

APPENDIX A: SPACE TYPE CODES, DEFINITIONS AND DESCRIPTIONS

Unclassified Areas

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02.100.040>Loading Dock
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02.200.020_Janitor Room
02.200.030_Restroom, Public
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02.200.033_Restroom, Female
02.200.035_Restroom, Male
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02.200.039_Restroom, Family
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02.300.010_Central Utility Plant
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02.300.030_Shaft
02.300.040_Mechanical
02.300.043_Computer/Communications
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01.100.100_Classroom, General
01.100.102_Classroom, Special Purpose
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01.100.104_Class Auditorium, Special
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Laboratory Areas: Non-medical

01.200.100_Laboratory, Class
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01.200.102_Laboratory-WET, Class
01.200.104_Lab-Class, Photo Darkroom
01.200.150_Laboratory Service, Class
01.200.154_Lab Svc-Class, Photo Darkroom
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01.200.204_Lab, Open Photo Darkroom
01.200.250_Lab Service, Open
01.200.254_Lab Svc, Open Photo Darkroom
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01.200.502_Lab-WET, Res/Non-Class
01.200.550_Lab Service-Res/NC, Other
01.200.551_Lab Svc-Res/NC, Glass Wash
01.200.552_Lab Svc-Res/NC, Warm Room
01.200.553_Lab Svc-Res/NC, Cold Room
01.200.554_Lab Svc-Res/NC, Photo Darkroom
01.200.555_Lab Svc-Res/NC, Instrument Room
01.200.556_Lab Svc-Res/NC, Prep Room
01.200.557_Lab Svc-Res/NC, Storage Room
01.200.558_Lab Svc-Res/NC, Culture Room
01.200.559_Lab Svc-Res/NC, Autoclave Room

Office Areas

01.300.101_Office, Faculty
01.300.109_Office, Library Faculty
01.300.110_Office, Staff
01.300.112_Office, Program Staff
01.300.114_Office, Clerical
01.300.116_Office, Other Non-Exempt
01.300.120_Office, Student Employee
01.300.122_Office, Graduate Assistant
01.300.124_Office, Graduate Teaching Asst.
01.300.126_Office, Graduate Research Asst.
01.300.128_Office, Post-Doctoral
01.300.130_Office, Emeritus
01.300.132_Office, Visitor
01.300.150_Office Service
01.300.152_Circulation, Suite/Dept Corridor

Meeting & Conference Areas

01.300.500_Conference Room
01.300.550_Conference Room Service
01.600.800_Meeting Room
01.600.850_Meeting Room Service

Study/Library Areas

01.400.100_Study, Reading
01.400.200_Library Stack
01.400.300_Library Open Stack/Reading
01.400.400_Library Processing
01.400.550_Library/Study Service

Special Use Areas

01.500.100_Armory
01.500.150_Armory Service
01.500.300_Media Production
01.500.350_Media Production Service
01.500.354_Media Prod Svc, Darkroom
01.500.400_Clinic, Non-Medical
01.500.450_Clinic Service, Non-Medical
01.500.500_Demonstration
01.500.505_Staff Training Room
01.500.550_Demonstration Service
01.500.900_Other Special Use
01.500.905_Other Spec. – Dept Recharge Ctr

Athletics & PE Areas (non-classrooms)

01.500.200_Athletic/Physical Education
01.500.230_Athletic Spectator Seating
01.500.250_Athletic/Physical Ed Service
01.500.257_Ath/Phys Edu Svc Locker

Agric. & Animal Qtrs. Areas

01.500.600_Agricultural Field Building
01.500.700_Animal Facilities
01.500.750_Animal Facilities Service
01.500.751_Animal Facs Svc, Cage Wash
01.500.752_Animal Facs Svc – Quarantine
01.500.753_Animal Facs. Svc – Surgery
01.500.754_Animal Facs Svc – Surgery Prep
01.500.755_Animal Facs Svc – Surg. Recovery
01.500.756_Animal Facs Svc – Receiving Area
01.500.800_Greenhouse
01.500.850_Greenhouse Service

General Use Areas

01.600.100_Assembly
01.600.150_Assembly Service
01.600.200_Exhibition
01.600.250_Exhibition Service
01.600.300_Food Facility
01.600.350_Food Facility Service

(Gen. Use Cont.)

01.600.400_Day Care
01.600.450_Day Care Service
01.600.500_Lounge
01.600.550_Lounge Service
01.600.600_Merchandising
01.600.650_Merchandising Service
01.600.657_Merch Svc Locker
01.600.700_Recreation
01.600.750_Recreation Service
01.600.757_Rec Svc Locker

Support Activity Areas

01.700.100_Central Computer or Telecom
01.700.150_Central Computer/Telecom Svc
01.700.200_Shop
01.700.250_Shop Service
01.700.257_Shop Svc Locker
01.700.300_Central Storage
01.700.350_Central Storage Service
01.700.400_Vehicle Storage
01.700.450_Vehicle Storage Service
01.700.500_Central Service
01.700.506_Laundry, Central
01.700.550_Central Service Support
01.700.600_Hazardous Materials
01.700.700_Hazardous Waste Storage
01.700.750_Hazardous Waste Service
01.700.800_Unit Storage

Health Care & Medical Areas

01.800.100_Patient Bedroom
01.800.150_Patient Bedroom Service
01.800.200_Patient Bath
01.800.300_Nurse Station
01.800.350_Nurse Station Service
01.800.357_Nurse Station Service, Locker
01.800.400_Surgery
01.800.450_Surgery Service
01.800.500_Treatment/Examination
01.800.507_Radiology
01.800.550_Treatment/Exam Service
01.800.554_Treatment/Exam Svc, Darkroom
01.800.600_Lab, Diagnostic
01.800.601_Lab, Pharmacy
01.800.602_Lab, Autopsy
01.800.606_Lab, Bacteriology
01.800.650_Lab, Diagnostic svc
01.800.654_Lab Support, Diagnostic Svc
01.800.700_Central Supplies (Health)
01.800.800_Public Waiting Room
01.800.900_Staff On Call Facility
01.800.950_Staff On Call Facility Svc

Residential Areas

01.900.100_Sleep/Study, No Toilet or Bath
01.900.190_Residential Bath/Toilet
01.900.200_Sleep/Study with Bath or Toilet
01.900.350_Sleep/Study Service
01.900.500_Apartment
01.900.550_Apartment Service
01.900.700_Residential House

SPACE TYPE (ROOM USE) DEFINITIONS AND DESCRIPTIONS

UNCLASSIFIED AREAS

01.000.500 – Inactive, Available

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

Limitations: Rooms being modified or not completed at the time of the inventory are classified as Alteration Conversion [0060], Unfinished New [0070], or Inactive Renovation Required [0080] rooms.

01.000.600 – Alteration, Conversion

Definition: Pre-existing rooms that are temporarily out of use because they are being renovated at the time of the inventory.

Limitations: Newly constructed rooms inactive or not completed at the time of the inventory are classified as Inactive Available [0050] and Unfinished New [0070]. Preexisting rooms that are in need of renovation before use that are not currently being renovated should be classified as Inactive Renovation Required [0080].

01.000.700 – Unfinished, New

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

Limitations: Intended only for the unfinished part or shell area of a building or addition for new construction. The parts that are in use should be appropriately classified. Areas that are inappropriate for use and plans are not complete for renovation need to use Inactive Renovation Required [0080].

01.000.800 – Inactive Renovation Required

Definition: Rooms that are out of use because they need major renovation to be rehabilitated at the time of inventory and plans have not been completed for the rehabilitation.

CIRCULATION AREAS

02.100.010 – Bridge/Tunnel

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

Limitations: Ground-level passageways, walled or not, are coded as Public Corridors (0160). 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, not buildings.

02.100.020 – Elevator

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

02.100.030 – Escalator

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

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

02.100.040 – 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.

Limitations: Any part of the platform area not covered is excluded from the building's gross, assignable, and non-assignable areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (7300).

02.100.050 – Public Lobby

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

Limitations: A lobby differs from an assignable Lounge (6500) in furniture placement, use, and intent.

02.100.060 – Public Corridor

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

Limitations: Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories. Many such spaces at UT may be coded as 3152 – Suite/Dept Corridor.

02.100.070 – Stairway

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

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

BUILDING SERVICES AREAS

02.200.010 – Custodial Supply Closet

Definition: A room used for housing building protection, care, and maintenance materials.

Description: Rooms used to store custodial maintenance supplies and equipment for a building or several departments and usually accessed by official custodial personnel.

Limitations: A room within a department that is used to store incidental cleaning supplies should be coded as office service rather than custodial; the cleaning supplies in this instance are not there for the use of custodial staff.

02.200.020 – Janitor Room

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

Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (8550).

02.200.030 – Restrooms, Lavatories, Toilets (General Code)

Definition: Non-assignable public restroom, lavatory, or toilet.

Limitations: Not intended for private toilet facilities, bathroom lounges or specially marked restrooms (male, female, or unisex.) In most cases, private bathrooms would be coded as Office Service.

(See More Specific Restroom Codes Below)

02.200.031 – Restroom, Unisex

Definition: Non-assignable public restroom, lavatory, or toilet that is specifically marked as unisex.

Limitations: Not intended for private toilet facilities or restroom lounge.

02.200.033 – Restroom Female

Definition: Non-assignable public restroom, lavatory, or toilet that is specifically marked as female.

Limitations: Not intended for private toilet facilities or restroom lounge.

02.200.035 – Restroom Male

Definition: Non-assignable public restroom, lavatory, or toilet that is specifically marked as male.

Limitations: Not intended for private toilet facilities or restroom lounge.

02.200.037 – Restroom Lounge

Definition: Non-assignable public restroom lounge or lounge area.

Limitations: Not intended for private toilet facilities.

02.200.039 – Restroom, Family

Definition: Non-assignable public restroom, lavatory, or toilet that is specifically marked for use by families (adults with children).

Limitations: Not intended for private toilet facilities or restroom lounge.

02.200.040 – Trash Room

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

Limitations: Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (7700) or Hazardous Waste Service (7750).

02.200.050 – Wellness Room

Definition: Room provided for addressing personal issues that cannot be managed in an open or shared environment (medical needs, pumping milk, etc.)

Limitations: Not intended for private toilet facilities or restroom lounge.

MECHANICAL AREAS

02.300.310 – Central Utility Plant

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

Limitations: Conventional area types such as Office (31xx), Office Service (3150), Conference Room (3500), are designated as such, even though they are located in a central utility plant.

02.300.320 – Fuel Room

Description: A room within a building in which fuel for the heating/cooling of the building is stored.

02.300.330 – Shaft

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

Limitations: Shafts that house elevator cabs are to be coded as Elevator (0120).

02.300.340 – Mechanical

Description: Space housing mechanical equipment, stacks, boilers, mechanical, fire hose, meter closets. Description includes central heating plants and chillers.

Limitations: Not intended for computer, communications, telephone, or electrical housing spaces.

02.300.343 – Computer/Communications

Description: Rooms for SER or Satellite Equipment. These rooms contain equipment providing the voice and data communication for a particular area within a building.

02.300.345 – Electrical

Description: A room dedicated for housing electrical wiring, meters, and fuse boxes.

02.300.347 – Telephone Wiring

Description: A room dedicated for housing telephone wiring.

CLASSROOM AREAS

01.100.100 – Classroom, General

Definition: A room used for classes that is not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

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

Limitations: This category does not include conference rooms [3500], meeting rooms [6800], auditoriums [6100], or class laboratories [2100]. Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use. Rooms with chairs and tables that are used primarily for meetings as opposed to classes are conference rooms, meeting rooms, or auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point and is used for dramatic or musical productions is an assembly [6100] facility. A class laboratory is distinguished from a classroom based on equipment in the room and by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory [2100].

01.100.102 – Classroom, Special Purpose

Definition: A room used for regularly scheduled classes requiring special purpose instructional or demonstration equipment to be housed permanently in the room.

Description: The floor design is flat. The room contains standard classroom furniture (tablet armchairs, desks, and tables fixed or movable). Equipment or features which make it necessary for specific classes to meet in the room (maps attached to the wall). Do NOT include room that contains individual student computer, audio, or video stations. The room could still be easily used by a variety of disciplines. The only difference between room use categories Classroom, general [1100] and Classroom, Special Purpose is that the special purpose category designates a classroom with special features.

Limitations: Classrooms with individual student computer, audio, or video stations are to be classified as Laboratory, class [2100]. Proximity to other spaces in the building is NOT justification for designating the classroom as a Classroom, special purpose.

01.100.103 – Class Auditorium, General

Definition: An auditorium that is used for regularly scheduled classes with NO special features or equipment that may limit its use to a single discipline.

Description: The floor is sloped. The seating contains tablet armchairs, seats, or tables and chairs. May have slide, sound, or other features used by one or a few disciplines.

Limitations: See Assembly [6100 codes] for auditoriums that are not used for scheduled classes.

01.100.104 – Class Auditorium, Special

Definition: An auditorium that is used for regularly scheduled classes with special features or equipment limiting its use to a single discipline.

Description: The floor is sloped. The seating contains tablet armchairs, seats, or tables and chairs.

Limitations: Very few auditoriums are classified in this category.

01.100.106 – Classroom, Seminar

Definition: Room used for instructional purposes which is furnished as a lounge or living room.

Description: Contains lounge furnishing (sofas and chairs) rather than tables and chairs or desks.

Limitations: If a seminar room is furnished as a conference room and used for classes, use code Classroom, general [1100] or Classroom, special purpose [1102].

01.100.150 – Classroom Service

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

Description: Includes projection rooms, telecommunications booths, preparation rooms, closets, or storage areas if they serve classrooms.

Limitations: Does not include projection rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, or assembly facilities. A projection booth in an auditorium that is not used primarily for scheduled classes is classified as Assembly Service [6150].

LABORATORY AREAS: NON-MEDICAL

01.200.100 – Laboratory, Class

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

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

Limitations: This definition does not include classrooms or informally scheduled or unscheduled open laboratories [2200]. This category does not include rooms generally defined as Research Non-class Laboratories [2500]. It does not include gymnasium, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use areas or General Use areas. Computer rooms used primarily for study should be classified as Study, reading rooms [4100]. Note Photo Darkroom Class Laboratories have been excluded from this group [2104].

01.200.101 – Laboratory-DRY, Class

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline; does not require water or utility services.

01.200.102 – Laboratory-WET, Class

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline; requires water or utility services.

01.200.104 – Laboratory-Class, Photo Darkroom

Definition: A room used primarily for formally or regularly scheduled classes and that contains special equipment used for photographic development.

Description: A room containing equipment necessary for photographic development and associated with regular instruction related to photography.

Limitations: This room is not a service room to a Laboratory Class.

01.200.150 – Laboratory Service-Class

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

Description: Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage including temporary hazardous materials storage, cold rooms, or equipment issue rooms if they serve class laboratories.

Limitations: Does not include service rooms that support classrooms, Open Laboratories, or Laboratories for Research/Non-class. Animal Quarters [5700] and Greenhouses [5800] are categorized separately.

01.200.154 – Laboratory Service-Class, Photo Darkroom

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

Description: A service room that supports the function of a photo darkroom class lab. This room may store developing supplies, additional equipment, etc.

01.200.200 – Laboratory, Open

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

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where the use of the room is not formally or regularly scheduled, or the access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized

instruction, studios for individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software, or a computer based writing laboratory available only to English composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study, reading [4100]. Note Photo Darkrooms that are Laboratory Open have been excluded from this list [2204].

Limitations: Laboratories with formally or regularly scheduled classes are Laboratory, class [2100]. This category also does not include rooms defined as Laboratory, research/non-class [2500]. A room that contains equipment (typewriters, microcomputers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study, reading [4100].

01.200.204 – Laboratory, Open – Photo Darkroom

Description: Laboratory Open room dedicated as a photo darkroom. (See open laboratory definition above)

01.200.250 – Laboratory Service, Open

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

Description: Includes only those rooms that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage including temporary hazardous materials storage, cold rooms, stock rooms, equipment issue rooms, if they serve open labs.

Limitations: Does not include service rooms that support Classrooms [1100], Class Laboratories [2100], Laboratory service, class, or Laboratory service, research/non-class. Animal Quarters [5700], Greenhouses [5800], and Central Service [7500] facilities are also categorized separately.

01.200.254 – Laboratory Service, Open Photo Darkroom

Definition: A room that directly serves one or more photo darkrooms which are used as open laboratories.

Description: Includes only those rooms that directly serve an open laboratory that is a photo darkroom such as a material storage area.

Limitations: Does not include service areas that support anything other than the open lab – photo darkroom.

01.200.500 – Laboratory, Research/Non-Class

Definition: A room used primarily for laboratory experimentation, research or training in research methods, professional research, professional observation or a structured creative activity within a specific program.

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

Limitations: Student practice activity rooms should be classified under Laboratory, open rooms [2200]. A combination office/music or art studio or combination office research laboratory should be coded according to its primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Definition excludes testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service system [7500]. It also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts, which take place in scheduled Laboratory, Class [2100] or if not specifically scheduled practice Laboratory, Open [2200]. Such

performing arts and other science and non-science activities which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique) are included in the Laboratory, research/non-class category [2500].

01.200.501 – WET Laboratory, Research/Non-Class

Definition: A laboratory space where chemicals, drugs, or other material or biological matter are tested and analyzed requiring water, direct ventilation, and/or specialized piped utilities.

01.200.502 – DRY Laboratory, Research/Non-Class

Definition: A laboratory where computational or applied mathematical analyses are done with assistance of computer generated models.

01.200.550 – Laboratory Service, Research/Non-Class - Other

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

Description: Includes only those rooms that directly serve a Research Non-Class Laboratory. In general this category includes projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve Research Non-Class Laboratories. However, more specific codes (see 2551-2559) should be used wherever possible. If one of the codes in the 2551-2559 group does not accurately describe the type of support room then use 2550.

Limitations: Does not include glass wash, warm room, and cold rooms. Definition does not include service rooms that support classrooms [1150], Laboratory Class Service [2150], or Open Laboratory Service [2250]. Animal Quarters [5700], Greenhouses [5800], and Central Service [7500] facilities are categorized separately.

01.200.551 – Lab Service - Research/NC, Glass Wash

Description: A room for cleaning glassware that serves a research/non-class laboratory.

01.200.552 – Lab Service - Research/NC, Warm Room

Description: A temperature controlled walk-in room that directly serves research/non-class laboratories.

01.200.553 – Lab Service - Research/NC, Cold Room

Description: A temperature controlled walk-in room that directly serves research/non-class laboratories.

01.200.554 – Lab Service - Research/NC Photo Dark Room

Description: A darkroom that directly serves one or more research/non-class laboratories.

01.200.555 – Lab Service - Research/NC, Instrument Room

Description: A room that houses laboratory instruments that directly serves research/non-class laboratories.

01.200.556 – Lab Service-Research/NC, Preparation Room

Description: A room to prepare materials used in research/non-class laboratories as an extension of the activities in those rooms.

01.200.557 -- Lab, Service, Research/NC Storage Room

Description: A storage room that directly serves a research/non-class laboratory.

01.200.558 -- Lab, Service, Research /NC Tissue Culture Room

Description: A tissue culture room that directly serves a research/non-class laboratory.

01.200.559 -- Lab, Service, Research /NC Tissue - Autoclave

Description: An autoclave room that directly serves a research/non-class laboratory.

OFFICE AREAS

01.300.101 – Office, Faculty

Definition: An office assigned to a member or members of the faculty (demonstration teachers, lecturers, instructors, assistant professors, associate professors, and professors) whether the person(s) assigned to the office are full time or part time employees.

Limitations: Exclude those offices assigned to department heads, deans, and other academic employees with administrative duties and faculty rank. Offices for these positions should be coded 3110-Office, staff. (Changed in 2007)

01.300.109 – Office, Library faculty

Definition: An office used by non-instructional faculty working for the library.

01.300.110 – Office, Staff

Definition: An office assigned to administrative faculty (chair, dean or department head), administrators or professional staff who have exempt positions and are NOT primarily involved in research or public service.

01.300.112 – Office, Program Staff

Definition: An office used by professional staff engaged primarily in research or public service. These positions would be exempt, non-faculty staff.

01.300.114 – Office, Secretary/Clerical

Definition: An office providing primary work space for secretarial/clerical personnel including receptionists.

01.300.116 – Office, OTHER Non-exempt

Definition: An office providing primary work space for non-exempt personnel who are NOT working in secretarial/clerical type positions.

Limitations: Do not include offices of secretarial/clerical type personnel in this code; use code 3114 instead.

01.300.120 – Office, Student Employee

Definition: An office or workspace assigned to undergraduate students who are employed by the university.

01.300.122 – Office, Graduate Assistant

Definition: An office assigned to a graduate assistant.

Limitations: This code should not be used for graduate research assistants or graduate teaching assistants.

01.300.124 – Office, Graduate Teaching Assistant

Definition: An office assigned to a graduate teaching assistant.

Limitations: This code should not be used for graduate research assistants or graduate assistants.

01.300.126 – Office, Graduate Research Assistant

Definition: An office assigned to a graduate research assistant.

Limitations: This code should not be used for graduate teaching assistants or graduate assistants.

01.300.128 – Office, Post-Doctoral

Definition: An office or workspace assigned to post doctoral student/fellow (usually involved in research activities) who is employed by the university.

01.300.130 – Office, Emeritus Office

Definition: An office or workspace assigned to a University employee with Emeritus status.

01.300.132 – Office, Visitor

Definition: An office or workspace provided for temporary use by a party that is not employed by the University.

01.300.150 – Office Service

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

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline related) rooms.

Limitations: Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Office Service. A receptionist room that includes a waiting area should be coded as Office. Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service. Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (department or school) or that are campus wide in scope should be classified Central Service [7500]. Open or private restricted access circulation areas should be coded as 3152 – Circulation, Suite/Departmental hallways.

01.300.152 – Circulation, Suite/Dept hallways

Definition: The circulation space connecting a group of offices that is primarily used by office staff and not the general public. It is NOT used for filing cabinets, shared printers, etc; those spaces would be 3150-Office Service.

Description: Includes open and private restricted access circulation areas.

MEETING & CONFERENCE AREAS

01.300.500 – Conference Room

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

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms [6800] are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. 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. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations: Does not include classrooms, seminar rooms, lecture rooms, auditoria [6100], departmental lounges [3150], open lounges [6500], and Meeting Rooms [6800].

01.300.550 – Conference Room Service

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

Description: Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, and sound equipment rooms if they serve conference rooms.

Limitations: Excluded are service rooms that support Meeting rooms [6850].

01.600.800 – Meeting Room

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

Description: The key concept here is public availability. Conference rooms are often confused with meeting rooms because they are both primarily used for non-class meetings. However, conference rooms 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 room is more available and open to study groups, boards, governing groups, community groups, various student groups, non-employees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for fee meeting rooms are included in this category. Meeting rooms may be configured like classrooms with participant focus to the front of the room, and may be equipped with a variety of furniture types (tables and chairs, lounge type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as Conference Rooms. Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom, general (Classroom areas). Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities should be classified as Assembly (General use areas).

01.600.850 – Meeting Room Service

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

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

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference room, service or Assembly service (General use areas).

STUDY/LIBRARY AREAS

01.400.100 – Study, Reading

Definition: A room or area used by individuals to study at their convenience which is not restricted to a particular subject or discipline by contained equipment.

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrels, and similar rooms that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individual, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment. The category Study, Reading includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit.

Limitations: Definition does not include Laboratory, Open [2200] that are restricted to a particular discipline or discipline group. This category also does not include Lounges [6500] that are intended for relaxation and casual interaction.

01.400.200 – Library Stack

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

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

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories [2250], book storage rooms for classrooms [1150] and music for general listening enjoyment [6750]. Also does not include collections of educational materials, regardless of form or type (from books to soils collections), that are for exhibition use as opposed to a study resource [6200].

01.400.300 – Library Open Stack/Reading

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

Description: Seating areas include those types of station and seating arrangements described under Study, Reading [4100]. The stack areas of these rooms may include any of the educational material collections described under Library Stack [4200].

Limitations: Does not include Study, Reading rooms [4100] which 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 Library Stack [4200]. Institutions may wish to separate and code the seating or study areas [4100] and stack areas [4200] into separate room records. As with Library Stack [4200] and Library Processing rooms [4400], Library Open stack/Reading [4300] appears primarily in central, branch, and departmental libraries.

01.400.400 – Library Processing

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

Description: A processing room is intended for specific library operations that support the overall library mission. Included are cards, microfiche, online catalog areas, reference & circulation desk areas, bookbinding rooms, online search rooms, multimedia materials processing areas, interlibrary loan processing areas, & other areas with a specific operation that supports library functions.

Limitations: Areas which 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 (Study Reading, Library stack, Library Open Stack/Reading). This definition does not include typical support rooms that serve study and other primary activity areas, such as storage or

copy rooms, closets, and other service type rooms (see Library/Study Service). Acquisitions work areas with a primary office use should be classified as Office [3100].

01.400.550 – Library/Study Service

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

Description: Includes storage, copy, locker, and coat rooms, closets, and other typical service areas that support a primary study facilities room.

Limitations: Does not include Library processing rooms that house specific library support processes and operations (bookbinding rooms, multimedia processing rooms).

SPECIAL USE AREAS

01.500.100 – Armory

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

Description: Rooms that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional room use types such as Classroom, general [1100], Laboratory, class [2100], Office [3100], and Study, reading rooms [4100] are designated as such even though they are located in an armory building. Military supply and weapons rooms are coded Armory service.

01.500.150 – Armory Service

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

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

Limitations: Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service name (Classroom service, Laboratory service, class, Office service, and Library/study service).

01.500.300 – Media Production

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

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (department, entire campus) than would a typical service room.

Limitations: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media production service rooms if serving the primary production or distribution room for Media production, or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories [2***]. This classification also does not include centralized computer based data processing and telecommunications equipment facilities [7100].

01.500.350 – Media Production Service

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

Description: The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room [5300].

Limitations: Dark rooms for Media production services are excluded. Those rooms containing media materials, equipment or operations which serve a primary activity room other than a Media production should be assigned the appropriate corresponding service code.

01.500.354 – Media Production Services – Darkroom

Description: A Darkroom that directly serves a media production or distribution room as an extension of the activities in that facility.

01.500.400 – Clinic, Non-medical

Definition: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

Description: Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Limitations: Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see Health care & medical areas). Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories [2***] or testing or counseling rooms in non-health or non-discipline related programs [3150].

01.500.450 – Clinic Service, Non-medical

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

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include rooms that serve separately organized health care facilities (see Health care & medical areas). Also does not include first aid treatment rooms that serve other primary activity areas (Athletic/physical education service, Day care service).

01.500.500 – Demonstration

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description: The key criterion here is practice activity within an instructional program which closely simulates a real world or occupational setting. This definition includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Limitations: Does not include day care and development centers which are not used as part of an instructional program (see Day care in General use areas). This category also does not include laboratories (see Laboratory areas: non-medical) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Laboratory, research/non-class.

01.500.505 – Staff Training Room (replaced code 1107 in FY 2015)

Definition: Room used for instructional purposes for institutional staff.

Description: This room is set up for staff training. It may contain desks, tables and chairs, or may be configured as a computer lab.

Limitations: This training room is not for academic instruction for students. If meeting rooms are sometimes used for staff training but are not dedicated to staff training they should continue to be coded as meeting rooms.

01.500.550 – Demonstration Service

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

Description: Includes facilities generally called store rooms, and pantries in a home demonstration facility; and kitchens, lockers, shower rooms, in a laboratory school. Similar support rooms that directly serve primary care and training areas in a demonstration day care center (see Demonstration) are included in this category.

Limitations: Generally, the primary activity areas — such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school) — should be designated as Demonstration. Primary care and training areas in a (practice) day care center are also Demonstration. Kitchen and food preparation rooms 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; eating or training rooms for children are classified as primary activity areas (see Demonstration).

01.500.900 – Other Special Use

Definition: A category of last resort.

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

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

01.500.905 – Other Special-Departmental Recharge Centers

Definition: A room that normally operates within an academic division or department and provides support to the division or department activities. These recharge centers are usually not high dollar volume cost centers because they are usually small and benefit only departmental activities. Usually only direct costs are included in the billing rates. (Include in the Notes field the name of the recharge center. For example, electronic repair shop, chemical supply room, DNA sequencing, etc.)

ATHLETIC & PHYSICAL EDUCATION AREAS (NON-CLASSROOM)

01.500.200 – Athletic/Physical Education

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

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This room use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction. Classroom areas, Laboratory areas (non-medical), Office areas and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded Athletic Spectator Seating. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation, if they are not used for instructional purposes.

01.500.230 – Athletic Spectator Seating

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

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

Limitations: Does not include temporary or movable seating areas (movable bleachers). Outdoor permanent seating is not assignable space although it may contain assignable areas under it (locker rooms, offices).

01.500.250 – Athletic/Physical Education Service

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

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

Limitations: Does not include public rest rooms which should be classified as non-assignable building service space. Rooms which directly serve offices, classrooms, or laboratories are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities are classified Recreation service [6750]. Central ticket outlets serving multiple facilities or services are classified as Merchandising Services [6650].

01.500.257 – Athletics/Physical Education Service Locker

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

AGRICULTURAL & ANIMAL QUARTERS AREAS

01.500.600 – Agricultural Field Building

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

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

Limitations: Animal quarters directly supporting research or instructional laboratories should be coded Animal quarters. Location of a building, on or off the main campus, is not sufficient justification for

classification as a field building. Finished rooms with other uses (laboratories, classrooms) should be coded as appropriate. This definition does not include buildings that house non-agricultural or non-farm related vehicles [7400].

01.500.700 – Animal Quarters

Definition: A room that houses laboratory animals used for research or instructional purposes.

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms for instruction and research.

Limitations: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (requirements of the American Association for Accreditation of Laboratory Animal Care [AAALAC]). This category does not include areas for treatment of veterinary patient animals (see Health Care & Medical Areas). This category does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Agricultural Field Building in Agriculture & Animal Quarters Areas [5600/5700]).

01.500.750 – Animal Quarters Service

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

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, non-patient surgery rooms, casting rooms, or instrument rooms.

Limitations: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health care & medical areas).

01.500.751 – Animal Quarters Service Cage Wash

Description: A dedicated room for Animal Quarters Service Cage Wash that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.752 – Animal Quarters Service - Quarantine

Description: A dedicated room for quarantining animals that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.753 – Animal Quarters Service – Surgery (Operating Room)

Description: A dedicated room for surgery on animals that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.754 – Animal Quarters Service – Surgery (Operating Room)/Preparation

Description: A dedicated room for preparing for surgery that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.755 – Animal Quarters Service – Surgery (Operating Room)/Recovery

Description: A dedicated room for patient (animal) recovery following surgery that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.756 – Animal Quarters Service – Receiving

Description: A dedicated room for receiving animals that directly serves an animal quarters facility as an extension of the activities in that facility.

01.500.800 – Greenhouse

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

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

Limitations: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (a greenhouse used for central storage should be coded Central storage [7300]).

01.500.850 – Greenhouse Service

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

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

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

GENERAL USE AREAS

01.600.100 – Assembly

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

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

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Laboratory, Class or Laboratory, Open in Laboratory Areas: Non-medical). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom, General.

01.600.150 – Assembly Service

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms.

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

01.600.200 – Exhibition

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

Description: Includes both departmental and institution wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both 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 Areas: non-medical.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service. This definition does not include bulletin boards and similar incidental displays in hallways, student centers. It also does not include collections of educational materials, regardless of form or type (books, tapes, soils collections), which are for study resource as opposed to exhibition use (see Study/library Areas).

01.600.250 – Exhibition Service

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

Description: Includes preparation workrooms, storage rooms, or vaults that serve general exhibition areas.

Limitations: Research areas in museums are classified as Laboratory, Research/Non-class or Laboratory Service, Research/Non-class. Service areas for displays that are part of an instructional program are classified as Classroom Service or Laboratory Service areas.

01.600.300 – Food Facility

Definition: A room used for eating.

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

Limitations: Vending areas not provided with seating, counters or tables are classified as Merchandising or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (Food facility service). Lounges with vending machines that are incidental to the primary use of the room (relaxation) are coded as part of the lounge, if within the room, or as Lounge Service if separate from and directly supporting the main lounge facility (see lounge). Break rooms serving specific office areas are classified as Office Service. Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration in Special use areas or Day care), staff only eating or break rooms in these facilities are classified as service areas (see Demonstration service (Special use areas) or Day care service.)

01.600.350 – Food Facility Service

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

Description: Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, and cleaning areas. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Limitations: Does not include any type of food preparation room which does not serve a food facility or eating area (see Food facility). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/study service (Residential areas). Service areas for vending rooms are classified as Merchandising Service. Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see Demonstration service in Special use areas or Day care service).

01.600.400 – Day Care

Definition: A room used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training and general personal care for assigned children or adults (play areas, non-staff eating areas and child training rooms). 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 room is not a medical care facility (medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations: Does not include those support rooms (storage rooms, closets, and pantries) typically used as service rooms (see Day care service). This category also does not include demonstration houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process (see Demonstration in Special use areas). Also excluded from this category are those service areas classified as Central service (Support activity areas), and Laboratory areas (non-medical) that directly support instruction (vocational training programs for parent education and early childhood education).

01.600.450 – Day Care Service

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

Description: Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.

Limitations: Does not include those rooms (child training rooms, playrooms - see Day care) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day care; staff only rest rooms should be coded Day care service. Kitchen or food preparation areas in a day care facility are classified as service areas (Day care service). Staff eating or break areas should be coded Day care service, whereas eating or training areas for children are classified as primary activity space (see Day care). Staff office areas should be coded Office (Office areas).

01.600.500 – Lounge

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

Description: A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge differs from an office area or break room lounge (see Office Service in Office areas) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge. Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not for eating (see Food Facility in General use areas).

Limitations: A lounge facility is distinguished from a Conference Room and a Meeting Room (Meeting & conference area), 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 room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising. 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). A lounge differs from a lobby (non-assignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (Office areas). Public waiting areas in health care facilities are coded as Public Waiting Room (Health Care & Medical Areas).

01.600.550 – Lounge Service

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

Description: Includes kitchenettes, storage, & vending rooms that directly serve a general use Lounge facility.

Limitations: This category does not include kitchenettes, storage, & small vending areas that directly serve other room use types (vending area serving a dining hall should be classified as Food Facility Service).

01.600.600 – Merchandising

Definition: A room used to sell products or services.

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

Limitations: Does not include dining rooms, restaurants, snack bars, and similar food facilities. A vending machine room 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 space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as Food Facility. Meeting and conference rooms in hotels are classified as Meeting Rooms (Meeting & conference areas). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Areas. Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Recreation or Recreation Service). Day care centers used for practice within an instructional program are classified as Demonstration (Special Use Areas). Day care centers that are not part of such a program are classified under Day Care.

01.600.650 – Merchandising Service

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

Description: Includes storage rooms and closets, sorting rooms, private restrooms, and other support rooms if they directly serve a merchandising facility.

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

01.600.657 – Merchandising Service Locker

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility and is specifically designated as a locker room.

01.600.700 – Recreation

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

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and not for instructional purposes. Recreation areas are used for relaxation, amusement type activities, whereas Athletic/physical Education facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.

Limitations: Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, intramural or intercollegiate athletic activities. 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 rooms are also excluded from this category.

01.600.750 – Recreation Service

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

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

Limitations: Does not include kitchens, snack bars, or other Food facility and Food facility service. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic/physical education (Athletic & PE areas (non-classrooms)) facilities are classified as Athletic/physical education service to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising.

01.600.757 – Recreation Service Locker

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility and is specifically designated as a locker room.

SUPPORT ACTIVITY AREAS

01.700.100 – Central Computer/Telecommunication

Definition: A room used as a computer based data processing 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.

Description: A Central computer/ telecommunication room may be one of a group of rooms which constitute a center for delivering computer based 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 rooms 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 electronic terminal, telephone or modem access. This definition includes central rooms housing computer or computers (large mainframe, minicomputers), peripheral input (data entry terminals, input tape or disk drives, data reading equipment) and output (printers, out put tape or disk drives) devices. This category also includes rooms in a central computer complex which 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, including central rooms housing satellite signal reception or transmission equipment, should be assigned the Central computer/ telecommunication code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

Limitations: Does not include Office (Office areas) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see Laboratory, class or Laboratory, open in Laboratory areas: non-medical or Study, reading in Study/library areas), or offices with data processing equipment used as office tools (see Office or Office service in Office areas). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office service (Office areas). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (repair or modification only) should be classified as non-assignable mechanical space.

01.700.150 – Central Computer/Telecommunication Service

Definition: A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

Description: Includes paper and forms storage, off line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (multiplexers, modems, spoolers), 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.

Limitations: Does not include office areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility (see Office in Office areas), primary equipment (computer, I/O device) rooms (see Central computer/telecommunication), and office areas containing data processing or networking office service equipment or materials (see Office, Office service in Office areas). Also does not

include rooms directly supporting study rooms (see Library/study service in Study/library areas) or laboratories (see Laboratory service, class, Laboratory service, open or Laboratory, service, research/non-class in Laboratory areas (non-medical)) that contain special computer equipment used for study, instruction or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office service (Office areas). A printer room serving a general purpose terminal room in a dormitory should be classified as Library/study service (Study/library areas).

01.700.200 – Shop

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

Description: 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 (glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

Limitations: Does not include instructional "shops" (industrial arts or vocational technical shops used for instruction), which should be classified in Laboratory areas: non-medical. Facilities used for producing and distributing multimedia materials and signals are classified as Media production (Special use areas). Architectural and engineering drafting rooms serving the physical plant operation are classified as Office (Office areas). Blueprint storage rooms are classified as Office service (Office areas). Small, incidental equipment repair, assembly or cleaning rooms those 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) or rooms directly serving media production or distribution areas (see Media production service in Special use areas). Also excludes costume and scene "shops" serving theater areas (see Assembly service in General use areas). Greenhouses used for campus physical maintenance or improvements should be coded Greenhouses (Agriculture & animal quarters areas).

01.700.250 – Shop Service

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

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Shower, first aid, and similar nonpublic areas that serve the shop facility should be included. Locker rooms have been excluded from this group see [7257]

Limitations: Does not include service areas for Laboratory, class or Laboratories research/non-class (see Laboratory areas: non-medical). Also does not include vehicular repair facilities (garages) classified as Vehicle storage service. Blueprint storage rooms should be classified as Office service (Office areas). Rooms directly serving media production or distribution facilities are coded Media production service (Special use areas). Sit down lunch or vending rooms that serve a shop facility are classified Food facility (General use areas).

01.700.257 – Shop Service Locker

Definition: A room that directly serves a shop facility as an extension of the activities in that facility and is specifically designated as a locker room.

01.700.300 – Central Storage

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

Description: The concept of "central" or "general" is the key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (Classroom service, Laboratory service, class, Conference room service, Assembly service) that directly support a primary activity room or room group; for example, a paper storage room (see Office service in Office areas) can serve several offices in an area. Service storage rooms are somewhat close 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 room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple room use categories and which are used for general or surplus (furniture, equipment) collection or storage. The Central Storage code can usually be used for all storage areas that do not qualify as service rooms.

Limitations: Does not include a storage room directly serving a primary room use category or group of such rooms (a room that is clearly a service room). Also, this category does not include non-assignable area (circulation, building service, or mechanical areas). Offices within warehouses or other central storage

buildings are coded as Office (Office areas). Centralized food stores and laundries are classified Central Service.

01.700.350 – Central Storage Service

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

Description: Central storage service rooms are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage rooms for hand trucks and other moving equipment, shelving storage, and other rooms supporting the central storage function are included.

Limitations: Only those rooms directly supporting the larger Central Storage coded rooms should be classified with this code.

01.700.400 – Vehicle Storage

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

Description: Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Agriculture field building in Agriculture & animal quarters areas).

01.700.450 – Vehicle Storage Service

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

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

Limitations: Does not include shops as defined in Shop above (carpenter, plumbing, electrical, painting). Offices within a Vehicle storage facility should be classified as such (see Office in Office areas).

01.700.500 – Central Service

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

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

Limitations: Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded Food facility service; a laundry room in a residence hall should be coded Sleep/study service; a copy or mail room in an office area is coded Office service. Media production (Special use areas) or distribution facilities and computer based data processing and telecommunications equipment centers (see Central computer/telecommunication) are coded separately. Facilities used for the manufacture, repair or maintenance of products or equipment should be coded Shop (Support activity areas). Central storage or supply facilities and Vehicle storage facilities also have separate codes.

01.700.506 – Central Service Laundry

Definition: A room or area that is used for the delivery of a complex-central or campus wide support service specific to Laundering services. Laundries typically serve the occupants or activities of more than one building.

01.700.550 – Central Service Support

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

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

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

01.700.600 – Hazardous Materials Storage

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

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

Limitations: Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage – 7700); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see codes 2150, 2250, 2550, 7700, 7750, & 7800).

01.700.700 – Hazardous Waste Storage

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

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

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage – 7600); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see codes 2150, 2250, 2550, 7600, 7750, 7800).

01.700.750 – 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 the government environmental regulations.

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

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage – 7600); centralized storage of hazardous waste materials (see Hazardous Waste Storage – 7700); or dedicated Unit Storage- 7800 (see codes 2150, 2250, 2550, 7600, 7700, 7800).

01.700.800 – 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.

Description: A dedicated storage unit or location typically remote from the controlling unit’s work space 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 (7600) or hazardous waste storage (7700).

Limitations: Does not include centralized storage of hazardous materials (7600); centralized storage of hazardous waste material (7700); 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 2150, 2250, 2550, 7600, 7700, 7750).

HEALTH CARE & MEDICAL AREAS

01.800.100 – Patient Room

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards. Connected clothes closets may be aggregated with the Patient room space or classified separately as Patient room service. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas

commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall are included in this category.

Limitations: Student residence quarters should be classified with the Residential areas codes. Staff on call rooms for resting and sleeping are coded Staff on call facility. Does not include non-patient animal shelters used for farm animals or non-veterinary school laboratory animals (see Agricultural field building or Animal quarters in Agriculture & animal quarters areas).

01.800.150 – Patient Room Service

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

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

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the patient room 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). 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 quarters service in Agriculture & animal quarters areas). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station service.

01.800.200 – Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath [8200] 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).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (Office service, Nurse Station service) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station service. Animal groom rooms should be coded Patient room service.

01.800.300 – Nurse Station

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

Description: This category 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.

Limitations: Rooms that are used as offices should be classified appropriately (see Office in Office areas).

01.800.350 – Nurse Station Service

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

Description: Includes nurse lounges or break rooms, private staff rest rooms, utility rooms, storage (medications, supplies), 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. Locker Rooms have been excluded from this group, see [8357].

Limitations: Rooms used as offices should be classified appropriately (see Office in Office areas). Pharmacy and other central supply areas are classified Central supplies (health). Areas directly serving patient bedrooms are coded Patient room service. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms as needed.

01.800.357 – Nurse Station Service-Locker Room

Definition: A room that directly serves a nurse station room as an extension of the activities in that facility and is specifically designated as a locker room.

01.800.400 – Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (OB-GYN, ophthalmic operating rooms). These rooms 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.

Limitations: Does not include the various surgery support rooms that are used as a direct extension of surgery activities (see Surgery service). Also does not include rooms used for the minor invasive procedures (blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/ examination).

01.800.450 – Surgery Service

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

Description: Included are recovery rooms, labor rooms, special support equipment rooms (anesthesia, heart, lung, X-ray), 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, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

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

01.800.500 – Treatment/Examination

Definition: A room used for diagnostic and therapeutic treatment.

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

Limitations: Excludes Radiology. Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery). Treatment/Examination diagnosis differs from Laboratory, diagnostic testing and diagnosis in that the former requires the presence of the patient.

01.800.507 – Radiology

Description: A designated Radiology room used for diagnostic and therapeutic treatment.

01.800.550 – Treatment/Examination Service

Definition: A room that directly serves a treatment or examination room as an extension of the activities in that facility.

Description: Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity of treatment or examination facilities. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen if these areas serve a treatment or examination area.

Limitations: Does not include service areas for diagnostic service laboratories (see Laboratory, diagnostic or Laboratory service, diagnostic), 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. Treatment or examination waiting rooms are classified as Public Waiting Room facilities.

01.800.554 – Treatment Exam Svc Darkroom

Description: A dedicated Darkroom that directly serves a treatment or examination room as an extension of the activities in that facility.

01.800.600 – Laboratory, Diagnostic

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

Description: Includes pathology, isotope rooms, or labs providing such services as hematology, chemistry tissue, serology, blood bank, and basal metabolism. Also includes areas commonly termed canine, feline, poultry, bovine or equine necropsy rooms in veterinary institutions.

Limitations: Excludes pharmacy, autopsy, and bacteriology laboratories. Laboratories used primarily for instructional purposes should be classified with the Laboratory areas (non-medical) codes. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination facilities.

01.800.601 – Laboratory, pharmacy

Description: A room dedicated to Diagnostic Laboratory Pharmacy support services to an entire health care facility.

01.800.602 – Laboratory, autopsy

Description: A room dedicated to Diagnostic Laboratory Autopsy support services to an entire health care facility.

01.800.606 – Laboratory, bacteriology

Description: A room dedicated to Diagnostic Laboratory Bacteriology support services to an entire health care facility.

01.800.650 – Laboratory, Diagnostic, Service

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

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

Limitations: Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient treatment or examination room (see Treatment/Examination Service).

01.800.654 – Laboratory, Services Diagnostics Darkroom

Description: A Darkroom dedicated to Diagnostic Laboratory support services to an entire health care facility.

01.800.700 – Central Supplies (health)

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

Description: This classification serves a central storage or supply function similar to the Central storage (Support activity areas) classification. It 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, 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.

Limitations: Does not include central storage areas for materials or equipment which is not directly health care related (furniture, office equipment) such areas should be classified Central storage (Support activity areas). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

01.800.800 – Public Waiting Room

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

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

Limitations: Open lounges (see Lounge in General use areas) and other service room lounges (patient lounge—see Patient room service) should be classified appropriately. Only areas specifically assigned to public waiting, admissions, treatment, or information should be classified with this code.

01.800.900 – 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.

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

Limitations: Staff on call rooms or quarters differs from open and service area lounges (see Lounge in General use areas) 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 Patient rooms. Student residence quarters should be classified with the Residential areas codes.

01.800.950 – Staff on call Facility Service

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

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

Limitations: Does not include storage and other support rooms that serve patient bedrooms (see Patient room service). Also excluded are central supply areas (see Central supplies: health).

RESIDENTIAL AREAS

01.900.100 – Sleep/Study No 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 and/or toilet.

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

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

01.900.190 – Residential Bath/Toilet

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

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

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (see Sleep/study with bath, Residential apartment, or Residential house) are included in those respective categories. Private rest room areas that serve offices are Office service (Office areas).

01.900.200 – Sleep/Study With Bath

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

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Residential bath/toilet. 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 which is private to the residents of the suite area. These areas are included as part of the Sleep/study with bath space.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study, reading (Study/library areas). Residential quarters equipped with cooking facilities are coded as Residential apartment. Sleep/Study no bath and their corresponding external Residential bath/toilet rooms are coded separately.

01.900.350 – Sleep/Study Service

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

Description: This definition is the service code for the Sleep/study-no bath and Sleep/study with bath residential areas categories. This includes mail rooms, laundry and pressing rooms, linen closets, maid

rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see Food facility in General use areas) are also classified as Sleep/study service.

Limitations: Does not include Offices (Office areas), Lounges (General use areas), Study, reading (Study/library areas), eating or dining areas (see Food facility in General use areas), toilet/bath areas for occupants of Sleep/study, no bath rooms (see Residential bath/toilet), Recreation (General use areas) or Meeting rooms (Meeting & conference areas) in any residential facility, including institutionally controlled hotels or motels.

01.900.500 – Residential Apartment

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

Description: This classification is the basic module or group of rooms designed as a complete housekeeping unit (contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment but only that the total interior space be included. This includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as a Residential apartment because it is not a separate freestanding structure.

Limitations: Does not include single freestanding structures (see Residential house) or any residential units that do not contain private cooking facilities (see Sleep/study, no bath or Sleep/study with bath).

01.900.550 – Residential Apartment Service

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

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

Limitations: Does not include service rooms (laundry, mail, or trunk) that directly serve residential facilities which have no internal cooking facilities (see Sleep/study, no bath, Sleep/study with bath, or Sleep/study service). This category also excludes service rooms within a separate freestanding residential unit (see Residential house).

01.900.700 – Residential House

Definition: This category is a complete living unit with private cooking facilities and is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.

Description: This basic module or group of rooms is designed as a complete housekeeping unit (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. This definition includes fraternity/sorority houses only if owned by the institution.

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