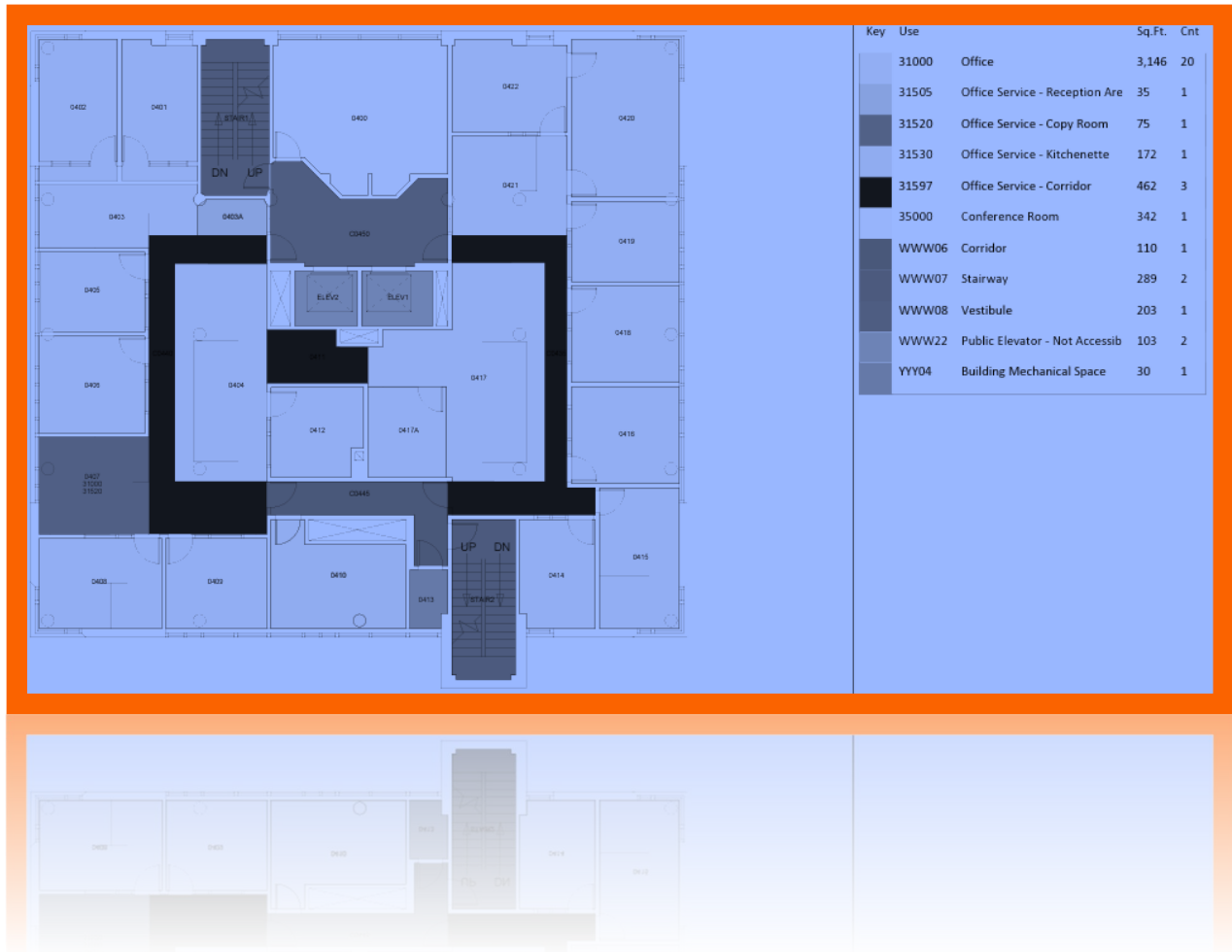


# Space Maintenance

## Reference Guide v.2



**Facilities & Services**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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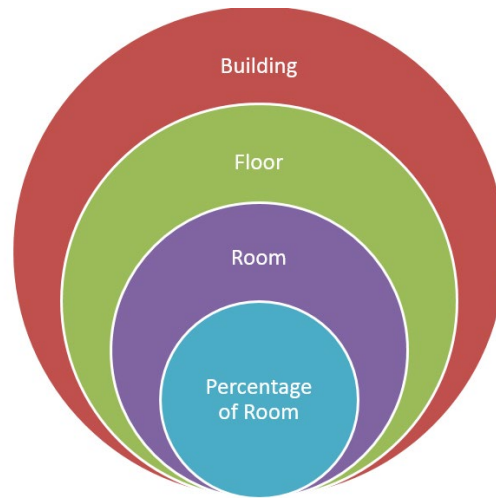
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# Overview

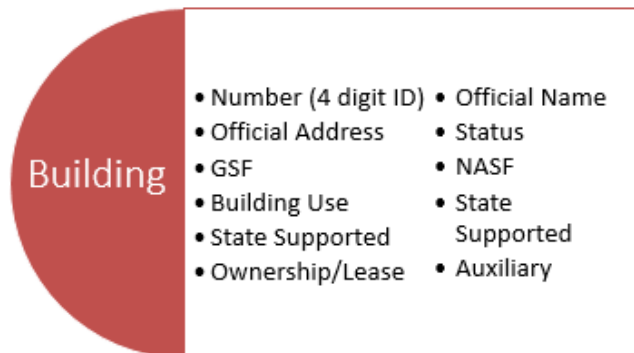
## Hierarchy of Space Tracking

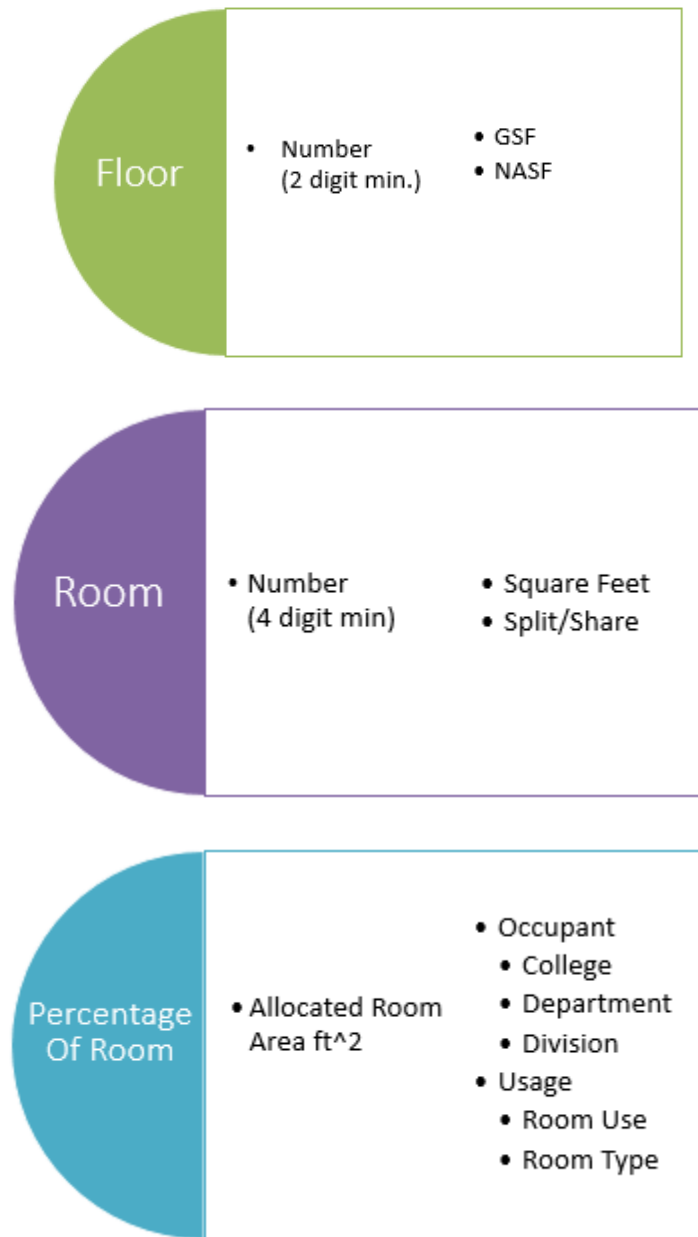
Space is tracked at 4 levels:



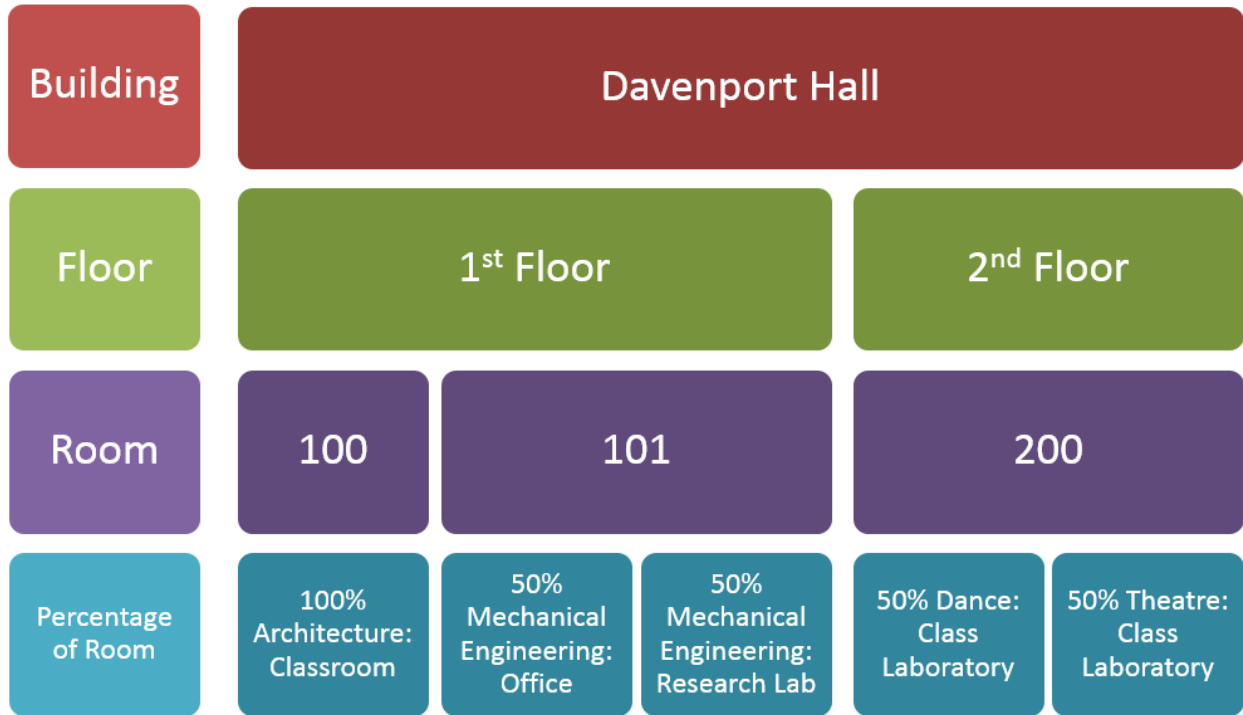
Different information can be pulled from each of these levels. Also, we can roll up information taken from “Percentage of Room” and summarize it at a higher level of the hierarchy. As an example, we can sum together all the circulation space defined at the percentage of Room Level and see at a floor or building level how much area is allocated to this sort of use.

The following figures detail the information currently maintained at Archibus at each space level. Some of this information, is not currently viewable in Web Central. The space management group can be contacted to pull any information that is listed below.





An example of how these roll ups occur is shown below:



### Where is Space Tracked?

Archibus software is the Record of Source for space data for the University of Illinois Urbana-Champaign. The Archibus database is used to support other systems and is maintained by Facilities Information Resources (FIR) at F&S. Campus can access Archibus data by requesting an account and logging in through the online portal Web Central.

### How is Space Tracked?

The data in Archibus is tracked using the hierarchy outlined in the previous section. Building information is entered into Archibus and floors are set up for each building. Floor plans are then created for each floor in AutoCAD. An exterior polyline is drawn for each floor which provides the GSF for the building. Interior polylines are then placed and assigned a room use and occupant for assignable spaces and just a room use for non-assignable spaces. The data in the AutoCAD drawing is finally published to populate in Web Central and the Facility Access Map website.

## **Building Names, Numbers and Addresses**

### **Building Names**

Building names are provided when a building number/property code is requested for new projects. The official building names are entered into Archibus and can be changed throughout the life of a building in a few ways.

1. UIUC Owned Major Building - Through a request to the Architectural Review Committee who then submits to the BOT for approval.
2. Departmental Building – Through a direct request to FIR from the department.

### **Building Numbers/Property Codes**

Building Numbers are also referred to as Property Codes because numbers are assigned to land or outdoor objects that do not meet the qualifications to be considered a building. (Only buildings are managed in Archibus, other assets are managed in an alternate database at F&S.)

- A building number is requested via a completed Property Code Request Form sent to the FIM Specialist
- A four-digit building number is assigned by the FIM Specialist.
- The new building information is then entered into Archibus.

### **Building Addresses**

Building addresses are assigned by the City of Champaign and City of Urbana through a request submitted by the FIM Specialist.

### **Room Numbers**

#### **Room Number Assignments**

A request for changes in room numbers should be submitted to the FIM Specialist for review. The specialist will assign room numbers that follow the UIUC standards with a few exceptions.

- Older buildings – These buildings rooms are usually numbered with 3-digits instead of 4. Where 100's are the first floor and 200's the second. Current numbering calls for 100's for the first floor and 2000's for the second. However, all rooms must be at least 4 digits so if a room is numbered 250 it will actually be 0250 in the database.
- Renovations – When a space is changed there may not be consecutive or close to consecutive numbers to coincide with a renovation. In this case the FIM Specialist will do their best to assign a number that makes the most logical sense.

#### **Room Number Standards**

UIUC owned buildings are numbered using the UIUC Room Number Assignment Standards.



## PART 3: ROOM NUMBER ASSIGNMENT STANDARDS

### A. Introduction:

This document provides guidance for establishing a consistent and intuitive room numbering system within University buildings.

### B. Related Documents and Standards:

1. *Drawing 00100-1, Space Inventory - Room Number System*
2. *Drawing 00100-2, Space Inventory - Actual Room Use Assignments*
3. *Drawing 00100-3, Space Inventory - Area Polylines*
4. *CAD Standards*

### C. References:

1. *Postsecondary Education Facilities Inventory and Classification Manual*

### D. Purpose:

Allow better navigation of the buildings on campus for students, staff, maintenance personnel, and emergency personnel. Ensure room numbers conform to the University's Space Inventory database structure.

### E. Room Numbering Guidelines:

1. Room number layout shall begin at the main entrance of the building proceeding in a clockwise direction.
2. Odd room numbers and even room numbers shall be placed on opposite sides of the corridor. (Example: Odd room number 1015 shall be across the corridor from even room number 1016). Proceeding clockwise from the main entrance, even room numbers shall be assigned to rooms on the left side of the corridor, odd room numbers shall be assigned to rooms on the right side of the corridor.
3. Vertical similarity shall be maintained between floors of the building. Special consideration shall be given to restrooms and mechanical areas.
4. Room numbers shall be assigned in accordance with the ranges listed below for each floor of the building.
  - a. Basement: 1 – 999
  - b. Ground Floor / First Floor: 1000 – 1999
  - c. Second Floor: 2000 – 2999
  - d. Third Floor: 3000 – 3999
  - e. Fourth Floor: 4000 – 4999 etc.
6. **Planning:** Omitting room numbers from the sequence in a room numbering system will allow availability of room numbers for future room remodels.
7. **Primary Room Numbers:** Rooms that can be accessed from a corridor shall be assigned a primary room number (Example: 1000, 1001, or 1002). See *Drawing 00100-1*.
8. **Alpha Suffix Room Numbers:** Rooms that can be accessed only from a room with a primary room number shall be assigned an alpha suffix room number. Example: 1000A, 1000B, or 1000C. See *Drawing 00100-1*.

9. **Alpha-Numeric Suffix Room Numbers:** Rooms that can be accessed only from a room with an alpha suffix room number shall be assigned an alpha-numeric suffix room number. Example: 1000A1, 1000A2, or 1000A3. See *Drawing 00100-1*.
10. **C-Prefix Room Numbers:** Circulation area spaces shall be assigned a C-Prefix room number. Corridors, vestibules, unfurnished commons areas, and elevator lobby areas are examples of circulation area spaces. Example: C1000, C1050, and C1100. See *Drawing 00100-1*.
11. **ELEV-Prefix Room Numbers:** Elevators shall be assigned an ELEV prefix room number. Each elevator in a building shall be assigned only one ELEV-prefix room number. Example: ELEV1, ELEV2, or ELEV3. See *Drawing 00100-1*.
12. **STAIR-Prefix Room Numbers:** Stairwells shall be assigned a STAIR prefix room number. Each stairwell in a building shall be assigned only one STAIR-prefix room number. Example: STAIR1, STAIR2, or STAIR3. See *Drawing 00100-1*.
13. **Exceptions to Standards:** Consultant shall contact the Coordinator of Records Management for approval of any exceptions to the *A / E Requirements Space Inventory – Room Number Assignment Standards*.

**F. Room Use:**

All rooms in a room number system shall be assigned an Actual Room Use Code and Name, in accordance with the *Postsecondary Education Facilities Inventory and Classification Manual* standards for room usages – see Table 1: Actual Room Uses below. See *Drawing 00100-2*.

1. ***Postsecondary Education Facilities Inventory & Classification Manual:*** This manual may be ordered *free of charge* from the U.S. Department of Education. However, only one manual per customer. Ordering information below:

U.S. DEPARTMENT OF EDUCATION  
1-877-4ED-PUBS, 1-877-433-7827  
P.O. BOX 1398  
JESSUP, MD 20794-1398  
<http://www.edpubs.org>

2. **Assignable Space:** According to the *Postsecondary Education Facilities Inventory and Classification Manual*, the definition for Assignable Space is “The sum of all areas on all floors of a building assigned to or available for assignment to, an occupant or for specific use”.
3. **Non-Assignable Space:** According to the *Postsecondary Education Facilities Inventory and Classification Manual*, the definition for Non-Assignable Space is “The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building”.

## Key Concepts of Space

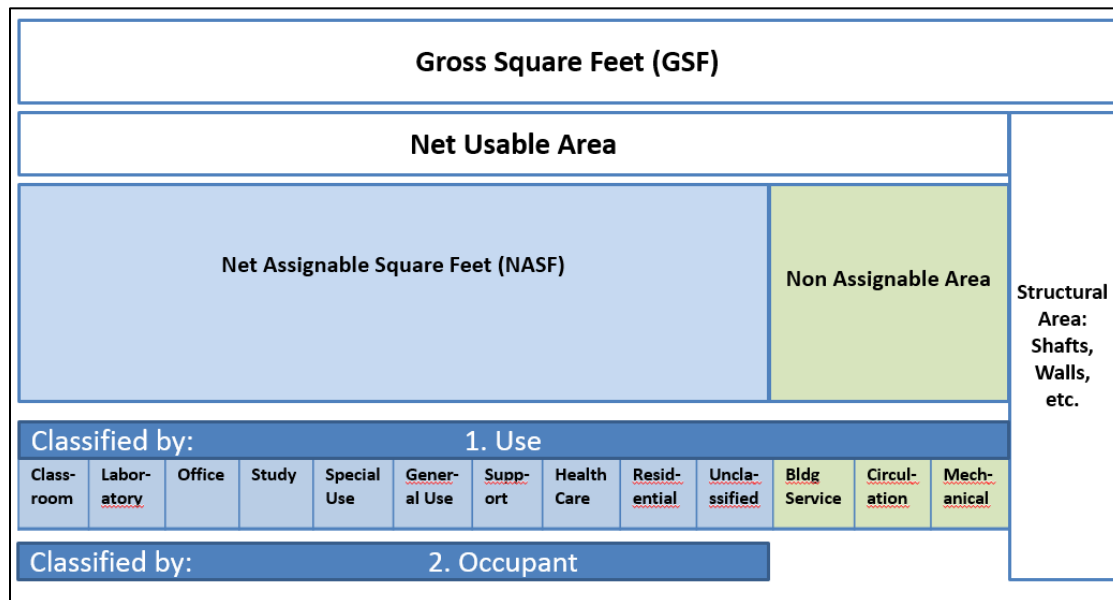
Space at UIUC is classified using external and internal standards. The aim of this is to give structure and consistency to the data. External standards are taken from the “Postsecondary Education Facilities Inventory and Classification Manual (FICM).” This manual can be referenced in a PDF format at: <https://nces.ed.gov/pubs2006/2006160.pdf>. This provides the higher-level standards of tracking space. The relationship between what types of standards we use is shown below:

Component	Uses FICM Standard?	Uses Internal Standard?
Area	X	
Use	X	X
Occupant		X

Space tracking at UIUC can be broken down to 3 main components:

1. Area (square footage)
2. Use
3. Occupant

The rest of this appendix will detail these components. For a visual, the relationship between area calculations, use, and occupant is shown in the figure below.



## Area

### Gross Area (GSF)

Gross area is the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas for circulation and shaft areas that connect one floor to another.

Gross Area is also known as Gross Square Feet or GSF. Shown below is a highlighted floor plan of what Gross Area includes:



### Usable Area

Usable area is the sum of all areas on all floors of a building either assigned or available for assignment to an occupant or specific use OR necessary for the general operation of a building.

$$\text{Usable Area} = \text{Assignable Area} + \text{Non-Assignable Area}$$

Shown below is a highlighted floor plan of what Usable Area includes:



### ***Net Assignable Area***

Net assignable area is the amount of space that can be used for people or programs. It is measured within interior walls. The following function explains how this area is calculated:

$$\text{Net Assignable Area} = \text{Sum of the 10 Major Space Use Categories of Assignable Space}$$

These categories are explained under the “Use” section of these appendices. Net assignable area is also known as Net Assignable Square Feet, or NASF. Shown below is a highlighted floor plan of what Net Assignable Area includes:



### ***Non-Assignable Area***

Non assignable area is the amount of space that is essential to the operation of the building but **not** assigned directly to people or programs. The following function explains how this area is calculated:

$$\text{Non-Assignable Area} = \text{Sum of the 3 Major Space Use Categories of Non-Assignable Space}$$

These categories are explained under the “Use” section of these appendices. Shown below is a highlighted floor plan of what Non-Assignable Area includes:



## Use

Use is categorized at 3 levels:

1. Use Category (Use Cat) High Level - A 3-digit room use code that is used to identify the purpose and usage of rooms within a building. FICM defines 10 High Level Assignable Area Use Categories (100, 200, 300, etc.) and 4 High Level Nonassignable Area Use Categories (XXX, YYY, etc.).
2. Use Category (Use Cat) - A 3-digit room use code that further divides a Use Category (High Level) to capture a related use in each category. Only used for assignable areas, examples are 110, 215, 560, etc.
3. Actual Room Use – This code contains the 3 digits from the Use Category then an additional 2 digits added on at the end. This 5-digit actual room use code further specifies the purpose and usage of a room beyond just the Use Category code. The actual room use codes are determined by and specific to each University. These codes define space in a way that caters to additional reporting the University adheres to.

Use Categories High Level and Use Category have been taken from the FICM Manual, and Actual Room Use was created internally to allow for a greater level of detail to group space usage. The categories of use, as taken from the FICM Manual, are shown below:

<b>Classrooms (100 series)</b>	General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction.
<b>Laboratory Facilities (200 series)</b>	Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.
<b>Office Facilities (300 series)</b>	Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.
<b>Study Facilities (400 series)</b>	Study rooms, stacks, open-stack reading rooms, and library processing spaces.
<b>Special Use Facilities (500 series)</b>	Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.
<b>General Use Facilities (600 series)</b>	Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff, or the public than are special use areas.
<b>Support Facilities (700 series)</b>	Computing facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of a campus.
<b>Health Care Facilities (800 series)</b>	Facilities used to provide patient care (human and animal).
<b>Residential Facilities (900 series)</b>	Housing facilities for students, faculty, staff, and visitors to the campus.
<b>Unclassified Facilities (000 series)</b>	Inactive or unfinished areas, or areas in the process of conversion.
<b>Circulation Area (WWW series)</b>	Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.
<b>Building Service Area (XXX series)</b>	Nonassignable spaces used to support its cleaning and public hygiene functions.
<b>Mechanical Area (YYY series)</b>	Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

## Occupant

Occupant, like use, is tracked at 3 levels:

1. College
2. Department
3. Division

The occupant coding has been taken from the banner organization codes. A crosswalk of how Banner and Archibus relate is shown below:

<b>Banner</b>	<b>College</b>	<b>School/Sub-College</b>	<b>Department</b>
<b>Code</b>	KV	KV5	655
<b>Name</b>	Liberal Arts & Sciences	Earth, Society, & Environment	Geology
<b>Archibus</b>	College	Department	Division

An Occupant Look Up Table can be found at <https://fs.illinois.edu/archibus-web-central/> on the right under Documents.

# Room Use Categories & Actual Room Use

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## Assignable Area

### 000 Unclassified Facilities

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

#### *05000 – Inactive Area*

**Definition:** Spaces available for assignment to an organizational unit or activity need No to Minimal Renovation (Good). Suitable for continued use with normal maintenance.

#### *05010 – Inactive Area A*

**Definition:** Spaces available for assignment to an organizational unit or activity that need Limited Renovation (Satisfactory) - Requires restoration to present acceptable conditions to Moderate Renovation (Fair) - Requires updating or restoration. The physical conditions may influence space use.

#### *05020 – Inactive Area B*

**Definition:** Spaces available for assignment to an organizational unit or activity but need Major Renovations (Unsatisfactory). Warrants major restoration with possible need to overhaul interfaces of equipment in the space with building subsystems. Significant Renovations (Poor). Requires significant updating or restoration. The physical conditions adversely affect space use.

### 060 – Alteration Area

#### *06000 – Alteration Area*

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

### 070 – Unfinished Area

#### *07000 – Unfinished Area*

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



## 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 scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

Institutions may use extension codes to distinguish control over classroom areas, discipline use, type of instruction, contained equipment, or other classroom variables (e.g., Codes 120 and 125, Departmental Classroom and Departmental Classroom Service). These extension codes should be capable of aggregation to total Classroom Facilities (100) as needed.

### 110 – Classroom

#### *11000 – Classroom*

**Definition:** A room used primarily for scheduled instructional activities that does not require special purpose equipment for student use. The room may be equipped with tablet armchairs or furnished with some special equipment if it does not render the room unsuitable for use by classes of other areas of study.

#### *11010 – Classroom – Discussion*

**Definition:** A classroom with a seating capacity of approximately 1-20 stations. These rooms generally require 25-30 net assignable square feet (NASF) of space per student station, including instructional space and circulation.

#### *11015 – Classroom – Seminar*

**Definition:** A classroom with a seating capacity of approximately 21-60 stations. These rooms generally require 18-28 net assignable square feet (NASF) of space per student station, including instructional space and circulation.

#### *11020 – Classroom – Lecture*

**Definition:** A classroom with a seating capacity of over 60 stations. These generally require 14-26 net assignable square feet (NASF) of space per student station, including instructional space and circulation. A lecture hall may be equipped with tablet-armchairs, often fixed to a stepped floor.

### 115 – Classroom Service

#### *11500 – Classroom Service*

**Definition:** A space that directly serves one or more classrooms as an extension of the activities in that space. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, restrooms, etc., if they serve classrooms. They are departmentally controlled and

only indirectly accessible to the public. Does not include service areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc.

#### ***11503 – Classroom Service – Restroom***

**Definition:** Restrooms accessed from a classroom. Does not include restrooms accessible to the public- restrooms accessible to the public are coded are Public Restroom (XXX).

#### ***11510 – Classroom Service – A/V Control Room***

**Definition:** An audio and/or visual control room used primarily for one or more classrooms. Does not include A/V control rooms used for more than just direct classroom service- such a room should be split.

#### ***11545 – Classroom Service – Storage Room***

**Definition:** Storage used primarily for a classroom or classrooms. Does not include storage used for more than just direct classroom service- such a room should be split.

#### ***11597 – Classroom Service – Corridor***

**Definition:** Passageway or aisle space used for internal access to a classroom. Does not include passageway or aisle that is accessible to the public- passageways/aisles accessible to the public are coded are Public Circulation (WWW).

## **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, open, and research/non-class laboratory. A class laboratory is used for **scheduled** instruction. An open laboratory supports instruction but is not formally scheduled. 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. Institutions may wish to further distinguish various types of class, open, and research/non-class laboratories through the use of extension or special codes.

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

The complexity of “research” and how it may affect space use classification decisions needs discussion at the institutional level. In general, there are four categories of research/non-class activities: externally budgeted or funded projects or centers; separately organized centers or projects that are funded from institutional resources; departmental research activities that are neither separately budgeted or organized; and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

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

## **210 – Class Laboratory**

### ***21000 – Class Laboratory***

**Definition:** A room used for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in academic discipline methods that may or may not require water or utility services. It is typically impractical to use these rooms for a wide variety of disciplines.

### ***21005 – Class Laboratory – Wet***

**Definition:** A room used for formally or regularly scheduled classes that requires appropriate equipment, ventilation, and plumbing to safely handle various types of hazardous chemicals and/or biological materials. Generally a wet lab is fitted with fume hoods and/or biosafety cabinets (BSCs) and a full range of piped services such as deionized or reverse osmosis (RO) water, lab cold and hot water, lab waste/vents, carbon dioxide (CO<sub>2</sub>), vacuum, compressed air, eyewash, safety showers, natural gas, telephone, local area network (LAN), and power for student participation, experimentation, observation, or practice in academic discipline methods that require water or utility services. Includes all wet labs, tissue/cell culture labs, etc. that are that are formally or regularly scheduled for classes.

### ***21010 – Class Laboratory – Dry***

**Definition:** A room used for formally or regularly scheduled classes that is used to work with electronics, large instruments, or dry stored materials. Most equipment in these labs is electronic and there are few piped utility services. Many dry labs are used for electronics, robotics, or computational and/or applied mathematical simulations, modeling, and/or analysis. These labs may require accurate temperature and humidity control, dust control, and/or clean power. Includes all dry labs that require special equipment and/or room configuration and/or special conditions. Does not include regular computer labs used for the above-mentioned activities- equipment in dry labs is specialized.

### ***21015 – Class Laboratory – Computer***

**Definition:** A room used for formally or regularly scheduled classes that require the use of computers for student participation, experimentation, observation, or practice in academic discipline methods that

does not require many piped utility services. Includes all computer labs, CAD labs, 3-D Labs, virtual reality labs and others that are formally or regularly scheduled and do not require water or utility services.

### ***21020 – Class Laboratory – Art***

**Definition:** A room used for formally or regularly scheduled classes for art labs like music, theater, language, etc. fall in this category. These spaces may be mostly empty, have large tables, etc. Primary activities in these labs might include band, hand drafting, dance, theater, lithography (and other forms of artistic printing), sculpture, etc.

## **215 – Class Laboratory Service**

### ***21500 – Class Laboratory Service***

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

### ***21505 – Class Laboratory Service – Locker Room***

**Definition:** Locker rooms that directly serve class laboratories.

### ***21510 – Class Laboratory Service – Equipment/Instrument Room***

**Definition:** A room containing equipment that directly serves class laboratories. This includes rooms that house equipment like centrifuges, autoclaves, freezers, refrigerators, etc. that directly supports the class laboratory.

### ***21515 – Class Laboratory Service – Dark Room***

**Definition:** Rooms that can block all light for handling light sensitive materials or processes used primarily for one or more class laboratories.

### ***21520 – Class Laboratory Service – A/V Control Room***

**Definition:** An audio and/or visual control room used primarily for one or more class laboratories. Does not include A/V control rooms used for more than just direct class laboratory service- such a room should be split.

### ***21525 – Class Laboratory Service – Temp/Humidity Control Room***

**Definition:** A climate-controlled room that directly serves a class laboratory. A temperature/climate-controlled room is an environmentally controlled area. They are usually operated at 4 degrees Celsius (39 degrees Fahrenheit), aka cold rooms, but rooms at other than 4 degrees Celsius (39 degrees Fahrenheit) are sometimes required. Utilities typically include electricity, vacuum, and mechanical ventilation and filtered water. Cold rooms shall be lockable, and all mechanical components shall be accessible and serviceable from outside the room. A high/low-temperature alarm system may be connected to the central equipment alarm.

### ***21540 – Class Laboratory Service – Preparation Room***

**Definition:** A room used primarily for the preparation of materials used in one or more class laboratories as an extension of the activities in those rooms.

### ***21545 – Class Laboratory Service – Storage Room***

**Definition:** A storage room that directly serves a class laboratory.

## **220 – Open Laboratory**

### ***22000 – Open Laboratory***

**Definition:** A room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in academic discipline methods that may or may not require water or utility services. It is typically impractical to use these rooms for a wide variety of disciplines. It is designed for or furnished with equipment that serves the needs of a particular discipline where 1) use of the room is not formally or regularly scheduled, and 2) access is limited to specific groups of students. Includes all Open Laboratories (includes tutoring labs)

### ***22005 – Open Laboratory – Writing***

**Definition:** A writing laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Includes writing labs, writing workshops, and other writing-centered spaces that are informally scheduled, unscheduled, or open.

### ***22010 – Open Laboratory – Language***

**Definition:** A language laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Includes language labs, speech and hearing labs, and other language-centered spaces that are informally scheduled, unscheduled, or open.

### ***22015 – Open Laboratory – Computer***

**Definition:** A computer laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Includes all computer labs, CAD labs, 3-D Labs, Virtual reality labs and others that are informally scheduled, unscheduled, or open.

### ***22020 – Open Laboratory – Music***

**Definition:** A music room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Includes all graduate and undergraduate music rooms that are informally scheduled, unscheduled, or open.

### ***22025 – Open Laboratory – Dance***

**Definition:** A dance room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Includes all graduate and undergraduate dance rooms that are informally scheduled, unscheduled, or open.

### ***22030 – Open Laboratory – Studio***

**Definition:** An open plan room used primarily for individual or group instruction of artistic endeavors that is informally scheduled, unscheduled, or open. Includes all graduate and undergraduate studios that are informally scheduled, unscheduled, or open. Primary activities in these labs might include hand drafting, theater, lithography (and other forms of artistic printing), sculpture, etc.

### ***225 – Open Laboratory Service***

#### ***22500 – Open Laboratory Service***

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

#### ***22510 – Open Laboratory Service – Equipment/Instrument Room***

**Definition:** A room containing equipment that directly serves open laboratories. This includes rooms that house equipment like centrifuges, autoclaves, freezers, refrigerators, etc. that directly supports the open laboratory.

#### ***22515 – Open Laboratory Service – Dark Room***

**Definition:** Rooms that can block all light for handling light sensitive materials or processes used for open laboratories. They are departmentally controlled.

#### ***22520 – Open Laboratory Service – A/V Control Room***

**Definition:** An audio and/or visual control room used primarily for one or more open laboratories. Does not include A/V control rooms used for more than just direct open laboratory service- such a room should be split.

#### ***22525 – Open Laboratory Service – Temp/Humidity Control Room***

**Definition:** A climate-controlled room that directly serves an open laboratory. A temperature/climate-controlled room is an environmentally controlled area. They are usually operated at 4 degrees Celsius (39 degrees Fahrenheit), aka cold rooms, but rooms at other than 4 degrees Celsius (39 degrees Fahrenheit) are sometimes required. Utilities typically include electricity, vacuum, and mechanical ventilation and filtered water. Cold rooms shall be lockable, and all mechanical components shall be accessible and serviceable from outside the room. A high/low-temperature alarm system may be connected to the central equipment alarm.

#### ***22540 – Open Laboratory Service – Preparation Room***

**Definition:** A room to prepare materials used in one or more open laboratories as an extension of the activities in those rooms.

#### ***22545 – Open Laboratory Service – Storage Room***

**Definition:** A storage room that directly serves an open laboratory.

## 250 – Research Laboratory

### *25000 – Research Laboratory*

**Definition:** A room used primarily for research by an individual or group that is restricted to those researchers that require special purpose equipment or a specific room configuration for experimentation, observation, or practice in research methods that may or may not require water or utility services. It is typically impractical to use these rooms for a wide variety of disciplines. It is designed for or furnished with equipment that serves the needs of a particular discipline where 1) use of the room is not scheduled, and 2) access is limited to specific groups of researchers. Includes all Research Laboratories.

### *25005 – Research Laboratory – Wet*

**Definition:** A room used primarily for research that requires appropriate equipment, ventilation, and plumbing to safely handle various types of hazardous chemicals and/or biological materials. Generally a wet lab is fitted with fume hoods and/or biosafety cabinets (BSCs) and a full range of piped services such as deionized or reverse osmosis (RO) water, lab cold and hot water, lab waste/vents, carbon dioxide (CO<sub>2</sub>), vacuum, compressed air, eyewash, safety showers, natural gas, telephone, local area network (LAN), and power for student participation, experimentation, observation, or practice in academic discipline methods that require water or utility services. Includes all wet labs, tissue/cell culture labs, etc. that are that are formally or regularly scheduled for classes.

### *25010 – Research Laboratory – Dry*

**Definition:** A room used primarily for research that is used to work with electronics, large instruments, or dry stored materials. Most equipment in these labs is electronic and there are few piped utility services. Many dry labs are used for electronics, robotics, or computational and/or applied mathematical simulations, modeling, and/or analysis. These labs may require accurate temperature and humidity control, dust control, and/or clean power. Includes all dry labs that require special equipment and/or room configuration and/or special conditions. Does not include regular computer labs used for the above-mentioned activities- equipment in dry labs is specialized.

### *25015 – Research Laboratory – Computer*

**Definition:** A room used primarily for research that require the use of computers for student participation, experimentation, observation, or practice in academic discipline methods that does not require many piped utility services. Includes all computer labs, CAD labs, 3-D Labs, virtual reality labs and others that are formally or regularly scheduled and do not require water or utility services.

## 255 – Research Laboratory Service

### *25500 – Research Laboratory Service*

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

#### ***25510 – Research Laboratory Service – Equipment/Instrument Room***

**Definition:** A room containing equipment that directly serves research laboratories. This includes rooms that house equipment like centrifuges, autoclaves, freezers, refrigerators, etc. that directly supports the research laboratory.

#### ***25515 – Research Laboratory Service – Dark Room***

**Definition:** Rooms that can block all light for handling light sensitive materials or processes used primarily for one or more research laboratories.

#### ***25525 – Research Laboratory Service – Temp/Humidity Control Room***

**Definition:** A climate-controlled room that directly serves a research laboratory. A temperature/climate-controlled room is an environmentally controlled area. They are usually operated at 4 degrees Celsius (39 degrees Fahrenheit), aka cold rooms, but rooms at other than 4 degrees Celsius (39 degrees Fahrenheit) are sometimes required. Utilities typically include electricity, vacuum, and mechanical ventilation and filtered water. Cold rooms shall be lockable, and all mechanical components shall be accessible and serviceable from outside the room. A high/low-temperature alarm system may be connected to the central equipment alarm.

#### ***25533 – Research Laboratory Service – Restroom***

**Definition:** Restrooms directly servicing a research lab. Does not include restrooms accessible to the public- restrooms accessible to the public are coded as Public Restroom (XXX).

#### ***25540 – Research Laboratory Service – Preparation Room***

**Definition:** A room to prepare materials used in one or more research laboratories as an extension of the activities in those rooms.

#### ***25541 – Research Laboratory Service – Locker Room***

**Definition:** Locker rooms used for research laboratories.

#### ***25545 – Research Laboratory Service – Storage Room***

**Definition:** A storage room that directly serves a research laboratory. Note: Hazardous storage rooms are categorized separately (25535 Research Laboratory - Hazardous Storage)

#### ***25546 – Research Laboratory Service – Scientific Collections***

**Definition:** A resource room containing books, magazines, and/or written material that directly serves a research laboratory.

#### ***25597 – Research Laboratory Service – Corridor***

**Definition:** Passageway or aisle space used for internal access to a suite of rooms or sub-divisions of space which services a Research Laboratory. It is departmentally controlled and only indirectly accessible to the public.



## 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

#### *31000 – Office*

**Definition:** A work area housing faculty, staff, or students working at one or more desks, tables, or workstations. 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. Combination spaces with studios, shops, laboratories, etc. should be coded with space prorations, however spaces that contain limited desk space for a technician or staff member are classified according to the primary use of the space (i.e., shop, study, classroom, etc.). Includes library staff areas that would not otherwise be classified as Processing Rooms (440). A space 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 with space prorations.

### 315 – Office Service

#### *31500 – Office Service*

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

#### *31505 – Office Service – Reception Area*

**Definition:** A space with receptionists working at one or more workstations that might include a space for public waiting.

#### *31510 – Office Service – Closet*

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

#### *31515 – Office Service – Mail Room*

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

#### *31516 – Office Service – BSW Room*

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

***31520 – Office Service – Copy Room***

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

***31525 – Office Service – Work Room***

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

***31530 – Office Service – Kitchenette***

**Definition:** A kitchen or kitchenette that directly serves an office. Can be a kitchen or an alcove containing cooking facilities. Area can also include small a seating area.

***31531 – Office Service – Vending Area***

**Definition:** A vending space that directly serves an office.

***31532 – Office Service – Lounge/Breakroom***

**Definition:** A lounge that directly serves an office. A room used for rest and relaxation that is restricted to a department, division, unit, or area.

***31533 – Office Service – Restroom***

**Definition:** A restroom directly serves an office or office service area.

***31534 – Office Service – Restroom Accessible***

**Definition:** An accessible restroom directly serves an office or office service area.

***31535 – Office Service – Locker Room***

**Definition:** Staff locker rooms directly serve an office or group of offices as an extension of the activities in those rooms. Staff locker rooms can include restrooms.

***31537 – Office Service – Shower Room***

**Definition:** A private shower room that directly services an office as an extension of the activities in those rooms.

***31545 – Office Service – Storage Room***

**Definition:** An office service area used for active storage. This would include closets, supply rooms, active storage rooms etc.

***31550 – Office Service – Computer/Communication Room***

**Definition:** A room for computer/communication support that directly serves an office. This could be a LAN or other services.

***31590 – Office Service – Lactation Room***

**Definition:** A lockable space equipped with a seat and electrical outlet for nursing moms.

### ***31595 – Office Service – Circulation***

**Definition:** Vestibules, elevators, stairs, lifts, etc. used for internal access to a suite of rooms or sub-divisions of space. Does not include corridors (see Office Service - Corridor). It is departmentally controlled and only indirectly accessible to the public. Private circulation areas can include equipment such as file cabinets or include alcoves for copy machines, mailing stations, workstations, etc.

### ***31597 – Office Service – Corridor***

**Definition:** Passageway or aisle space used for internal access to a suite of rooms or sub-divisions of space which services an office. It is departmentally controlled and only indirectly accessible to the public.

### ***31599 – Office Service – Mechanical Equipment***

**Definition:** A mechanical space directly servicing office space.

## **350 – Conference Room**

### ***35000 - Conference Room***

**Definition:** A room used primarily for staff meetings and departmental activities. Normally utilized by a specific organizational unit or office area, whereas Meeting Rooms are used for general purposes activities such as community or campus group meetings not associated with a particular department. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and classrooms because it is used primarily for activities other than scheduled classes.

## **355 – Conference Room Service**

### ***35500 – Conference Service***

**Definition:** A space that directly serves one or more conference spaces as an extension of the activities in those spaces such as kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces. Excludes service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

### ***35505 – Conference Service – Kitchenette***

**Definition:** A small kitchen or an alcove containing cooking facilities.

### ***35510 – Conference Service – A/V Control Room***

**Definition:** A small room or alcove adjacent to or part of conference space. This room usually contains projection equipment.

### ***35545 – Conference Service – Storage Room***

**Definition:** A room mainly used for the storage of items directly servicing any facility as an extension of the activities in that facility.

## 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, typewriters, records, and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

### 410 – Study Room

#### *41000 – Study Room*

**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. 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 typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed learning labs if they are not restricted to specific disciplines by contained equipment. 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). General computer laboratories are categorized as 40015 Computer Laboratory. Does not include Open 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.

#### *41001 – Study Room – Computer Laboratory*

**Definition:** A room or area used by individuals to study at their convenience with computers at each study station, the space not being restricted to a particular subject or discipline by contained equipment. Includes centrally controlled computer labs that 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). Does not include Open Computer 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

### *42000 – Stack*

**Definition:** A space used to house arranged collections of educational materials for use as a study resource. Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials. Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service- 115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

## 430 – Open-Stack Study Room

### *43000 – Open-Stack Study Room*

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

## 440 – Processing Room

### *44000 – Processing Room*

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

## 455 – Study Service

### *45500 – 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. 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. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center. Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

### *45510 – Study Service – Copy Room*

**Definition:** A copy room that directly serves a study space as an extension of the activities in those rooms.

### *45530 – Study Service – Kitchenette*

**Definition:** A small kitchen or an alcove containing cooking facilities.

### *45545 – Study Service – Storage Room*

**Definition:** An active storage area (room or closet etc.) that directly serves a study area. This space houses files and storage material that is readily accessible by a unit at least one time a week.

## 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 are not coded as service spaces.

## 510 – Armory

### *51000 – Armory – Indoor Drill Area*

**Definition:** A room or area used by Reserve Officer Training Corps (ROTC).

## 515 – Armory Service

### *51500 – Armory Service*

**Definition:** A space that directly serves an armory facility as an extension of Armory spaces.

### ***51505 – Armory Service – Weapons Room***

**Definition:** A space that stores weapons directly for an armory facility as an extension of Armory spaces.

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

### ***52000 – Athletic or Physical Education***

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

### ***52005 – Athletic or Physical Education – Swimming Pool***

**Definition:** An indoor swimming pool used by students, staff, or the public for athletic or physical education activities.

### ***52010 – Athletic or Physical Education – Gymnasium***

**Definition:** An indoor gymnasium that is obviously designed for various indoor sports (as basketball or boxing) and usually equipped with gymnastic apparatus that is used by students, staff, or the public for athletic or physical education activities.

### ***52015 – Athletic or Physical Education – Athletic Activity***

**Definition:** Multipurpose indoor athletic room.

### ***52020 – Athletic or Physical Education – Ice Rink***

**Definition:** An indoor ice rink used by students, staff, or the public for athletic or physical education activities.

## **523 – Athletic or Physical Education Spectator Seating**

### ***52300 – Athletic or Physical Education – Spectator Seating***

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

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

### ***52500 – Athletic or Physical Education Service***

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

### ***52505 – Athletic or Physical Education Service – Locker Room***

**Definition:** A locker room that directly serves any athletic or physical education facility.

### ***52510 – Athletic or Physical Education Service – Shower Room***

**Definition:** A shower room that directly services any athletic or physical education facility.

### ***52515 – Athletic or Physical Education Service – Ticket Room***

**Definition:** A ticketing area that directly services any athletic or physical education facility.

***52525 – Athletic or Physical Education Service – Equipment Room***

**Definition:** A room containing equipment that directly services any athletic or physical education facility.

***52530 – Athletic or Physical Education Service – Storage Room***

**Definition:** A room mainly used for the storage of items directly servicing any athletic or physical education facility.

***52545 – Athletic or Physical Education Service – Laundry Room***

**Definition:** A laundry room that directly services any athletic or physical education facility.

***52550 – Athletic or Physical Education Service – Press Box***

**Definition:** A room dedicated to the press that directly services any athletic or physical education facility.

***52555 – Athletic or Physical Education Service – Preparation Room***

**Definition:** A preparation room that directly services any athletic or physical education facility.

***52560 – Athletic or Physical Education Service – Concessions***

**Definition:** A concession space that directly services any athletic or physical education facility.

***52565 – Athletic or Physical Education Service – Training Room***

**Definition:** A training room that directly services any athletic or physical education facility.

***52570 – Athletic or Physical Education Service – Restroom***

**Definition:** A restroom that directly serves an athletic or physical education facility.

**530 – Media Production**

***53000 – Media Production***

**Definition:** A space used for the production or distribution of multimedia materials or signals. Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience. Does not include spaces that merely store media materials and equipment (Media Production Service - 535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Open Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).



## 535 – Media Production Service

### *53500 – Media Production Service*

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

### *53505 – Media Production Service – Recording Room*

**Definition:** A recording room that directly services a media production space. Recording rooms will typically contain some sort of sound proofing and special equipment for the recording of sound.

### *53515 – Media Production Service – Dark Room*

**Definition:** A dark room that directly services a media production space. Dark rooms typically have light blocking entrances and special equipment for the development of photographic or video film.

### *53540 – Media Production Service – Equipment/Instrument Room*

**Definition:** An equipment/instrument room that directly services a media production space.

### *53545 – Media Production Service – Storage Room*

**Definition:** A storage room that directly services a media production space.

## 540 – Clinic – Health

### *54000 – Clinic – Health*

**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. 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. 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 – Health Service

### *54500 – Clinic – Health Service*

**Definition:** A space that directly serves a clinic as an extension of the activities in that space. Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces. 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).

#### ***54505 – Clinic – Health Service – Waiting***

**Definition:** A waiting area for a clinical health service space.

#### ***54510 – Clinic – Health Service – Observation Room***

**Definition:** An observation area for a clinical health service space.

#### ***54515 – Clinic – Health Service – Control Room***

**Definition:** A control room for a clinical health service space.

#### ***54587 – Clinic – Health Service – Storage Room***

**Definition:** A storage area for a clinical health service space.

### **550 – Demonstration**

#### ***55000 – 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. 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. 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**

#### ***55500 – Demonstration Service***

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

### ***56000 – 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. 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. 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 Quarters**

### ***57000 – Animal Quarters***

**Definition:** A space that houses laboratory animals used for research and/or instructional purposes. Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research. Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic 850).

### ***57010 – Animal Quarters – Stall***

**Definition:** A stall that houses laboratory animals used for research and/or instructional purposes. Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic- 850).

## **575 – Animal Quarters Service**

### ***57500 – Animal Quarters Service***

**Definition:** 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 rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space. Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic- 850).

#### ***57505 – Animal Quarters Service – Autoclave Room***

**Definition:** A room containing autoclaves that directly services animal quarters space.

#### ***57535 – Animal Quarters Service – Food Storage Room***

**Definition:** A room used for food storage that directly services animal quarters space.

#### ***57545 – Animal Quarters Service – Storage Room***

**Definition:** A room used for storage that directly services animal quarters space. Excludes food storage (see Animal Quarters Service - Food Storage Room- 535).

#### ***57550 – Animal Quarters Service – Surgery Room***

**Definition:** A room used for surgery that directly services animal quarters space.

#### ***57560 – Animal Quarters Service – Preparation Room***

**Definition:** A preparation room that directly services animal quarters space.

#### ***57565 – Animal Quarters Service – Locker Room***

**Definition:** A locker room that directly services animal quarters space.

#### ***57570 – Animal Quarters Service – Restroom***

**Definition:** A restroom that directly services animal quarters space.

### **580 – Greenhouse**

#### ***58000 – Greenhouse***

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

#### ***58500 – Greenhouse Service***

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

### **590 – Other-Law Enforcement Facility**

#### ***59000 – Other-Law Enforcement Facility***

**Definition:** A space that houses campus security or police department.

### ***59005 – Non-University Occupant***

**Definition:** A space that houses a third party, non-university occupant.

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

### **610 – Assembly**

#### ***61000 – 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. 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 using additional codes. 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**

#### ***61500 – Assembly Service***

**Definition:** 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 of the primary assembly room are classified as public circulation. 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.

#### ***61545 – Assembly Service – Storage Room***

**Definition:** A room mainly used for the storage of items directly servicing any facility as an extension of the activities in that facility.

### ***61597 – Assembly Service – Corridor***

**Definition:** Passageway or aisle space used for internal access to a suite of rooms or sub-divisions of space. It is departmentally controlled and only indirectly accessible to the public.

## **620 – Exhibition**

### ***62000 – 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. 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. Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

## **625 – Exhibition Service**

### ***62500 – Exhibition Service***

**Definition:** A space that directly serves an exhibition facility as an extension of the activities in that facility. Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620). 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**

### ***63000 – Food Facility***

**Definition:** 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. 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. 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). 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).

#### ***63005 – Food Facility – Serving Area***

**Definition:** Area within a food facility where food is served.

#### ***63010 – Food Facility – Dining Area***

**Definition:** Area within a food facility where food is eaten- typically outfitted with tables and chairs.

### **635 – Food Facility Service**

#### ***63500 – Food Facility Service***

**Definition:** A space that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area. 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).

#### ***63505 – Food Facility Service - Locker Room***

**Definition:** A locker room that directly serves a food facility.

#### ***63510 – Food Facility Service – Breakroom***

**Definition:** A breakroom that directly serves a food facility.

#### ***63515 – Food Facility Service – Ware Washing***

**Definition:** A ware washing room that directly serves a food facility.

#### ***63520 – Food Facility Service – Temp/Humidity Control Room***

**Definition:** A room with controlled temperature and/or humidity that directly serves a food facility.

#### ***63533 – Food Facility Service – Restroom***

**Definition:** A restroom that directly serves a food facility.

#### ***63540 – Food Facility Service – Preparation Room***

**Definition:** A preparation room that directly serves a food facility.

#### ***63545 – Food Facility Service – Storage Room***

**Definition:** A storage room that directly serves a food facility.

### ***63550 – Food Facility Service – Freezer***

**Definition:** A freezer that directly serves a food facility.

### ***63555 – Food Facility Service – Cooler***

**Definition:** A cooler that directly serves a food facility.

### ***63597 – Food Facility Service – Corridor***

**Definition:** A corridor that directly serves a food facility.

## **640 – Day Care**

### ***64000 – 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. 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). 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**

### ***64500 – 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. 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. 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**

### ***65000 – Lounge***

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

#### ***65036 – Lounge – Reflection Room (Meditation/Prayer)***

**Definition:** A space used for activities that require a quiet area such as meditation that is not restricted to a specific group of people.

#### **655 – Lounge Service**

##### ***65500 – Lounge Service***

**Definition:** A space that directly serves a general use lounge facility. Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650). 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).

##### ***65505 – Lounge Service – Vending Room***

**Definition:** A vending room that directly serves a lounge.

##### ***65510 – Lounge Service – Kitchenette***

**Definition:** A room with a kitchenette that directly serves a lounge. Does not include break room kitchenettes.

##### ***65545 – Lounge Service – Storage Room***

**Definition:** A storage room that directly serves a lounge.

#### **660 – Merchandising**

##### ***66000 – Merchandising***

**Definition:** A space used to sell products or services. 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. Does not

include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Centers used for practice within an instructional program are classified as Demonstration (550).

#### ***66005 – Merchandising – Serving Area***

**Definition:** Area within a merchandising facility where merchandise is served.

#### ***66010 – Merchandising – Dining Area***

**Definition:** Area within a merchandising facility where merchandise is eaten- typically outfitted with tables and chairs.

### **665 – Merchandising Service**

#### ***66500 – Merchandising Service***

**Definition:** A space that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility. 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.

#### ***66540 – Merchandising Service – Preparation Room***

**Definition:** A space for preparation of merchandise that directly serves a merchandising facility.

#### ***66545 – Merchandising Service – Storage Room***

**Definition:** A storage space that directly serves a merchandising facility.

#### ***66550 – Merchandising Service – Freezer***

**Definition:** A freezer that directly serves a merchandising facility.

#### ***66555 – Merchandising Service – Cooler***

**Definition:** A cooler that directly serves a merchandising facility.

### **670 – Recreation**

#### ***67000 – Recreation***

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

#### ***67020 – Recreation – Swimming Pool***

**Definition:** An indoor swimming pool used by students, staff, or the public for recreational purposes. This space is not likely used for instructional purposes.

#### ***67025 – Recreation – Ice Rink***

**Definition:** An indoor ice rink used by students, staff, or the public for recreational purposes. This space is not likely used for instructional purposes.

### **675 – Recreation Service**

#### ***67500 – Recreation Service***

**Definition:** A space that directly serves a recreation facility as an extension of the activities in that facility. Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility. 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).

#### ***67505 – Recreation Service – Locker Room***

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

#### ***67510 – Recreation Service – Shower Room***

**Definition:** A shower room that directly services any recreation facility as an extension of the activities in that facility.

### **680 – Meeting Room**

#### ***68000 – Meeting Room***

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

### ***68500 – Meeting Room Service***

**Definition:** A space that serves a meeting space as an extension of the activities in that space. Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space. Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

### ***68510 – Meeting Room Service – A/V Control Room***

**Definition:** An A/V control room that serves a meeting space as an extension of the activities in that space.

### ***68545 – Meeting Room Service – Storage***

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

## **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 telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

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

### ***71000 – Central Computer or Telecommunications***

**Definition:** A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution. A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 codes. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions. Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff.

### ***71009 – Telecom Node (Node)***

**Definition:** A room containing operating equipment that acts as an intersection/connection point within a larger network that can receive, create, forward, or store data along distributed network routes. (i.e. connecting WAN/the Internet to CAN/LAN)

### ***71010 – Communication Equipment Rooms (CER)***

**Definition:** A room containing operating intermediate equipment in data communication for signal conversion, coding, or line clocking.

### ***71020 – Server Rooms (SR)***

**Definition:** A room containing operating computer servers.

### ***71030 – Computer/Data Centers (CDC)***

**Definition:** A room containing operating networked computers that store, organize, process, and distribute large amounts of data.

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

### ***71500 – Central Computer or Telecommunications Service***

**Definition:** A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility. Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool, and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility. Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general-purpose terminal room in a dormitory should be classified as Study Service (455).

### ***71545 – Central Computer or Telecommunications Service – Storage Room***

**Definition:** A storage room that directly serves a central computer or telecommunications rooms.

## **720 – Shop**

### ***72000 – Shop***

**Definition:** 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. 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. Does not include instructional shops (i.e., industrial arts or vocational technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

## 725 – Shop Service

### *72500 – Shop Service*

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

### *72505 – Shop Service – Storage*

**Definition:** Storage area that directly serves a shop.

### *72510 – Shop Service – Testing Area*

**Definition:** Testing area that directly serves a shop.

### *72533 – Shop Service – Restroom*

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

### *72597 – Shop Service – Corridor*

**Definition:** Passageway or aisle space used for internal access to a suite of rooms or sub-divisions of space. It is departmentally controlled and only indirectly accessible to the public.

## 730 – Central Storage

### *73000 – 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. The concept of central or general is key to applying this code correctly. Most storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 codes can usually be used for all assignable storage areas that do not qualify as service spaces. 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 (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**

### ***73500 – Central Storage Service***

**Definition:** A space that directly serves a central storage facility as an extension of the activities in that facility. Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included. Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

## **740 – Vehicle Storage**

### ***74000 – Vehicle Storage***

**Definition:** A space or structure that is used to house or store vehicles. 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. Also included is the covered circulation area required for the vehicles to enter, maneuver while within, and exit the parking structures. This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). (See Parking Structure, section 3.2.10, for suggested classification of parking structures.)

### ***74005 – Vehicle Storage – Parking Structure***

**Definition:** Includes parking decks.

## **745 – Vehicle Storage Service**

### ***74500 – Vehicle Storage Service***

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

### ***75000 – 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. 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 using additional codes in this series. Most of these centralized areas have a campus-wide service scope. Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

#### ***75005 – Central Service – Laundry***

**Definition:** Central laundry facility for the campus.

#### ***75010 – Central Service – Mail Room***

**Definition:** Central mail rooms for the campus.

#### ***75015 – Central Service – Receiving/Shipping Room***

**Definition:** Central receiving/shipping for the campus.

#### ***75020 – Central Service – Lamp Storage***

**Definition:** Central lamp/light bulb storage for the campus.

#### ***75025 – Central Service – Warehouse***

**Definition:** Central warehouse for the campus.

#### ***75030 – Central Service – Printing Room***

**Definition:** Central printing facilities for the campus.

### **755 – Central Service Support**

#### ***75500 – Central Service Support***

**Definition:** A space that directly serves a central service facility as an extension of the activities in that facility. Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas. 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).

#### ***75505 – Central Service Support – Locker/Breakroom***

**Definition:** A locker and/or breakroom that directly serves a central service facility.

#### ***75510 – Central Service Support – Restroom***

**Definition:** A restroom that directly serves a central service facility.

#### ***75525 – Central Service Support – Loading Dock***

**Definition:** A loading dock that directly serves a central service facility.

#### ***75540 – Central Service Support – Preparation Room***

**Definition:** A preparation room that directly serves a central service facility.

#### ***75545 – Central Service Support – Storage Room***

**Definition:** A storage room that directly serves a central service facility.

#### ***75597 – Central Service Support – Corridor***

**Definition:** A corridor that directly serves a central service facility.

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

#### ***76000 – 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. 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).

### **770 – Hazardous Waste Storage**

#### ***77000 – 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. 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 process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations. Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760).

### **775 – Hazardous Waste Service**

#### ***77500 – 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. Hazardous waste materials services provide 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. Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760) or hazardous waste materials (see Hazardous Waste Storage-770).

## **780 – Unit Storage**

### ***78000 – Unit Storage***

**Definition:** A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit. A dedicated storage unit or location typically remote from the controlling unit's workspace and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770). Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small area satellite storage areas located around the institution; or satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 770, 775).

## **785 – Unit Storage Service**

### ***78500 – Unit Storage Service***

**Definition:** A room that directly serves a unit storage space.

### ***78533 – Unit Storage Service – Restroom***

**Definition:** A restroom that directly serves a unit storage space.

### ***78597 – Unit Storage Service – Corridor***

**Definition:** A corridor that directly serves a unit storage space.

## **800 Health Care Facilities**

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

### *81000 – Patient Bedroom*

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

### *81001 – Patient Bedroom – Animal Quarters*

**Definition:** A room equipped with one or more spaces used for veterinary patient care. Stalls or cage rooms for animal patients are included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category. Does not include nonpatient animal shelters used for farm animals (see Field Building-560) or nonveterinary school laboratory animals (see Animal Facilities-570).

## 815 – Patient Bedroom Service

### *81500 – Patient Bedroom Service*

**Definition:** A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces. Included are linen closets, patient lounges, children’s playrooms, 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. Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms that serve a nurse station (see Nurse Station Service-835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

## 820 – Patient Bath

### *82000 – Patient Bath*

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

### ***83000 – Nurse Station***

**Definition:** A room or area used by nurses or other patient care staff who are supervising or administering health care services. This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas. Spaces that are used as Offices (310) should be so classified.

## **835 – Nurse Station Service**

### ***83500 – Nurse Station Service***

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

### ***83505 – Nurse Station Service – File Room***

**Definition:** Room or area that directly serves a nurse's station containing active medical records.

### ***83525 – Nurse Station Service – Preparation Room***

**Definition:** Room or area for clean linen/medical supplies serving nurse's station.

### ***83545 – Nurse Station Service – Storage Room***

**Definition:** Room or area containing medical supplies serving nurse's station.

## **840 – Surgery**

### ***84000 – Surgery***

**Definition:** A room used for surgery. 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. 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).

#### ***84002 – Surgery – Animal***

**Definition:** Room or area used for surgery on veterinary animals. Typically referred to as large animal surgery, small animal surgery, bovine surgery, bull surgery, etc. Does not include rooms used for laboratory animals (see 57000).

### **845 – Surgery Service**

#### ***84500 – Surgery Service***

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

#### ***84510 – Surgery Service – Equipment/Instrument Room***

**Definition:** An equipment/instrument room that directly serves a surgery room.

#### ***84520 – Surgery Service – Locker Room***

**Definition:** Staff locker room in surgery area. Includes lockers, toilet, and shower areas.

#### ***84530 – Surgery Service – Preparation Room***

**Definition:** A preparation room that directly serves a surgery room.

#### ***84535 – Surgery Service – Recovery Room***

**Definition:** Room used by immediate-post-surgical patients.

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

#### ***85000 – Treatment/Examination Clinic***

**Definition:** A space used for examinations, diagnosis, consultation, or treatment. Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary

institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included. 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**

### ***85500 – Treatment/Examination Clinic Service***

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

### ***85510 – Treatment/Examination Clinic Service – Control Room***

**Definition:** Room or area designated for principal use as operator control region for operating RX and DX x-ray equipment; patient monitoring while being x-rayed. May serve as a secondary film processing area not covered by the Film Processing (see 85520).

### ***85525 – Treatment/Examination Clinic Service – Observation Room***

**Definition:** Room or area used for patient observation.

### ***85530 – Treatment/Examination Clinic Service – Preparation Room***

**Definition:** Room or area for patient dressing and preparation room.

### ***85545 – Treatment/Examination Clinic Service – Storage Room***

**Definition:** Room or area for medical supply/storage serving a treatment/examination area.

## **860 – Diagnostic Service Laboratory**

### ***86000 – Diagnostic Service Laboratory***

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

#### ***86020 – Diagnostic Service Laboratory – Pharmacy***

**Definition:** Room equipped for preparing and dispensing prescription drugs.

#### ***86030 – Diagnostic Service Laboratory – Computer Laboratory***

**Definition:** Computer room used to provide diagnostic support services to an entire health care facility.

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

#### ***86500 – Diagnostic Service Laboratory Support***

**Definition:** A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility. 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. Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

#### ***86510 – Diagnostic Service Laboratory Support – Autoclave***

**Definition:** A room containing autoclaves that directly serves a diagnostic service laboratory.

#### ***86520 – Diagnostic Service Laboratory Support – Temp/Humidity Control Room***

**Definition:** A temperature and/or humidity-controlled room that directly serves a diagnostic service laboratory.

#### ***86530 – Diagnostic Service Laboratory Support – Supply Room***

**Definition:** A room containing supplies that directly serves a diagnostic service laboratory.

### **870 – Central Supplies**

#### ***87000 – Central Supplies***

**Definition:** A room used centrally to store health care supplies in a health care facility. This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored. 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

### *88000 – Public Waiting*

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

### *88003 – Private Waiting*

**Definition:** A space used by the department that provides individuals with a place to await admission, treatment, or information within a health care facility. Included are lobby areas that are specifically configured and furnished for private 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. 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 private waiting for admission, treatment, or information should be classified with this code.

## 890 – Staff On-Call Facility

### *89000 – 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. 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. 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

### *89500 – Staff On-Call Facility Service*

**Definition:** A space that directly serves as a staff on-call room as an extension of the activities in that facility. Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters. 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/Bath

#### *91000 – Sleep/Study without Toilet/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. 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. Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

### 919 – Toilet/Bath

#### *91900 – Toilet/Bath*

**Definition:** Student Public Toilets assigned to Campus Housing Department.

### 920 – Sleep/Study with Toilet/Bath

#### *92000 – Sleep/Study with Toilet/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. 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. 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**

### ***93500 – Sleep/Study Service***

**Definition:** A room that directly serves the occupants of sleep/study rooms. This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study with Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935). Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

### ***93505 – Sleep/Study Service – TV Room***

**Definition:** A TV room that directly serves the occupants of sleep/study rooms. Does not include lounges (650)- primary use due to equipment/arrangement of furniture should be video viewing.

### ***93525 – Sleep/Study Service – Laundry Room***

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

### ***93530 – Sleep/Study Service – Recycling Room***

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

### ***93535 – Sleep/Study Service – Trash Room***

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

### ***93540 – Sleep/Study Service – Closet***

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

### ***93545 – Sleep/Study Service – Storage Room***

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

## **950 – Apartment**

### ***95000 – Apartment***

**Definition:** A complete living unit, with private a cooking facility that is not a separate structure. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included.

## 955 – Apartment Service

### 95500 – 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. Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be 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. 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

### 97000 – House

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

## Non-Assignable Area

***(DO NOT CHANGE in Archibus, can/should only be assigned by FIR.)***

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 as per the formula in section 3.1, Overview of Building Measurement Terms.

$$\text{Net Usable Area} = \text{Assignable Area} + \text{Non-assignable Area}$$

It is recommended that institutions include these areas in their space inventories for the several important purposes. Definitions of the three categories of non-assignable space are provided. 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*.

## WWW Circulation Area

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

### **WWW00 – Circulation Area**

**Definition:** Any space in a building of which the primary use is the travel of individuals through the space.

### **WWW01 – Bridge/Tunnel/Catwalk**

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

### **WWW02 – Public Elevator – Accessible**

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

### **WWW03 – 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. 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.

### **WWW04 – Loading Dock**

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

#### ***WWW06 – Corridor***

**Definition:** A covered passageway or ramped area available to the general public, inside a building, 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. 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).

#### ***WWW07 – Stairway***

**Definition:** The covered internal or external space dedicated to providing a nonmechanically 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. 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.

#### ***WWW08 – Vestibule***

**Definition:** A covered and contained internal space that functions as a transition from, typically, "outside" to "inside". It can function like an antechamber, lobby, etc.

#### ***WWW09 – Ramp***

**Definition:** The covered internal or external space dedicated to providing a nonmechanically assisted passage from one floor level to another. In an enclosed ramp, the cross-sectional area of the ramp is inventoried at each floor through which it passes. In an unenclosed ramp, only that area beneath the ramp structure that is not accessible or has less than a 3-foot ceiling height is included. In ramps that pass-through floor openings larger than themselves, the open area around the ramp's floor penetration is not counted as either gross area or usable area. In an unenclosed ramp, that area beneath the ramp 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.

#### ***WWW10 – Ladder***

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

pass-through floor openings larger than themselves, the open area around the ladder's floor penetration is not counted as either gross area or usable area. In an unenclosed ladder, that area beneath the ladder 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.

#### ***WWW11 – Dumbwaiter***

**Definition:** The structural shaft built to accommodate one or more elevator cabs that transports goods. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes. Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

#### ***WWW12 – Restricted Use Elevator***

**Definition:** The structural shaft built to accommodate one or more limited access elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes. Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

#### ***WWW19 – Ramp – Not Accessible***

**Definition:** A non-accessible ramp for access to other levels of a building.

#### ***WWW22 – Public Elevator – Not Accessible***

**Definition:** The structural shaft built to accommodate one or more non-accessible elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes. Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

### **XXX Building Service Area**

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

#### ***XXX00 – Building Service Area***

**Definition:** Space that houses some capacity of building services, including but not limited to custodial, janitorial, and hygiene related spaces. Excludes mechanical (YYY) and circulation (WWW) spaces.

#### ***XXX02 – BSW Room***

**Definition:** A space dedicated for use by janitorial staff. It may include 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. Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

#### ***XXX03 – Men's Public Restroom***

**Definition:** Men's public restroom includes all toilet facilities that are available to the public.

***XXX04 – Women's Public Restroom***

**Definition:** Women's public restroom includes all toilet facilities that are available to the public.

***XXX05 – All-Gender Public Restroom***

**Definition:** All-gender - Includes all toilet facilities that are available to the public.

***XXX06 – Public Lactation Room***

**Definition:** A lockable space equipped with a seat and electrical outlet for nursing moms.

***XXX07 – Men's Public Restroom – Accessible***

**Definition:** A lavatory facility for men equipped for the handicapped for use by the general public that is typically located on public corridors.

***XXX08 – Women's Public Restroom – Accessible***

**Definition:** A lavatory facility for women equipped for the handicapped for use by the general public that is typically located on public corridors.

***XXX09 – All-Gender Public Restroom – Accessible***

**Definition:** A lavatory facility for all genders equipped for the handicapped for use by the general public that is typically located on public corridors.

***XXX10 – Outdoor Spectator Seating***

**Definition:** Outdoor spectator seating (i.e., bleachers, grandstands, etc.) used at sporting fields, amphitheaters, arenas, stadiums, etc.

***XXX11 – Shower Room***

**Definition:** Includes all showering facilities that are available to the public.

**YYY Mechanical Area**

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

***YYY00 – Mechanical Area***

**Definition:** Space that houses some capacity of building mechanical systems as its primary use. Excludes building service (XXX) and circulation (WWW) spaces.

***YYY01 – Central Utility Plant***

**Definition:** A centralized space containing equipment that heats and cools the rest of campus.

***YYY02 – Electrical Room***

**Definition:** A room that contains electrical equipment/switches/lines for the building.

***YYY03 – Shaft***

**Definition:** A shaft for the circulation of conditioned air or other building mechanical equipment/needs.



#### ***YYY04 – Building Mechanical Space***

**Definition:** A room that contains mechanical equipment that serves the building including but not limited to AHUs, water heaters, elevator mechanical space, etc.

#### ***YYY05 – Wiring Closet/Telecom***

**Definition:** A small room whose primary function is to contain wires for communications.

### **ZZZ Non-Occupiable Space**

The remaining area within the gross square footage of a building is structural or “construction” area, which cannot be occupied or put to use. (See section 3.2, Definitions of Building Areas.) Institutions may wish to include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building.

#### ***ZZZ00 – Structural Space***

**Definition:** Space that is not usable because it is occupied by structural components necessary for the building (i.e., columns, beams, tension cables for building structure, etc.)

#### ***ZZZ01 – Unusable Area***

**Definition:** Spaces not available for assignment to an organizational unit or activity because they are not likely to be renovated or is completely inaccessible at the time of the inventory.

#### ***ZZZ02 – Unusable – Permanent***

**Definition:** Spaces not available for assignment to an organizational unit or activity because they are never going to be renovated or assigned at the time of the inventory.