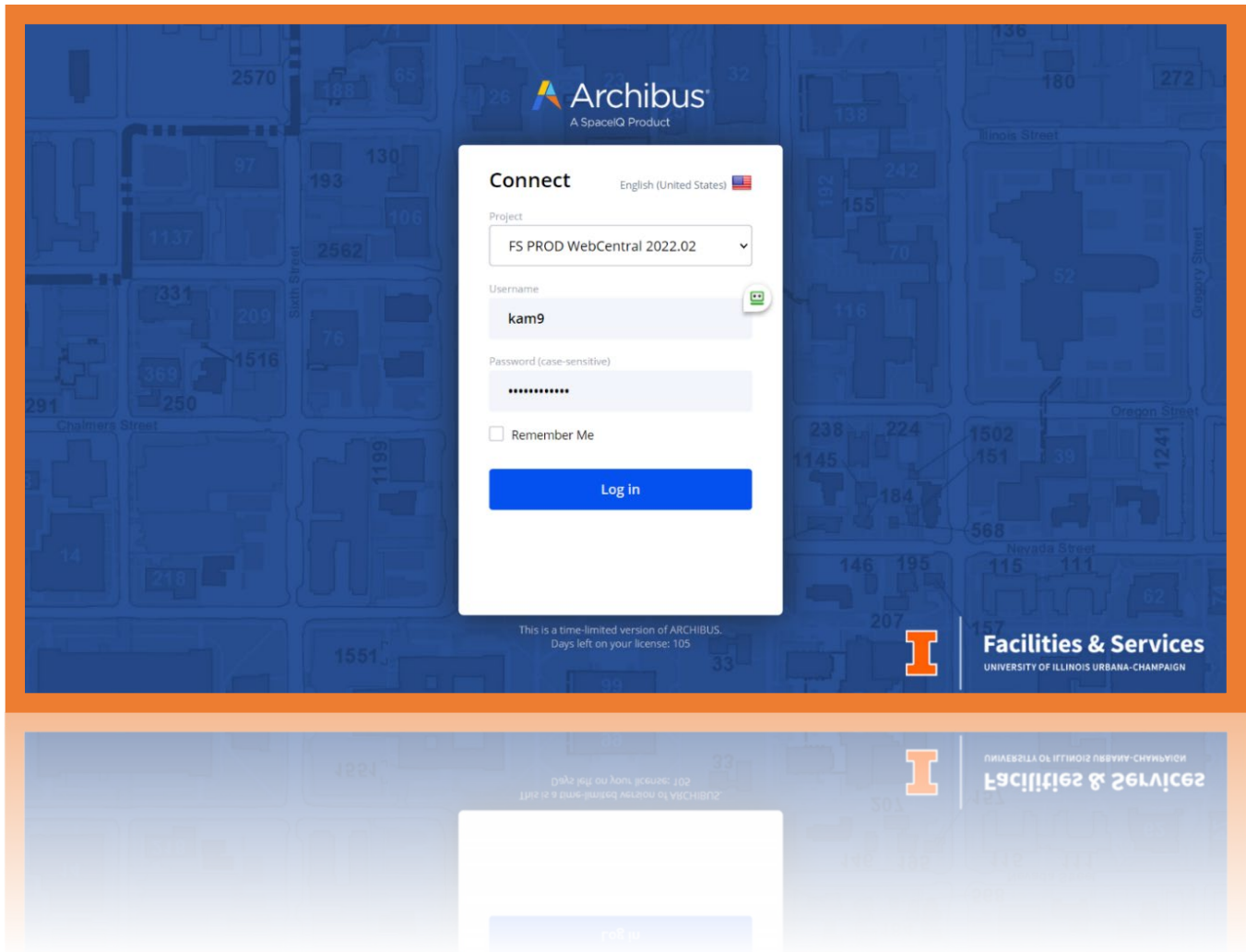# 2024 CAMPUS SPACE SURVEY GUIDE

Important: Any department that participated in the F&A Survey earlier this year, does not have to participate in this survey.

This survey is administered by:

Facilities Information Resources – Space Management Team

Primary Contact: Kimberly McLaughlin

kam9@illinois.edu   217-300-0143

The survey is due to be completed in Archibus Web Central by JULY 12th, 2024

Contents

Overview

Software

Space data for the University of Illinois Urbana-Champaign is maintained using space management software system called ARCHIBUS. Web Central is the web application of ARCHIBUS. Google Chrome and Mozilla Firefox are the two supported browsers for this application.

If working **remotely** (off campus), the VPN client provided by the University of Illinois Urbana-Champaign Technology Services must be used when accessing Web Central. For more information about the campus VPN client, go to https://techservices.illinois.edu/services/virtual-private-networking-vpn/details.

Log In/Out

Use your browser to navigate to https://archibus.fs.illinois.edu/. Log In using your NetID and password. Log out by clicking the person icon ⊚ in the upper left portion of the screen and choosing Log Out.

Requisite Permissions

To participate in the 2024 Space Survey, you must be assigned one of the following two roles in Web Central:

> **Campus Space**: *View* All Campus Space / *Edit* Space for a specified College
> **Department Space**: *View* All Space in a specified College / *Edit* Space for specified Departments within the specified College.

A user can see what their role is by clicking on the person icon ⊚ on the top, right of the screen at the left navigation panel. See the image below for where the role name is located.
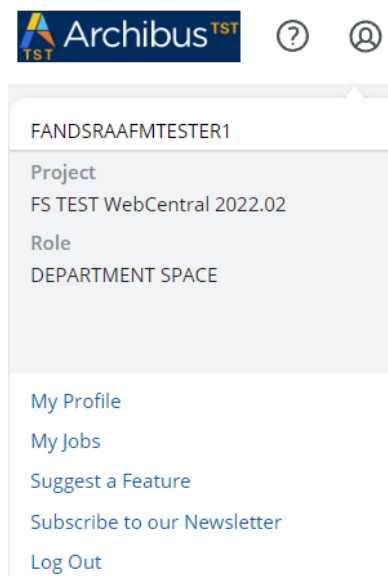
User Role Description Matrix:

Roles:	Campus Space	Department Space
View	All Space	College/Unit
Edit	College/Unit	Department/Division

Note: Facility/Business managers from your unit, designated by you, should already have access to Web Central with "view and edit" permissions as part of your college's ongoing space review and space change request process. Staff may use their existing Web Central access to complete the 2024 Campus Space Survey.

If you are unable to login to Web Central or need to request an account setup, please contact Kimberly McLaughlin (kam9@illinois.edu or 217-300-0143).

Space Survey Process

Facilities Information Management has set up surveys for department divisions. Users will have access to surveys related to the buildings and rooms occupied by their departments' divisions. **It is your departments' divisions' responsibility to either verify or make changes to existing records in Web Central.**

The complete survey process:

1. Log in to Web Central and locate your survey.
2. Select a building, this displays all your assigned space within the building.
3. Select a floor.
4. Edit department space for selected building / floor.
5. Verify department space for selected building / floor. All records should be green.
6. Relinquish department space for selected building / floor.*
7. Update your people in space records.
8. Send your signed certifications to Kimberly McLaughlin (kam9@illinois.edu) at Facilities Information Resources, Facilities & Services MC-800 by **Friday July 12th, 2024.**
9. **When you receive a confirmation email your portion of the survey is complete.**

*Note: The process for relinquishing space has changed. Please read "Relinquish Space" on pages 12 and 13 for the updated procedure.

Campus Space Survey Instructions

Navigate to your assigned Space Survey

Go to https://archibus.fs.illinois.edu/. Log In using your NetID and password.

Under Campus Space or Department Space, depending on your user role, scroll down until you can see the Space Survey section in the navigation bar.
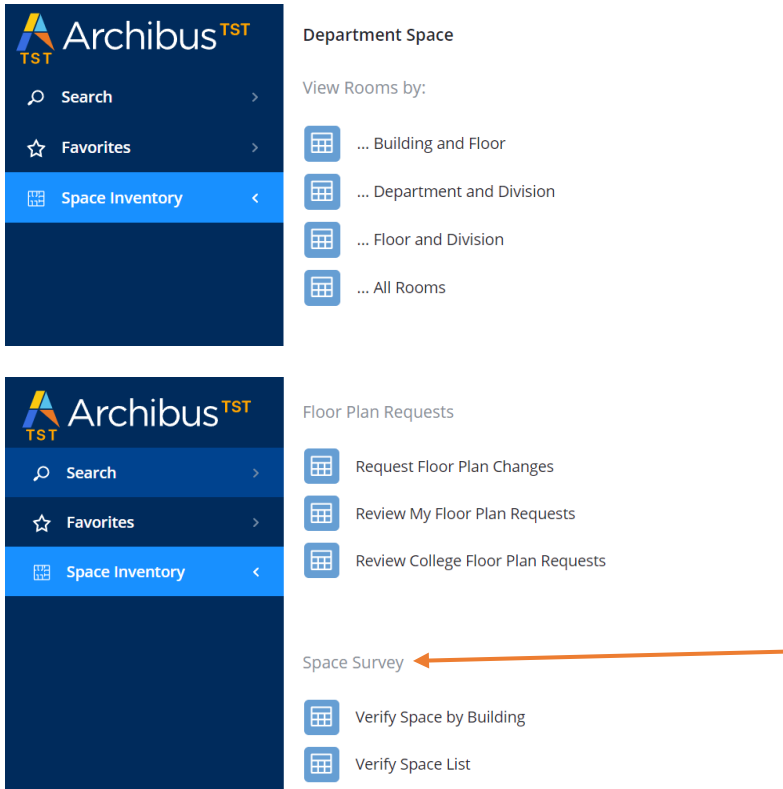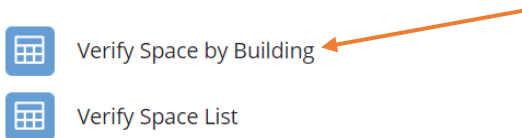

You can click on *Verify Space (by Building)* or *Verify Space (List)* to access the survey. Both views are explained on the following pages.

Verify Space

By Building

Verify Space by Building opens a building list. ***Note***: *What you are able to view and edit depends on the role you are assigned.*

Verify Space (by Building)

Select Bldg

- 0040
- 0069
- 0124
- 0131
- 0158
- 0256
- 0336
- 0377
- 1017
- 1074

Users must click on a building number to display a list of department spaces for that building.

Each record in the list can be edited, verified, un-verified, and relinquished, covered in "Editing and Verifying Space Records" starting on page 6.

By Floor

Users may further filter the building floors by typing the desired floor number in the text box and pressing enter.

List

Space Survey

Verify Space List opens the following Web Central page:

This view presents the user with a list of all department space related to the current space survey. The list can be filtered by typing values in the filter boxes at the head of each column. As with the previous view, each record in the list can be edited, verified, un-verified, and relinquished, covered in "Editing and Verifying Space Records" below.

If you would like to work from a spreadsheet and then go into Web Central to update and verify, use *Verify Space (List)*. This will bring up a list of the assigned rooms in your survey that can be exported in .xls format.

Editing and Verifying the Space Survey Records

Users should review their assigned records list for accuracy of Sub College, Department, Room Use, and % of Space. If the information for a record is incorrect you will edit the record (DO NOT DELETE ANY EXISTING RECORDS/EDIT ONLY). If the information is correct, you will simply verify the record.

Anatomy of the Space Assignment Details dialog:
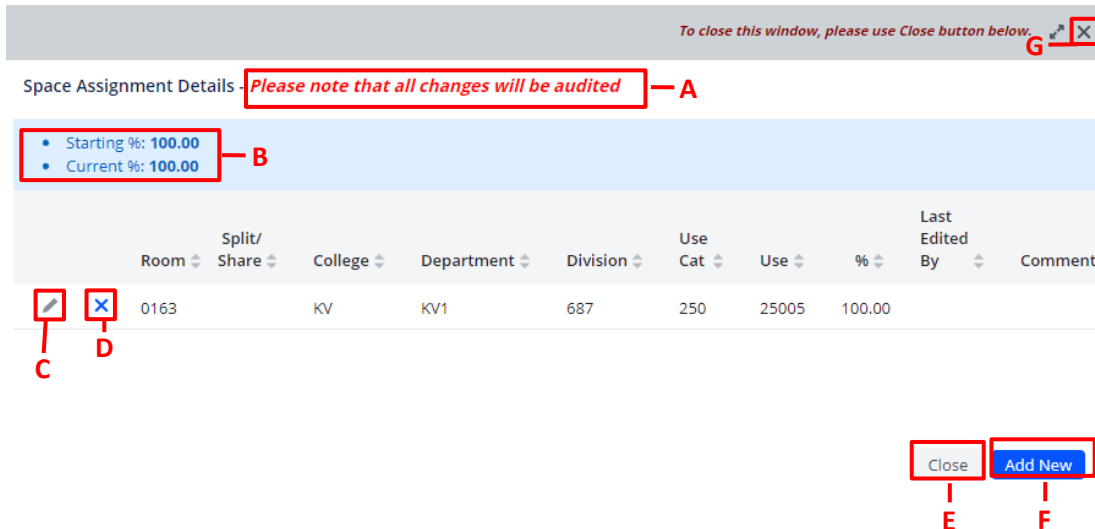
A. Warning – All additions, deletions, and updates made from this interface will be recorded for review by Facilities Services. *Facilities Services may occasionally undo changes made by Department Space users. Reasons for this action will be recorded in the "Comments" column.*

B. Percentage Calculator – For most spaces, the total percentage of all records on this page will be 100%. For the few spaces where the Department Space user's college has been assigned less than 100% of the space, the total percentage of all records on this page will be less than 100%. This total is presented as "Starting %". "Current %" will display the running total percentage as the user makes additions, deletions, and updates to the records on this page. When the Starting and Current totals do not match, the value for "Current %" will be displayed in red.

C. Edit Button – Click this button to edit the record displayed to the right.

D. Delete Button – Click this button to delete the record displayed to the right.

E. Close Button – **Use this button to exit from this page**. If the *Current %* does not match the *Starting %* when this button is clicked, the user will be notified and returned to the page to correct.

F. Add New Button – Click this button to add an assignment for this space.

G. **Do NOT use this button to exit the pop-up window**.

Edit Space Assignment – DO NOT DELETE ANY EXISTING ENTRIES/EDIT ONLY

Click the edit icon ✎ in a space assignment record to bring up the "Edit Space Assignment" pop-up form.
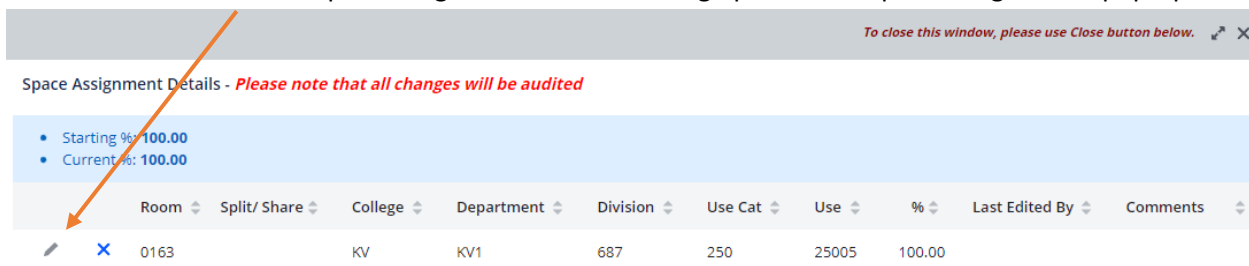
7

"Edit Space Assignment" pop-up form:

The following pop-up screen will be shown. Notice that 4 of the 5 editable fields are required. If you hover over Division, Use Cat or Actual Use and click ⋯, you will be given a menu of items to choose from. See "Edit Department and Division", "Edit Use Cat and Actual Use", and "Edit Percentages" for more information on editing the fields of the "Edit Space Assignment" form.

Make the desired changes and click *Save* to record the changes and return to the space assignment details page. Click **Close** after you're done editing the space.

Edit Department and Division

Fields can be sorted by clicking on the ⇕ icon of the column. Clicking repeatedly will cycle through ascending, descending, and no sort.

Any field can be filtered by typing in search parameters and <mark>pressing the enter key</mark>.

Select Value - Select Department and Division

College Code	Department Code	Division Code	Division Name
KV	KV1	413	Chemistry
KV	KV1	510	School of Chemical Sciences

Close

Clear the filter fields by clicking on the ⊗ . To select, you must click on the text itself of the row you wish to select in any field.

Select Value - Select Department and Division

College Code	Department Code	Division Code	Division Name
KV	KV1	413	Chemistry
KV	KV1	510	School of Chemical Sciences

Close

Edit Use Cat and Actual Use

<mark>Delete text from filter row if it is already populated and press enter.</mark>

Select Value - Actual Use

Use Cat: 2 1 All 1

Use Cat	Actual Room Use	Description
"250"	25005	
250	25005	Research Laboratory - Wet

Any of the fields can be sorted by clicking on the ⇕ icon of the column. Clicking repeatedly will cycle through ascending, descending, and no sort.

Select Value - Actual Use

Use Cat: 0 3 1 2 2 6 3 4 4 5 5 17 6 16 7 15 8 15 9 7 W 1 X 1 Y 1 Z 1 All 94

Use Cat	Actual Room Use	Description
050	05000	Inactive Area
050	05010	Inactive Area A
050	05020	Inactive Area B
060	06000	Alteration Area
070	07000	Unfinished Area

The fields can be filtered by typing in search parameters and <mark>pressing the enter key</mark>.

Filters can be cleared by clicking on the ⊗.

Users can also "jump" to a list of Use Cats by clicking on the first number or letter. To return to the full list when using this method, click **Up** will return you to the full list.

To make a selection, you must click on the text itself of the row you wish to select in any field.

Notes: *See Table at end of guide a list of codes with descriptions.*

Edit Percentages

If a room needs to be split or shared, this can be done by adjusting the percentages. If you change a percentage to less than 100, you must add a new space (1 or more) so that the total for that room equals 100. See "Add New Space Assignment" below.

Add New Space Assignment

Click *Add New* to add a new space assignment. <mark>You will only be adding new assignments if you are splitting or sharing the space.</mark> <mark>**Please do not delete an entry just to enter a new one, you must edit the current records.**</mark>

Values for Building, Floor, and Room will be displayed. Fill in appropriate values for the required fields and click *Save* to create the new record and return to the previous window or *Cancel* to exit this form without saving the new record.

Delete Space Assignment - <mark>DO NOT DELETE ANY EXISTING ENTRIES/EDIT ONLY</mark>

Click the delete icon ✕ to delete the selected record.

The system will ask for confirmation before taking action.

archibustrain.fs.illinois.edu says

Are you sure you want to DELETE
this Space Assignment?

OK   Cancel

Click *OK* to confirm the deletion or *Cancel* to stop the deletion. **Note:** *If there is only 1 space assignment record associated with the selected room, this record should be **edited** rather than **deleted**. Attempts to delete the record will produce the following message:*

Message   ×

Please edit this record rather than deleting it.

OK
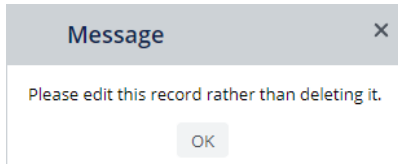
Verify Department Space for Selected Building / Floor

When the listed department space is as accurate as possible, mark the space as verified. To select all of the records on the current page of the list, use the checkbox to the left of the header line. To select some, but not all of the records in the list, either select each line individually, or select all and then de-select those not yet verified.
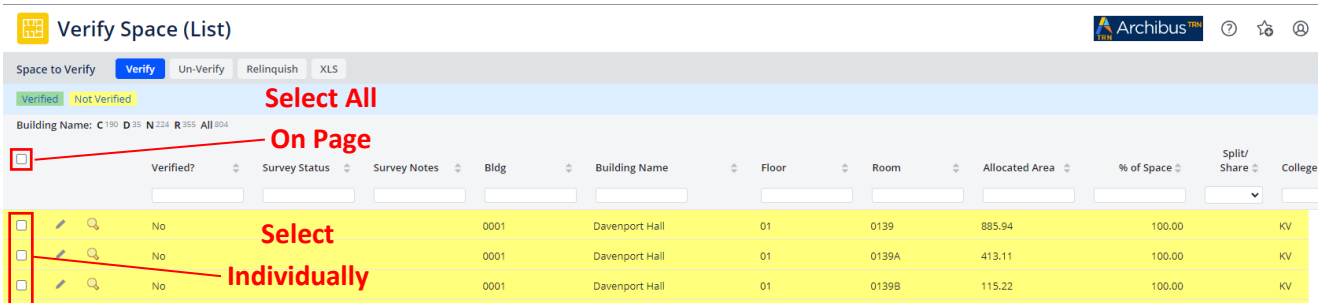
When selection is complete, click *Verify/Un-Verify/Relinquish* at the top right of the list. After clicking on one of these options, the list will refresh to show an updated list. **Note:** *This action will take you back to the beginning of the list.* Each option means as follows:

- Verify: Means that the data listed is correct
- Un-Verify: Clears previous verification from selected data. Use un-verify if space was verified by mistake.
- Relinquish: Read "Relinquish Space" on page 12 before using this selection.
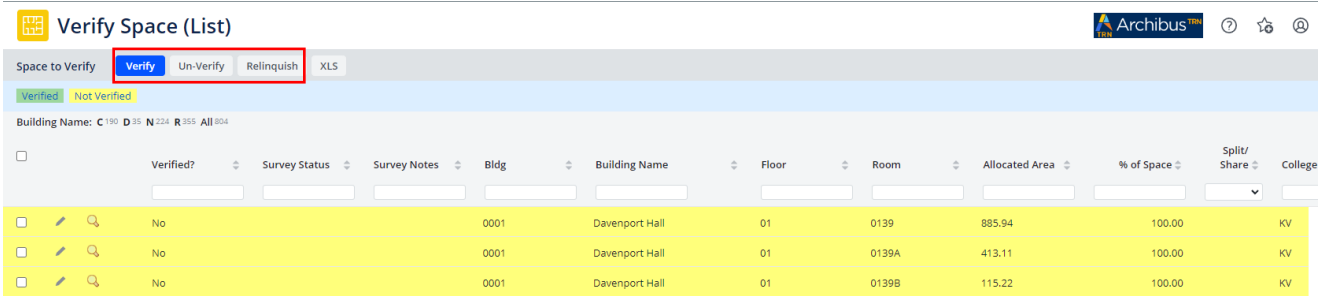
Note: If you verify a record and add a note then later un-verify that record, the note will be lost.

Relinquish Space

When the listed department space is not occupied by the assigned college, the space can be relinquished as part of the Space Survey.

First, fill out a Space Release Request Form in the following link to notify the Office of the Provost that the space is being relinquished: https://forms.illinois.edu/sec/9247603. This form must be completed regardless of the reason for the space relinquishment unless the Office of the Provost already has a reassignment letter in process. Consider filling out one form per building if there are several spaces in each building being relinquished. Requests are reviewed by Campus and, upon acceptance, shall be updated in the system.

Next, relinquish the space in Web Central. After the space is relinquished, a note **must** be added containing **both** <u>indication that the above form has been completed or a reassignment letter is already in process</u> **and** <u>corrected occupant information</u>. See "Add a Note" below for instruction on how to add a note.
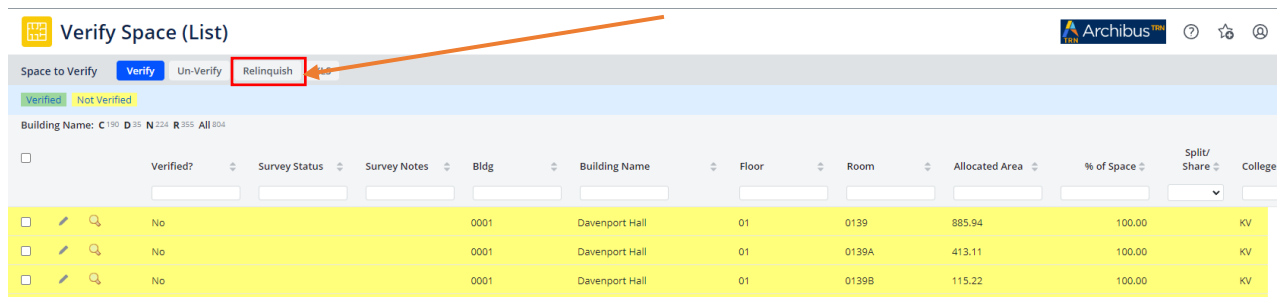
If the form is not completed or corrected occupant information is not provided, your survey can't be marked "Completed".

Add a Note

Additional Notes can be added to verified and relinquished space. To add/edit a note, click the note editor icon .
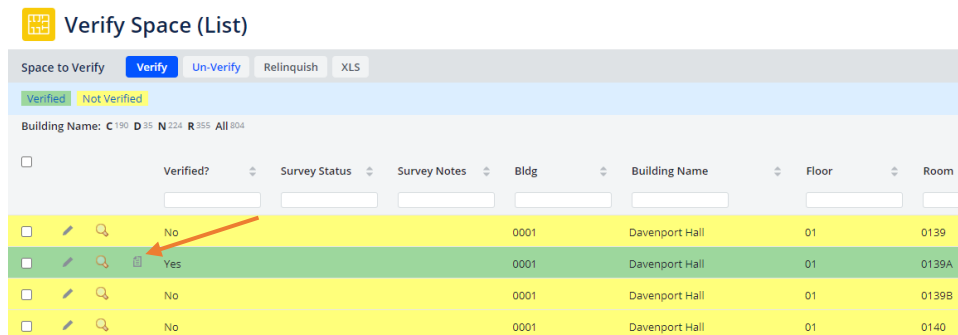
A pop-up window appears as shown below, add notes within the text box, and then click *OK*.

archibustrain.fs.illinois.edu says

Enter survey notes

[   ]

OK   Cancel

Add a Space

You may have acquired space that is not showing up in your survey. In this case, please contact the Facilities Information Management team via e-mail to have these changes made. The space will have to be changed at an administrative level.

View the Space

You can view the space you are working on in the floorplan for that building by clicking on the magnifying glass icon 🔍.

The floor plan for that floor will display with that room highlighted.
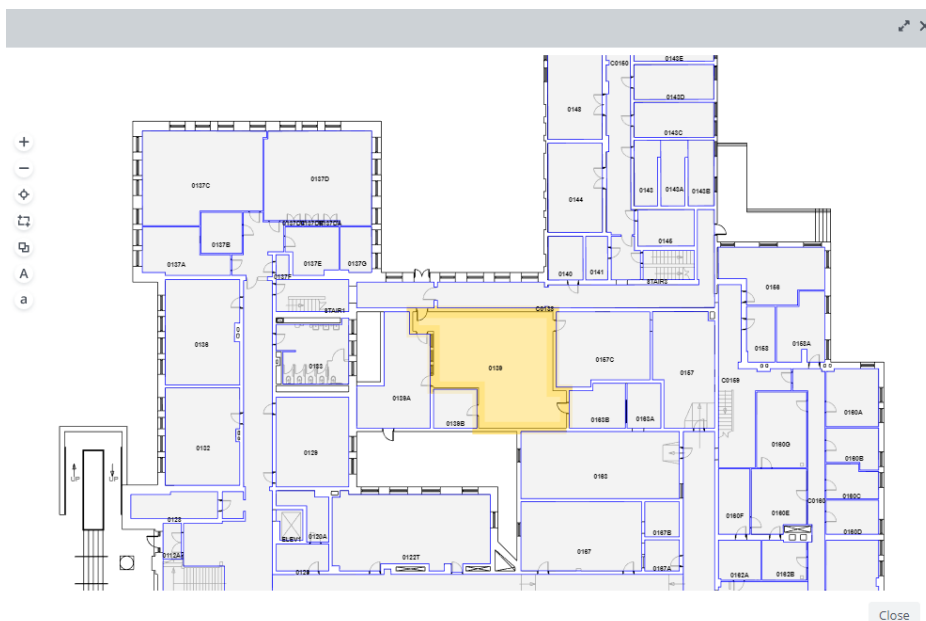
People in Space

The people in space section allows the user to:

1. Assign employees to rooms.
2. Pull employee room assignments into excel.
3. Generate color-coded maps that show occupied space in yellow, unoccupied space in grey, and the names of the employees labeled in the room.

Assign People (from List)

Click on Assign People (from List)
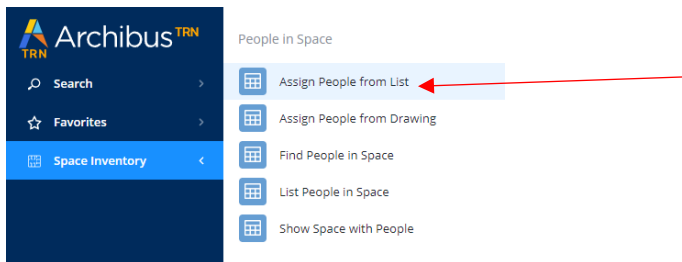
Filter to employee (optional). Click on the Employee.
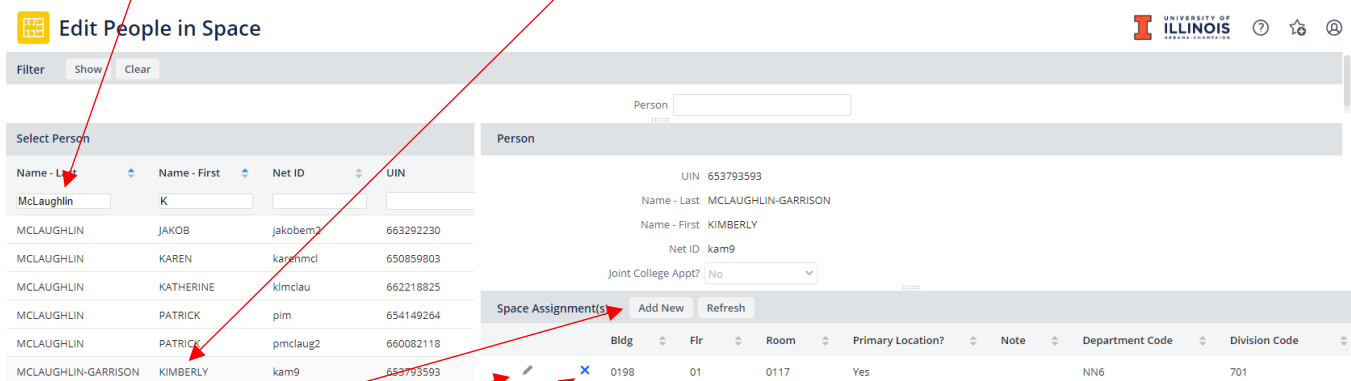
Click *Add New*, the edit icon, or the delete icon to adjust employee assignment.

Note: If unable to find a fairly new employee (they must be on UIUC Payroll), the ARCHIBUS system may not have picked up their record yet. If unable to find an employee that has been with the University of Illinois for a while, please contact the Facilities Information Management team to assist.

Choosing *Add New* or the edit icon prompts the window below. Enter Building, Floor, Room, Primary Location, and Note (optional). Click Save.

Assign People (from Drawing)

Click on Assign People (from Drawing)

Filter (Optional). Enter search data and press enter. Click on building text, click on floor text, Click room where an employee is to be assigned.
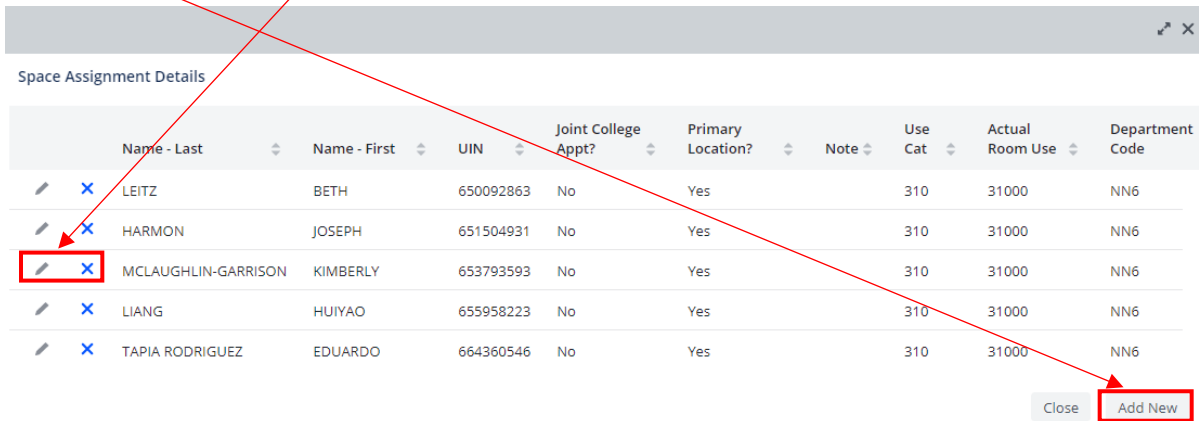
Click *Add New*, edit icon, or delete icon as applicable.

Clicking *Add New* or the edit icon prompts the following pop-up window.

Enter/edit employee UIN (or use look up to search by name, NetID).

Enter/edit addt'l information (as applicable). Click Save.

Floor Plan Changes

Are the floor plans incorrect? Requests for floor plan changes should be submitted in Web Central. Please see the General User Guide for instructions.

Completing the Survey

<u>Please make sure</u>:

1. All the records in Web Central are green, indicating they have been verified.
2. A signed copy of the certification form has been sent via email to Kimberly McLaughlin ([kam9@illinois.edu)](mailto:kam9@illinois.edu) at Facilities Information Resources, Facilities & Services MC-800 no later than <u>Friday July 12th, 2024.</u>
3. You receive a confirmation email that your survey has been verified.

Thanks for participating in our campus space survey!

Use Category, Actual Use, Description Table

Below is a table of room use codes departments will use with brief descriptions. For a detailed description please see the [Space Maintenance Reference Guide](#).

Use Cat	Actual Room Use	Description
050	05000	Inactive Area[*]
050	05010	Inactive Area A[†]
050	05020	Inactive Area B[‡]
060	06000	Alteration Area[§]
110	11000	Classroom
110	11010	Classroom - Seminar (1-20)
110	11015	Classroom - Discussion (21-60)
110	11020	Classroom - Lecture (+60)
115	11500	Classroom Service
115	11503	Classroom Service - Restroom
115	11510	Classroom Service - A/V Control Room
115	11545	Classroom Service - Storage Room
115	11597	Classroom Service - Corridor
210	21000	Class Laboratory
210	21005	Class Laboratory - Wet
210	21010	Class Laboratory - Dry
210	21015	Class Laboratory - Computer
210	21020	Class Laboratory - Art
215	21500	Class Laboratory Service
215	21505	Class Laboratory Service - Locker Room
215	21510	Class Laboratory Service - Equipment/Instrument Room
215	21515	Class Laboratory Service - Dark Room
215	21520	Class Laboratory Service - A/V Control Room
215	21525	Class Laboratory Service - Temp/Humidity Control Room
215	21540	Class Laboratory Service - Preparation Room
215	21545	Class Laboratory Service - Storage Room
220	22000	Open Laboratory
220	22005	Open Laboratory - Writing
220	22010	Open Laboratory - Language
220	22015	Open Laboratory - Computer
220	22020	Open Laboratory - Music
220	22025	Open Laboratory - Dance
220	22030	Open Laboratory - Studio
225	22500	Open Laboratory Service
225	22510	Open Laboratory Service - Equipment/Instrument Room
225	22515	Open Laboratory Service - Dark Room
225	22520	Open Laboratory Service - A/V Control Room

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[*] Inactive Area (05000)- Suitable for continued use with normal maintenance. The physical conditions are not likely influencing space use.

[†] Inactive Area A (05010)- Requires updating or restoration. The physical conditions may have an effect upon space use.

[‡] Inactive Area B (05020)- Requires significant updating or restoration. The physical conditions adversely affect space use.

[§] Alteration Area (06000)- Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Use Cat	Actual Room Use	Description
225	22525	Open Laboratory Service - Temp/Humidity Control Room
225	22540	Open Laboratory Service - Preparation Room
225	22545	Open Laboratory Service - Storage Room
250	25000	Research Laboratory
250	25005	Research Laboratory - Wet
250	25010	Research Laboratory - Dry
250	25015	Research Laboratory - Computer
255	25500	Research Laboratory Service
255	25510	Research Laboratory Service - Equipment/Instrument Room
255	25515	Research Laboratory Service - Dark Room
255	25525	Research Laboratory Service - Temp/Humidity Control Room
255	25533	Research Laboratory Service - Restroom
255	25540	Research Laboratory Service - Preparation Room
255	25541	Research Laboratory Service - Locker Room
255	25545	Research Laboratory Service - Storage Room
255	25546	Research Laboratory Service - Scientific Collections
255	25597	Research Laboratory Service - Corridor
310	31000	Office
315	31500	Office Service
315	31505	Office Service - Reception Area
315	31510	Office Service - Closet
315	31515	Office Service - Mail Room
315	31516	Office Service - BSW Room
315	31520	Office Service - Copy Room
315	31525	Office Service - Work Room
315	31530	Office Service - Kitchenette
315	31531	Office Service - Vending Area
315	31532	Office Service - Lounge/Breakroom
315	31533	Office Service - Restroom
315	31545	Office Service - Storage Room
315	31550	Office Service - Computer/Communication Room
315	31590	Office Service - Lactation Room
315	31597	Office Service - Corridor
315	31599	Office Service - Mechanical Equipment
350	35000	Conference Room
355	35500	Conference Service
355	35505	Conference Service - Kitchenette
355	35510	Conference Service - A/V Control Room
355	35545	Conference Service - Storage Room
410	41000	Study Room
410	41001	Study Room - Computer Laboratory
420	42000	Stack
430	43000	Open-Stack Study Room
440	44000	Processing Room
455	45500	Study Service
455	45510	Study Service - Copy Room
455	45530	Study Service - Kitchenette
455	45545	Study Service - Storage Room

Use Cat	Actual Room Use	Description
510	51000	Armory - Indoor Drill Area
515	51500	Armory Service
515	51505	Armory Service - Weapons Room
520	52000	Athletic or Physical Education
520	52005	Athletic or Physical Education - Swimming Pool
520	52010	Athletic or Physical Education - Gymnasium
520	52015	Athletic or Physical Education - Athletic Activity
520	52020	Athletic or Physical Education - Ice Rink
523	52300	Athletic or Physical Education - Spectator Seating
525	52500	Athletic_Physical Education Service
525	52505	Athletic_Physical Education Service - Locker Room
525	52510	Athletic_Physical Education Service - Shower Room
525	52515	Athletic_Physical Education Service - Ticket Room
525	52525	Athletic_Physical Education Service - Equipment Room
525	52530	Athletic_Physical Education Service - Storage Room
525	52545	Athletic_Physical Education Service - Laundry Room
525	52550	Athletic_Physical Education Service - Press Box
525	52555	Athletic_Physical Education Service - Preparation Room
525	52560	Athletic_Physical Education Service - Concessions
525	52565	Athletic_Physical Education Service - Training Room
525	52570	Athletic_Physical Education Service - Restroom
530	53000	Media Production
535	53500	Media Production Service
535	53505	Media Production Service - Recording Room
535	53515	Media Production Service - Dark Room
535	53540	Media Production Service - Equipment/Instrument Room
535	53545	Media Production Service - Storage Room
540	54000	Clinic - Health
545	54500	Clinic - Health Service
545	54505	Clinic - Health Service - Waiting
545	54510	Clinic - Health Service - Observation Room
545	54515	Clinic - Health Service - Control Room
545	54587	Clinic - Health Service - Storage Room
550	55000	Demonstration
555	55500	Demonstration Service
560	56000	Field Building
570	57000	Animal Quarters
570	57010	Animal Quarters - Stall
575	57500	Animal Quarters Service
575	57505	Animal Quarters Service - Autoclave Room
575	57535	Animal Quarters Service - Food Storage Room
575	57545	Animal Quarters Service - Storage Room
575	57550	Animal Quarters Service - Surgery Room
575	57560	Animal Quarters Service - Preparation Room
575	57565	Animal Quarters Service - Locker Room
575	57570	Animal Quarters Service - Restroom
580	58000	Greenhouse
585	58500	Greenhouse Service

Use Cat	Actual Room Use	Description
590	59000	Other - Police Facility
610	61000	Assembly
615	61500	Assembly Service
615	61545	Assembly Service - Storage Room
615	61597	Assembly Service - Corridor
620	62000	Exhibition
625	62500	Exhibition Service
630	63000	Food Facility
630	63005	Food Facility - Serving Area
630	63010	Food Facility - Dining Area
635	63500	Food Facility Service
635	63505	Food Facility Service - Locker Room
635	63510	Food Facility Service - Breakroom
635	63515	Food Facility Service - Ware Washing
635	63520	Food Facility Service - Temp/Humidity Control Room
635	63533	Food Facility Service - Restroom
635	63540	Food Facility Service - Preparation Room
635	63545	Food Facility Service - Storage Room
635	63550	Food Facility Service - Freezer
635	63555	Food Facility Service - Cooler
635	63597	Food Facility Service - Corridor
640	64000	Day Care
645	64500	Day Care Service
650	65000	Lounge
650	65036	Lounge – Reflection Room (Meditation/Prayer)
655	65500	Lounge Service
655	65505	Lounge Service - Vending Room
655	65510	Lounge Service - Kitchenette
655	65545	Lounge Service - Storage Room
660	66000	Merchandising
660	66005	Merchandising - Serving Area
660	66010	Merchandising - Dining Area
665	66500	Merchandising Service
665	66540	Merchandising Service - Preparation Room
665	66545	Merchandising Service - Storage Room
665	66550	Merchandising Service - Freezer
665	66555	Merchandising Service - Cooler
670	67000	Recreation
670	67020	Recreation - Swimming Pool
670	67025	Recreation - Ice Rink
675	67500	Recreation Service
675	67505	Recreation Service - Locker Room
675	67510	Recreation Service - Shower Room
680	68000	Meeting Room
685	68500	Meeting Room Service
710	71000	Central Computer or Telecommunications
710	71009	Telecom Node (Node)
710	71010	Communication Equipment Rooms (CER)

Use Cat	Actual Room Use	Description
710	71020	Server Rooms (SR)
710	71030	Computer/Data Centers (CDC)
715	71500	Central Computer or Telecommunications Service
715	71545	Central Computer or Telecommunications Service - Storage Room
720	72000	Shop
725	72500	Shop Service
725	72505	Shop Service - Storage
725	72510	Shop Service - Testing Area
725	72533	Shop Service - Restroom
725	72597	Shop Service - Corridor
730	73000	Central Storage
735	73500	Central Storage Service
740	74000	Vehicle Storage
740	74005	Vehicle Storage - Parking Structure
745	74500	Vehicle Storage Service
750	75000	Central Service
750	75005	Central Service - Laundry
750	75010	Central Service - Mail Room
750	75015	Central Service - Receiving/Shipping Room
750	75020	Central Service - Lamp Storage
750	75025	Central Service - Warehouse
750	75030	Central Service - Printing Room
755	75500	Central Service Support
755	75505	Central Service Support - Locker/Breakroom
755	75510	Central Service Support - Restroom
755	75525	Central Service Support - Loading Dock
755	75540	Central Service Support - Preparation Room
755	75545	Central Service Support - Storage Room
755	75597	Central Service Support - Corridor
760	76000	Hazardous Materials Storage
770	77000	Hazardous Waste Storage
775	77500	Hazardous Waste Service
780	78000	Unit Storage
785	78500	Unit Storage Service
785	78533	Unit Storage Service - Restroom
785	78597	Unit Storage Service - Corridor
810	81000	Patient Bedroom
810	81001	Patient Bedroom - Animal Quarters
815	81500	Patient Bedroom Service
820	82000	Patient Bath
830	83000	Nurse Station
835	83500	Nurse Station Service
835	83505	Nurse Station Service - File Room
835	83525	Nurse Station Service - Preparation Room
835	83545	Nurse Station Service - Storage Room
840	84000	Surgery
840	84002	Surgery - Animal
845	84500	Surgery Service

Use Cat	Actual Room Use	Description
845	84510	Surgery Service - Equipment/Instrument Room
845	84520	Surgery Service - Locker Room
845	84530	Surgery Service - Preparation Room
845	84535	Surgery Service - Recovery Room
850	85000	Treatment/Examination Clinic
855	85500	Treatment/Examination Clinic Service
855	85510	Treatment/Examination Clinic Service - Control Room
855	85525	Treatment/Examination Clinic Service - Observation Room
855	85530	Treatment/Examination Clinic Service - Preparation Room
855	85545	Treatment/Examination Clinic Service - Storage Room
860	86000	Diagnostic Service Laboratory
860	86020	Diagnostic Service Laboratory - Pharmacy
860	86030	Diagnostic Service Laboratory - Computer Laboratory
865	86500	Diagnostic Service Laboratory Support
865	86510	Diagnostic Service Laboratory Support - Autoclave
865	86520	Diagnostic Service Laboratory Support - Temp/Humidity Control Room
865	86530	Diagnostic Service Laboratory Support - Supply Room
870	87000	Central Supplies
880	88000	Public Waiting
880	88003	Private Waiting
890	89000	Staff On-Call Facility
895	89500	Staff On-Call Facility Service
910	91000	Sleep/Study Without Toilet or Bath
919	91900	Toilet or Bath
920	92000	Sleep/Study With Toilet or Bath
935	93500	Sleep/Study Service
935	93505	Sleep/Study Service - TV Room
935	93525	Sleep/Study Service - Laundry Room
935	93530	Sleep/Study Service - Recycling Room
935	93535	Sleep/Study Service - Trash Room
935	93540	Sleep/Study Service - Closet
935	93545	Sleep/Study Service - Storage Room
950	95000	Apartment
955	95500	Apartment Service
970	97000	House