

APPENDIX N

FACILITIES FREQUENTLY ASKED QUESTIONS

1. Alumni offices and associations – *How is this space treated?*

Institutions must maintain some form of alumni offices to keep records of graduates as required by accrediting agencies. This Functional Category Code is Alumni Records (66). When alumni offices also coordinate activities of an alumni association and direct fundraising campaigns, the Functional Category Code is prorated Independent Operations/Institutional (91) and CIP is Alumni Relations (817500).

2. Chapels – *How are they coded?*

A chapel is a devotional facility, and the Space Use Code is Assembly (610). Associated rooms are coded according to their actual use, usually Office (310), Conference Room (350), etc. The Functional Category Code is Social and Cultural Development (52) if under the institution's control. If the chapel is not under the institution's control nor housed by the institution, it is not inventoried.

3. Clinics: non-health care and health care – *How are they coded?*

A Clinic (540) Non-Health Professions room may be assigned many appropriate CIP and Functional Category Codes. For example, a Clinic (540) Non-Health Professions may be to diagnose learning disabilities in pre-school children and assigned Learning and Language Disabilities (131011) and General Academic Instruction (11) if it is part of an instructional program in the college of education. Health care facilities may be in student health care centers, medical centers, teaching hospitals, or veterinary facilities. Clinics are non-E&G unless used for General Instruction (11), Vocational Technical Instruction (12), Occupation-related Instruction (15), Institutes and Research Centers (21), or Individual or Project Research (22).

4. Classrooms that serve several disciplines – *How are they coded?*

All Classrooms (110), regardless of use, are General Use (000000) with Instruction Functional Category Codes (11-18). Classrooms may be coded with one or more of these codes depending on the proportionate functions of the room. Listed below are Space Use Codes that may need to be considered if the space is part of a particular instructional program:

- Media Production (530) becomes Laboratory (210, 220, or 230)
- Assembly (610) becomes Classroom (110)
- Central Computer or Telecommunication Service (710) becomes Laboratory (210, 220, or 230)
- Shop (720) becomes Laboratory Service (215, 225, 235, or 255)
- Central Storage (730) becomes Classroom or Laboratory Service (115, 215, 225, etc.)

5. Columns, chases, and other architectural features in a room – *How are these measured?*

Measure the room's dimensions from wall surface to opposite wall surface and do nothing

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about such features. (Ignore--do not add or subtract these dimensions.)

6. Conference Rooms, Meeting Rooms, Classrooms, Demonstration Rooms, and Assembly Rooms – *What is the difference?*

Conference Rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses.

Meeting Rooms (680) are non-office and not classroom related. They serve a variety of purposes, such as for student organizational meetings.

Classroom (110) is used for regularly scheduled instruction that requires no special equipment. The traditional Classroom was a room with a chalkboard at the front and rows of chairs or desks for students. Modern classrooms often are amphitheatres with fixed seating and special multimedia or telecommunication equipment. Lecture rooms, seminar rooms, and lecture/demonstration rooms are considered Classrooms for inventory purposes even if they have a lab table at the front for demonstrations.

Demonstration (550) is designed for the practice of certain disciplines, such as teaching, nursing, and home economics.

Assembly (610) is designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, non-instructional lectures, etc., including limited use for scheduled instruction. While some lecture halls are designed like auditoriums, they are Classrooms (110) if they are regularly scheduled for instruction.

7. Day care centers – *How is this space coded?*

The Space Use Codes are Day Care (640) and Day Care Service (645). If a Day Care facility is institutionally controlled or housed, the Functional Category Code is Auxiliary Services (55) or Faculty and Staff Auxiliary Services (65). If the Day Care facility is part of the instructional program, the Space Use Code is Demonstration (550) and the Functional Category Code is Instruction (11 or 12).

8. Dean's offices – How are they coded?

Most deans' areas of authority can be matched with a CIP listed in Appendix C. Space for a dean of education is assigned Education, General (130101). The Multi/Interdisciplinary Studies listing provides several CIPs for deans. For instance, the dean of a graduate school may be assigned Deans-Interdisciplinary (497600). The Functional Category Code for all academic deans is Academic Administration (46).

Note that some institutions use the title "dean" for vice-presidential classified positions, and the CIP Central Operations (810000 series) must be assigned.

9. Departmental libraries – *How are they coded?*

Departmental libraries are not designated. They are assigned the appropriate CIP and Functional Category Codes. If staffing and administration is under the control of the main library and/or its major branches, the space is Library Service (41).

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10. Departmental research – *How are these areas coded?*

Departmental research space is Functional Category Code Individual or Project Research (22) in most cases. The CIP is determined by its academic discipline.

11. Dividing one room into two or more rooms – *How is the inventory updated?*

If the old room number is retained for one of the new spaces, changes to the dimensions, as well as any other new data for the original record, must be reported. The new rooms within the divided room are separately numbered (perhaps with letter suffix) and added to the inventory as new rooms. If the original room number is dropped, that room is deleted from the inventory and the subdivided spaces are added as new room records.

12. Faculty assigned to library study rooms – *How are faculty study rooms treated?*

Faculty study rooms in libraries are Library Service (41), although they are restricted to faculty use. However, if a faculty member is assigned such a room as a main office, the Space Use Code is Office (310), and it is assigned the appropriate CIP and Functional Category Code.

13. Fraternity/sorority houses and dormitories – *How are these treated?*

Rooms in fraternity and sorority houses that are university facilities are Functional Category Code Student Auxiliary Services (55) and CIP (733000), and the appropriate Space Use Code Residential Facilities (900 series). University owned dormitories only need to be included in the building inventory since their assignable room space is automatically calculated at 60 percent. If the facility is not budgeted through or controlled by the university, it is not included in the inventory.

14. HVAC Plants – *How are they coded?*

Only assignable space in these type facilities should be coded with the appropriate Space Use Code such as Office (310), Locker Room (690), etc. All rooms that are part of plant operations are Functional Category Code Utilities (74). Note that a major portion of the space in these types of facilities house machinery and may be classified by Space Use Code Mechanical Area (YYY) and Functional Category Code Mechanical Areas (03), which is non-assignable space.

15. Improvements and infrastructure – *How are open parking lots, tennis courts, playing fields, outdoor swimming pools, and tracks treated?*

This manual deals only with procedures for describing buildings and rooms. The authors recognize that a building and room inventory may not constitute the full range of institutional facilities and recommends that when such additional information is desired, the institution develop its own codification scheme for its purpose.

16. Interview rooms – *How are these treated?*

Interview rooms are considered Space Use Code Office Service (315). Functional Category Code is determined by activity in the room. Examples of Functional Category Codes are

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Placement and Career Guidance (53), Financial Aid Administration (54), and General Administrative and Logistical Service (63).

17. Lounges, circulation/lobby areas, and public waiting – *How are these Space Use Codes distinguished?*

Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A Lounge (650) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting (880) is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area (WWW), such as stairs or hallways, are considered non-assignable space and are optional to report. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Space Use Code should be chosen and inventoried. The judgment here is based on primary function or predominant use.

18. Offices that serve many clients – *How are they coded?*

The distinction among its type of clients and activities are by CIP and Functional Category Codes that may be prorated.

19. Police or campus security space – *What are the Space Use Codes for holding cells, interview rooms, and armories associated with this type of space?*

Holding cells, interview rooms, and armories are considered to be Space Use Code Office Service (315) or Conference Room Service (355).

20. Publication space – *How is its Functional Category coded?*

If the control and/or direct supervision of a campus publication is with institutional administration, i.e., university press, public relations office, etc., the Functional Category Code is General Administration and Logistical Services (63). However, if the activities are under the auspices of a journalism department, the publication is likely a result of laboratory assignments and the appropriate academic CIP, Space Use Code, and Functional Category Codes are assigned. If the space is neither, Functional Category Code is Social and Cultural Development (52).

21. Registrar's Office, Student Recruitment and Admissions, and Student Records – *At some institutions, Student Recruitment and Admissions (67) and Student Records (68) are functions of the registrar's office. In these cases, how is the space coded?*

If the registrar's suite of offices has separate offices for separate functions, the Functional Category Code may be determined by the function. If these functions are not separate, either code may be used or it may be prorated.

22. Space Use Code for a room with a combination of purposes – *How is this coded?*

The Space Use Code is determined by design and predominant use combined, but primarily by design. Once the Space Use Code is selected, it does not change because of occasional

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atypical use. It changes only if its whole character is changed by redesign or if its primary use changes. A room with a basic design that is regularly scheduled for instructional use would be identified with Space Use Code Classroom (110). On the other hand, a room with a lab may be coded as a Class Lab (210), a Special Class Lab (220), or a Non-Class Lab (250), but only one code may be used at a time as determined by its primary use (the predominant portion of the time used). The CIP and Functional Category Code may be prorated but not the Space Use Code.

23. Functional Category Code proration – *What is the best method to determine proration of use?*

To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Functional Category Code as primary, secondary, and remaining use.

24. Shipping and receiving – *How are loading platforms treated?*

Generally, a receiving area is considered Space Use Code Circulation Areas (WWW), which is non-assignable space and optional to report. If the receiving area is also used for storage and part of a central warehouse, it is Space Use Code Central Storage (730). A departmental receiving area used for storage is considered a service room, such as Office Service (315), Class Lab Service (215), etc.

25. Student unions and other student activity centers – *How is space in these type facilities reported?*

In general, Space Use Codes for student activities are Office (300 series) and General Use (600 series). Social and Cultural Development (52) is the appropriate Functional Category Code for student organizations, recreational activities, and cultural activity areas.

26. Toilets: public and private – *What is the difference?*

Public toilets are accessible to all persons using a building and considered non-assigned space. If reported on the inventory, they are assigned CIP General Use (000000), Space Use Codes (M10, W10, or U10), and Functional Category Code Public Rest Room (05). If the use of a toilet is restricted to a certain group or individual, it is a private toilet and considered a service area, such as Office Service (315) or Class Lab Service (215), and is considered assignable space. If a bath/toilet adjoins a patient bedroom in a health care facility, it is Space Use Code Patient Bath (820), assignable space.

27. A room is designed as a science lab and it is assigned to the chemistry department. Its Space Use Code is in the 200 series and its CIP is 400501. If the chemistry department determines that the laboratory is regularly scheduled for classes, the specific Space Use Code Class Laboratory (210) and the Functional Category Code General Academic Instruction (11) are used.

28. Parking garages – *Are institutions that code parking garages as Vehicle Storage Facility*

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(740) being unfairly credited with assignable area as opposed to institutions with open parking lots?

Only garages, bays, or multi-level structures for storage of institutional vehicles are E&G NASF space. These areas are coded Functional Operations (CIP 820000 series) or Maintenance Operations (CIP 830000 series), Vehicle Storage Facility (740); and General Administration and Logistical Services (63) or Physical Plant Operations (70 series). Structures that serve students, faculty, staff, and the general public for their private vehicles should be coded as above, except the Functional Category Code is Independent Operations/Institutional (91), non-E&G NASF.

29. Renovations – *How is the inventory updated when assignable space becomes unusable due to a renovation project?*

Either building or room records may be modified to indicate renovations. If the entire building is unusable due to a current major renovation, Building Type Renovations (R) will temporarily exclude it from assignable space. Space Use Code Alteration/Conversion Area (060) will exclude a room record from assignable space on a temporary basis for conversions or renovations. When the conversion is complete and the space is ready to be occupied, the record(s) must be updated to reflect its current information.

30. Indoor Spectator seating – *How is this treated?*

If building space has non-movable spectator seating for intercollegiate athletics, it is coded Intercollegiate Athletics (CIP 720000 series), Athletic Facilities Spectator Seating (523), and Intercollegiate Athletics (56). If the seating is for recreational or intramural events, it is coded Recreation (714000) or Intramural Athletics (715000), and Social and Cultural Development (52). If spectator seating is the fold-up type, such space within a room is not inventoried separately. Outdoor spectator seating is not inventoried.

31. Interior Corridors – *How are they coded?*

If they are private circulation areas (restricted, nonpublic access), they are generally classified as assignable Office Service (315), Laboratory Service (215, 225, 255), Animal Facilities Service (575), etc.