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### Space Use Code Descriptions

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#### 030 Mechanical Areas
- 031 Central Utility Plant
- 032 Fuel Room
- 033 Shaft
- 034 Utility/ Mechanical Space

#### 040 Structural Areas
- 040 Structural Area

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100 Classroom Facilities

The term “Classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction.

110 Classroom
- A room or space used primarily for instruction classes and is not tied to a specific subject or discipline by equipment in the room or configuration of the space.
- Does NOT include Conference Rooms, Meeting Rooms, Auditoriums or Class Laboratories. A Class Laboratory is distinguished from a classroom based on equipment in the space AND by its restrictive use.

115 Classroom Service
- A space that directly serves one or more Classrooms as an extension of the activities in that space.
- Includes projection rooms, telecom control booths, preparation rooms, coat rooms, closets, storage areas, etc. ONLY IF they serve Classrooms.

140 Computer Classroom
- A room available to students for formal and regularly scheduled instructions that require specific computer equipment and furniture.
- Will also typically be equipped similar to a classroom with such attributes as teaching surfaces, projector screen, video projector, lighting controls, etc.
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.

210 Class Laboratory
- A space used primarily for formally or regularly scheduled instruction that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.
- The special equipment normally limits or precludes the space’s use by other disciplines.
- Includes teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group music practice rooms, language laboratories, group studios, theater stage areas used primarily for instruction, instructional health laboratories and similar specially designed or equipped rooms, ONLY IF they are used primarily for group instruction in formally or regularly scheduled classes.
- Does NOT include informally scheduled or unscheduled laboratories which are classified as Open Laboratories, see below.

215 Class Laboratory Service
- A space that directly serves one or more Class Laboratories as an extension of the activities in those spaces.

220 Open Laboratory
- A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled or open.
- An Open Laboratory is designed for or furnished with equipment that serves the needs of a particular discipline where use of the space is not formally or regularly scheduled OR access is limited to specific groups of students.

225 Open Laboratory Service
- A space that directly serves one or more Open Laboratories as an extension of the activities in those spaces.
- Includes preparation rooms, closets, cold rooms, stock rooms, dark rooms, equipment issue rooms and similar facilities ONLY IF they serve Open Laboratories.

240 Computer Laboratory
- A room used primarily for formally or regularly scheduled classes or unscheduled uses that require specific computer equipment and furniture.
- Special equipment normally limits or precludes the room’s use by other disciplines.
250 Research/Nonclass Laboratory
- A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
- The space is designed or equipped for faculty, staff, and students for the conduct of research and may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principle investigators. (Exception: Laboratories with such activities supporting students practicing or engaging in independent study projects not involving sponsored research should be classified as Open Laboratory.)

255 Research/Nonclass Laboratory Service
- A space that directly serves one or more Research/Nonclass Laboratories as an extension of the activities in those spaces.
- Includes preparation rooms, closets, material storage, cold rooms, stock rooms, dark rooms, temporary hazardous materials storage areas, equipment issue rooms and similar facilities if they serve Research/Nonclass Laboratories.

260 Special Use Laboratory
- A space that usually is research related that may not be assigned to a specific faculty or researcher and is likely a shared space.
- These spaces are functionally unique because of specialized equipment being housed and used.

270 Studio Laboratory
- A room used for formal and informal instruction typically with individual student workstations that require special purpose equipment or specific room configuration for experimentation, observation, or practice in an academic discipline.
- These rooms are setup to be used for both scheduled instruction and individual student project work.

280 Project Room
- A room or group of rooms used by faculty and/or students to complete projects or assignments outside of a formal or regularly scheduled instructional facility such as a classroom or laboratory.
- These rooms are usually open and accessible at any time of the day for one or more persons to use to complete projects assigned during a class.

290 Collections
- A room or group of rooms that directly serves one or more teaching and/or research laboratories as an extension of the activities in those rooms.
- These rooms are used to process and store specimen or artifact collections, may contain special environmental equipment to help maintain and preserve the collection, and will typically have special storage or display cabinets for organization and easy retrieval.
300 Office Facilities

Office Facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university.

310 Office
- A space housing faculty, staff or students working at one or more desks, tables or workstations.

313 Clerical Office
- A space housing one or more persons at a station or work area, who do not require private office space, do not generally meet with visitors, and whose duties are primarily of a clerical nature.

314 Staff Office
- A staff office typically assigned to one or more persons as a station or work area that may or may not require privacy.

315 Office Service
- A space that directly serves an office or group of offices as an extension of the activities in those spaces.
- Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms, and testing rooms, and private circulation areas like hallways.
- LOUNGES that serve specific office areas and that are not generally available to the public should also be coded Office Service.

320 Graduate Student Office
- A space typically assigned to one or more graduate students or post doctoral students who are on stipend that do not require private office space.
- Duties may be clerical, instructional, or research related as assigned by their assigned unit.

325 Department Head Office
- A space typically assigned to one administrator who has administrative and supervisory responsibilities over an entire department or division as a station or work area that requires privacy.

350 Conference Room
- A space serving an office complex and used primarily for staff meetings and departmental activities.
- Typically equipped with tables and chairs.
- Normally used by a specific organizational unit or office area.

355 Conference Room Service
- A space that directly serves one or more conferences spaces as an extension of the activities in those spaces.
- Includes kitchenettes, storage spaces, telecom control booths, etc., if they serve conference spaces.
400 Study Facilities

A study space may contain equipment or materials that aid the study or learning process but do not restrict the space to a particular academic discipline or discipline group.

410 Study Room
- 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.
- 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.

420 Stack
- A space used to house arranged collections of educational materials for use as a study resource.
- Typically appear in central, branch or departmental libraries and are characterized by accessible, arranged and managed collections.

430 Open-Stack Study Room
- A combination study space and stack, generally without physical boundaries between the stack and study areas.

440 Processing Room
- A room or area devoted to processes and operations in support of library functions.
- Include 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.

455 Study Service
- 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.
500  Special Use Facilities

This category includes various space uses that are specialized to a primary activity or function and merit a unique space code.

510  Armory (Military Support)
- A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
- Includes indoor drill areas, indoor rifle ranges and specially designed or equipped military science rooms.

515  Armory Service
- A space that directly serves an armory facility as an extension of the activities in that facility.
- Includes supply rooms, weapons rooms and military equipment storage rooms.

520  Athletic or Physical Education
- A room or area used by students, staff or the public for athletic or physical education activities.
- Includes gymnasia, basketball courts, handball courts, wrestling rooms, weight or exercise rooms, racquetball courts, field houses, spaces used for dancing and bowling, and indoor swimming pools, tracks or stadium fields.

523  Athletic Facilities Spectator Seating
- The covered seating area used by students, staff or the public to watch athletic events.

525  Athletic or Physical Education Service
- A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.
- Includes locker rooms, shower rooms, nonoffice coaches’ rooms, ticket booths and spaces for dressing, equipment, supply, storage, first aid, towels, etc.

530  Media Production
- A space used for the production or distribution of multimedia materials or signals.
- Includes TV, radio, sound and photo studios; video or audio cassette and software production or distribution rooms; and media centers.

535  Media Production Service
- A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- Includes film, tape or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production room.
540 Clinic
- A space used for providing diagnosis, consultation, treatment or other services to patients with a primary purpose of instruction, research or public service.
- Includes examination rooms, testing rooms, consultation rooms and holding areas.
- Are typically associated with educational programs such as psychology, law, speech and hearing.

545 Clinic Service
- A space that directly serves a clinic as an extension of the activities in that space.
- Includes waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories and similar supporting spaces.

550 Demonstration
- A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
- The practice activity within the instructional program should closely simulate a real-world or occupational setting.

555 Demonstration Service
- A space that directly serves a demonstration facility as an extension of the activities in that facility.
- Includes storerooms or pantries in a family and consumer science facility; or kitchens, lockers or shower rooms in a laboratory school.

560 Field Building
- A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- Includes barns, animal and poultry shelters, sheds, silos, feed units and hay storage.

570 Animal Quarters
- A space that houses laboratory animals used for research and/or instructional purposes.
- Includes animal rooms, cage rooms, stalls, wards and spaces for instruction and research like procedure, operating, recovery, isolation or quarantine spaces.

575 Animal Quarters Service
- A space that directly serves an animal quarters facility as an extension of the activities in that facility.
- Includes feed storage rooms, feed mixing rooms, cage washing and storage rooms, casting rooms, instrument rooms and internal nonpublic circulation space.

580 Greenhouse
- A building or space that is used for the cultivation or protection of plants or seedlings for research, instruction or campus physical maintenance or improvement purposes.

585 Greenhouse Service
Space Use Code Descriptions

- A space that directly serves a greenhouse facility as an extension of the activities in that facility.
- Includes equipment or materials storage areas and rooms generally called headhouses.

590 Other (All Purpose)
- A category of last resort.
- Should have 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.

610 Assembly

- A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.
- Includes theatres, auditoria, concert halls, arenas, chapels and livestock judging pavilions that are used primarily of general presentations, performances, and devotional services.
- Seating areas, orchestra pits, chancels, aisles and stages (if not used primarily for instruction) are included in the assembly space.
- Stages primarily used for instruction or practice are typically coded separately as laboratory space.

615 Assembly Service

- A room or area that directly serves an assembly facility as an extension of the activities in that facility.
- Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.
- Entrance lobbies and other circulation areas outside the primary assembly room should be classified as Nonassignable Lobby space.
- Concession stands in assembly facilities should be classified as Merchandising.

620 Exhibition

- 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.
- Includes departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials for viewing by the institutional population AND the public.
- Displays intended only for instructional purposes and not for general exhibition should be classified as Laboratory or Laboratory Service.

625 Exhibition Service

- A space that directly serves an exhibition facility as an extension of the activities in that facility.

630 Food Facility

- A space used for eating.
- Includes dining halls, cafeterias, snack bars, restaurants and similar eating areas, including such areas in residence halls, faculty clubs, etc., open to students, faculty, staff or the public at large.
- Vending areas NOT provided with seating, counters or tables should be classified as Merchandising.

635 Food Facility Service

- A space that directly serves a food facility as an extension of the activities in that facility.
Space Use Code Descriptions

- Includes kitchens and prep areas, cold storage and freezer rooms, dishwashing rooms, food serving areas, cleaning areas, etc. AND includes first aid and vending areas directly servicing food facilities or adjacent to an eating area.

### 640 Day Care
- A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

### 645 Day Care Service
- A space that directly serves a primary activity space in a day care facility.
- Includes storage rooms, closets, kitchens or food prep areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

### 650 Lounge
- A space used for rest and relaxation that is not restricted to a specific group of people, unit or area.
- This general use lounge differs from an office area or break room lounge (which should be classified as Office Service) by virtue of its public availability.

### 655 Lounge Service
- A space that directly serves a general use lounge facility.
- Includes kitchenettes, storage areas and vending spaces that directly serve a general use Lounge.

### 660 Merchandising
- A space used to sell products or services.
- Includes bookstores, student supply stores, barber/beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities/activities.

### 665 Merchandising Service
- A space that directly serves a merchandising facility as an extension of the activities in that facility.
- Includes storage rooms, closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising facility.

### 670 Recreation
- A space used by students, staff or the public for recreational purposes.
- Includes exercise and general fitness rooms, billiards, game and arcade rooms, chess and card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes.
- Does NOT include areas classified as Athletic or Physical Education (520) that are primarily used for physical education and intramural activities like...basketball courts, weight rooms, or indoor swimming pools, etc.

### 675 Recreation Service
- A space that directly serves a recreation facility as an extension of the activities in that facility.
- Includes storage rooms, closets, equipment issue rooms, cashier’s desk, first aid and other support areas that directly serve a Recreation facility.

680 Meeting Room
- A room that is used by the institution or the public for a variety of nonclass meetings.

685 Meeting Room Service
- A space that serves a meeting space as an extension of the activities in that space.
700 Support Facilities

Support Facilities provide centralized space for auxiliary support systems and services and help keep all institutional programs and activities operational.

710 Central Computer or Telecommunications
- A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school or entire institution.
- Includes central rooms housing a computer or computers (large mainframe, server farms, etc.), peripheral input (data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (printers, output tape or disk drives, etc.).
- Does NOT include Office space assigned to programmers, analysts, engineers, data entry personnel or other technical staff, even though these spaces usually contain an access terminal.
- Small closets housing telecom equipment and wiring that are not used by technical or support staff on a regular basis should be classified as Nonassignable mechanical space.

715 Central Computer or Telecommunications Service
- A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
- Includes paper and forms storage, disk storage, separate control booths, tool and parts rooms, areas used to store inactive support equipment and separate areas used for delivering tapes or picking up printouts.

720 Shop
- A space used for the manufacture, repair or maintenance of products or equipment.
- Includes carpenter, plumbing, HVAC, electrical and painting shops and similar physical plant maintenance facilities.
- Includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devises.
- Includes special purpose shops, like glass blowing and machining, supporting multiple spaces for scientific instruction and research.

725 Shop Service
- A space that directly serves a shop facility as an extension of the activities in that facility.
- Includes tool storage rooms, material storage rooms and similar equipment or material supply or storage rooms.
- Includes lockers, showers, first aid and similar nonpublic areas that serve the shop.

730 Central Storage
- A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units or buildings.
- Include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage.
The concept of CENTRAL or GENERAL is key to applying this code correctly.

731 **Departmental Storage**
- A room or group of rooms that is used to store equipment or materials that serves and an individual department or division.
- This type of space differs from service rooms such as office service in that it may be used by an entire department or division and is used to store items that are necessarily accessed on a daily basis.

735 **Central Storage Service**
- A space that directly serves a central storage facility as an extension of the activities in that facility.

740 **Vehicle Storage**
- A space or structure that is used to house or store vehicles.
- Broadly interpreted, “vehicles” includes forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment.

745 **Vehicle Storage Service**
- A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

750 **Central Service**
- A room or area that is used for the processing, preparation, testing or delivery of a complex central or campus-wide support service.
- Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building.
- Includes centralized 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.

755 **Central Service Support**
- A space that directly serves a central service facility as an extension of the activities in that facility.

760 **Hazardous Materials**
- A CENTRALIZED facility used for the storage of materials planned for future use of distribution that are considered hazardous by the physical, chemical, biological or radioactive nature of the materials.

765 **Hazardous Materials Service**
- 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.

770 **Hazardous Waste Storage**
- 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.
775  **Hazardous Waste Service**
- 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.

780  **Unit Storage**
- A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit or similar organizational unit.
- Usually remote from the controlling unit’s work space and stores materials related to the unit’s particular program or activity.
800  Health Care Facilities

Provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities, such as student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools.

810  Patient Bedroom
- A room equipped with one or more beds and used for patient care.
- Includes stalls or cage rooms for animal patients.

815  Patient Bedroom Service
- A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.
- Includes closets, patient lounges, children’s play rooms and any other service areas used primarily by patients rather than staff.
- Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

820  Patient Bath
- A room containing patient bath and toilet facilities.
- Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation, then they should be classified as Surgery Service areas.

830  Nurse Station
- A room or area used by nurses or other patient care staff who are supervising or administering health care services.
- Includes ward reception and admissions desks and record or charting work areas.

835  Nurse Station Service
- A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.
- Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, medication and supplies storage, formula and medication prep areas, equipment sterilization, and other work rooms directly serving the nurse station.
- Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms are also included.

840  Surgery
- A room used for surgery.

845  Surgery Service
- A space that directly serves a surgery room as an extension of the activities in that facility.
• Includes recovery rooms, labor rooms, special support equipment rooms, dictation booths, scrub rooms, locker rooms, instrument clean up and storage rooms, patient cleaning rooms, monitor rooms, postoperative and operating room repair rooms, and clean and dirty utility areas IF these spaces directly serve the surgery facility.

850 Treatment/ Examination Clinic
• A space used for examinations, diagnosis, consultation, or treatment.
• Includes rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body scanning, dental examination, speech, hearing and similar activities.
• In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc. are included.

855 Treatment/ Examination Clinic Service
• A space that directly serves a Treatment/ Examination Clinic room as an extension of the activities in those spaces.
• Includes dressing rooms, x-ray viewing rooms, dark rooms, work prep areas, supply and storage, etc.

860 Diagnostic Service Laboratory
• A space used to provide diagnostic support services to an entire health care facility.
• Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc.
• Called “animal necropsy rooms” in veterinary institutions.

865 Diagnostic Service Laboratory Support
• A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
• Includes cadaver rooms, morgues, autoclave and centrifuge rooms, gown rooms, etc.

870 Central Supplies
• A room used centrally to store health care supplies in a health care facility.

880 Public Waiting
• A space used by the public to await admission, treatment or information within a health care facility.
• Includes lobby areas, patient wait rooms, visiting areas, viewing rooms and ward day rooms.

890 Staff On-Call Facility
• A room or quarters used by health care staff to rest or sleep while on call to assigned duties.
• Staff On-Call rooms differ from open and service area lounges in that specific provisions are made for sleeping and use is restricted to staff who typically work a long shift.

895 Staff On-Call Facility Service
• A space that directly serves as a staff on-call room as an extension of the activities in that facility.
• Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas.
900  Residential Facilities

Residential facilities include housing for students, faculty, staff and visitors to the institution.

910  Sleep/ Study Without Toilet or Bath
• 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.

919  Toilet or Bath
• A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

920  Sleep/ Study With Toilet or Bath
• 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.

935  Sleep/ Study Service
• A room that directly serves the occupants of sleep/ study rooms.
• Includes mail rooms, laundry rooms, linen closets, housekeeping rooms, telephone rooms, etc.
• Kitchen or food prep spaces that serve sleeping areas and do not serve an accompanying eating or dining area are also classified as Sleep/ Study Service.

950  Apartment
• A complete living unit, with private cooking facilities, that is not a separate structure.
• Individual rooms within the Apartment (bedroom, living room, kitchen, rest room) should not be identified separately, all rooms should be classified as “Apartment”.

955  Apartment Service
• A room or area that directly serves an apartment/s as an extension of the activities in that facility.
• Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, and weight or exercise rooms that serve the apartment facility.

970  House
• 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.
• Individual rooms within the House (bedroom, living room, kitchen, rest room) should not be identified separately, all rooms should be classified as “House”.

000  Unclassified

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.

081  Inactive Area
    •  Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

082  Alteration or Conversion Area
    •  Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

083  Unfinished Area
    •  All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.
010 Building Service Areas

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

011 Custodial Supply Closet
- A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.

012 Janitor Room
- A space dedicated for use by janitorial staff.
- May includes 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.

013 Public Rest Room
- Includes all toilet facilities, whether locked or not, that are made available for general public use.

014 Trash Room
- A space for the temporary storage of nonhazardous waste awaiting disposal or removal.
020  Circulation Areas

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

021  Bridge/ Tunnel
- A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

022  Elevator
- The structural shaft built to accommodate one or more elevator cabs.
- Must be inventoried at each floor level through which it passes.

023  Escalator
- A moving passageway that carries passengers from one floor level to another, or along a level path over some distance.
- The area of each floor penetrated by the escalator is inventoried on each floor.

024  Loading Dock
- 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.
- Any part of the platform area not covered is excluded from the building’s gross, assignable and nonassignable areas.

025  Lobby
- 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.
- May have limited furniture, but designed more for passing through than for sitting and relaxing.

026  Public Corridor
- 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.
- 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.

027  Stairway
- The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another.
030 Mechanical Areas

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

031 Central Utility Plant
- A facility that primarily houses central utility production and/or distribution to more than one facility on campus.
- Includes steam plants, cogeneration facilities, electrical distribution facilities, etc.

032 Fuel Room
- A room or area within a building in which fuel for the heating/cooling of the building is stored.

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

034 Utility/ Mechanical Space
- Included are covered and walled areas that house one or more utility and/or mechanical functions for the building.
- They include areas referred to as electrical, meter, network, or telecommunication spaces.
040  Structural Areas

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

040  Structural Area

- Portion of the gross area which cannot be put to use because of the presence of structural features of the building.
- Should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.