded *935*
* mail room in an office area is coded *315*
* Media Production (*530*)
* distribution facilities
* computer-based data processing and telecommunications equipment centers (see 710)
* Facilities used for the manufacture, repair or maintenance of products or equipment should be coded *720-Shop*
* *730-Central Storage* or supply facilities
* *740-Vehicle Storage*

**755 Central Service Support**

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

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

**756 Interrogation Room** – A room used by law enforcement to question victims or alleged perpetrators of crime.

**757 Holding Room** -A room used by law enforcement to detain suspects until they are interrogated or transferred to other incarceration facilities. The room may or may not have physical restraint features.

**760 Hazardous Materials**

Definition: A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

**765 Hazardous Materials Service**

Definition: A facility that serves a *760-Hazardous Materials* centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

**770 Area Shop** - This is a room or area assigned as a remote Physical Plant area station. Includes all shop areas and support spaces such as locker rooms, supply and equipment areas and break rooms.

**780 Parking Structure** - This includes all areas in a parking structure. Individual offices should be classified in the proper office category. Includes all floor space on all floors available for parking. Each floor or wing can be assigned as one code.

**785 Parking Structure Service** - Includes all separate enclosed areas which serve parking garages such as parking booths, storage and surveillance areas.

**790 Airport Hangar** – A facility/space to house one or more airplanes, located at an airport

**795 Airport Hangar Service** – any facility that directly supports a *790-Airport Hangar*

HEALTH CARE FACILITIES

810 Patient Bedroom

815 Patient Bedroom Service

820 Patient Bathroom

830 Nurse Station

835 Nurse Station Service

840 Surgery

845 Surgery Service

1. Treatment/Examination

852 Consultation Room

855 Treatment/Examination Service

860 Diagnostic Service Laboratory

865 Diagnostic Service Laboratory Service

1. Central Supplies

875 Pharmacy

880 Public Waiting

890 Staff On-Call Facility

895 Staff On-Call Facility Service

**General**

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). If other non-Health Care spaces are housed in such facilities, use applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

Health Care Facilities

**810 Patient Bedroom**

Definition: A room equipped with a bed 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 are included. Stalls 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.

Exceptions: Student residence quarters are classified with the Residential Facilities (*900 series*) codes. Staff on-call rooms for resting and sleeping are coded *890*. Do not include nonpatient animal shelters used for farm animals (see *560*) or nonveterinary school laboratory animals (see *570*).

**815 Patient Bedroom Service**

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

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

Exceptions: Exclude the small, connected clothes closets in patient bedrooms, which are included in the *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 *835*). Do not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory.

**820 Patient Bathroom**

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see *845*).

Exceptions: Public rest rooms and private rest rooms serving areas other than patient bed­rooms (e.g., *315*, *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.

Exceptions: Rooms that are used as offices shall be classified appropriately (see *300* series).

**835 Nurse Station Service**

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

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.

Exceptions: Rooms used as offices should be classified appropriately (see *300 series*). Pharmacy and other central supply areas are classified *870-Central Supplies*. Areas directly serving patient bedrooms are coded *815*.

**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 rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment. Also includes rooms in veterinary facil­ities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Exceptions: Do not include the various surgery support rooms that are used as a direct extension of surgery activities (see *845*). Also do not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic exami­nation process (see *850*).

**845 Surgery Service**

Definition: A room 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, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

Exceptions: Storage and other support rooms that do not directly serve an *840-Surgery* facility should be classified with the appropriate service room category. Rooms used for the direct implementation of surgical procedures are classified *840-Surgery*.

**850 Treatment/Examination**

Definition: A room used for diagnostic and therapeutic 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, and dental examination and treatment. Also includes combined doctor's office and treat-ment/examination rooms. In veterinary institutions, rooms commonly called isolation treat­ment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations: Treatment/Examination diagnosis differs from *860-Diagnostic Service Laboratory* testing and diagnosis in that the former requires the presence of the patient.

Exceptions: Do not include rooms used for the more radically invasive treatment procedures of surgery (see *840*).

**852 Consultation Room** – A room used to provide private consultation between patients and physicians or physicians staff members.

**855 Treatment/Examination Service**

Definition: A room that directly serves a treatment/examination room as an extension of the activities in that facility.

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, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

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

**860 Diagnostic Service Laboratory**

Definition: A room 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 canine, feline, poultry, bovine or equine necropsy rooms in veterinary institutions.

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

**865 Diagnostic Service Laboratory Support**

Definition: A room 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, locker, 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.

Exceptions: Do not include storage areas, dressing rooms, work preparation rooms and other areas that support an *855-Patient Treatment / Examination 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 *730-Central Storage* 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.

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

**875 Pharmacy –** A room used to store pharmaceuticals, which are in turn dispensed to patients by licensed pharmacists and their staff.

**880 Public Waiting**

Definition: A room 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 boundaries should be assigned, as needed, to define Non-assignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

Exceptions: *650-Public Lounges* and other lounges 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, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.

Exceptions: Staff on-call rooms or quarters differ from a *320-Lounge/Lunch Area* in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients are coded *810*; student residence quarters are classified with the Residential Facilities (*900 series*) codes.

**895 Staff On-Call Facility Service**

Definition: A room that directly serves 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.

Exceptions: Do not include storage and other support rooms that serve *815-Patient Bedrooms*. Also exclude *870-Central Supply* areas.

RESIDENTIAL FACILITIES

910 Student Residence

919 Toilets or Bath

920 Lounge

921 Kitchen

922 Living Room

923 Study Room

924 Recreational Room

925 Meeting Room

926 Bedroom

933 Locker Room - Residential

934 Student Storage

935 Sleep/Study Service

936 Laundry

937 Linen Storage

938 Furniture Storage

939 Bike Storage

950 Apartment

951 Apartment Bedroom

952 Apartment Kitchen

953 Apartment Bath

955 Apartment Service

970 House

971 President’s Residence

972 Rental House

973 Farm Manager Residence

1. Visiting/Special Residence
2. Other University Residence
3. Resident Garage

980 Hotel Room King

981 Hotel Room Double

982 Hotel Room King Parlor

983 Hotel Room Double Parlor

984 Hotel Room Bathroom

985 Hotel Room Closet

986 Hotel Housekeeping

987 Hotel Fitness Area (Pool/Exercise Rms)

988 Hotel Fitness Service

989 Hotel Employee Lockers

990 Hotel Restaurant

991 Hotel Restaurant Service

992 Hotel Conference Room

993 Hotel Conference Room Service

994 Hotel Control Room

995 Hotel Coffee Break Area

996 Hotel Retail Shop

997 Hotel Registration Desk

998 Hotel Conference Registration Desk

999 Hotel Lounge

**General**

Residential facilities include housing for students, faculty, staff, and visitors to the institution. The hotels and other guest facilities are included in this series.

Note: Space in residential facilities (dorms, apartments, and residences) is coded using the *910 thru 976 categories series*. For any service rooms not listed in categories *910 thru 976*, use *935-Sleep/Study Service* descriptor. Spaces within hotels shall be categorized using one of the available categories *980 thru 999*.

Exceptions: Offices (*300 series*), dining areas (*630*), and their corresponding service spaces codes will be classified accordingly.

Room Function Category: Any space within a residential facility, regardless of the room categorization, shall be coded as *17: Housing and Food Services*; any space within a hotel shall be coded as *16: Auxiliary Enterprise/Intercollegiate Athletics*.

RESIDENTIAL FACILITIES

**910 Student Residence** - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s). This room is usually a room for sleeping, living and study, combined.

**919 Toilet or Bath** - A toilet or bath that is intended only for the occupants of the residential facilities, rather than for the public. Includes common, shared or private bathroom facilities which may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or contained within a *student residence*.

**920 Lounge** - A space within a residential facility available to the residents of the facility, mostly used for relaxation and casual interaction. Studying or non-structured recreation may occur within the space. For defined study, recreation or meeting spaces (i.e. rooms), use either category *923*, *924*, or *925*. Refer to category *651-Student Lounge* for rooms with similar characteristics not within residential facilities.

**921 Kitchen** – an area or room within an apartment used for preparation of meals.

**922 Living Room** – a space within a residential facility, suite or apartment primarily used for relaxation and socializing.

**923 Study Room** - A room within a residential facility, intended for student resident use, to conduct private or group study.

**924 Recreational Room** - A room or definable space within a residential facility that is set aside for such recreational activities as, exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms. For spaces not within a residential facility refer to category *670-Recreation*.

**925 Meeting Room** – A room set aside for residents within a residential facility that can serve various functions for small groups, such as, residence hall community meetings, study groups, student clubs and the like.

**926 Bedroom** - A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), and closet(s), primarily used for sleeping. It may contain a desk(s), and chair(s) for quiet study.

**933 Locker Room – Residential** - A room within a residential facility, intended for student resident use, used for changing clothes and/or storing personal materials. Includes associated service rooms.

**934 Student Storage** – Specified areas where students can store excess personal items in a secure, lockable container or cage.

**935 Sleep/Study Service**

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

Description: This is the service code for the *910-Student Residence* and *920-Lounge* residential facility categories. Includes mail rooms and other non-identified rooms that serve the occupants of sleep/study facilities.

**936 Laundry** – This is a room within a residential facility, intended for residents to be able to wash their own clothing or linens and press for use. They may have free or coin-operated appliances and other amenities related to laundry care.

**937 Linen Storage** – A room located within a residential facility where bedding and linens are stored for use within the facility. It may be large enough to provide for the entire building, or be limited to the floor or area of its location.

**938 Furniture Storage** – A space within a residential building for excess University-owned furniture storage. This space is not available to the residents (see *934-Student Storage*).

Exceptions: Use *730-Central Storage* for those spaces used for extensive storage of bulk items, including furniture stock.

**939 Bike Storage** – a storage area intended to allow bicycle storage for residents. The space can be enclosed, open but roofed, a separate structure or part of a facility.

**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. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as a *950-Apartment* because it is not a separate, freestanding structure.

Exceptions: Do not include single, freestanding structures (see *970*) or any residential units that do not contain private cooking facilities (see *910*, *920*). Categorize *951-Apartment Bedrooms*, *952-Apartment Kitchens*, *953*-*Apartment Baths*, and *955-Apartment Service* spaces under their own category.

**951 Apartment Bedroom** –space within an apartment unit for sleeping, usually furnished with a bed.

**952 Apartment Kitchen** – space within an apartment unit dedicated to the preparation of meals

**953 Apartment Bath** – a bathroom within an apartment unit, which is usually equipped with toilet, lavatory and bathing appliances

**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, but not within the apartment unit.

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 but are not within the unit.

Exceptions: Does not include service rooms (laundry, mail, student storage, etc.) that directly serve resi­dential facilities which have no internal cooking facilities (see *910*, *920*, *935*). This category also excludes service rooms within a separate, freestanding residential unit (see *970*).

**970 House**

Definition: A complete living unit, with private cooking facilities, that is 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 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.

Exceptions: Does not include complete living units that are part of a larger structure (see *950*). Houses used as office areas should be classified with the Office Facilities (*300 series*) codes.

**971 President’s Residence** - Includes all residential facilities occupied by the President and his family.

**972 Rental House** - Includes all houses owned by the University and rented out to the general public.

**973 Farm Manager Residence** - Includes all residential facilities occupied by staff or faculty members with the College of Agricultural Sciences on a rental or other internal basis.

**974 Visiting/Special Residence** - Includes all residences, houses, apartments used for visiting professors, special guests or other temporary housing needs.

**975 Other University Residence** – Includes all residences, apartments and other facilities that do not fall into any of the preceding codes.

**976 Resident Garage –** A facility used for vehicle storage at a residence. This facility may be separate from or attached to the residence.

**980 Hotel Room King** - An individual guest room in a hotel that contains a king-size bed.

**981 Hotel Room Double** - An individual guest room in a hotel that contains a double-size bed.

**982 Hotel Room King Parlor** – A suite of guest rooms in a hotel that contains a separate living room and separate bedroom with a king-size bed.

**983 Hotel Room Double Parlor** - A suite of guest rooms in a hotel that contains a separate living room and separate bedroom with a double-size bed.

**984 Hotel Room Bathroom** – a separate room within a guest room or suite for the private use of the guest. It usually includes a toilet, lavatory and bath/shower.

**985 Hotel Room Closet** – a separate space with doors within a guest room or suite used to store clothing and room amenities for the convenience of the guest. It does not include armoires or closet-style spaces elsewhere used for hotel operations.

**986 Hotel Housekeeping** – a room for storing supplies, linens, service carts and the like for servicing guest rooms and public spaces.

**987 Hotel Fitness Area (Pool/Exercise Rms)** – a room or rooms available for guests of the hotel for personal exercise and recreation. These rooms may include saunas, swimming pools, hot tubs, exercise equipment and open exercise spaces.

**988 Hotel Fitness Service** – any room that directly supports 987-Hotel Fitness Area activities. Included could be towel closets, pool pump rooms and exercise materials storage rooms.

**989 Hotel Employee Lockers** – an area strictly limited to access by hotel employees. Includes such spaces as changing rooms, shower areas, restrooms contained within the overall space, and lounge/support spaces strictly for the use of employees.

**990 Hotel Restaurant** – this is similar to a *630-Dining Facility* but contained in a hotel.

**991 Hotel Restaurant Service** – any room within a *990-Hotel Restaurant* or that directly serves one is included in this category. This includes such spaces as prep kitchens and excess restaurant furniture storage.

**992 Hotel Conference Room** – a room rented to others for various purposes, including, meetings, instruction, and display of material.

**993 Hotel Conference Room Service** – a room or rooms that directly support the activities of *992-Hotel Conference Room*.

**994 Hotel Control Room** -

**995 Hotel Coffee Break Area** – a space or room designated for use by conference or meeting attendees as a breakout area between sessions or breaks. May contain tables, seating, fixed beverage stations and other similar amenities.

**996 Hotel Retail Shop** – a space dedicated to merchandizing of products. This space can include the sale of beverages and snacks, toiletries, souvenirs, or other casual items.

**997 Hotel Registration Desk** - a space where hotel guests are welcomed and sign in. Also includes rooms that directly support the Hotel Registration Desk. Do not include rooms defined in the *300 series* categories.

**998 Hotel Conference Registration Desk** – a space where conference attendees are welcomed and sign in for events. Also includes rooms that directly support the Conference Registration Desk. Do not include rooms defined in the *300 series* categories.

**999 Hotel Lounge** – a public area containing seating, used by guests for informal gathering. It may include a TV or other entertainment amenities.

# UNCLASSIFIED FACILITIES

050 Vacant Area

060 Alteration or Conversion Area

070 Unfinished Area

**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.

# UNCLASSIFIED FACILITIES

**050 Vacant Area** - Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory. Also includes rooms or areas, which cannot be assigned because of access problems, environmental issues or other reasons, which make the space unusable.

**060 Alteration or Conversion Area**

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

*Exceptions:* Rooms inactive or not completed at the time of the inventory are classified as *050-Vacant Area* and *070-Unfinished Area*, 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.

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

**NON-ASSIGNABLE AREA**

073 Outdoor Facility (Gazebo/Pavilion)

074 Unisex Restroom – Private

075 Unisex Toilet – Public

076 Men’s Restroom

077 Women’s Restroom

078 Areaway

079 Patio

080 Space Not To Be Occupied

081 Stair Tower

082 Lobby

083 Penthouse

084 Roof Deck

085 Steam Tunnel

086 Pipe Chase

087 Exterior Cage

088 Mechanical Storage

089 Overhead Doors

090 Entrances

091 Corridors

092 Rest Rooms

093 Mechanical Room

094 Janitorial Room

095 Electrical Room

096 Telecommunications Closet

097 Utility Room

098 Elevator

099 Loading Dock

**NON-ASSIGNABLE AREA**

**073 Outdoor Facility (Gazebo/Pavilion) –** a roofed structure that is used for organized or unorganized outside gatherings.

**074 All-Gender (Unisex) Restroom – Private –** rooms in this category are characterized by being within a suite or other restricted area not normally or readily accessible by the general public and having a lockable door. Do not included *641-Lactation Rooms* in this category.

**075 All-Gender (Unisex) Toilet – Public –** rooms in this category are characterized by being readily accessible or available at all times the building is open and having a lockable door. Facilities in this category may be barrier-free design, have a shower, and/or a baby changing station as part of the amenities of the room. Do not included *641-Lactation Rooms* in this category.

**076 Men’s Restroom –** this type of room is designated specifically for males and those who identify themselves as male. It is characterized as having more than one toilet/urinal and an unlockable door.

**077 Women’s Restroom –** this type of room is designated specifically for females and those who identify themselves as female. It is characterized as having more than one toilet and an unlockable door.

**078 Areaway** – A small sunken area allowing access or light and air to basement doors or windows.

**079 Patio** – A paved space, open to the sky, which adjoins a building and is used for dining or recreation.

**080 Space Not To Be Occupied –** Areas that do not meet code requirements for occupancy shall be assigned this code.

**081 Stair Tower –** A point of passage in a building leading from one story to another story.

**082 Lobby –** A foyer, hall or waiting room at or near the entrance of a building. Areas within lobbies designed for use by the public for more than circulation (seating, study, waiting) shall be identified and categorized according to their use.

**083 Penthouse –** A structure housing machinery on the roof of a building.

**084 Roof Deck –** A flat roof area that is used to access mechanical equipment, observation domes, etc., which are stored on rooftops.

**085 Steam Tunnel –** An underground passageway for housing utility pipes.

**086 Pipe Chase –** An interior passageway for utility lines, which may or may not have an access panel.

**087 Exterior Cage –** An enclosed exterior storage area for storage of gas cylinders and other combustible materials.

**088 Mechanical Storage –** An area used to store supplies for mechanical rooms.

**089 Overhead Doors** – An entrance to a building in which the door rises vertically to gain access to the space. This is typically found at loading docks and garage areas.

**090 Entrances** - A point of passage to a building or from an interior area to another, secured with a swinging, sliding or above head closer.

**091 Corridors** - The area required for access from one building exit to another, whether or not physically bounded by partitions. This category does not include similar type spaces contained within a room or a suite of rooms.

**092 Elevator Machine Room** - A room that houses the operating equipment for an elevator(s).

**093 Mechanical Room** - A room providing service for the operation and maintenance of heating, ventilating, air conditioning, fire protection, plumbing, refrigeration equipment, or other major building systems.

**094 Janitorial Room** - A room providing service to the cleaning staff for storage of work equipment such as mops, brooms, sinks and supplies. Includes break rooms for janitorial staff, locker rooms and other spaces dedicated to the janitorial workers.

**095 Electrical Room** - A room providing service for the operation and maintenance of electrical transformers, electrical panels, switchgear, generation, and transmission and distribution equipment.

**096 Telecommunications Closet** - A room providing service for the operation and maintenance of telephone, computer, television cable, and communications reception equipment within a building or specific rooms within a building. They are normally small in size (~150 asf or less) and always assigned to the Information Technology Services organization.

**097 Utility Room** - An area providing for and servicing of pipe chases, cables, wire-ways, and ducts and risers.

**098 Elevator** - An area providing for the housing of a cab or platform for conveying personnel or freight from one level to another. Includes specialty lifts, such as freight lifts, dumbwaiters and man-lifts.

**099 Loading Dock** - An external area providing for loading and unloading of materials being delivered to the building.

# PENN STATE UNIVERSITY SPACE USAGE Facilities and Administrative Functional Usage Classifications

## Organized Research: On-campus and Off-campus

Organized Research (OR) includes activities that are sponsored by external sources (federal and non-federal agencies) or are funded internally provided the project is separately budgeted and accounted for by the University under an internal application of institutional funds. On-campus activities are those conducted at University Park. Off-campus activities are all others.

## Sponsored Instruction

Instruction funded by a grant, contract, or cooperative agreement. Also includes activities involving the training of individuals in research techniques (commonly called research training).

## Instruction

Instruction means the teaching and training activities of an institution. Except for Sponsored Instruction, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division.

## Departmental Research

Departmental research means research, development and scholarly activities financed by institutional funds (i.e., general funds, gifts, endowments) that are not organized research and, consequently, are not separately budgeted and accounted for by the University.

These funds are discretionary in nature and no financial reporting process is required. This research may be funded by unrestricted operating budget and/or gift funds. Examples of Departmental Research may include the following:

* Start up funds provided to support the establishment of a new investigator’s laboratory.
* Non-competitive “seed monies” provided by departments for general research initiatives.

## Other Institutional Activity

Includes:

* Sponsored activities that are not considered Sponsored Research or Sponsored Instruction per OMB Circular A-21
* Auxiliary Enterprises as discussed below
* Activities whose costs are unallowable to sponsored agreements such as
  + Development and fundraising
  + Public/alumni relations

Does not include:

* Organized Research
* Sponsored Instruction
* Instruction
* Specialized Service Facility
* F&A cost activities
  + Operations and Maintenance
  + General Administration
  + Departmental Administration
  + Sponsored Projects Administration
  + Library
  + Student Services

## Specialized Service Facility

The costs of institutional services involving the use of highly complex or specialized facilities such as electronic computers, wind tunnels, reactors, animal facilities and MCL. **Designation of space as specialized service facility requires review by and approval of the Manager of Cost Analysis.**

## Operations and Maintenance

**Please note**: “Operations and Maintenance” shall **NOT** be used by the colleges in determining their functional classification of space.

Represents space for the administration, supervision, operations, maintenance, preservation, and protection of the University’s facilities and grounds. Space associated with the following services is included in this category:

* Utilities
* Housekeeping *(OPP only, or does this include Housing, other Auxiliaries?)*
* Operations and Maintenance shops *(OPP only, or does this include Housing, other Auxiliaries?)*
* Environmental Health & Safety
* Safety
* Facilities Planning

## General Administration

**Please note**: “General Administration” shall **NOT** be used by the colleges in determining their functional classification of space.

General administration includes administrative offices of the University such as accounting, personnel, purchasing, information centers, and the like that do not related solely to any major division of the institution, i.e., solely to patient care, organized research, education and training, or other institutional activities.

## Departmental Administration

Department administration space that is used for administrative and supporting services that benefit common or joint departmental activities or objectives and do not relate solely to any major activity of the department (i.e., solely to Instruction or Organized Research).

Includes:

* Secretarial and clerical support areas such as office supply rooms, etc.
* Conference rooms supporting multiple activities
* Space that supports grant and proposal writing, which would include faculty and other offices where this activity takes place.

## Sponsored Projects Administration

Sponsored Projects Administration consists of those departments that are operating units established primarily to administer sponsored projects, including such functions as grant and contract administration (Federal and non-Federal), special security, purchasing, personnel, administration, and editing and publishing of research and other reports. They include the salaries and expenses of the head of such organization, assistants, and immediate staff, together with the salaries and expenses of personnel engaged in supporting activities maintained by the organization, such as stock rooms, stenographic pools, and the like.

##### Library

**Please note**: “General Administration” shall **NOT** be used by the colleges in determining their functional classification of space.

Included in this category is space devoted to the operation and administration of the library which are separately budgeted and accounted for.

**Student Services**

Included in this category is the space devoted to the administration of student affairs and for services to students including functions of the deans of students, admissions, registrar, counseling and placement services, student advisors, student health and infirmary services, etc.

## Non-Assignable

Includes space that is vacant, inactive or under renovation.

Also included as non-assignable space is “common space”. This includes any area used primarily in support of the assignable areas of a building and would include circulation areas (hallways, stairs, etc.) mechanical areas (electrical closets, HVAC support rooms, etc.) and building service areas (public rest rooms, etc.). Under normal circumstances this space will be assigned to an Office of Physical Plant budget.

## Auxiliary Enterprises

This category includes activities supported by income derived from services operated primarily to serve students, faculty, or staff. These services include residence halls, food services, and intercollegiate athletics.

## Applied Research Laboratory & Electro-Optics Center

Space occupied by programs and support functions of the Applied Research Laboratory and Electro-Optics Center.

## Questions

For further guidance, refer to 2 CFR 220 (formerly Office of Management and Budget (OMB) Circular A-21), which can be accessed on the Web at the following Office of Sponsored Programs site: <http://www.whitehouse.gov/omb/circulars/index.html>

If you have questions about F&A functions, please contact Cost Analysis Department personnel, 300 James Elliott Building, 814-865-1914:

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| CROSS WALK MATRIX FOR ROOM TYPE AND F&A FUNCTIONS (WITH % TO BE APPLIED, WHEN APPLICABLE)  Gray filled rectangles indicate that the Room Type can be categorized under any of these, at any percentage from 5% up to 100% | | | | | | | | | | | | | | | | | | | |
|  |  | F&A FUNCTION CODES | | | | | | | | | | | | | | | | |
| FIS ROOM TYPE CODE | FIS ROOM TYPE DESCRIPTION | ORGANIZED RESEARCH – ON CAMPUS | ORGANIZED RESEARCH –OFF CAMPUS | SPONSORED INSTRUCTION | INSTRUCTION | DEPARTMENT RESEARCH | OTHER INSTITUTIONAL ACTIVITY | SPECIALIZED SERVICE FACILITY | OPERATIONS AND MAINTENANCE | GENERAL ADMINISTRATION | DEPARTMENTAL ADMINISTRATION | SPONSORED PROJECTS ADMIN | LIBRARY | STUDENT SERVICES | NON-ASSIGNABLE | AUXILIARY ENTERPRISES | APPLIED RESEARCH LABORATORY | ELECTRO-OPTICS CENTER | |
|  |  | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |

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| 110 | General Purpose Classroom |  |  |  | 100[[9]](#footnote-9) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 111 | Departmental Classroom |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 115 | General Purpose Classroom Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 116 | Departmental Classroom Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 210 | Class Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 215 | Class Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 220 | Open Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 221 | Music Practice Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 222 | Student Project Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 223 | Student Shop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 225 | Open Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 226 | Music Practice Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 227 | Student Project Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 228 | Student Shop Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 230 | Student Studio |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 235 | Student Studio Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 240 | Department Computing Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 242 | CAC Computing Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 245 | Department Computing Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 246 | CAC Computing Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 250 | Research Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 251 | Faculty Studio |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 252 | Research Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 253 | Research Computing Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 254 | Student Research Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 255 | Research Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 256 | Faculty Studio Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 257 | Research Laboratory - Shared |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 258 | Research Computing Area Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 259 | Student Research Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 260 | Research Shop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 261 | Research Laboratory Service - Shared |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 270 | Research Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 271 | Chemicals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 272 | Stock Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 273 | Radioactive Materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 274 | Biological Hazards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 275 | Clean Room/Environmental Chamber  /Cold Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 276 | Darkroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 277 | Lab Animal Procedures Room | 1001 | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 278 | Lab Animal Quarters |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |
| 279 | Lab Animal Research | 1001 | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 280 | Departmental Research Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 281 | Lab Animal Quarters Service |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |
| 285 | Departmental Research Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 310 | Faculty Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 311 | Staff Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 312 | Waiting/Reception Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 313 | Adjunct Faculty Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 314 | Grad or Teaching Assistant Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 315 | Office Service & Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 316 | Office Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 317 | Part-Time Staff Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 318 | Emeritus Faculty Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 319 | Technical Service Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 320 | Lounge/Lunch Area |  |  |  |  |  | 100[[10]](#footnote-10) |  | 1002 |  |  |  |  |  | 1002 |  |  |  |
| 321 | File Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 322 | Work Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 323 | Mail Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 324 | Post-Doc Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 325 | Visiting Faculty Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 326 | Closet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 327 | Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  | 100[[11]](#footnote-11) | 1003 |  |  |
| 328 | Faculty Office Closet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 350 | Conference Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 355 | Conference Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 356 | Video Conferencing Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 357 | Video Conferencing Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 358 | Library/Reference Room |  |  |  |  |  |  |  |  |  | 100[[12]](#footnote-12) |  |  | 1004 |  |  |  |  |
| 360 | Other Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 365 | Student Organization Office |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 410 | Study Room |  |  |  | 100[[13]](#footnote-13) |  |  |  |  |  |  |  | 1005 | 1005 |  |  |  |  |
| 415 | Study Service |  |  |  | 1005 |  |  |  |  |  |  |  | 1005 | 1005 |  |  |  |  |
| 416 | Tutorial Room |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 417 | Resource Room |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |
| 420 | Stack |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |
| 430 | Open-Stack Study Room |  |  |  | 1004 |  |  |  |  |  |  |  | 1004 |  |  |  |  |  |
| 440 | Processing Room |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |
| 450 | Academic Assistance/Learning Center |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 451 | Academic Testing |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 460 | Interview Room |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 510 | Military Training |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 515 | Military Training Service |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 520 | Health and Physical Education |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 521 | Intercollegiate Athletic Sports |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 522 | Intramural and Club Sports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 523 | Athletic Facilities Spectator Seating |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 524 | Open Fitness & Physical Activity Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 525 | Health & Physical Education Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 526 | Intercollegiate Athletic Sports Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 527 | Open Fitness Areas Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 528 | Intercollegiate Athletic Locker Rooms |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 529 | General Locker Rooms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 530 | Multi-Media Production |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 531 | Television Studio and Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 532 | Radio Station and Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 533 | Newspaper |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 535 | Multi-Media Production Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 536 | Publications |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |
| 537 | University Press |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 540 | Clinical Practice |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 541 | Clinical Observation Room |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 542 | Clinical Coding Room |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 545 | Clinical Practice Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 546 | Clinical Interview Room |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 550 | Demonstration |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 551 | Manufacturing Area |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 555 | Demonstration Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 556 | Manufacturing Area Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 560 | Agricultural Arena/Show Area |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 561 | Animal Treatment/Veterinary Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 562 | Pest/Chemical Research Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 563 | Agricultural Animal Research Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 564 | Agricultural Product Sales Area |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 565 | Animal Collections/Specimen Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 567 | Butchering/Preparation Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 570 | Beef Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 571 | Dairy Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 572 | Poultry Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 573 | Swine Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 574 | Equine Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 575 | Sheep/Goat Quarters & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 576 | Wildlife Quarters/Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 577 | Fish/Aquatic Life Area Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 578 | Invertebrate Quarters and Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 579 | Avian Quarters and Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 580 | Greenhouse |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 581 | Crop Production & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 582 | Fruit Production & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 583 | Mushroom/Fungus Production Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 584 | Soil Testing Research Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 585 | Turf Production & Support Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 586 | Plant Specimen/Collection Areas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 587 | Equipment/Machinery Storage Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 590 | Other (All Purpose) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 595 | Student Performance |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 596 | Student Performance Service |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 610 | Public Performance |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 611 | Public Auditorium |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 612 | Multi-Purpose Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 613 | Dressing Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 614 | Performance Seating |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 615 | Public Performance Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 616 | Public Auditorium Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 617 | Multi-Purpose Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 620 | Gallery |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 621 | Museum |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 625 | Gallery Service |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 626 | Museum Service |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 630 | Dining Facility |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 631 | Vending Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 635 | Dining Facility Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 640 | Child Care |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 641 | Lactation Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 645 | Child Care Service |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 650 | Public Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 651 | Student Lounge |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 655 | Public Lounge Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 660 | Merchandising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 665 | Merchandising Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 670 | Recreation |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 675 | Recreation Service |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 680 | Meeting Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 682 | Video Meeting Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 685 | Meeting Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 686 | Video Meeting Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 690 | Locker Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 710 | Computing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 711 | Telecommunications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 715 | Computing Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 716 | Server Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 717 | Telecommunications Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 720 | Shop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 721 | Stores |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 722 | Physical Plant Shop |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |
| 723 | Shipping/Receiving |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 725 | Shop Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 726 | Physical Plant Shop Service |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |
| 730 | Central Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 735 | Central Storage Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 740 | Vehicle Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 745 | Vehicle Storage Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 750 | Central Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 755 | Central Service Support |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 756 | Interrogation Room |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 757 | Holding Room |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| 760 | Hazardous Materials |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |
| 765 | Hazardous Materials Service |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |
| 770 | Area Shop |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |
| 780 | Parking Structure |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 785 | Parking Structure Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 790 | Airport Hangar (0963015/16) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 795 | Airport Hangar Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 810 | Patient Bedroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 815 | Patient Bedroom Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 820 | Patient Bathroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 830 | Nurse Station |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 835 | Nurse Station Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 840 | Surgery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 845 | Surgery Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 850 | Treatment/Examination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 852 | Consultation Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 855 | Treatment/Examination Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 860 | Diagnostic Service Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 865 | Diagnostic Service Laboratory Service |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 870 | Central Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 875 | Pharmacy |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 880 | Public Waiting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 890 | Staff On-Call Facility |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 895 | Staff On-Call Facility Service |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |
| 910 | Student Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 919 | Toilet or Bath |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 920 | Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 921 | Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 922 | Living Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 923 | Study Room |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 924 | Recreational Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 925 | Meeting Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 926 | Bedroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 933 | Locker Room-Residential |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 934 | Student Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 935 | Sleep/Study Service |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 936 | Laundry |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 937 | Linen Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 938 | Furniture Storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 939 | Bike Storage |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 950 | Apartment Living Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 951 | Apartment Bedroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 952 | Apartment Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 953 | Apartment Bath |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 955 | Apartment Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 970 | House |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 971 | President's Residence |  |  |  |  |  | 90% |  |  | 10% |  |  |  |  |  |  |  |  |
| 972 | Rental House |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 973 | Farm Manager Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 974 | Visiting/Special Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 975 | Other University Residence |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 976 | Garage |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 980 | Hotel Room King |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 981 | Hotel Room Double |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 982 | Hotel Room King Parlor |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 983 | Hotel Room Double Parlor |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 984 | Hotel Room Bathroom |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 985 | Hotel Room Closet |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 986 | Hotel Housekeeping |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 987 | Hotel Fitness Area (Pool/Exercise Rms) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 988 | Hotel Fitness Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 989 | Hotel Employee Lockers |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 990 | Hotel Restaurant |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 991 | Hotel Restaurant Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 992 | Hotel Conference Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 993 | Hotel Conference Room Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 994 | Hotel Control Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 995 | Hotel Coffee Break Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 996 | Hotel Retail Shop |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 997 | Hotel Registration Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 998 | Hotel Conference Registration Desk |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 999 | Hotel Lounge |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
| 050 | Vacant Area |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 060 | Alteration or Conversion Area |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 070 | Unfinished Area |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 073 | Outdoor Facility (Gazebo/Pavilion) |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 074 | Unisex Restroom - Private |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 075 | Unisex Restroom - Public |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 076 | Men's Restroom |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 077 | Women's Restroom |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 078 | Areaway |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 079 | Patio |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 080 | Space Not to be Occupied |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 081 | Stair Tower |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 082 | Lobby |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 083 | Penthouse |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 084 | Roof Deck |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 085 | Steam Tunnel |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 086 | Pipe Chase |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 087 | Exterior Cage |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 088 | Mechanical Storage |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 089 | Overhead Doors |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 090 | Entrances |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 091 | Corridors |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 092 | Elevator Machine Room |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 093 | Mechanical Room |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 094 | Janitorial Room |  |  |  |  |  | 100[[14]](#footnote-14) |  | 1006 |  |  |  |  |  | 1006 | 1006 |  |  |
| 095 | Electrical Room |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 096 | Telecommunications Closet |  |  |  |  |  |  |  |  | 100[[15]](#footnote-15) |  |  |  |  | 1007 |  |  |  |
| 097 | Utility Room |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 098 | Elevator |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| 099 | Loading Dock |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| LIMITATIONS BY BUDGET ASSIGNMENT | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0607082 UP: MTSS (ex: 0XX spaces – NonAssign and 096 – Gen Admin) |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0603270 UP: Digital Library Technologies (ex: 0XX spaces – NonAssign and 096 – Gen Admin) |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |
|  | 0104203 UP: Sustainability Institute (all assigned spaces) |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
|  | 0104206 UP: Research Communications (all assigned spaces) |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
|  | 0603229 UP: 10010 Teach & Learning w/Technology (ex: 0XX spaces – NonAssign) |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0603222 UP: 10010 Tech Classrooms UCIF (ex: 0XX spaces – NonAssign) |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |
|  | 0603221 UP: 10010 Training Services (ex: 0XX spaces – NonAssign) |  |  |  |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |
|  | 0708292 UP: 10010 External Org Dmy (all spaces) |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
| LIMITATIONS BY BUILDING | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 0029000 Schreyer House (all spaces) |  |  |  |  |  | 901 |  |  | 101 |  |  |  |  |  |  |  |  |
|  | 0998269 (all spaces) Ctr Bldg Energy Sci & Eng |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
|  | 0999091 (all spaces) Ctr Bldg Energy Ed & Innov |  |  |  |  |  | 1001 |  |  |  |  |  |  |  |  |  |  |  |
| LIMITATIONS BY ADMINISTRATIVE [DIVISION] CODE | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 014 : University Airport (all spaces except below) includes buildings  0963010; 0963012; 0963013; 0963014; 0963015; 0963016; 0963017; 0963019; 0963020; 0963021; 0963022; 0963023; 0963024; 0963030; 0963031; |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |
|  | room types 050 – 093 & 095 - 099 |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |  |
|  | 066: Intercollegiate Athletics (all spaces) |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1001 |  |  |

Other rules: *Organized Research On Campus* should be available for assignment to University Park facilities only (greyed out for any Campus user)

*Organized Research Off Campus* assignments are for non-UP facilities

Other Institutional Activity

*Operations and Maintenance* should not be available to any UP college to select (greyed out)

*General Administration* should not be available to any UP college to select (greyed out)

*Specialized Service Facility* may only be assigned with the approval of the Manager of Cost Analysis (greyed out with note)

1. Originally published in 1996 [↑](#footnote-ref-1)
2. Major revision June 2016 [↑](#footnote-ref-2)
3. April 2018: Revisions to F&A Room Function Category instructions, incl. instructions and Crosswalk; Building Function Code changes; Improvement Category Type definitions and rules [↑](#footnote-ref-3)
4. *Improvements Other than Buildings* (IOB) are those items not physically attached to a building, but have value to the University, either monetary (maintenance required) or intrinsic. They do not include free-standing sheds. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. Definitions and methodologies have been taken from Intelligent Systems & Engineering Services (ISES) Corporation’s website. ISES Corp. is the author of Facilities Conditions Assessments for Penn State. [↑](#footnote-ref-6)
7. From *Building Inventory Definitions* [↑](#footnote-ref-7)
8. From PSU Leadership and Mission Statement [↑](#footnote-ref-8)
9. cells color-coded green indicate the only F&A category the room type can be designated. The numerical value indicates the percentage (%) to be assigned to the F&A category. [↑](#footnote-ref-9)
10. Most 320-Lunch/Lounge Area rooms will fall into the *Other Institutional Activity* category. Exceptions to this are: In the case of OPP, any room assigned to a Physical Plant budget will be categorized as *100% Operations and Maintenance* and any 320 room that has an External Organization budget assignment (0708292 UP) will be *100% Non-Assignable*. [↑](#footnote-ref-10)
11. if the room is assigned to an Auxiliary budget, the F&A category will be *100% Auxiliary*. All other budget assignments will be *100% Non-Assignable*. [↑](#footnote-ref-11)
12. All 358 Library/Reference Room, 410 Study Room, 415 Study Service, and 430 Open-stack Study Room located in a library facility/space will be classified *100% Library*. All other instances shall be categorized *100% Departmental Administration*. [↑](#footnote-ref-12)
13. If located in an academic building, the space will be categorized as *100% Instruction*. If located in a Library facility/space, categorize as *100% Library*. 410 Study Room and 415 Study Services located in a dormitory shall be categorized as *100% Student Services*. [↑](#footnote-ref-13)
14. This room type will be classified depending on the budget assignment *100% Operations and Maintenance* (all instances, except the following: *100% Non-Assignable* (0708292 UP – External Org Dmy), *100% Auxiliary* or *100% Other Institution Activity*). [↑](#footnote-ref-14)
15. All 096 Telecommunications Closets are categorized *100% General Administration*, unless assigned to budget 0708292 UP – External Org Dmy, then, *100% Non Assignable*. [↑](#footnote-ref-15)