

## FACILITIES ROOM INVENTORY REPORT CBM011

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCEC 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit <http://www.txhighereddata.org/ReportingManuals.cfm> to view the appendices.

### Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

### Rooms to be Included

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

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### Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

### Addition of Rooms

The addition of rooms should be reported on an on-going basis.

### CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at <http://www.txhighereddata.org/Interactive/CIP/>. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

### Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

### Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with "0". For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room's predominant use or physical characteristics have been changed and/or remodeled.

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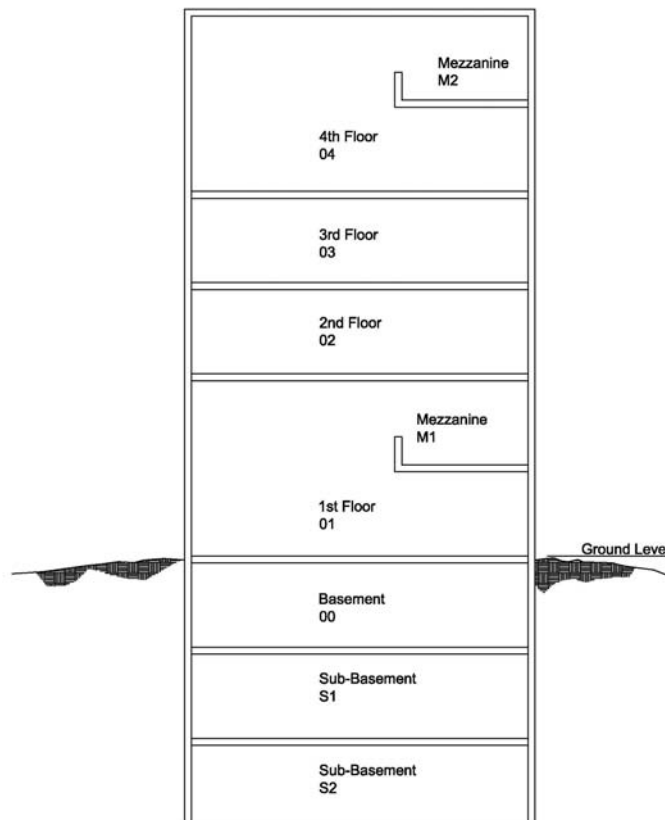
Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service code should be used. Support or service space is identified by Space Use Codes ending with "5".

### Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room's function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

### Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as '00'. Sub-basements should be coded with an 'S' in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an 'M' in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.



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INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

- Item #1 Record Code. Always enter 'R'.
- Item #2 Institution Code. Enter the FICE code of the institution. See Appendix A.
- Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

- Item #4 Building Number. Enter the assigned building number.
- Item #5 Room Number. Enter the assigned room number.
- Item #6 Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.
- Item #7 Omitted.
- Item #8 Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.
- Item #9 Primary Functional Category Code. Enter the primary functional category code. See Appendix G.
- Item #10 Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.
- Item #11 Room Area. See Glossary of Facilities Terms (Appendix I).
- Item #12 Omitted.
- Item #13 Omitted.
- Item #14 Omitted.
- Item #15 Omitted.
- Item #16 Omitted.
- Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.
- Item #18 Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

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Item #19 Omitted.

Item #20 Secondary Functional Category Code. Enter the secondary functional category code. See Appendix G.

Item #21 Secondary CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.

Item #22 Remaining CIP Code. Enter the remaining CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #23 Omitted.

Item #24 Remaining Functional Category Code. Enter the remaining functional category code. See Appendix G.

Item #25 Remaining CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.

Item #26 Record Identification. Always enter '11'.

Item #27 Floor. Optional. Floor number (01, 02, 03, etc.)

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary <u>Functional Category</u> Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary <u>Functional Category</u> Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining <u>Functional Category</u> Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'R'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Must match CBM014
5. Room Number	N/A	Special characters
6. Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7. Omitted		
8. Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9. Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #6 filled
10. Primary CIP Percent	N/A	Not numeric if Item #6 filled
11. Room Area	N/A	Not numeric if Item #6 filled
12. Omitted		
13. Omitted		
14. Omitted		

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<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
15. Omitted		
16. Omitted		
17. Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18. Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19. Omitted		
20. Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #18 filled
21. Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22. Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23. Omitted		
24. Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #22 filled
25. Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26. Record Identification	N/A	Any value except '11'
27. Floor (optional)	N/A	N/A

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SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 750 – 755	Central Food Store and Central Food Store Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men’s, Unisex, and Women’s public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree

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	curriculum
Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

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 CBM011 Room EDIT SUMMARY FROM RunDate: 09/15/2009 Time: 18:15:08  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	36	0	0
ITEM 2 Inst. Code	36	0	0
ITEM 3 Report Year	36	0	0
ITEM 4 Building Number	35	0	1
ITEM 5 Room Number	35	0	1
ITEM 6 Primary CIP Code	36	0	0
ITEM 8 Space Use Code	36	0	0
ITEM 9 Primary Funct Cat Code	36	0	0
ITEM 10 Primary CIP Percent	36	0	0
ITEM 11 Room Area	36	0	0
ITEM 17 Student Station Capacity	36	0	0
ITEM 18 Secondary CIP Code	36	0	0
ITEM 20 Secondary Funct Cat Code	36	0	0
ITEM 21 Secondary CIP Percent	36	0	0
ITEM 22 Remaining CIP Code	36	0	0
ITEM 24 Remaining Funct Cat Code	36	0	0
ITEM 25 Remaining CIP Percent	36	0	0
ITEM 26 Record Identification	36	0	0
ITEM 27 Floor	36	0	0

TOTAL Report Records	36		
CONTROL TOTAL	36	DISCREPANCY	0
Total Recs on Db	36		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	1		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Error Other	3		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	35		
Total Rejected Records	0		



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TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

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Building Size and Cost Data

BUILDING NUMBER	BUILDING NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N	W	O	Y	N
							D	N	C	P	S
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018	MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019	INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020	PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
0024	CLARK STUDENT CENTER	70,890	0	0	1951	1	1	1	1	3	3
0025	MOFFETT LIBRARY	93,676	59,181	58,484	1964	3	1	1	1	1	3
0026	KILLINGSWORTH HALL	68,658	41,195	0	1965	6	1	1	1	6	3
0027	RESIDENCE HALL MECHANICAL BUILDING	1,296	0	0	1965	1	1	1	1	4	3
0029	PIERCE HALL	49,913	29,948	0	1966	3	1	1	1	6	3
0030	FAIN HALL	8,060	5,766	0	1945	2	1	1	1	9	3
0031	VINSON HEALTH CENTER	3,108	1,804	0	1949	1	1	1	1	3	2
0032	CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0044	SIKES HOUSE	9,626	5,776	0	1938	3	1	1	1	7	2
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047	CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	1	4	2
0048	MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049	SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2

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0051 MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053 BEAWOOD-O'DONOHUE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054 UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055 BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056 HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2
0057 SEISMOMETER BUILDING	144	0	0	2003	1	1	1	1	1	2
0060 SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
TOTALS	1,080,064	483,853								

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TEXAS HIGHER EDUCATION COORDINATING BOARD

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PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
003304 LONE STAR UNIVERSITY  
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CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES  
NET

FUNCTION	ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

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 PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
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 TOTAL CAMPUS SPACE BY ROOM TYPE

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TYPE OF ROOM	NASF	E&G NASF
110 CLASSROOM	28,730	28,730
115 CLASSROOM SERVICE	916	916
SUBTOTAL	29,646	29,646
210 CLASS LABORATORY	7,857	7,857
215 CLASS LABORATORY SERVICE	213	213
220 SPECIAL CLASS LABORATORY	2,996	2,996
225 SPECIAL CLASS LABORATORY SERVICE	1,789	1,191
230 INDIVIDUAL STUDY LABORATORY	678	678
235 INDIVIDUAL STUDY LABORATORY SVC.	0	0
SUBTOTAL	13,533	12,935
250 NON-CLASS LABORATORY	1,493	1,493
255 NON-CLASS LABORATORY SERVICE	173	173
SUBTOTAL	1,667	1,667
OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY		
310 OFFICE	49,250	41,512
315 OFFICE SERVICE	9,107	5,337
350 CONFERENCE ROOM	5,623	581
355 CONFERENCE ROOM SERVICE	343	343
SUBTOTAL	64,323	47,773
OFFICE SPACE WITH 41 ROOM USE-LIBRARY		
310 OFFICE	4,095	4,095
315 OFFICE SERVICE	547	547
350 CONFERENCE ROOM	326	326
355 CONFERENCE ROOM SERVICE	0	0
SUBTOTAL	4,968	4,968
410 READING/STUDY ROOM	9,986	9,124
420 STACK	10,141	10,141
430 OPEN STACK STUDY ROOM	31,209	31,063
440 PROCESSING ROOM	1,063	1,063
455 STUDY SERVICE	1,272	964
SUBTOTAL	53,671	52,355
510 ARMORY	0	0
515 ARMORY SERVICE	0	0



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770	CENTRAL SUPPORT	0	0
775	CENTRAL SUPPORT SERVICE	0	0
	SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM	272	0
815	PATIENT BEDROOM SERVICE	0	0
820	PATIENT BATH	0	0
830	NURSE STATION	0	0
835	NURSE STATION SERVICE	0	0
840	SURGERY	0	0
845	SURGERY SERVICE	0	0
850	TREATMENT/EXAMINATION	339	0
855	TREATMENT/EXAMINATION SERVICE	0	0
860	DIAGNOSTIC SUPPORT LABORATORY	0	0
865	DIAGNOSTIC SUPPORT LAB SERVICE	0	0
870	HEALTH CARE SUPPLIES	0	0
880	PUBLIC WAITING	308	0
890	STAFF ON-CALL FACILITY	0	0
895	STAFF ON-CALL FACILITY SERVICE	592	0
	SUBTOTAL	1,510	0
910	SLEEP/STUDY WITHOUT TOILET/BATH	0	0
919	TOILET/BATH	0	0
920	SLEEP/STUDY WITH TOILET/BATH	108,440	0
935	SLEEP/STUDY SERVICE	0	0
950	APARTMENT	0	0
955	APARTMENT SERVICE	0	0
970	HOUSE	21,719	0
	SUBTOTAL	130,160	0
		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINISHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0
	TOTAL	NON-SASF	NASF
		29,815	454,038
			E&G NASF
			264,689

Univ. Facilities Room Inventory Report (CBM011)

Edit00v00

TEXAS HIGHER EDUCATION COORDINATING BOARD  
 PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2009  
 003304 LONE STAR UNIVERSITY  
 PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD

Page 1

09/15/2009 06:15:10

BUILDING NUMBER NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION									
0004 BRIDWELL HALL	0	0	0	0	0	0	0	0	0
0007 FERGUSON HALL	0	0	0	0	0	0	0	0	0
0010 MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0011 FAIN FINE ARTS CENTER	0	0	0	0	0	0	0	0	0
0012 DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013 FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015 BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018 MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019 INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020 PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021 MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022 ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0023 BOLIN HALL	0	0	0	0	0	0	0	0	0
0024 CLARK STUDENT CENTER	0	0	0	0	0	0	0	0	0
0025 MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026 KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0027 RESIDENCE HALL MECHANICAL BUILDING	0	0	0	0	0	0	0	0	0
0029 PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030 FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031 VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032 CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033 TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035 PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036 OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037 SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038 PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039 SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0044 SIKES HOUSE	0	0	0	0	5,776	0	0	5,776	0
0045 GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046 ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047 CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048 MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049 SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051 MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052 JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053 BEAWOOD-O'DONOHUE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054 UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055 BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056 HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0057 SEISMOMETER BUILDING	0	0	0	0	0	0	0	0	0

Univ. Facilities Room Inventory Report (CBM011)

0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	0	0	508	0
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976		169,956
REMODELING A CONDITION											
0001	HARDIN ADMINISTRATION BLDG	0	0	0	0	0	0	0	0	0	0
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079	
0006	MEMORIAL BUILDING	0	0	0	0	0	0	0	0	0	
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662	
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991	
0050	BRIDWELL COURTS	0	0	0	0	13,346	0	0	13,346	0	
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733	
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689	



## FACILITIES BUILDING INVENTORY REPORT CBM014

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at <http://www.txhighereddata.org/ReportingManuals.cfm>.

### Addition of Buildings

The addition of buildings should be reported on an on-going basis.

### Building Demolition

## Univ. Facilities Building Inventory Report (CBM014)

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

### Exclusions

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

### Basis for Building Measurement

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

### **NOTES:**

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

Univ. Facilities Building Inventory Report (CBM014)

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

Item #1 Record Code. Always enter 'B'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

**BUILDING IDENTIFICATION**

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

Item #4 Building Number. Enter the assigned building number.

Item #5 Building Name. Enter the assigned name of the building.

Item #6 Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.

Item #7 Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.

Item #8 Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.

Item #9 Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.

Item #10 Omitted.

Item #11 Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Item #12 Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, and assignable attic space. Example: 9 floors = 09.

Item #13 Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.

Item #14 Omitted.

Item #15 Omitted.

Item #16 Omitted.

Item #17 Record Identification. Always enter '14'.

Item #18 Zip Code. Enter the five-digit zip code of the building's **physical** address.

Univ. Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 'B'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always '14'	106	2
Item #18	Zip Code	108	5

Univ. Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
1. Record Code	N/A	Any value except 'B'
2. Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3. Report Year	N/A	Must match value in header record
4. Building Number	N/A	Special characters
5. Building Name	N/A	Blank
6. Condition Code	N/A	Any value except 1 thru 7
7. Ownership Code	N/A	Any value except 1 thru 8
8. Location Code	N/A	Any value except 1 thru 3
9. Type Code	N/A	Any value except 1 thru 9, H, or R
10. Omitted		
11. Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12. Number of Floors	Value greater than 25	Non-numeric; value less than 00
13. Gross Area	N/A	Value less than 0000000
14. Omitted		
15. Omitted		
16. Omitted		
17. Record Identification	N/A	Any value except '14'
18. Zip Code	N/A	Not on zip code file

Univ. Facilities Building Inventory Report (CBM014)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1  
 CBM014 Building EDIT SUMMARY FROM RunDate: 08/23/2009 Time: 10:20:24  
 LONE STAR UNIVERSITY 003304 ANNUAL 2009

	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 RecordCode	47	0	0
ITEM 2 Inst. Code	47	0	0
ITEM 3 Report Year	47	0	0
ITEM 4 Building Number	45	0	2
ITEM 5 Building Name	47	0	0
ITEM 6 Building Condition Code	47	0	0
ITEM 7 Building Ownership Code	47	0	0
ITEM 8 Building Location Code	47	0	0
ITEM 9 Building Type Code	47	0	0
ITEM 11 Initial Occupancy Year	47	0	0
ITEM 12 Number of Floors	47	0	0
ITEM 13 Gross Area	47	0	0
ITEM 17 Record Identification	47	0	0
ITEM 18 Zip Code	47	0	0

TOTAL Report Records	47		
CONTROL TOTAL	47	DISCREPANCY	0
Total Recs on Db	47		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	2		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	45		
Total Rejected Records	0		





APPENDIX C

2000 CIP CODES IN NUMERIC ORDER

SUBJECT MATTER CONTENT (Texas CIP) CODES

Code Explanation

**FOR FACILITIES REPORTS** (CBM011 AND CBM014)

In addition to the ten-digit Subject Matter Content (Texas CIP) Codes that are used in identifying degrees, declared majors, semester credit hours, and courses on the Course Inventory, the Coordinating Board has assigned unique six-digit CIP codes to identify administrative and support functions at Texas higher education institutions and the Texas A&M University System Service Agencies. These Coordinating Board CIP codes include non-degree functions (i.e., management operations, intercollegiate athletics, and general service functions for students) and are appended to Appendix C under "Additional Six-digit Specialized Codes for Facilities Use Only" (see page C.30).

Questions regarding six-digit CIP codes for facilities should be directed to the Division of Planning and Accountability, P. O. Box 12788, Austin, Texas 78711, Telephone (512) 427-6130.

**Additional Six-Digit Specialized Codes for Facilities Use Only**

<b>00</b>	<b>General Use</b>	721500	Swimming
000000	Instructional Classroom (Space Use 110-115)	721600	Tennis
		721700	Track and Field
		727000	Volleyball
<b>71</b>	<b>Student Development</b>	729999	Intercollegiate Athletics, Other
711000	Student Activities		
712000	Cultural Events	<b>73</b>	<b>Supporting Facilities</b>
713000	Student Organizations	731000	Food Service
714000	Recreation	732000	Health Service
715000	Intramural Athletics	733000	Housing Service
719000	Placement Service	734000	Retail Service - Concessions, i.e., Bookstore
719100	Student Financial Aid		Child Care Service
719200	General Student Services	737000	Administrative Supporting Facility, Other
<b>72</b>	<b>Intercollegiate Athletics</b>	739900	Supporting Facility, Other
720000	Intercollegiate Athletics, General	739999	
720100	Baseball	<b>74</b>	<b>Special Student Services</b>
720200	Basketball	741000	Veterans
720600	Football	742000	Foreign Students
720700	Golf	743000	Economically Disadvantaged
720800	Gymnastics	744000	People with Disabilities
720900	Ice Hockey	745000	Student Services, Other
721400	Soccer		

APPENDIX C

2000 CIP CODES IN NUMERIC ORDER

<b>81</b>	<b>Central Operations</b>	825000	Communication and Services
811000	Executive Director, General	826000	Transportation Services
811100	Office, Board of Regents or Directors	827000	Measurement and Evaluation
811200	Office, President, or Chancellor	827100	Computer Services, Administrative
811300	Office, Executive Vice President, or Vice Chancellor	829900	Functional Operations, Other
811400	Office, Vice President Academic Affairs	<b>83</b>	<b>Maintenance Operations</b>
811500	Office, Vice President Student Affairs	831000	Utility Plants
812000	Planning and Programming	832000	Building Maintenance
813000	Legal Services	833000	Grounds Maintenance
814000	Fiscal Control	834000	Custodial Services
815000	Investments	839100	Traffic and Security
816000	Administrative Support	839200	Fire Protection
816500	Space Management	839300	Construction and Maintenance, General
817000	Environmental Health and Safety	839400	Furnishings Maintenance and Equipment Inventory
817500	Alumni Relations	839500	Physical Plant Operations
818000	Community Relations	839900	Maintenance Operations, Other
818500	Development	<b>84</b>	<b>General Health</b>
818600	Office, Vice President Personnel, and Administration	841000	General Health Science Centers
818700	Office, Vice President Graduate Studies	<b>999999</b>	<b>Unknown Use</b>
818800	Office, Vice President Health Affairs		
818900	Office, Vice President Research		
819000	Office, Vice President University Relations		
819900	Central Operations, General		
<b>82</b>	<b>Functional Operations</b>		
821000	Fiscal Operations		
822000	Student Admissions and Records		
823000	Employee Personnel and Records		
824000	Purchasing and Materials		

## APPENDIX F

### SPACE USE CODES

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

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

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

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

#### **Classroom Facilities**

- 110 Classroom<sup>2,3</sup>
- 115 Classroom Service<sup>2</sup>

#### **Laboratory Facilities**

- 210 Class Laboratory<sup>3</sup>
- 215 Class Laboratory Service
- 220 Special Class Open Laboratory<sup>3</sup>
- 225 Special Class Open Laboratory Service
- 230 Individual Study Laboratory
- 235 Individual Study Laboratory Service
- 250 Research/Non-Class Laboratory
- 255 Research/Non-Class Laboratory Service

#### **Office Facilities**

- 310 Office
- 315 Office Service
- 350 Conference Room<sup>3</sup>

- 355 Conference Room Service

#### **Study Facilities**

- 410 Reading/Study Room<sup>3</sup>
- 420 Stack
- 430 Open-Stack Study Room<sup>3</sup>
- 440 Processing Room
- 455 Study Service

#### **Special Use Facilities**

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 523 Athletic Facilities Spectator Seating<sup>1</sup>
- 525 Athletic or Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic (Non-Health Professions)
- 545 Clinic Service (Non-Health Professions)

## APPENDIX F

### SPACE USE CODES

550 Demonstration  
555 Demonstration Service  
560 Field Building  
570 Animal Quarters Facilities  
575 Animal Quarters Facilities Service  
580 Greenhouse  
585 Greenhouse Service  
590 Other (All Purpose)

#### **General Use Facilities**

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

#### **Supporting Facilities**

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

#### **Health Care Facilities**

810 Patient Bedroom  
815 Patient Bedroom Service  
820 Patient Bath  
830 Nurse Station  
835 Nurse Station Service  
840 Surgery  
845 Surgery Service  
850 Treatment/Examination Clinic  
855 Treatment/Examination Clinic Service  
860 Diagnostic Support Service Laboratory  
865 Diagnostic Support Service Laboratory  
Service Support  
870 Health Care Central Supplies  
880 Public Waiting  
890 Staff On-Call Facility  
895 Staff On-Call Facility Service

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

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

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

050 Inactive Area  
060 Alteration or Conversion Area  
070 Unfinished Area

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

M10 Men's Public Rest Rooms  
U10 Unisex Restroom  
W10 Women's Public Rest Rooms  
WWW Circulation Area  
W01 Bridge/Tunnel  
W02 Elevator  
W03 Escalator  
W04 Loading Dock

## APPENDIX F

### SPACE USE CODES

W05	Lobby	X04	Trash Room
W06	Public Corridor	YYY	Mechanical Area
W07	Stairway	Y01	Central Utility Plant
XXX	Building Service Area	Y02	Fuel Room
X01	Custodial Supply Closet	Y03	Shaft
X02	Janitor Room	Y04	Trash Room
X03	Public Rest Room	ZZZ	Structural Area

<sup>1</sup> *Non-E&G space*

<sup>2</sup> *CIP Code 000000 required*

<sup>3</sup> *Student Station Capacity required*

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

### **100 Classroom Facilities**

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

#### **110 Classroom**

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

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

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

*Limitations:* This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are

## APPENDIX F

### SPACE USE CODES

distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series).

#### **115 Classroom Service**

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

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

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

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

#### **200 Laboratory Facilities**

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old "wet lab" experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space. Laboratory facilities can be subdivided into three categories: class, special class, and research/non-class laboratory. A class laboratory is used for regularly scheduled instruction. A special class laboratory supports instruction but is informally scheduled, or unscheduled (open). A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge.

#### **210 Class Laboratory**

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

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requirements, and/or there is a formal convener present.

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

Note: Student Station Capacity is required.

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

#### **215 Class Laboratory Service**

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

*Description:* Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunication control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

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

#### **220 Special Class Laboratory**

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

*Description:* A special class laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of

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students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as a special class laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

Note: Student Station Capacity is required.

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

#### **225 Special Class Laboratory Service**

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

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

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

#### **230 Individual Study Laboratory**

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

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

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

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

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

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

*Definition:* A space used for laboratory experimentation, research, or training in research

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methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

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

*Limitations:* Student practice activity rooms should be classified under Special Class Laboratory (220) or Individual Study Laboratory (230). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water, or environmental testing rooms) that are part of an institution’s Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled (practice), Special Class Laboratories (220). Such performing arts (and other science and non-science) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Non-class Laboratory (250) category.

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

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

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

*Limitations:* Does not include service spaces that support a Classrooms (see 115), Class Laboratory (see 215), or Special Class Laboratory (see 225). Animal Facilities (570),

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Greenhouse (580), and Central Service (750) facilities are categorized separately.

#### **300 Office Facilities**

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

##### **310 Office**

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

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

*Limitations:* Any other spaces, such as art studios, printing shops, study rooms, classrooms, research/non-class laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a space with a computer intermittently used by one or more people having a separately assigned office should be coded as Office Service (315). A combination office, studio, or research/non-class laboratory should be coded according to its primary use if multiple space use codes with pro-rations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

##### **315 Office Service**

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

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

*Limitations:* Waiting, interview, and testing spaces are included as Office Service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges that serve specific office areas and that are not generally available to the public should be coded as Office Service (315).

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Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750). Does not include Unit Storage (780).

#### **350 Conference Room**

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

*Description:* A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.

Note: Student Station Capacity is required.

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

#### **355 Conference Room Service**

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

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

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

#### **400 Study Facilities**

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

#### **410 Study Space**

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

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

Note: Student Station Capacity is required.

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

#### **420 Stack**

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

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

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

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

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

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

Note: Student Station Capacity is required.

*Limitations:* Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study

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seating area, should be coded Stack (420).

#### **440 Processing Room**

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

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

*Limitations:* Areas that serve as both office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service type spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

#### **455 Study Service**

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

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

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

### **500 Special Use Facilities**

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

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

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

*Description:* Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or

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equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

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

#### **515 Armory Service**

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

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

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

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

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

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

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

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

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

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

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

Note: This is non-Educational and General Space.

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

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

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

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

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

#### **530 Media Production**

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

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

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

#### **535 Media Production Service**

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

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

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

#### **540 Clinic**

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

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

Note: This is Non-Health Professions space.

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

#### **545 Clinic Service**

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

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

Note: This is Non-Health Professions space.

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

#### **550 Demonstration**

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

*Description:* The key criterion here is practice activity within an instructional program that closely simulates a real world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses when these facilities are used for practice as a part of postsecondary training or instruction.

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

#### **555 Demonstration Service**

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

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

*Limitations:* Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

#### **560 Field Building**

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

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

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

*Limitations:* Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

#### **570 Animal Facilities**

*Definition:* A space that houses laboratory animals used for research and/or instructional purposes.

*Description:* Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

*Limitations:* Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of

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animals (see Treatment/Examination Clinic-850).

#### **575 Animal Facilities Service**

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

*Description:* Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

*Limitations:* Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

#### **580 Greenhouse**

*Definition:* A building or space, usually enclosed chiefly by glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

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

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

#### **585 Greenhouse Service**

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

*Description:* Includes equipment or materials storage areas and rooms generally called Hothouses and head-houses.

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

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

*Definition:* A category of last resort.

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

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

### **600 General Use Facilities**

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

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general meetings, and day care) for the institutional and participant community populations.

#### **610 Assembly**

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

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

Note: Student station capacity is required.

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

#### **615 Assembly Service**

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

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

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

#### **620 Exhibition**

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

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

*Limitations:* Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in

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hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

#### **625 Exhibition Service**

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

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

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

#### **630 Food Facility**

*Definition:* A space used for eating.

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

Note: This is non-Educational and General Space.

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

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

#### **635 Food Facility Service**

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

*Description:* Includes kitchens and other preparation areas, cold storage and freezer

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refrigeration rooms, dishwashing rooms, food-serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Note: This is non-Educational and General Space.

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

#### **640 Day Care**

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

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

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

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

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

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

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

#### **650 Lounge**

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

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

*Limitations:* A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as non-assignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a non-assignable lobby in placement, use, and intent. A Lobby (WWW or W05) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

#### **655 Lounge Service**

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

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

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

#### **660 Merchandising**

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

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

Note: This is non-Educational and General Space.

*Limitations:* Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general

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use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

#### **665 Merchandising Service**

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

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

Note: This is non-Educational and General Space.

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

#### **670 Recreation**

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

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

Note: This is non-Educational and General Space.

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

#### **675 Recreation Service**

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

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that facility.

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

Note: This is non-Educational and General Space.

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

#### **680 Meeting Room**

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

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

Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

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

#### **685 Meeting Room Service**

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

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

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

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

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

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(800 series).

#### **700 Support Facilities**

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

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

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

*Description:* A Central Computer or Telecommunication room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunication services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunication equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

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

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are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as *non-assignable* mechanical space (see Utility/Mechanical Space-YYY or Y04).

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

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

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

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

#### **720 Shop**

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

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

*Limitations:* Does not include instructional shops (i.e., industrial arts or vocational -technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded

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580.

#### **725 Shop Service**

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

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

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

#### **730 Central Storage**

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

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

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

#### **735 Central Storage Service**

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

*Description:* Central storage service spaces are typically limited to support rooms associated

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with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.

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

#### **740 Vehicle Storage**

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

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

*Limitations:* This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560).

#### **745 Vehicle Storage Service**

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

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

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

#### **750 Central Service**

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

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

Note: This is non-Educational and General Space.

*Limitations:* Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is

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coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunication equipment centers are coded separately as Central Computer or Telecommunication (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

#### **755 Central Service Support**

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

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

Note: This is non-Educational and General Space.

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

#### **760 Hazardous Materials Storage**

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

*Description:* Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are "new" in nature, in that they had been acquired for specific planned use and are not remnants or "leftovers" from other work activities. This category of space is separate from hazardous waste storage (770).

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

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

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

#### **770 Hazardous Waste Storage**

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

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

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disposal of which is regulated by government environmental regulations.

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

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

##### **775 Hazardous Waste Service**

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

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

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

#### **780 Omitted**

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

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

#### **810 Patient Bedroom**

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

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

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are included in this category.

*Limitations:* Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include non-patient animal shelters used for farm animals (see Field Building- 560) or non-veterinary school laboratory animals (see Animal Facilities-570).

#### **815 Patient Bedroom Service**

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

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

*Limitations:* Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other workrooms that serve a nurse station (see Nurse Station Service-835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

#### **820 Patient Bath**

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

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

*Limitations:* Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

#### **830 Nurse Station**

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

*Description.* This is the primary workstation area used by nurses and other patient care staff;

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these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

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

#### **835 Nurse Station Service**

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

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

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

#### **840 Surgery**

*Definition:* A room used for surgery.

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

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

#### **845 Surgery Service**

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

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

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### SPACE USE CODES

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

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

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

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

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

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

#### **855 Treatment/Examination Clinic Service**

*Definition:* A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.

*Description:* Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

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

#### **860 Diagnostic Service Laboratory**

*Definition:* A space used to provide diagnostic support services to an entire health care facility.

*Description:* Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed "animal necropsy rooms" in veterinary institutions.

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

#### **865 Diagnostic Service Laboratory Support**

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

*Description:* Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, lockers, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

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

#### **870 Central Supplies**

*Definition:* A room used centrally to store health care supplies in a health care facility.

*Description:* This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

*Limitations:* Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

#### **880 Public Waiting**

*Definition:* A space used by the public to await admission, treatment, or information within a health care facility.

*Description:* Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

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

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

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

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

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

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

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

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

Note: This is non-Educational and General Space.

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

#### **900 Residential Facilities**

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment). Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

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

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

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

Note: This is non-Educational and General Space.

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

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#### **919 Toilet or Bath**

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

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

Note: This is non-Educational and General Space.

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

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

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

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

Note: This is non-Educational and General Space.

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

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

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

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

Note: This is non-Educational and General Space.

*Limitations:* Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet

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or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

#### **950 Apartment**

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

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

Note: This is non-Educational and General Space.

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

#### **955 Apartment Service**

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

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

Note: This is non-Educational and General Space.

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

#### **970 House**

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

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

Note: This is non-Educational and General Space.

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

#### **000 Unclassified Areas**

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

#### **050 Inactive Area**

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

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

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

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

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

#### **070 Unfinished Area**

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

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

#### **Non-Assignable Areas**

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

**M10 Men's Public Rest Room** – The CIP Code for Public Rest Rooms is General Use

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(000000) and the Functional Category code is Public Rest Room (05).

*Limitations:* Private restrooms are considered service areas.

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

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

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

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

### **WWW Circulation Areas**

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

Note: Institutions may elect to use the generic code WWW for all circulation areas.

Alternatively, the more detailed codes may be used to support internal management activities.

It is a best practice that as new facilities are added, the more detailed codes be used.

#### **W01 Bridge/Tunnel**

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

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

#### **W02 Elevator**

*Definition:* The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.

*Limitations:* Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

#### **W03 Escalator**

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

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

#### **W04 Loading Dock**

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*Definition:* A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.

*Limitations:* Any part of the platform area not covered is excluded from the building's *gross*, assignable, and *non-assignable* areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).

#### **W05 Lobby**

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

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

#### **W06 Public Corridor**

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

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

#### **W07 Stairway**

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

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

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#### **XXX Building Service Area**

Non-assignable spaces used to support a building's cleaning and public hygiene functions.

##### **X01 Custodial Supply Closet**

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

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

##### **X02 Janitor Room**

*Definition:* A space dedicated for use by janitorial staff. It may include a clothes-changing area, clothes lockers, shower facility, a small eating, and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.

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

##### **X03 Public Rest Room**

*Definition:* Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area. For planning purposes, some may wish to provide subcategories of this space use that identifies gender- or non-gender-specific rest rooms, handicapped accessibility, etc.

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

##### **X04 Trash Room**

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

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

#### **YYY Mechanical Area**

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

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

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

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### SPACE USE CODES

*Definition:* A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, cogeneration facilities, and electrical distribution facilities.

*Limitations:* Conventional space use types such as Offices (310), Office Service (315), Conference Rooms (350), and the like are designated as such, even though they are located in a central utility plant.

#### **Y02 Fuel Room**

*Definition:* A room or area within a building in which fuel for the heating/cooling of the building is stored.

*Limitations:* Underground tanks adjacent to the building that do not fulfill the definition of a building should be treated as infrastructure.

#### **Y03 Shaft**

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

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

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

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

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

#### **ZZZ Structural Area**

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

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

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

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*Gross Area – Net Usable Area*

## APPENDIX G

### FUNCTIONAL CATEGORY CODES

The Functional Category Code is a program-oriented code that profiles the actual function of a room and helps determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note - this code may be prorated to reflect more than one function. Functional Category Codes are listed below and defined on the following pages.

#### **Instructional**

- 11 General Academic Instructions<sup>2</sup>
- 12 Vocational/Technical Instruction<sup>2</sup>
- 13 Requisite Preparatory/Remedial Instruction
- 14 General Studies<sup>3</sup>
- 15 Occupation-Related Instruction<sup>3</sup>
- 16 Social Roles/Interaction Instruction<sup>3</sup>
- 17 Home and Family Life Instruction<sup>3</sup>
- 18 Personal Interest/Leisure Instruction<sup>3</sup>

#### **Research**

- 21 Institutes and Research Centers
- 22 Individual or Project Research

#### **Public Service**<sup>1</sup>

- 31 Direct Patient Care
- 32 Health Care Supportive Services
- 33 Community Services
- 34 Cooperative Services
- 35 Public Broadcasting Services

#### **Academic Support**

- 41 Library Services
- 42 Museums and Galleries<sup>1</sup>
- 43 Educational Media Services
- 44 Academic Computing Support
- 45 Ancillary Support
- 46 Academic Administration
- 47 Course and Curriculum Development
- 48 Academic Personnel Development

#### **Student Services**

- 51 Student Service Administration
- 52 Social and Cultural Development<sup>1</sup>
- 53 Placement and Career Guidance
- 54 Financial Aid Administration
- 55 Student Auxiliary Services
- 56 Intercollegiate Athletics

- 57 Student Health/Medical Services

#### **Institutional Support**

- 61 Executive Management
- 62 Financial Management and Operations
- 63 General Administration/Logistical Services
- 64 Administrative Computing and Telecommunication Support
- 65 Faculty and Staff Auxiliary Services<sup>1</sup>
- 66 Alumni Records<sup>1</sup>
- 67 Student Recruitment and Admissions
- 68 Student Records
- 69 Public Relations

#### **Physical Plant Operations**

- 71 Physical Plant Administration
- 72 Building Maintenance
- 73 Custodial Services
- 74 Utilities
- 75 Landscape and Grounds Maintenance
- 76 Construction Project Management

#### **Independent Operations**<sup>1</sup>

- 91 Independent Operations/Institutional
- 92 Independent Operations/External Agencies

#### **Non-assigned Space**<sup>1</sup>

- 02 Custodial Areas
- 03 Mechanical Areas
- 04 Mothballed/Permanently Incapable of Use
- 05 Public Rest Rooms
- 06 Shell Space
- 07 Circulation Areas

<sup>1</sup> *Non-E&G Space*

<sup>2</sup> *Degree Related*

<sup>3</sup> *Non-Degree Related*

## APPENDIX G

### FUNCTIONAL CATEGORY CODES

#### Comparison Crosswalk Between THECB And NCES Categories

	NCES	A-21
11-18	1.0	Instruction
21-22	2.0	Instruction
31-32	11.0	Other Institutional Activities
33-35	3.0	N/A
41	4.1	Academic Service
42	4.3	Academic Service
43	4.1	Academic Service
44-48	4.2	Academic Service
51-54	5.0	Student Services
55	9.0	N/A
56-57	5.0	Student Services
61-64	6.1	Institutional Support/General Administration
65	9.0	N/A
66-67	6.2	Institutional Support/PR/Development/Alumni Affairs
68	6.1	Institutional Support/General Administration
69	6.2	Institutional Support/PR/Development/Alumni Affairs
71-76	7.0	Operation and Maintenance of Plant
91	12.0	N/A
92	N/A	N/A
02-07	13.0	N/A

### **Instruction**

This category includes all activities that are part of an institution’s instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

**11 General Academic Instruction** – This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in *Appendix C*, CIP codes, are classified in this category.

Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

**12 Vocational/Technical Instruction** – This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution’s formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34).

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### FUNCTIONAL CATEGORY CODES

Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

**13 Requisite Preparatory/Remedial Instruction** – This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly.

Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

**14 General Studies** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and aptitudes typically associated with a liberal arts discipline, such as literature, mathematics, or philosophy.

Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

**15 Occupation-Related Instruction** – This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker.

Examples are continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

**16 Social Roles/Interaction Instruction** – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals with the person as a member of a particular social organization or institution. Such social institutions include, but are not limited to, the church, the community, and organizations associated with the various levels of government.

Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

**17 Home and Family Life Instruction** – A continuing education office funded by state

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### FUNCTIONAL CATEGORY CODES

appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit.

Examples are child development, gardening, do-it-yourself repair, and household budgeting.

**18 Personal Interest and Leisure Instruction** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time.

Examples are speed-reading, leadership development, folk dancing, and personality development.

#### **Research Programs**

This category includes activities specifically organized to produce research results. Included are research funded by institutional state funds and research funded by another state agency. Research areas funded by auxiliary funds is Auxiliary Enterprise (55 or 65), and federally and privately funded research areas are Independent Operations/External Agencies (92). Functional Category Code may be prorated to reflect a joint research effort. Note that laboratory space for this research is Non-Class Laboratory (250).

**21 Institutes and Research Centers** – Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/External Agencies 92).

Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

**22 Individual or Project Research** – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

#### **Public Service**

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This includes programs established to make available to the public various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. Institutions provide facilities and personnel outside the context of the institution's regular instructional, research, and support programs. These programs often are initiated and funded by an external group or agency. Activities generally are restricted to benefit a target group and would not be available unless funding is provided specifically for them.

An example of Public Service is consulting which involves the application of skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of a problem, with education being either a secondary motive or a tool for accomplishing the primary objective. Instruction may use a problem solving approach, but its primary objective is the transmission of knowledge rather than the solution of problems.

Programs making institutional resources, services, and expertise available to the community-at-large are Public Service. A campus radio station can serve as a laboratory for broadcast students, but it also is Public Service when it receives funding from national public broadcasting agencies and listener support grants.

Many Public Service programs are part of the institution's instructional program, and Functional Category Code data is to be prorated to reflect Public Service and other usage when appropriate.

**31 Direct Patient Care (Non-E&G)** – This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care may be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient care for the institution's students is Student Health/Medical Services (57). Patient care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly.

Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

**32 Health Care Supportive Services (Non-E&G)** – Included are areas that directly support teaching hospitals, health science centers, or clinics.

Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

**33 Community Services (Non-E&G)** – Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

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Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

**34 Cooperative Services (Non-E&G)** – Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

**35 Public Broadcasting Services (Non-E&G)** – Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs.

Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.

#### **Academic Support**

This category provides support services for an institution's primary mission for instruction, research, and/or public service.

**41 Library Services** – This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. The CIP code for central library space is General Use (000000). Branch libraries serving specific disciplines are coded with the appropriate CIP (law, art, etc.).

Examples of Library Services are materials acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, inter-library loan offices, binding areas, and repairing areas.

**42 Museums and Galleries (Non-E&G)** – This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. The CIP code for central Museum and Gallery space is General Use (000000). Branch museums serving specific disciplines are coded with the appropriate CIP (pharmacy, medicine, etc.) Research associated with a museum is individual or Project Research (22).

Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

**43 Educational Media Services** – This includes space for audio, visual, and other media

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### FUNCTIONAL CATEGORY CODES

services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

**44 Academic Computing Support** – This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This is often part of a central mainframe computer center that additionally provides Administrative Computing or Telecommunication Support (64) and, in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment.

Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**45 Ancillary Support** – This is space unique to a particular academic program or department, and descriptions are so numerous that categories were not created for them.

Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and Vivarium.

**46 Academic Administration** – This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice presidents, vice chancellors, etc.) is Executive Management (61). Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

**47 Course and Curriculum Development** – This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

**48 Academic Personnel Development** – This space provides the faculty with opportunities for academic growth and development. Included are departmental research areas when the research is for the professional development of academic personnel not separately budgeted.

Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

### **Student Service**

This category includes space for programs that contribute to the emotional and physical well being of students as well as their intellectual, cultural, and social development. These programs are outside the context of the institution's formal instructional and research missions.

**51 Student Service Administration** – This is space for the administration of student service

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activities. Excluded are chief administrative offices (vice-president or vice-chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.)

Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

**52 Social and Cultural Developments (Non-E&G)** – This space is assigned to programs that provide social and cultural development outside the formal academic program. Activities typically are supported by student fees and controlled by the student body. Excluded from this category is Intercollegiate Athletics (56).

Examples of Social and Cultural Development are areas for orientation, students' legal advising, inter-cultural services, student organizations, student newspapers, student government, intramural athletics, art exhibitions, concerts, drama productions (including green rooms), and recreation. Typical Space Use Codes associated with Social and Cultural Developments are Special Class Laboratory (220), Office (310), Assembly (610), Exhibition (620), Recreation (670), and Meeting Room (680). In some disciplines, such as journalism and art, student newspapers and exhibitions also are instructional laboratories. Data for these are to be prorated to reflect dual usage.

**53 Placement and Career Guidance** – Activities in these areas are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense and are Financial Aid Administration (54).

Examples of Placement and Career Guidance are career placement offices, career counseling and guidance offices, and vocational testing services.

**54 Financial Aid Administration** – Activities in these areas provide financial aid counseling and evaluation, financial aid records maintenance and reporting, and student employment services. Also included are student loan offices.

**55 Student Auxiliary Services (Non-E&G)** – Provided in these areas are housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65).

Examples of Student Auxiliary Services are bookstores, cafeterias, snack bars, vending areas; photocopy areas where a fee is charged, duplicating areas where fees are charged, billiards rooms, childcare centers for children of students, and telephone switch rooms where service is provided to students in dormitories.

**56 Intercollegiate Athletics (Non-E&G)** – This includes all areas involving intercollegiate athletics: athletic directors' offices, coaches' offices, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas, and sports information offices. Some athletic departments provide tutors and academic

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study rooms with computers and libraries. The usage type remains General Academic Instruction (11) as with the academic departmental study rooms and access may be restricted. Data on offices of athletic staff members who also serve on the faculty is prorated to reflect General Academic Instruction (11).

**57 Student Health/Medical Services (Non-E&G)** – This is space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. These programs typically are supported by student fees and/or income from fees charged for services rendered.

Examples are infirmaries, student health services, counseling centers, and wellness programs.

#### **Institutional Administration**

This category includes space for operations that provides planning and executive direction, public relations, employee services, and student recruiting and admissions.

**61 Executive Management** – This is space assigned to boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provosts, and emeritus executive management administrators. Also included here are offices that report directly to the chief executive officer: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resource management, and assistant to the president.

**62 Financial Management and Operations** – This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

**63 General Administration and Logistical Services** – This space is used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.

Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

**64 Administrative Computing or Telecommunication Support** – This space includes mainframe computer rooms, computer maintenance areas, telecommunication switch rooms, and telecommunication maintenance rooms that provide administrative support. This often is part of a central mainframe computer center that also provides Academic Computing Support (44). In these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dormitories are Student Auxiliary Services (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or

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Telecommunication Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03).

Examples of this space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**65 Faculty and Staff Auxiliary Services (Non-E&G)** – These areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Student Auxiliary Services (55).

Examples of Faculty and Staff Auxiliary Services are faculty/staff clubs, faculty/staff coffee shops, vending areas in faculty lounges, wellness programs where fees are charged, and childcare centers provided only for children of faculty and staff. Governmental relations activities other than those assigned to the institution's legal office are also Faculty and Staff Auxiliary Services.

**66 Alumni Records (Non-E&G)** – This is space for operations that maintain relations with the alumni.

Examples are maintaining mailing lists and other data on the institution's former students. Alumni offices also maintain data on funds raised. Sports information offices are Intercollegiate Athletics (56).

**67 Student Recruitment and Admissions** – Activities in these areas include the identification and recruitment of prospective students and the processing of admissions applications.

**68 Student Records** – Activities in these areas include maintaining, handling, and updating records for current and former students.

Examples are registrars' offices and transcript offices.

**69 Public Relations/Development** – This space is for operations that maintain relations with the local community and general public about the institution.

Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

### **Physical Plant Operations**

This category includes space for operations providing maintenance of buildings, grounds, and utilities and for planning and designing future plant expansions and modifications.

**71 Physical Plant Administration** – This includes space assigned to the physical plant director, campus architects, and construction engineers.

**72 Building Maintenance** – This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

**73 Custodial Services** – This space includes Offices (310) and other assignable areas

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required for custodial service. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory.

**74 Utilities** – This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

**75 Landscape and Grounds Maintenance** – This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

**76 Construction Project Management** – This includes institutional staff that manages and/or oversees construction projects.

#### **Independent Operations**

This category includes space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency. This space is Non-E&G since it is unrelated to or independent of the institution's mission.

**91 Independent Operations/Institutional (Non-E&G)** – This space, usually designed to generate income, services activities unrelated to the institution's mission and is not intended to provide services to students, faculty, and staff. The institution controls the space.

Examples are commercial rental property, conference centers, hotels, and restaurants, independent public school districts within the institution, and development or fund-raising offices.

**92 Independent Operations/External Agencies (Non-E&G)** – This is space controlled and/or leased to outside agencies, including state agencies.

Examples are facilities provided to a community college to teach nursing, federally funded research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

#### **Non-assigned Space**

This space is not assigned directly to support programs but may be necessary for the general operation of a building. This space is considered un-assignable space.

**02 Custodial Areas (Non-E&G)** – This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.

**03 Mechanical Areas (Non-E&G)** – This includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.

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### FUNCTIONAL CATEGORY CODES

**04 Mothballed and/or Incapable of Use (Non-E&G)** – This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.

**05 Public Rest Rooms (Non-E&G)** – These rest rooms are accessible to the public. Private rest rooms are service areas.

**06 Shell Space/Space Under Renovation (Non-E&G)** – This is unfinished space designed to be converted into usable space.

**07 Circulation Areas (Non-E&G)** – This space includes those areas of common access, transit, or general use that are accessible to the public and are not used for instructional purposes. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, and waiting rooms.

## APPENDIX H

### BUILDING CODES

This section includes a complete list of building codes and data field definitions. Data fields include building identifiers, building condition, building ownership, building location, building type/purpose, and building construction. Each field is required and right-justified, except for the Building Name field. A majority of these fields are based on definitions and standards established by the U. S. Department of Education and the National Center for Education Statistics. However, some are unique to Texas higher education institutions.

#### Identifiers

**FICE Code** – This is a unique field to an institution that is assigned by the U. S. Office of Education, Federal Interagency Committee on Education (FICE). See Appendix A.

**Building Number** – This is a unique 6-digit identification (alpha and/or numeric) field to an institution. Building numbers of less than six characters must be right

justified with leading zeros. Character symbols are not acceptable.

**Building Name** – This is a unique field to an institution that can be no longer than 50 characters in length (alpha and/or numeric). Abbreviate as necessary and leave a blank space between words. Character symbols are not acceptable.

#### Building Condition

This data field refers to the physical status and quality of a building at the time of the inventory, based on the judgment of those responsible for campus planning and development.

**Code 1 Satisfactory** – The facility is suitable for continued use with normal maintenance.

**Code 2 Remodeling A** – The facility requires restoration to acceptable standards without major room changes, alterations, or modernizations. The approximate cost of Remodeling A is less than 25 percent of the estimated replacement cost of the building.

**Code 3 Remodeling B** – The facility requires major physical updating and/or modernization. The approximate cost of Remodeling B is greater than 25 percent and less than 50 percent of the estimated replacement cost of the building.

**Code 4 Remodeling C** – The facility requires major remodeling. The approximate cost of Remodeling C is greater than 50 percent of the estimated replacement cost of the building.

**Code 5 Demolition** – The facility should be demolished or abandoned because it is unsafe or structurally unsound regardless of the need for space or the availability of funds for its replacement. This code takes precedence over codes 1, 2, 3, and 4. If a building is scheduled for demolition, its building condition is Demolition, regardless of its actual physical condition.

**Code 6 Termination** – Termination or relinquishment of occupancy of the building is planned for reasons other than safety or structural unsoundness, such as abandonment of temporary units or vacating leased space. This code takes precedence over codes 1, 2, 3, and 4. If a building is scheduled for termination, its building condition is Termination, regardless of its actual physical condition.

**Code 7 Mothballed** – The facility is not

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### BUILDING CODES

currently in use nor has it been scheduled for demolition or termination. A mothballed facility is excluded from routine operation

and maintenance expense; therefore, this code excludes any NASF in the building from the E&G algorithm.

#### **Building Ownership**

This refers to the agency with which the title of the building rests. *Note:* The word "shared" in Codes 2, 6, 7, and 8 refer to any significant degree of "sharing" that effects ownership according to the definitions of these codes.

**Code 1** – The facility is owned in fee simple by the institution (institution has full, debt-free title).

**Code 2** – The title is vested in the institution and is being paid out on an amortization schedule, regardless of whether the building is shared with another institution or organization.

**Code 3** – The title is vested in a holding company or building corporation to which payments are made by the institution. The title ultimately will pass to the institution (includes lease-purchase agreements).

**Code 4** – The facility is not owned by the institution but leased or rented by the

institution at a typical local rate.

**Code 5** – The facility is not owned by the institution but made available to the institution either at no cost or at a nominal rate.

**Code 6** – The facility is not owned by the institution but is shared with an educational organization that is not a postsecondary institution.

**Code 7** – The facility is not owned by the institution but is shared with another postsecondary institution.

**Code 8** – Other (i.e., not owned by the institution but shared with a non-educational institution).

#### **Building Location**

This refers to the physical location of a building in relation to the institution's main campus. Codes 2 and 3 are for buildings that are used by students whose semester credit hours are included in the institution's primary *SCH Enrollment Report* to the THECB. If a campus has its own enrollment separate from the main campus, it must have its own facilities inventory.

**Code 1 On-Campus** – The facility is located on a lot contiguous to the main campus.

**Code 2 Off-Campus** – The facility is located on a noncontiguous lot less than 20

miles from the main campus.

**Code 3 Remote Location** – The facility is located on a noncontiguous lot more than 20 miles from the main campus.

#### **Building Type**

This refers to a specific code that best describes the building's predominant purpose and function. Building Type codes 8 and 9 are automatically excluded from the E&G NASF algorithm.

**Code 1 General Purpose Buildings** –

Includes classroom, laboratory, office, and

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### BUILDING CODES

research buildings, and any buildings related to administration of these functions.

**Code 2 Academic/Residence Buildings**

– This includes buildings that are a combination of academic, administrative, or residential space. Residential space need not be reported.

**Code 3 Auxiliary Services**

– This includes student unions, infirmaries, bookstores, intercollegiate athletics buildings, parking garages, etc.

**Code 4 Physical Plant Buildings**

– This includes power plants, maintenance facilities, and all buildings related to the physical plant.

**Code 5 Agricultural Services Buildings**

– This includes chicken houses, hog pens, barns, silos, etc.

**Code 6 Residence, Single**

– This includes dorms, fraternity houses, etc. This does not pertain to Code 9, Rental Property. Assignable space in this type facility is

automatically calculated at 60 percent and residential rooms need not be reported.

**Code 7 Residence, Family**

– This includes apartments, family houses, etc. This does not pertain to Code 9, Rental Property. Assignable space in this type facility is automatically calculated at 60 percent and residential rooms need not be reported.

**Code 8 Non-Institutional Agency**

**Buildings** – This includes institution-owned buildings that are leased or otherwise provided to another public agency as a service.

**Code 9 Rental Property**

– This includes buildings that are institution-owned and rented for profit.

**Code H Hospitals/Clinics**

– This includes hospitals and/or clinic facilities.

**Code R Renovations**

– This includes a building taken out of service temporarily because of major renovations.

## APPENDIX I

### GLOSSARY OF FACILITIES TERMS

**Addition** – Expansion or extension of an existing facility that increases its size or capacity.

**Assignable Area** – The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding non-assignable spaces defined as building service, circulation, mechanical, and structural areas. This is also referred to as net assignable square feet (NASF). All rooms not specifically excluded (see *Non-Assignable and Un-assignable Areas*) are assignable and must be measured and coded according to academic discipline or administrative assignment (CIP), Space Use Codes, and Functional Category Codes.

**Assignable E&G** – Educational and general space by Space Use Codes as reported on an institution's facilities inventory.

**Assignable Square Feet (ASF)** – Amount of space that may be used for programs within interior walls of a room. Major Space Use Codes categories are classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

**Athletic Facilities** – Facilities used for athletic programs, including intercollegiate athletics, intramural athletics, and athletically oriented academic programs.

**Auditorium or Assembly** – A room, hall, or building designed and equipped for the assembly of large groups for such events as dramatic and musical productions, devotional activities, livestock judging, faculty/staff meetings, or commencement. Included are theaters, concert halls, arenas, chapels, and livestock judging pavilions. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

**Auxiliary Enterprise Buildings or Space** – Income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by state appropriations.

**Branch or Specialized Campus** – This is a facility or group of facilities located at a site remote from the main campus and serving a specialized function (e.g., a marine biology adjunct of a main campus located at a distant gulf coast location). When such a campus has its own enrollment separate from the main campus, it must have its own facilities inventory and FICE code and be designated as a Main Campus.

**Building** – The THECB defines a building as a roofed structure with at least two walls for permanent or temporary shelter for persons, animals, plants, equipment, or supplies. It is attached to a foundation, roofed, serviced by a utility (exclusive of lighting), and is a source of maintenance and repair activities.

**CIP Code** – The classification of instructional program codes based on the National Center for Educational Statistics used to track, assess, and report fields of study and programmatic activity. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs.

**Class Laboratory** – A room used primarily by regularly scheduled classes that require special-

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### GLOSSARY OF FACILITIES TERMS

purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios. Laboratories that serve as individual or independent study rooms are not included.

**Classroom** – A room used for regularly scheduled classes. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, or general-purpose classrooms. A classroom may contain multimedia or telecommunication equipment, such as those used for distance learning. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study. A classroom does not include conference rooms, meeting rooms, auditoriums, or class laboratories.

**Clinical Facility** – A facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions; medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

**Diagnostic Support Laboratory** – The central diagnostic service area for a healthcare facility. Included are pathology laboratories, pharmacy laboratories, autopsy rooms, isotope rooms, etc., providing such services as hematology, tissue chemistry, bacteriology, serology, blood banks, and basal metabolism. In veterinary facilities, this includes necropsy rooms.

**Dormitories** – These are single or family residences. The THECB requires only the building data to be reported. Reporting the residential room's data is optional. The THECB database automatically estimates the interior assignable space at 60 percent for dormitories. Dining halls, lounges, offices, and TV rooms in dormitories are considered residential. However, nonresidential space in mixed-use Academic/Residence buildings shall be reported.

**Educational and General Net Assignable Square Feet (E&G NASF)** – This is net assignable space used to carry out institutional missions of instruction, research, and support. It does not include auxiliary enterprise space, space that is permanently not assigned, or space used for operations independent of the institution's mission.

**Facilities** – In the context of the facilities inventory, "facilities" is synonymous with "buildings" or "rooms" in a building, but does not include outdoor areas.

**Facilities Inventory** – This is a uniform coding structure to identify physical facilities' building and room records. It includes data fields for space type, condition, size, use, and program department codes.

**Gross Area** – This is the sum of the floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces, including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are usable for storage or other purposes. Gross Area does not include cornices, pilasters, buttresses, etc. that extend beyond wall surfaces. Do not include open, unroofed courts even if surrounded by the building. The air space or open space above auditoriums and other similar rooms that extends through two or more floor levels is not

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included in the gross square footage.

**Gross Square Feet (GSF)** – The sum of all square feet of floor areas within the outside faces of a building's exterior walls.

**Housing Facility** – A single- or multi-family residence used exclusively for housing or boarding students, faculty, or staff members.

**Intercollegiate Athletic Facility** – Any facility used primarily to support intercollegiate athletics, including stadiums, arenas, multi-purpose centers, playing fields, locker rooms, coaches' offices, and similar facilities.

**Lease** – A contract by which real estate, equipment, or facilities are conveyed for a specified term and for a specified rent. This includes the transfer of the right to possession and use of goods for a term in return for consideration. Unless the context clearly indicates otherwise, the term includes a sublease.

**Lease-Purchase** – A lease project that includes the acquisition of real property by sale, mortgage, security interest, pledge, gift, or any other voluntary transaction for a specified period at a specified cost. During the term of the lease, the lessee builds equity at a specified rate so that, at the end of the lease period, the lessee has the option of purchasing the property at a specified amount. Title to the property remains with the lessor until the lessee exercises the option to purchase.

#### **Lounge, Public Waiting, and Lobby**

**Space Use Codes** – Lounges and Public Waiting areas are Assignable Areas, and a lobby is Non-Assignable.

*Lounge* – This is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. See *Appendix F, Space Use Codes, Lounge (650)*.

*Public Waiting* – This 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. See *Appendix F, Space Use Codes, Public Waiting (880)*.

*Lobby* – This is circulation area, like stairs or hallways. 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 the room inventoried. The judgment here is based on primary function or predominant use.

**Net Assignable Square Feet (NASF)** – This is the sum of floor space within interior walls of rooms that is assigned to, or available for assignment to, occupants for use. NASF is determined by Space Use Codes and Functional Category Code data fields. (See also Assignable Area.)

**Net Usable Area** – The sum of assignable area and non-assignable area.

**Non-Assignable Areas** – This space is not assigned directly to support programs but is necessary for the general operation of a building. Non-assignable spaces are defined as building

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service, circulation, mechanical, and structural areas. The reporting of this room space is optional for the institution.

*Circulation Areas* – This is space that provides physical access to assignable rooms. Included are corridors, lobbies, public stairways, elevators, escalators, loading platforms (unless provided with a secure enclosure), tunnels, bridges, fire towers, etc. Walls do not always bound circulation areas. Libraries often have large open areas containing functional sub-areas, such as circulation desks, open stack reading rooms, and study areas, but have no walls separating these areas. In these cases, a reasonable allocation of space for general access corridors is deducted from the total Assignable Area. These circulation areas are apparent when the sub-areas are assigned room numbers and inventoried separately. Exceptions are halls in office suites and similar settings that are used to circulate from room to room and are not general access space. This space is part of the Assignable Area.

*Building Service Areas* – This includes rooms used for building protection, care, and maintenance, such as custodial closets, trash rooms, guardrooms, custodial locker rooms, and custodial storage/supply rooms. Central physical plant shop areas, warehouses, vehicle storage areas, and equipment storage areas are Assignable Areas.

*Mechanical Areas* – This includes areas that house mechanical equipment such as air conditioning and utility services. Examples are mechanical areas in central utility plants, boiler rooms, air handlers, mechanical service shafts, air ducts, service chutes, telephone closets, switchgear rooms, fuel rooms, etc.

*Public Toilets* – These are accessible to the public. Rest rooms within office suites and other non-public areas are service rooms: Class Laboratory Service (215), Office Service (315), Shop Service (725), etc.

*Structural Areas* – This area cannot be occupied or used because of certain structural features. Examples are exterior walls, firewalls, attics, basements, stairwells, and rooms that cannot be used for storage or other purposes.

**Vehicle Storage** – A facility or garage used for housing or storing vehicles. Included are garages, boathouses, airport hangars, and similar buildings. Barns or similar field buildings that house farm implements and surface parking lots are not included.

**Research Facility** – A facility used primarily for experimentation, investigation, or training in research methods, professional research and observation, or a structured creative activity within a specific program. Included are laboratories used for experiments or testing in support of instructional, research, or public service activities.

**Room** – A usable space normally enclosed on all sides, including alcoves and recesses. Covered play areas and covered walkways are not considered rooms.

**Room Information Codes** – The Classification of Instructional Programs, Space Use Codes, and Functional Category Codes are used to profile rooms in the THECB facilities inventory.

*Classification of Instructional Program*

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*(CIP) Codes* – These identify academic discipline, instructional program, or department. CIP Codes are listed in *Appendix C* as eight-digit numbers. For facilities purposes, the first-six digits will be used. CIP data may be prorated to reflect usage by more than one discipline or department.

*Space Use Code* – Each room has one “best” Space Use Code based upon its design and use. Space Use Codes, descriptions, definitions, and examples are listed in *Appendix F*. If an exact Space Use Codes cannot be determined, use the most accurate code available. Space Use Codes coding cannot be prorated. Note that rooms designed as laboratories with “built-in” laboratory equipment such as laboratory benches, specialized scientific equipment, or special utilities (gas, water, steam, etc.) are always coded as Laboratory Facilities (200 series).

*Functional Category Code* – This indicates the room’s actual use (General Academic Instruction, Social and Cultural Development, etc.). Functional Category Codes, descriptions, definitions, and examples are listed in *Appendix G*. As with other room coding, use the code that most closely describes the Functional Category Code of the particular room. Functional Category Codes may be prorated.

**Room Measurements** – Room area should be measured using a verifiable process that provides an accurate representation of actual square footage.

**Secure File Transfer Protocol (SFTP)** – This allows institutions to transfer facilities data from their mainframes or PCs to an SFTP server at the THECB. See *General Reporting Issues* of the reporting manual.

**Shell Space** – An area within a building with an unfinished interior designed to be converted into usable space at a later date.

**Student Station Capacity** – This is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room by actual count.

**Technical Research Building** – Space used for research, testing, and training in a mechanical or scientific field. Special equipment is required for staff and/or student experimentation or observation. Included are specialized laboratories for new technologies that have stringent environmental controls on air quality, temperature, vibration, and humidity. Facilities generally include space for specialized technologies, semiconductors, biotechnology, advanced materials, quantum computing and advanced manufacturing quantum computing technology, nanoscale measurement tools, integrated microchip-level technologies for measuring individual biological molecules, and experiments in nanoscale disciplines.

## 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.