

UNIVERSITY OF CALIFORNIA, RIVERSIDE  
CORPORATE EQUIPMENT AND FACILITIES SYSTEM  
(Effective Fall 2019)

## ROOM USE CODES AND DEFINITIONS

The following pages contain complete definitions of the room use codes. This room use classification structure is compatible with the National Center for Education Statistics (NCES) room classification structure, and it has been modified and expanded, in part, to respond to state, federal, and other reporting requirements. The room use classification structure serves a primary function by offering a dimension of standardization and compatibility for comparisons across campuses, institutions, and states.

### PRIMARY USE

Since only one room use code can be used for a room or area, coding the room is dependent upon its primary use. When classifying a room, the primary or predominate use of the room at the time of the current inventory is most important. Room "intent", "design", "type", "name", "organizational unit assignment", or "contained equipment" does not, therefore, affect the coding classification--unless it is compatible with actual use. Thus, for a room which is used as both an office and a research laboratory, a single determination according to primary use should be made. It is recommended that "primary" be evaluated in terms of time, the human activity element which focuses on "use", rather than the characteristics of the space. In the event that time of use is not available, the amount of space assigned for each use within the room should be the deciding factor.

### SPECIAL RESTRICTIONS ON ROOM USE CODES

Although primary use should be the determining factor in assigning room codes, special consideration is given to rooms in instructional departments, i.e., the I&R programs (program codes which start with 1.1 and 1.2). New room codes have been developed to comply with reporting requirements established by the California Postsecondary Education Commission (CPEC). Some rooms, such as Scholarly Activity (250) and Study Room (410), share many of the same characteristics and are used for similar purposes; however, by the creation of the new room code, Scholarly Activity (250), a distinction can be made between study rooms tied to instructional programs and study rooms associated with campuswide libraries and non-instructional programs. Thus, when selecting a room use name to identify a room, the reviewer must consider both the program (e.g., an I&R department) with which the room is associated and the primary use of the room.

### SERVICE CODES

To the extent possible, revisions have been made to room codes such that *service room codes* end in "5" to represent support space for a "primary activity" area, with a corresponding code ending in "0". For example, a room which serves an "academic office" (i.e., a faculty or TA office--room code 310) or an "Other Office" (i.e., a staff office--room code 320) is coded as "Office Service" (i.e., room code 335).

Distinguishing "primary activity" from "service" areas may occasionally become difficult. Because it is impossible to describe for each code the many examples of primary and service areas, a few "gray" areas for decisions may emerge. Two paths for reaching a decision on which room use code to apply are as follows:

1. Carefully read the definition, description, and limitations for both the primary (e.g., 510) and service (e.g., 515) codes. A thorough study of any examples listed could be especially helpful, by revealing room relationships and function or use similarities.
2. Determining whether the existence of a particular room, with its specific functions and uses, is dependent upon or justified by another (usually nearby) room and its specific use. If the room is "non-dependent", a primary activity code is logically appropriate (e.g., a room containing a mainframe computer would be coded 510). If a significant degree of dependency exists (i.e., the room is largely justified only by the existence of another room), the service code is appropriate (e.g., a printout or tape storage room should be coded 515). In such cases, a focus on room relationships can help clarify room use definitions and descriptions.

## **ROOM USE CODE SUFFIX**

At the campus level, in order to enhance space planning and management the use of a single-letter suffix was developed to track specific areas of assigned space. Some room use codes have suffixes which cover all possible types of use within that particular room (see 211-Research Office, 310-Academic Office) and one of those suffixes must be used in conjunction with the room use code. Other room use codes have suffixes which do not cover all possible types of use within the code (see 335-Office Service), so the suffix may be omitted if one does not apply.

## **ROOM NAME**

A descriptive or colloquial room name, as opposed to the data element "Room Use Name", can be very useful to institutional users of the facilities inventory. It can, however, lead to deception in assigning correct room use codes. A "balance room" can take any of three laboratory service codes (225, 265, 275) depending on the room it serves; "storage" areas can fall into virtually any service code category for the same reason and are only occasionally limited to the 720, 721, or 722 Storage codes. Another example is a room which might be known colloquially as the "Old Physics Lab". Conceivably, one might code this room as a laboratory because its colloquial name contains the word "Lab"; if however, the room is used as an office storage area, then the room should be coded as Office Service (335). In all of these examples, the room's *actual use* must meet the stated definition before an accurate coding can be made.

## **STATION COUNTS**

The data element Stations is defined as the number of actual work stations (e.g., seats, beds) which will adequately accommodate users of a particular room. Not all room use codes require the recording of Stations. Please refer to the room use definitions to determine if stations should be reported.

## **ROOM STANDARD CODE**

The Room Standard Code indicates whether a room is covered ("Standard") or not covered ("Nonstandard") by State space standards. A standard room is considered to be one in which the typical activities of instruction and research take place. The Room Standard Code, in combination with the Program Standard Code, identifies space which is assigned to general campus departments of instruction and research as being Standard Space or Nonstandard Space.

Standard Space is defined as both the Room Standard Code and Program Standard Code being "S" (Standard), and therefore, subject to analysis with the State space standards. The analysis of all instructional and research space in the Universitywide system is presented in an annual report to the Joint Legislature Budget Committee and the Department of Finance as set forth by Item 359 of the 1973 Budget Conference Committee's Supplemental Report.

**ROOM USE CODES AND DEFINITIONS**  
(Effective Fall 2016)

**000 - ASSIGNABLE AREAS NOT IN CURRENT USE (UNCLASSIFIED)**

**GENERAL**

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

**010 INACTIVE AREA**

**Data Value Name:** INACTIVE

**Definition:** A room available for assignment to an organizational unit or activity but unassigned at the time of the current inventory reporting period.

**Exclusions:** Rooms being modified or not completed at the time of the inventory are classified as Alteration Area (030) or Unfinished Area (020). Includes all rooms which are physically available but not currently scheduled for use.

**Suffixes:** Use one of the following suffixes to more completely classify the room use.

A – Available for use but not in use. Room is empty. Note, if room is set up for a particular room use but is not being used, code for that use and occupant is “Unassigned”  
N – Needs alteration. The room is not usable due to the current condition and is not currently in planning or construction. If room is in planning or construction, use code Alteration (030).

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

**020 UNFINISHED AREA**

**Data Value Name:** UNFINISHED

**Definition:** All potentially assignable areas in new buildings, shell space, or additions to existing buildings left unfinished at the time of the inventory.

**Description:** This category typically includes areas which are part of a larger structure; e.g., a floor or basement area which was not finished off along with the remainder of the building. Unfinished area is distinguished from projects under construction as follows: *projects under construction* implies the structural elements and the internal components of the project are under construction (i.e., not complete); *unfinished area* refers to the internal components of a completed construction project which have been deferred as part of the capital (or construction) plan. Unfinished area is reported as assignable and charged to the proprietary department. The area is measured in the same way as open-loft-type space and adjustments are made to reflect the actual construction of partitions, quarters, etc. only when the interior is finished off. If an area is being used for any assignable purpose, whether or not it is unfinished space, it is to be classified according to the appropriate primary or service code; e.g., an unfinished area used as classroom storage should be coded as Classroom Service (125).

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

**Stations to be Reported:** None

**Room Standard Code:** N (Nonstandard)

### 030 ALTERATION AREA

**Data Value Name:** ALTERATION

**Definition:** Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Rooms in this category are reported in the inventory as being assigned to the proprietary department.

**Exclusions:** Rooms inactive or not completed at the time of the inventory are classified Inactive Area (010) or Unfinished Area (020), respectively.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 100 - CLASSROOM FACILITIES

### GENERAL

Classroom facilities are institution-wide resources and the need for this type of space should be evaluated for the entire campus. The *use* of a room is important in determining the appropriate room use code to be assigned for instructional facilities. The term "classroom facility" includes not only general purpose classrooms but also lecture halls, recitation rooms, seminar rooms, and other rooms, (e.g., discussion rooms) used primarily for scheduled non-laboratory instruction. Classroom facilities include any support rooms which serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multi-media or telecommunications equipment) which do not tie the room to instruction in a specific subject or discipline (see 200 series - Laboratory Facilities).

### 110 CLASSROOM

**Data Value Name:** CLASSROOM

**Definition:** A room used for classes which is not tied to a specific subject or discipline by equipment in the room or the configuration of the room, *and* which is predominantly used for regularly or formally scheduled instructional activities such as lectures, discussions, and televised instruction.

**Description:** Includes rooms generally used for scheduled instruction which require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms (including science demonstration rooms), and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined in groups, or flexible in arrangement) or similar types of seating. These rooms may contain computer, multi-media, telecommunications, or other equipment. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) 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. The room may have a bench or podium area where demonstrations are made to supplement the lecture activity.

**Restrictions:** For general assignment classrooms only, for rooms in program codes 1.1.60, 1.2.60, and 1.3.90.

**Exclusions:** A teaching laboratory (class or open laboratory) is distinguished from a classroom based on the type of activity for which it is used, (e.g., laboratory, studio). A teaching laboratory is used for student participation, and as such, generally has equipment for student use or observation, requires set-up time to provide materials and equipment for student use or observation, and/or has a room configuration or special equipment which restricts the room to a single or closely related group of disciplines (260, 261, 270). Tutorial or training rooms which are not in instructional programs (program codes 1.1 and 1.2) are coded 470. This category also does not include conference rooms (340), which are primarily used for meetings, or assembly facilities (650). Auditoria are distinguished from lecture rooms based on predominant use. A large room with seating oriented toward some focal point which is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes.

**Stations to be reported:** Student stations only. In the case where extra chairs have been placed in the room in excess of the designed capacity of the room, count only the number of additional seats which could be added without exceeding the maximum seating capacity allowed by the appropriate building and fire codes *and which* are intended to be included in the room on a permanent basis (rather than for a single course or single quarter or term).

**Room Standard Code:** S (Standard)

## 125 CLASSROOM SERVICE

**Data Value Name:** CLASSRM SV

**Definition:** A room which directly serves one or more classrooms or seminar rooms as an extension of the activities in such a room.

**Description:** Includes projections rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., *if* they serve classrooms (110) or seminar rooms (130).

**Restrictions:** For general assignment classrooms only, for rooms in program codes 1.1.60, 1.2.60, and 1.3.90.

**Exclusions:** Does not include rooms which serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (655).

**Stations to be Reported:** None

**Room Standard Code:** S (Standard)

## 130 SEMINAR

**Data Value Name:** SEMINAR

**Definition:** A room used primarily for scheduled instructional activities (e.g., typically of the small group discussion type) and which is used for classes which are not tied to a specific subject or discipline solely by virtue of the equipment in the room or the configuration of the room.

**Description:** Includes rooms generally used for scheduled instruction which require no special, restrictive equipment or configuration. **The distinction between a classroom and seminar room is that a seminar room typically is equipped with a large table surrounded by chairs or the equivalent.** A seminar room may contain computer, multi-media, telecommunications, or other equipment, or be furnished with special equipment (e.g., globes, maps, pianos) 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.

**Restrictions:** For general assignment classrooms only, for rooms in program codes 1.1.60, 1.2.60, and 1.3.90.

**Exclusions:** Does not include classrooms (110), conference rooms (340), assembly (650), teaching laboratories (260, 261, 270), tutorial/training rooms (470), or scholarly activity rooms (250). A scholarly activity room (250) is distinguished from a seminar room by its primary use for unscheduled study or discussion activities, often adjacent to research laboratories, research studios, or research offices. Conference rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables which are used primarily for meetings (as opposed to classes) are conference rooms (340). Assembly rooms are distinguished from seminar rooms based on primary use. A large room with seating oriented toward some focal point which is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes. A teaching laboratory is distinguished from a seminar room based on its primary use for student observations, practice, or experimentation, and by the need for special equipment and set-ups required for such activities. A tutorial/training room (470) is distinguished from a seminar room by its primary use for staff training or individualized tutorial activities which are not tied to departments in instructional programs.

**Stations to be reported:** Student stations only. In the case where extra chairs have been placed in the room in excess of the designed capacity of the room, count only the number of additional seats which could be added without exceeding the maximum seating capacity allowed by the appropriate building and fire codes *and which* are intended to be included in the room on a permanent basis (rather than for a single course or single quarter or term).

**Room Standard Code:** S (Standard)

## 200 - RESEARCH and TEACHING LABORATORY FACILITIES

### GENERAL

Laboratories and their related areas are used for activities associated with research, scholarly activity, and teaching which requires student observation, practice, or experimentation. A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, engineering, etc. Laboratory facilities can be subdivided into four categories: research laboratories, scholarly activity rooms, class and special class laboratories, and open laboratories. A research laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. A research laboratory or office serves as a venue for graduate and undergraduate students to participate in investigative or creative efforts, in the form of individualized instruction, serving as an extension of their formal academic requirements. Scholarly activity rooms are rooms in facilities departments in instructional programs (program codes 1.1 and 1.2) which are used by both students and faculty for study, discussion, library, and collections repositories. Class and special class laboratories are used for *scheduled* instruction. An open laboratory supports instruction or learning but is not formally scheduled (except in the I&R Performing Arts programs of Dance, Music, and Drama).

### 210 RESEARCH LABORATORY OR STUDIO

#### **Data Value Name:** RESEARCH

**Definition:** A room used for laboratory experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program, *if* the setting requires equipment, activity areas for special performance or practice (art, dance, music, drama), or structural support beyond that of an office.

**Description:** A research laboratory or studio 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 students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. They do not include those practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended to do so to a broader academic (or sponsorship) community (e.g., a presentation or publication). This category also includes laboratories which are used for experiments or "dry runs" in support of both instructional and research activities. Includes facilities for human subject observation *if* the activity in which they are participating is primarily one of research. Includes research art studios which may have requirements for high ceilings, additional ventilation, or special provisions for water or electricity. Also includes research performance facilities which require large stage or performance areas.

**Exclusions:** Does not include rooms in which the primary activities are not for research purposes. Rooms used primarily for student practice, experimentation, and observation activities which do not contribute to the extension of a field of knowledge are Class or Open Laboratories (260, 261, 270). Rooms used for research which do not require specific additional infrastructure support, physical design, fixed equipment, or special set-ups are coded as Research Office (211) or Academic Office (310). Research facilities of unusually large size (e.g., wind tunnels, linear accelerators) may, *with prior approval from the Office of the President (Capital Planning)*, be classified as Miscellaneous (740). Does not include testing or monitoring facilities (e.g., seed sampling, blood testing, water or environmental testing rooms) which are part of an institution's central service system (760). Autopsy rooms and morgues in the Campus Police, Fire, or Environmental Health and Safety departments are part of the central campus service system and are, therefore, more appropriately coded as Central Service (760). Autopsy rooms and morgues which are related to separately organized health care facilities (e.g., student infirmary, campus hospital or clinic) are coded with the appropriate health care facilities room codes (see 800 series).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

A	<b>Animal</b> – vertebrate or invertebrate procedure rooms. Rooms used to house animals should be coded 580 Animal Quarters.
B	<b>Behavioral</b> - observation or testing rooms for human participants
C	<b>Computational</b>
D	<b>Damp</b> - contains a sink, perhaps gases, but no other specialized infrastructure
I	<b>Instrument room</b> – large format instruments such as lasers or spectrometers
W	<b>Wet</b> - contains a sink and ducted fume hood

**Stations to be reported:** Optional

**Room Standard Code:** S (Standard)

## 211 RESEARCH OFFICE

**Data Value Name:** RESRCH OFC

**Definition:** A room used for experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program, and which primarily contains office type-accommodations.

**Description:** Includes offices or similar rooms in which professional and staff researchers and graduate students engage in desk, computer, or "table top" research and which do not require additional or specific infrastructure support such as built-in equipment, ventilation, water or electrical provisions, or additional performance space.

**Exclusions:** Does not include the faculty member's primary office (if this can be determined) and postdoctoral scholar's office, which are more appropriately coded as Academic Office (310).

Departmental library study rooms and informal discussion or meeting rooms for students and faculty are more appropriately coded as Scholarly Activity (250).

**Suffixes:** One of the following suffixes must be used with room use code 211.

G	Graduate Student
R	Research Staff

**Stations to be reported:** Optional. The number of faculty, graduate students, or research staff presently accommodated.

**Room Standard Code:** S (Standard)

## 225 RESEARCH LABORATORY OR STUDIO SERVICE

**Data Value Name:** RSCH LABSV

**Definition:** A room which directly serves one or more primary research laboratory or studio facilities as an extension of the activities in those rooms and **which is not intended as a permanent work station area.**

**Description:** Includes only those rooms which directly serve a research laboratory or research studio. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, tissue culture rooms, locker rooms, showers, and similar facilities, if they serve research laboratories or studios. May include media production and computer facilities which primarily support research laboratories or studios.

**Exclusions:** Does not include *service rooms which support* research offices (226). Also does not include service rooms which support classrooms or seminar rooms (125), class laboratories (265) or open laboratories (275). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized. Does not include long-term storage areas used to house infrequently used or inactive research equipment and materials; these areas would more appropriately be coded as Storage-General and Research (720). Does not include Media Production (560) or computer facilities (510) which *primarily* support central campus operations; however, if these types of facilities primarily support a research laboratory or studio, they would be coded as Research Laboratory/Studio Service (225). Shops providing equipment, design, and repair services primarily to research may be coded as Research Laboratory/Studio Service (225) or Shop-General and Research (710).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

C	Controlled Temperature Room
D	Dark Room
E	Equipment Room
G	Grow rooms / growth chambers for plants
H	Hall/Vestibule – internal to department space, not the main corridor
I	Insectary / rearing rooms
L	Locker/Shower
P	Prep Room

R	Stockroom
S	Server Room
W	Wet (contains a sink and ducted fume hood)

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 226 RESEARCH OFFICE SERVICE

**Data Value Name:** RSCH OFCSV

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

**Description:** Includes only those rooms which directly serve a research office. Included are coat rooms, supply and storage areas, records rooms, private (restricted access) circulation areas, etc., if they serve research offices.

**Exclusions:** Does not include *service rooms which support* research laboratories/studios (225). Also does not include service rooms which support classrooms or seminar rooms (125), class laboratories (265) or open laboratories (275), or offices (335). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized.

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

H	Hall/Vestibule
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**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 250 SCHOLARLY ACTIVITY

**Data Value Name:** SCHOLAR AC

**Definition:** A room which supports the study needs of faculty, staff, students, and others who are involved in research.

**Description:** Includes departmental study rooms which provide materials or study space for faculty, researchers, and students. Includes departmental libraries not associated with the campus library. May include collections for use and review by faculty, staff, and students in the department, or be used for presentation and exhibit of student materials. The room may be equipped with terminals, carrels, shelved books and materials for use in the room, and audiovisual equipment for in-room use. Includes commons areas used primarily by graduate students and other researchers for informal research, individual and group study, or consultation and discussion.

**Restrictions:** Room codes 250 and 255 may be used only for Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include exhibit rooms (660) which primarily serve a public audience. Scholarly Activity rooms are distinguished from Conference rooms (340) by their primary use, which is to meet departmental study needs and are not intended for formal gatherings or meetings. Excludes study facilities (see 400 series) which are primarily associated with the central campus and branch (non-departmental) libraries.

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

C	Commons / Lounge
L	Library
S	Study Room
T	Teaching
Z	Student Lounge

**Stations to be reported:** Optional. The number of persons which can be accommodated in the room at one time.

**Room Standard Code:** S (Standard)

## 255 SCHOLARLY ACTIVITY SERVICE

**Data Value Name:** SCHOLAR SV

**Definition:** A room which directly serves a scholarly activity room as an extension of the activities of those rooms.

**Description:** Includes storage areas, records rooms, equipment issue rooms, coat rooms, closets, etc., if they serve scholarly activity rooms (250).

**Restrictions:** Room codes 250 and 255 may be used only for Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include *service rooms which support* offices (335); research laboratories, studios, or offices (225, 226); conference rooms (345); or study rooms (455) in central or branch libraries.

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 260 CLASS LABORATORY – **MUST BE REVIEWED BY FMS MANAGER**

**Data Value Name:** CLASS LAB

**Definition:** A room used primarily for regularly or formally scheduled classes which requires 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 regularly or formally scheduled classes throughout the academic year. The design of the space or equipment in the room normally limits or precludes its use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, (group) studios, specialized health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in regularly or formally scheduled classes.* Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories *if* that instruction is conducted primarily in regularly scheduled classes.

**Exclusions:** A teaching laboratory is a Special Class Laboratory (261) if its design or permanently installed specialized equipment or set-up makes the room unsafe, impractical, or expensive for use by courses not requiring such equipment or set-up. A teaching laboratory which is available *predominately or exclusively for informal, individual, or unscheduled instruction, or scheduled instruction in the I&R Performing Arts (Dance, Music, and Drama)* is an Open Laboratory (270). Does not include Classrooms (110) or Seminar (130). This category does not include rooms generally defined as Research Laboratory/Studio (210). Does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities which are included under Special Facilities (see 500 series). Rooms for tutoring or training not tied to facilities departments in instructional programs (program codes 1.1 and 1.2) are coded as Tutorial/Training Room (470).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

A	Art Studio
C	Computer
W	Wet (contains a sink and ducted fume hood)

**Stations to be Reported:** The number of students which can be accommodated in the room at one time.

**Room Standard Code:** S (Standard)

## 261 SPECIAL CLASS LABORATORY – **MUST BE REVIEWED BY FMS MANAGER**

**Data Value Name:** SPEC CLSLB

**Definition:** A room used primarily for regularly or formally scheduled instruction for student participation, observation, experimentation, or practice in a field of study, but for which the configuration or set-up, or equipment makes its use unsafe, expensive, or otherwise inappropriate for use by courses which do not require such equipment or set-up.

**Description:** A special class laboratory is characterized by the fact that its specialized equipment, design, or set-up are generally permanent features of the room intended to meet the

curricular needs of very limited program offerings. The nature of such a room makes it inappropriate to schedule other courses which do not need its special features, due to the expense in relocating equipment, the potential for harm to the equipment or the students, or the inconvenience which would be experienced by students or the instructor in not having certain amenities available, such as writing surfaces. It is expected that the utilization of such a room would be lower than that of a Class Laboratory (260) because of the limited amount of course offerings which could make use of the room's features. Furthermore, the room does not lend itself to other activities, such as unscheduled instruction, research, or other gatherings. A Special Class Laboratory is similar to a Class Laboratory in its use for regularly or formally scheduled instruction, but differs from a Class Laboratory in the degree of specialization which makes its availability and utilization extremely limited. It is distinguished from an Open Laboratory (270) in that the latter is primarily used for unscheduled (but required) individual instructional practice, observation, participation, or experimentation, or for any laboratory-type instruction in the I&R Performing Arts (Dance, Music, and Drama).

**Exclusions:** Does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, non-health clinics. Rooms for tutoring or training which are not tied to facilities departments in instructional programs (program codes 1.1 and 1.2) are coded as Tutorial/Training Room (470).

**Stations to be Reported:** The number of students which can be accommodated in the room at one time.

**Room Standard Code:** S (Standard)

## 265 CLASS LABORATORY SERVICE

**Data Value Name:** CLS LAB SV

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

**Description:** Includes any room which directly serves a class laboratory. Includes projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

**Exclusions:** Does not include *service rooms which support* classrooms or seminar rooms (125), open laboratories (275), research facilities (225, 226), or tutorial/training rooms (475). Service areas which support teaching laboratories for I&R Performing Arts (Dance, Music, and Drama) are coded as Open Lab Service (275). Animal quarters (580) and greenhouses (590) are separately categorized. Storage or infrequently used or inactive class laboratory materials and equipment may be coded either as Class Laboratory Service (265) or Storage-Teaching Laboratory (721). Shop facilities serving class laboratories with equipment design and repair may be coded as Class Laboratory Service (265) or Shop-Teaching Laboratory (711).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

W Wet (contains a sink and ducted fume hood)

**Stations to be Reported:** None

**Room Standard Code:** S (Standard)

## 270 OPEN LABORATORY

**Data Value Name:** OPEN LAB

**Definition:** A laboratory used primarily throughout the academic year for individual or group instruction which is informally scheduled, unscheduled, or open; a laboratory used for scheduled or unscheduled instruction in the I&R Performing Arts (Dance, Music, and Drama). **Use for non-scheduled instruction by departmental TAs.**

**Description:** An open laboratory is designed for or furnished with equipment which serves the needs of a particular discipline or discipline group for individual or group instruction, and which meet one of the following criteria: (1) the use of such room is not formally or regularly scheduled, or (2) the room is used for practice in the I&R Performing Arts (Dance, Music, and Drama). Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios (for music, dance, or film production), individual laboratories, self-paced computer laboratories, and self-instructional multi-media laboratories.

**Exclusions:** Laboratories with regularly or formally scheduled classes are Class Laboratories (260) or Special Class Laboratories (261). This category also does not include rooms defined as research facilities (210, 211, 250). Scholarly Activity (250) and Study (410) rooms differ from an Open Lab in that they typically do not have the instructional study materials available for student use, even though the room may be set up similarly, with computers or carrels, for example. Scholarly Activity rooms are also frequently multi-purpose rooms used for discussion, conferences, and study.

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

A	Art Studio
C	Computer or Multi-Media
D	Damp (contains a sink)
L	Language
M	Music or Dance Practice
W	Wet (contains a sink and ducted fume hood)

**Stations to be Reported:** The number of students which can be accommodated in the room at one time.

**Room Standard Code:** N (Nonstandard)

## 275 OPEN LABORATORY SERVICE

**Data Value Name:** OPEN LABSV

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

**Description:** Includes only those rooms which directly serve an open laboratory. Includes projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

**Exclusions:** Does not include *service rooms which support* classrooms or seminar rooms (125), class or special class laboratories (265), research facilities (225, 226), or scholarly activity areas (255). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized.

**Suffixes:** Use the following suffix to more completely classify the room use: (If it is not applicable, leave the suffix area blank.)

D	Dark Room
W	Wet (contains a sink and ducted fume hood)

**Stations to be Reported:** None

**Room Standard Code:** N (Nonstandard)

## 300 - OFFICE FACILITIES

### GENERAL

Office facilities are space resources specifically assigned to each of the various academic, administrative, and service functions of a college or university for carrying out desk-based activities and the support of those activities.

### 310 ACADEMIC OFFICE

**Data Value Name:** ACAD OFF

**Definition:** A room used by faculty, department chairs, deans who are equivalent to department chairpersons, other academic instructional appointees (e.g., lecturers, instructors, specialists), teaching assistants, emeriti, or postdoctoral scholars working at one or more desks, tables, or work stations for their desk-based academic work.

**Description:** An office is typically assigned to one or more persons as a station or work area. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer work stations, microcomputers, or other office equipment. May include a piano or work table to accommodate light boxes or artifacts, or space for other research activities which can be conducted in the faculty member's primary office. Included are offices used by academic staff which serve as an individual study for faculty members, department chairs, teaching assistants, or postdoctoral scholars. *This room is the primary office of the faculty member.* If the academic staff has an additional office, it is coded as Research Office (211), *if used for research*, or Other Office (320), if used for administrative duties. The 310 room code is also used for areas intended to cover the activities of teaching assistants, even if the room does not physically resemble or function as an office (i.e., there may be no assigned work stations or desks).

**Exclusions:** Offices for graduate students or other professional and staff researchers are coded as Research Office (211). Offices for deans, division heads, or directors are coded as Other Office (320). Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., which incidentally contain a desk space for a faculty member are classified according to the primary purpose of the room, rather than as offices. An office is differentiated from Office Service (335) by the latter's use as a casual or intermittent work station or service room. For example, a space with a microcomputer used by one or more people assigned to an office should be coded as Office Service (335).

**Suffixes:** One of the following suffixes must be used with room use code 310.

C	Chair
E	Emeritus/Recall
F	Ladder Rank Faculty
G	Professor of Graduate Division
L	Lecturer
O	Other
P	Postdoctoral
T	Teaching Assistant (office space – instructional space used by TAs should be coded 270 Open Lab)
V	Visiting/Adjunct Professor

**Stations to be reported:** The number of persons presently accommodated.

**Room Standard Code:** S (Standard)

### 320 OTHER OFFICE (ADMINISTRATIVE OFFICE)

**Data Value Name:** OTHER OFF

**Definition:** A room used by administrative staff, including academic administrative staff (e.g., administrative deans, provosts, directors) to perform their desk-based administrative work.

**Description:** An office is typically assigned to one or more persons with specific work stations or desk areas available for work. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer work stations, or other office equipment.

**Exclusions:** Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., which incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room rather than as offices. Office areas need not have clearly visible physical boundaries, such as an open landscaped office or an open reception area. In such cases, logical physical boundaries may be assigned for calculation of square footage. An office is differentiated from Office Service (335) by the latter's use as a casual or intermittent work station or service room. For example, a space with a microcomputer(s) used by one or more people assigned to an office should be coded as Office Service (335). A receptionist room which includes a small waiting area should be coded as Other Office (320).

**Suffixes:** Use the following suffix to more completely classify the room use: (If it is not applicable, leave the suffix area blank.)

**H** – Hotel – a room with only unassigned workstations that can be used for short-term work. The stations can be drop-in or scheduled for a day or portion of the day. If there is a mixture of assigned and hotel workspaces in a room, please do not use the Hotel suffix, but add the occupant “Hotel” to the appropriate workstations within a room.

**S** – Student – a room with only shared workstation(s) designated for an administrative student worker(s). If there is a mixture of assigned and student workspaces in a room, please do not use the Student suffix, but add the occupant “Student” to the appropriate workstations within a room. Not to be used for Grad Students or Teaching Assistants.

**Stations to be reported:** The number of staff members presently accommodated.

**Room Standard Code:** S (Standard)

### 335 OFFICE SERVICE

**Data Value Name:** OFFICE SRV

**Definition:** A room, usually without permanent work stations, which directly serves an office or group of offices as an extension of the activities in those rooms.

**Description:** Includes file rooms, mail rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, and private (restricted access) circulation areas.

**Exclusions:** 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 receptionist room which includes a small waiting area should be coded as Other Office (320). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (335). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops which are campuswide or serve several buildings should be coded as Central Service (760). Storage of infrequently used or inactive records or equipment may be coded as Office Service (335) or Storage-Office (722).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix blank.)

H	Hallway, Internal
T	Toilet, Private

**Stations to be Reported:** None

**Room Standard Code:** S (Standard)

### 340 CONFERENCE ROOM

**Data Value Name:** CONFERENCE

**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 for scheduled or unscheduled group meetings.

**Exclusions:** Does not include Classroom (110), Seminar (130), Scholarly Activity (250), Tutorial/Training Room (470), or Commons (630). The primary difference between conference rooms and other similar rooms is one of *use*, not room configuration. A seminar room is used primarily for scheduled instruction, even though it may be used occasionally for unscheduled or informal meetings or gatherings. A scholarly activity room may resemble a conference room; however, its primary use is for unscheduled use by students, faculty, and researchers for study and discussion in departments in instructional programs (program codes 1.1 and 1.2). A tutorial or training room is used primarily for staff instruction or student tutoring in departments which are not tied to instructional programs. A commons area is used primarily for informal gatherings or private relaxation and is characterized by its relative easy access or availability to the general public; commons areas may also be found in student residence halls.

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix blank.)

H Huddle Room – a meeting space intended to be used on an ad-hoc basis rather than for scheduled meetings. Generally used in areas with open work spaces instead of private offices.

S Scholarly Activity

T Teaching

**Stations to be reported:** The total existing number of seats available in the room. May include a reasonable allowance for seating apart from the table within the design standard of the room.

**Room Standard Code:** S (Standard)

### 345 CONFERENCE SERVICE

**Data Value Name:** CONF SERV

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

**Description:** Includes kitchenettes, supply rooms, coat rooms, projection rooms, telecommunications control booths, sound equipment rooms, etc., if they serve conference rooms.

**Exclusions:** Does not include *service rooms which support* classrooms and seminar rooms (125), scholarly activity rooms (255), offices (335), tutorial/training rooms (475), or commons (635).

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 400 - STUDY FACILITIES

### GENERAL

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Graduate study and reading rooms in departments tied to instructional programs (program codes 1.1 and 1.2) are coded as Scholarly Activity (250). Offices used for library activities are classified as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multi-media carrels, typewriters, records, tapes) which do not restrict the room to a particular academic discipline or discipline group. Whereas, a Study Room (410) may appear in virtually any type of building on campus (e.g., academic, residential, student service), Stack (440), Open Stack Study Room (430), and Processing Room (460), are typically located in, but not limited to, central or branch libraries. Identification of library space should be made through the use of program codes and departmental space through the use of academic discipline codes.

### 410 STUDY ROOM

**Data Value Name:** STUDY ROOM

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

**Description:** Includes study or reading rooms, "learning labs", or "computer labs" located in libraries, residential facilities, student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, or other multi-media equipment. Study rooms are primarily used by students or staff for learning at their own convenience, although access may be restricted by a controlling unit.

**Restrictions:** The 410 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include study rooms associated with an instructional program or departmental library (see 250 Scholarly Activity). Does not include Open Laboratories (270) which are restricted to a particular discipline or discipline group. This category also does not include Commons (630) which are intended for relaxation and casual interaction.

**Stations to be reported:** The number of persons which can be accommodated in the room at one time.

**Room Standard Code:** N (Nonstandard)

### 430 OPEN STACK STUDY ROOM

**Data Value Name:** OPEN STACK

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

**Description:** Seating areas include those types of stations and seating arrangements described under Study Room (410). The stack areas of these rooms may include any of the educational material arrangements described under Stack (440). Includes rooms generally referred to as open stack study rooms or carrels. The room would ordinarily contain multiple rows of double-faced shelving units as opposed to single-faced units against the wall or serving as partitions.

**Restrictions:** The 430 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include study rooms which are associated with departments in instructional programs (program codes 1.1 and 1.2) or departmental libraries; such rooms are more appropriately coded as Scholarly Activity (250). Does not include Study Rooms (410) which have no stack areas. Those stack areas which have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded as Stack (440). This category is not used if the area can be prorated to study room and stack categories at the time of the physical inventory. Campuses may wish to separate and code the seating or study areas (410) and stack areas (440) into separate room records. As with Stack (440) and Processing Room (460), Open Stack Study Room (430) appears primarily in central or branch libraries.

**Stations to be reported:** Optional. The number of persons which can be accommodated in the room at one time.

**Room Standard Code:** N (Nonstandard)

## 440 STACK

**Data Value Name:** STACK

**Definition:** A room used to house arranged collections of educational materials.

**Description:** Stacks typically appear in central or branch libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials (e.g., soils collections). Includes circulation areas within the stacks including stairways, lifts, etc. If accessibility is relatively unimportant, the area is Storage-General and Research (720).

**Restrictions:** The 440 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include stacks associated with departmental libraries or study rooms in departments in instructional programs (program codes 1.1 and 1.2); such areas should be coded as Scholarly Activity (250). Also does not include general storage areas for such materials which 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 (275), book storage rooms for classrooms or seminar rooms (125), or music for general listening enjoyment (625). Also does not include collections of educational materials, regardless of form or type (e.g., books,

tapes, museum collections, soil samples), which are for *exhibition* use (see 660, 665) as opposed to a *study resource*. Audio-visual film and tape libraries which generally serve groups rather than individuals are classified as Media Production Service (565). Tape storage for language laboratories is classified as Open Laboratory Service (275).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 455 STUDY SERVICE

**Data Value Name:** STUDY SERV

**Definition:** A room which 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 rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas which support a primary study facilities room (see 410, 430, 440, 460).

**Restrictions:** The 455 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include *service rooms which support* Scholarly Activity rooms (255). Does not include Processing Room (460) which house specific library support processes and operations (e.g., bookbinding rooms, multi-media processing rooms).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 460 PROCESSING ROOM

**Data Value Name:** PROCESS RM

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

**Description:** A Processing Room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multi-media materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

**Restrictions:** The 460 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include processing rooms in departmental libraries (255). 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 use room category (410, 430, 440, 460). Does not include typical support rooms which serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (455).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

#### **470 TUTORIAL OR TRAINING ROOM**

**Data Value Name:** TUTORIAL

**Definition:** A room or area used primarily for tutoring or training in departments other than those in instructional programs.

**Description:** Includes rooms used for providing training or supplemental instruction to students and staff in departments not tied to instructional programs (program codes 1.1 and 1.2). May be equipped with tablet arm chairs, tables and chairs, or similar types of seating. These rooms may contain computer, multi-media, telecommunications, or other equipment. These rooms are typically used to support training programs for administrative staff (e.g., a room in an office complex or building dedicated to training staff on personnel procedures or computer applications) or for students seeking supplemental instruction outside the core curriculum, often through a student services administered program.

**Restrictions:** The 470 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include classrooms (110), seminar rooms (130), teaching laboratories (260, 261, 270) which are tied to departments in instructional programs (program codes 1.1 and 1.2). Rooms which are used for instruction in basic or remedial writing or math programs are within the scope of instructional programs and therefore, these rooms should be coded as Classroom (110), Seminar (130), Class Laboratory (260), Special Class Laboratory (261), or Open Laboratory (270).

**Stations to be reported:** Optional. The number of persons which can be accommodated in the room at one time.

**Room Standard Code:** N (Nonstandard)

#### **475 TUTORIAL OR TRAINING ROOM SERVICE**

**Data Value Name:** TUTORL SRV

**Definition:** A room which directly serves one or more tutorial or training rooms as an extension of the activities in such a room.

**Description:** Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, supply rooms, etc., if they serve tutorial or training rooms.

**Restrictions:** The 475 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include *service rooms which support* classrooms and seminar rooms (125), teaching laboratories (265, 275), scholarly activity rooms (255), offices (335), or conference rooms (345).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 500 - SPECIAL FACILITIES

### GENERAL

This category includes several room types which are sufficiently specialized in their primary activity, function, or design to merit a unique room code. Areas and rooms for centralized computer data processing and telecommunication, military training, athletic activity, media production, clinics (non-health), demonstration, agricultural field activities, animal quarters, and greenhouses are included here. Although many of these special facilities provide service to other areas, their special use, design, or configuration dictates that these areas not be coded as service rooms.

### 510 CENTRAL COMPUTER OR TELECOMMUNICATIONS

**Data Value Name:** CMPTR TCOM

**Definition:** A room which is used as a computer-based data processing or telecommunications center with applications which are broad enough to serve the overall administrative and academic primary equipment needs of a central group of users, department, college, school, or entire institution.

**Description:** A central computer or telecommunications facility is often 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 campuswide 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. Includes rooms housing a center's computer(s) (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data-reading equipment, etc.), and output (e.g., printers, output tape or disk drives, etc.) 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 rooms housing satellite signal reception or transmission equipment, should be assigned the 515 service code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

**Exclusions:** Does not include computer facilities serving research facilities (225). Does not include office space (320) assigned to programmers, analysts, data entry personnel and other technical staff even though these rooms usually contain an access terminal. Also does not include teaching laboratories and study rooms equipped with personal computers or terminals (see 260, 261, 270, 410) or offices with data processing equipment used as office tools (310, 320). Personal computer or terminal work rooms and printer rooms which serve an office area should be coded as Office Service (335).

**Stations to be Reported:** None

**Room Standard Code:** S (Standard)

## 515 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

**Data Value Name:** CMPTR SERV

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

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

**Exclusions:** Does not include office areas for personnel (e.g., technicians, analysts, programmers) assigned to the central computer facility (320), primary equipment (computer, I/O device) rooms (510), and office areas containing data processing or networking office service equipment or materials (310, 320). Also does not include rooms directly supporting study rooms (400 series) or laboratories (200 series) which contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal which is part of an office area, and not the central computer facility, should be coded as Office Service (335). A printer serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 520 ATHLETICS

**Data Value Name:** ATHLETICS

**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 rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and fieldhouses. This category includes rooms used to teach dancing and bowling, only if they are part of a physical education instructional program.

**Exclusions:** This room use code does not distinguish instructional from intercollegiate or intramural use of these areas. Additional classification through program codes makes this distinction. Classroom (100 series), laboratory (200 series), office (300 series) and other primary room use types are coded as such, even though these areas may be located in an athletic or physical education building. Includes permanent spectator seating areas associated with athletic facilities. Outdoor (unenclosed) 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 nonassignable space. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys (non-instructional), table tennis rooms, ballrooms (non-instructional), chess and card playing rooms, and hobby and music listening areas (non-instructional) are classified as Recreation (620).

**Stations to be Reported:** None

**Room Standard Code:** N (Nonstandard)

## 525 ATHLETICS SERVICE

**Data Value Name:** ATHLET SRV

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

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

**Exclusions:** Does not include public rest rooms which are nonassignable space. Rooms which directly serve offices, classrooms, laboratories, etc. are classified with the appropriate corresponding service code. Cashier's desks serving recreation facilities (620) are coded as Recreation Service (625). Central ticket outlets serving multiple facilities or services are coded as Merchandising (640).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 530 ARMORY

**Data Value Name:** ARMORY

**Definition:** A room or area equipped or designed for use by Reserve Officer Training Corps (ROTC) and ancillary units.

**Description:** Rooms which 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.

**Exclusions:** Conventional room use types such as classrooms (110), seminar rooms (130), teaching laboratories (260, 261, 270), and offices (310, 320) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded as Armory Service (535).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 535 ARMORY SERVICE

**Data Value Name:** ARMORY SRV

**Definition:** A room which 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.

**Exclusions:** Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code; e.g., Classroom Service (125), Class Laboratory Service (265), Open Laboratory Service (275), and Office Service (335).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 540 CLINIC (NON-HEALTH)

**Data Value Name:** CLINIC

**Definition:** For use by "general campus" programs only. A room used for providing diagnosis, consultation, treatment or other services to patients or clients in facilities other than those in separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

**Description:** Includes 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.

**Exclusions:** Does not include clinics associated with student health care, or clinics for the medical or dental treatment of humans or animals (see 800 series).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 545 CLINIC SERVICE (NON-HEALTH)

**Data Value Name:** CLINIC SRV

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

**Description:** Includes waiting rooms, observation rooms, control rooms, records rooms, equipment issue rooms, instrument rooms, and similar supporting rooms.

**Exclusions:** Does not include rooms which serve health care facilities (see 800 series). Also does not include first-aid treatment rooms which serve other primary activity areas (e.g., 525-Athletic Service, 675-Day Care Service).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 550 DEMONSTRATION

**Data Value Name:** DEMONSTRN

**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, or 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. These facilities support the training of the college-level students involved as (certified) teachers. 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.

**Exclusions:** Does not include day care and development centers which are not used as part of an instructional program (670). This category also does not include laboratories (see 200 series) which are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which student serve as the subjects for a research study are coded as Research Laboratory/Studio (210) or Research Office (211).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 555 DEMONSTRATION SERVICE

**Data Value Name:** DEMO SERV

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

**Description:** Includes facilities generally called store rooms, pantries, etc., in a home-demonstration facility, and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (550) are included in this category.

**Exclusions:** Generally, the primary activity areas -- such as kitchen, dining room, living room, (in a home-demonstration house), or classrooms, laboratories, gymnasias which serve nursery, elementary, or secondary school students (in a laboratory school) -- should be designated as

Demonstration (550). Primary care and training areas in a day care center are also Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care facility are classified as service areas (555). Eating or break rooms for staff in demonstration day care centers are classified as service areas (555); eating or training rooms for children are classified as primary activity areas (550).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 560 MEDIA PRODUCTION

**Data Value Name:** MEDIA PROD

**Definition:** A room used for the *production* or *distribution* of multi-media 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 which serves a broader area (e.g., department, entire campus) than would a typical service room.

**Exclusions:** Does not include rooms which merely store media materials and equipment. Such rooms would be coded as Media Production Service (565) if serving the primary production or distribution room (560), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media room used for teaching broadcasting to student for instructional purposes should be classified as teaching laboratories (260, 261, 270). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 510).

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 565 MEDIA PRODUCTION SERVICE

**Data Value Name:** MEDIA SERV

**Definition:** A room which directly serves a media production 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; darkrooms; preparation rooms; studio control booths; and other support areas which specifically serve a media production or origination room (560).

**Exclusions:** Those rooms containing media materials, equipment or operations which serve a primary activity room other than a Media Production (560) room should take the appropriate corresponding service code.

**Stations to be reported:** None

**Room Standard Code:** S (Standard)

## 570 FIELD BUILDING

**Data Value Name:** FIELD BLDG

**Definition:** A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, and 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 which support field buildings are classified within this category.

**Exclusions:** Animal quarters directly supporting research or instructional laboratories should be coded as Animal Quarters (580). The primary distinction between field buildings and animal quarters is that animal quarters typically are subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AAALAC requirements). Location of a building, on or off the main campus, is not sufficient justification for classification of a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings which house non-agriculture or non-farm related vehicles (see 750). Does not include athletic fieldhouses (525) or central campus or chemical storage areas (765).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 580 OCV – Restricted Use

## 585 OCV SERVICE – Restricted Use

## 590 GREENHOUSE

**Data Value Name:** 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, instructional, 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 which serves as a laboratory or service area for a botany or vocational (e.g., horticulture) education program.

**Exclusions:** Greenhouses which are not used for plant cultivation or protection should be classified according to specific use; e.g., a greenhouse used for central storage should be coded as Storage-General and Research (720).

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

L                      Lath House

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 595 GREENHOUSE SERVICE

**Data Value Name:** GREENHS SV

**Definition:** A room which 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 headhouses.

**Exclusions:** Does not include storage areas which do not directly serve greenhouses.

**Suffixes:** Use one of the following suffixes to more completely classify the room use. (If none are applicable, leave the suffix area blank.)

W                      Wet (contains a sink and ducted fume hood)

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 600 - GENERAL FACILITIES

### GENERAL

General facilities are characterized by a broader availability to faculty, students, staff, or the public than are special areas (500 series), which are typically limited to a small group or special population. Together, general facilities comprise a campus general service or functional support system (food facilities, recreation, relaxation, merchandising, assembly, exhibits, day care) for the institutional and participant community populations. With the exception of assembly facilities (650, 655), general facilities are not available for assignment to rooms in departments in instructional programs (program codes 1.1 and 1.2).

### 610 FOOD FACILITY

**Data Value Name:** FOOD FACIL

**Definition:** A room used for eating.

**Description:** Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a food facility area (610) is the availability of some form of accommodation (seating, counters, tables) for eating and drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables are included in this category.

**Restrictions:** The 610 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Vending areas *not* provided with seating, counters, or tables are coded as Merchandising (640) or the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products, e.g., a vending room (615) serving a dining hall (610).

Lounges or commons areas (630) with vending machines which are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as Commons Service (635) if separate from and directly supporting the main lounge facility (see 630). Break rooms serving specific office areas are coded as Office Service (335). Eating rooms for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550-Demonstration or 670-Day Care). Staff-only eating or break rooms in these facilities are classified as service areas (555, 675).

**Stations to be reported:** Optional. The number of persons which can be seated at one time.

**Room Standard Code:** N (Nonstandard)

### 615 FOOD FACILITY SERVICE

**Data Value Name:** FOOD SERV

**Definition:** A room which 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, dish washing rooms, food serving areas, cleaning areas, etc. Includes vending areas which directly serve food facilities, as well as vending rooms adjacent to an eating area.

**Restrictions:** The 615 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include any type of food preparation room which does not serve a food facility or eating area (610). Kitchenettes in residence facilities which do not serve a dining area are coded as Residential Service (920). Service areas for vending rooms (640) are coded as Merchandising Service (645). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555, 675).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 620 RECREATION

**Data Value Name:** RECREATION

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

**Description:** Includes billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card-playing room, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms which are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxing, amusement-type activity, whereas athletic or physical education facilities (520) are typically used for the more vigorous pursuits within physical education, intercollegiate athletic, and intramural programs.

**Restrictions:** The 620 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** 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, or other areas primarily used for physical education or intramural or intercollegiate athletic activities (520). Outdoor athletic and physical education fields, courts, and other unenclosed 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 which are primarily used for instruction. Reading or media use rooms which are designed and intended as Scholarly Activity (250) or Study Room (410) are also excluded from this category.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 625 RECREATION SERVICE

**Data Value Name:** RECREAT SV

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

**Description:** Includes storage rooms, closets, equipment issue rooms, cashiers' desks, and other support areas which directly serve a recreation facility (620).

**Restrictions:** The 625 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include kitchens, snack bars, or other food facilities (610) and food facility service (615) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving athletic and physical education facilities (520) are classified as service rooms (525) to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising (640).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 630 COMMONS

**Data Value Name:** COMMONS / LOUNGE

**Definition:** A room used for rest and relaxation which is not restricted to a specific group of people, unit, or area, and which may be used for informal discussions and gatherings.

**Description:** A commons or lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A commons area (630) differs from an office area or "break room" lounge (335) or conference room (340) by virtue of its public availability and informal function. If a room is open for use by people visiting or passing through a building or area, it is coded as 630 Commons. Such a room may have vending machines if the primary use of the room is rest, relaxation, or informal socializing and not for eating (610). Includes living rooms in residence halls.

**Restrictions:** The 630 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Rooms coded as Scholarly Activity (250), located in instructional programs (program codes 1.1 and 1.2) are excluded from the category of Commons. A commons area (630) is distinguished from a conference room (340), which is intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction *and* its general public availability. A lounge area ("cot room") associated with a public rest room is included with the rest room as nonassignable space. A room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising (640). A lounge which 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 (655). A lounge differs from a lobby (nonassignable 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 which includes a waiting area should be classified as Other Office (320).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 635 COMMONS SERVICE

**Data Value Name:** COMMONS SV

**Definition:** A room which directly serves a general use commons or lounge facility.

**Description:** Includes kitchenettes, storage areas, and vending rooms which directly serve a general use lounge or commons facility (630).

**Restrictions:** The 635 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include kitchenettes, storage rooms, and small vending areas which directly serve other room use types; e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service (615).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 640 MERCHANDISING

**Data Value Name:** MERCHANDIS

**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 serving multiple facilities or activities.

**Restrictions:** The 640 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include dining rooms, restaurants, snack bars, and similar food facilities (610). A vending machine room which directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code, whereas a vending machine area within a

general use lounge is included in the commons space (630). Vending areas which include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (610). Cashiers' desks which serve a specific recreational facility or area are classified as service space for that area (625). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers which are not part of such a program are classified under Day Care (670).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 645 MERCHANDISING SERVICE

**Data Value Name:** MERCH SERV

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

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

**Restrictions:** The 645 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

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

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 650 ASSEMBLY

**Data Value Name:** ASSEMBLY

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

**Description:** Includes theaters, auditoria, concert halls, arenas, chapels, and livestock-judging pavilions which are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services, rather than for instruction as the primary function. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health, residential, or other facilities.

**Exclusions:** Stage areas used *primarily* for instruction or practice (dance, music, drama) are typically coded separately as Open Laboratory (270). Assembly facilities which are used primarily as instructional lecture halls are classified as Classroom (110).

**Stations to be reported:** The audience seating capacity of the area circumscribed by the proscenium arch, and side and rear walls. For assembly facilities lacking a proscenium arch (e.g., modern music hall), the stations equal the normal audience seating capacity for the entire room.

**Room Standard Code:** N (Nonstandard)

## 655 ASSEMBLY SERVICE

**Data Value Name:** ASMBLY SRV

**Definition:** A room or area which 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 storage, green rooms, multi-media and telecommunications control rooms, etc.

**Exclusions:** Entrance lobbies and other circulation areas surrounding or adjacent to the outside of the primary assembly room are classified as nonassignable (circulation) space. A concession stand in an assembly facility is classified as Merchandising (640). Lounge areas which are remote from the assembly area within an assembly facility are classified by the appropriate service code; e.g., Assembly Service (655) or as primary Commons space (630).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 660 EXHIBIT

**Data Value Name:** EXHIBIT

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

**Description:** Includes 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.

**Restrictions:** The 660 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Displays and exhibits in departments in instructional programs (program codes 1.1 and 1.2) which are intended for use by students and faculty for the purpose of study and informal instruction are coded as Scholarly Activity (250). Excludes departmental displays (e.g., anthropological, botanical, or geological specimens) which should be classified as laboratory or laboratory service (see 200 series) or Scholarly Activity (250). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials in central campus or branch libraries, regardless of

form or type (e.g., books, tapes, soils collections), which are for study resource (see 440) as opposed to exhibition.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 665 EXHIBIT SERVICE

**Data Value Name:** EXHIBIT SV

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

**Description:** Includes preparation workrooms, storage rooms, vaults, etc., which serve general exhibition areas (660).

**Restrictions:** The 665 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Research areas in museums are classified as Research Laboratory/Studio (210), or Research Laboratory/Studio Service (225). Service areas for displays which are part of an instructional program are classified as Classroom Service (125), Class Laboratory Service (265), or Open Laboratory Service (275).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 670 DAY CARE

**Data Value Name:** 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 which provide oversight, supervision, developmental training, and general personal care for assigned children and adults; e.g., 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. Institutionally controlled space which is used to provide an elementary school for children of faculty, staff, or students (and which may also serve the community) is also to be classified with this code. This is not a medical care facility; i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid in case of accident.

**Restrictions:** The 670 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include those rooms typically used as service rooms (675); e.g., storage rooms, closets, and pantries. This category also does not include demonstration houses or facilities with a primary function of providing collegiate *practice* as part of the instructional process (550). Also excluded from this category are those service areas classified as Central Service (760), and laboratories (200 series) which directly support instruction (e.g., early childhood education).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 675 DAY CARE SERVICE

**Data Value Name:** DAY CAR SV

**Definition:** A room which 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 which support a primary activity area.

**Restrictions:** The 675 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Does not include those rooms where primary day care activities are conducted; e.g., child training rooms, play rooms (670). Rest rooms designed for child training should be coded 670; staff-only rest rooms should be coded 675. Kitchen or food preparation areas in a day care facility are classified as service (675) areas. Staff eating or break areas should be coded 675, whereas eating or training areas for children are classified as primary activity (670) space. Staff office areas should be coded as Other Office (320).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## **700 - SUPPORT FACILITIES**

### **GENERAL**

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

### **710 SHOP - GENERAL AND RESEARCH**

**Data Value Name:** SHOP

**Definition:** A room used for the manufacture, repair, or maintenance of products or equipment for the central campus (i.e., physical plant) or research laboratories.

**Description:** Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category is intended primarily for *centralized* shops for the construction or repair of research or instructional equipment and repair and maintenance of multi-media equipment and devices. Special purpose shops (e.g., glass blowing, machining, computer repair) supporting multiple rooms for scientific instruction and research are coded either as Research Laboratory/Studio Service (225), or Shop-General and Research (710).

**Exclusions:** Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction, which should be classified as teaching laboratories (see 260, 270). If the shop primarily supports the instructional activities found in teaching laboratories, then the shop would be coded as teaching laboratory service (265, 275) or Shop-Teaching Laboratory (711). Centralized facilities used for producing and distributing multi-media materials and signals are classified Media Production (560). Architecture and engineering drafting rooms serving the physical plant operation are classified as Other Office (320). Blueprint storage rooms are classified as Office Service (335). Small, incidental equipment repair, assembly, or cleaning rooms which 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 (750).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

### **711 SHOP - TEACHING LABORATORY**

**Data Value Name:** SHOP-TLAB

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

**Description:** This category is intended for shops which primarily serve the instructional activities found in teaching laboratories. These rooms may be coded as Shop-Teaching Laboratory (711), Class Laboratory Service (265), or Open Laboratory Service (275). Shops for I&R Performing Arts (Dance, Music, and Drama) programs should be coded as Open Laboratory Service (275).

**Exclusions:** Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction, which should be classified as teaching laboratories (260, 270). Shops serving the central campus and special purpose shops (e.g., glass blowing, machining, computer repair) supporting multiple rooms for scientific instruction and research are included as Shop-General and Research (710).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 715 SHOP SERVICE - GENERAL AND RESEARCH

**Data Value Name:** SHOP SERV

**Definition:** A room which directly serves a central campus (i.e., physical plant) or research laboratory shop facility as an extension of the activities in that facility.

**Description:** Includes tool storage rooms, materials storage rooms, similar equipment or material supply or storage rooms, locker rooms, shower areas and similar non-public areas which serve the central campus or research laboratory shop facility. Shop service areas which support research laboratories may be coded as Research Laboratory/Studio Service (225) or Shop Service-General and Research (715).

**Exclusions:** Shop service areas primarily supporting teaching laboratories should be coded either as Class Laboratory (265), Open Laboratory (275), or Shop Service-Teaching Laboratory (716). Blueprint storage rooms should be classified as Office Service (335). Rooms directly serving multi-media production or distribution facilities are coded as Media Production Service (565). Sit-down lunch or vending rooms which serve the shop facility are classified Food Facility (610).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 716 SHOP SERVICE - TEACHING LABORATORY

**Data Value Name:** SHOP SV-TL

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

**Description:** Includes tool storage rooms, materials storage room, similar equipment or material supply or storage rooms, locker rooms, shower areas, and similar non-public areas which serve the teaching laboratory shop facility. Shop service areas which support teaching laboratories may be coded either as Class Laboratory Service (265), Open Laboratory Service (275), or Shop Service-Teaching Laboratory (716). Shop service areas which support I&R Performing Arts (Dance, Music, and Drama) programs should be coded as Open Laboratory Service (275).

**Exclusions:** Shop service areas for central campus shops are coded as Shop Service-General and Research (715). Shops supporting programs in research are coded as Research Laboratory/Studio Service (225), or Shop Service-General and Research (715). Does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (755).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 720 STORAGE - GENERAL AND RESEARCH

**Data Value Name:** STORAGE

**Definition:** A room or building which is used to store equipment or materials and which serves a campuswide or research laboratory service function.

**Description:** The concept of "central" or "general" is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 125, 225, 335, 455, etc.) which directly support a primary activity room or room group; e.g., a paper storage room (335) can serve several offices (310, 320) in an area. Service storage rooms are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as service to the primary room type. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive or dead 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 which serve multiple room use types and which are used for general or surplus (e.g., furniture, equipment) collection or storage. This code may be used for all storage areas which do not qualify as service rooms. The typical storage area which serves a research laboratory may be coded as Research Laboratory/Studio Service (225) or Storage-General and Research (720). Stored museum collections may be coded either as Storage-General and Research (720) or Exhibit Service (665).

**Exclusions:** Storage facilities for materials, supplies, equipment or furniture used primarily in teaching laboratories are coded as Class Laboratory Service (265), Open Laboratory Service (265), or Storage-Teaching Laboratory (721). If the storage space is serving only open laboratories (e.g., costume storage for the I&R Performing Arts--Dance, Music, Drama), then the room should be coded as Open Laboratory Service (275). Storage space for offices is coded as Office Service (335) or Storage-Office (722). Does not include a storage room directly serving a primary room use type or group of such rooms; i.e., a room which is clearly a service room such as a storage room supporting an office is coded as Office Service (335). This category also does not include nonassignable janitor's sink closets. Offices within warehouses or other central storage buildings are coded as Other Office (320). Centralized food stores and laundries are classified as Central Service (760).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 721 STORAGE - TEACHING LABORATORY

**Data Value Name:** STORAGE-TL

**Definition:** A room or building which is used to store equipment or materials serving teaching laboratories.

**Description:** The vast majority of storage rooms supporting teaching laboratories service rooms (265, 275). Campuses may exercise the option to use the 721 code to distinguish storage facilities from other service room codes which support teaching laboratories. If the storage space is serving only open laboratories (e.g., costume storage for the I&R Performing Arts--Dance, Music, Drama), then the room should be coded as Open Laboratory Service (275).

**Exclusions:** Storage rooms which support campuswide operations are coded as Storage- General and Research (720); storage rooms which support research laboratories are coded as Research Laboratory/Studio Service (225) or Storage-General and Research (720); storage rooms which support offices are coded as Office Service (335) or Storage-Office (722).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 722 STORAGE - OFFICE

**Data Value Name:** STORAGE-OF

**Definition:** A room or building which is used to store equipment or materials serving or supporting office activities.

**Description:** The vast majority of storage rooms supporting offices are service rooms (335). Service storage rooms are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as service to the primary room type. The typical storage area which serves an office complex should be coded as Office Service (335); however, a large storage facility which may consist of several thousand square feet; contains office files, records, or furniture; and is not located in the immediate or adjacent area to the office complex it serves may be coded as Storage-Office (722).

**Exclusions:** Does not include a storage room directly supporting central campus operations (720), or research laboratories (225 or 720), or teaching laboratories (265, 275, 721). This category also does not include nonassignable janitor's sink closets. Offices within warehouses or other central storage buildings are coded as Other Offices (320).

**Stations to be reported:** None.

**Room Standard Code:** S (Standard)

## 740 MISCELLANEOUS

**Data Value Name:** MISCELLAN

**Definition:** A room or structure for which no other room use is applicable; a category of last resort.

**Description:** *Prior approval must be obtained from the Office of the President (Capital Planning) when using this code.* This category is reserved for highly unusual rooms used in instruction or research in that these rooms require extreme amounts of space to accommodate procedures or equipment (e.g., wind tunnels, accelerators, nuclear reactor). It is not enough that it be the only room of its type to be called Miscellaneous. It must have unusually large dimensions which exceed the maximum space standards by many times. Includes the service rooms which are part of the complex, but does not include general purposes primary activity and related service rooms (e.g., offices, research laboratories).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 750 VEHICLE STORAGE

**Data Value Name:** VEH STORAG

**Definition:** A room or structure which is used to house or store vehicles which are owned or controlled by the institution.

**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.

**Exclusions:** Does not include housing or storage areas for vehicles which are not owned or controlled (e.g., leased ) by the institution. Conventional parking garages, surface parking lots, decks, or structures for temporary parking of vehicles owned by faculty, students, staff, or the public are excluded from this category. It also does not include structures which house or store farm vehicles and implements (see 570).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 755 VEHICLE STORAGE SERVICE

**Data Value Name:** VEH STO SV

**Definition:** A room which 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 defined in Vehicle Storage (750) above. Access control areas are also included.

**Exclusions:** Does not include shops as defined in Shop (710, 711) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a vehicle storage facility should be classified as Other Office (320).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 760 CENTRAL SERVICE

**Data Value Name:** CENTRAL SV

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

**Description:** The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which serve the occupants or activities of more than one building. Also includes central printing and duplicating services, central mail facilities, central shipping and receiving areas, central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Also includes morgues and autopsy rooms which are tied to Police, Fire, and Environmental Health and Safety departments. Most of the centralized areas have a campuswide service scope.

**Restrictions:** The 760 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** 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 as Food Facility Service (615); a laundry room in a residence hall should be coded as Residential Service (920); a copy or mail room in an office area is coded as Office Service (335). Media production or distribution facilities (560) and computer-based data processing and telecommunications equipment centers (510) are coded separately. Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded as Shop-General and Research (710). Central storage or supply facilities (720) and vehicle storage facilities (750) also have separate codes. Morgues and autopsy rooms which are associated with separately organized health care facilities (e.g., student infirmary, hospital, or clinic) are more appropriately coded as health care facilities (see 800 series).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 765 CENTRAL SERVICE SUPPORT

**Data Value Name:** CENT SVSUP

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

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

**Restrictions:** The 765 room code may not be used in Instruction and Research programs, program codes 1.1 and 1.2.

**Exclusions:** Offices within a central service area or complex should be coded as Other Office (320). Centralized physical plant repair and maintenance facilities which do not directly support a Central Service (760) should be coded as Shop-General and Research (710).

**Stations to be reported:** None.

**Room Standard Code:** N (Nonstandard)

## 800 - HEALTH CARE FACILITIES

### GENERAL

This series provides room use classifications for patient care rooms which are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas which are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special, general, supporting facilities, etc.).

**Restrictions:** The 800 room code series is restricted to health care facilities which are typically found in program codes 1.3, 2.3, 3.3, 4.4, and 6.2. Health care room codes may also be found in other program codes (2.1.02, 7.2.05, 8.1) *if serving a health care facility*.

### 810 PATIENT BEDROOM - REGULAR

**Data Value Name:** BED REGPAT

**Definition:** A room equipped with a bed and used for patient care. *Campuses may use one of the more specific patient bedroom codes defined below (811 - 818).*

**Description:** This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. 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, etc., are included in this category.

**Exclusions:** Student residence quarters should be classified with the Residential Facilities (see 900 series) codes. Staff on-call rooms for resting and sleeping are coded 838. Does not include non-patient animal shelters used for farm animals (570) or non-veterinary school laboratory animals (580).

**Stations to be reported:** Bed-patient capacity.

**Room Standard Code:** N (Nonstandard)

### 811 BEDROOM - CORONARY CARE

**Data Value Name:** BED CCU

**Definition:** A room used for coronary care patients as a bedroom.

**Stations to be reported:** Bed-patient capacity.

**Room Standard Code:** N (Nonstandard)

## **812 BEDROOM - INTENSIVE CARE**

**Data Value Name:** BED ICU

**Definition:** A room used for intensive care bedrooms or units, emergency bed care or observation bed care.

**Stations to be reported:** Bed-patient capacity

**Room Standard:** N (Nonstandard)

## **813 BEDROOM - NEONATAL INTENSIVE**

**Data Value Name:** BED NIU

**Definition:** A room used for Neonatal Intensive care patients as a bedroom.

**Stations to be reported:** Bed-Patient capacity

**Room Standard:** N (Nonstandard)

## **814 BEDROOM - HEMODIALYSIS CARE**

**Data Value Name:** BED HEMODI

**Definition:** A room used for hemodialysis care patients as a bedroom.

**Stations to be reported:** Bed-patient capacity

**Room Standard Code:** N (Nonstandard)

## **815 BEDROOM - PSYCHIATRIC CARE**

**Data Value Name:** BED PSYCH

**Definition:** A room used for psychiatric care patients as a bedroom.

**Stations to be reported:** Bed-patient capacity

**Room Standard Code:** N (Nonstandard)

## **816 BEDROOM - MATERNITY CARE**

**Data Value Name:** BED MATERN

**Definition:** A room used for maternity care patients as a bedroom.

**Stations to be reported:** Bed-Patient capacity

**Room Standard Code:** N (Nonstandard)

### **817 BEDROOM - NURSERY CARE**

**Data Value Name:** BED NURSRY

**Definition:** A room used for special care nurseries and infant general care and incubator patients as a bedroom.

**Stations to be reported:** Crib, bassinet, and incubator-patient capacity

**Room Standard Code:** N (Nonstandard)

### **818 BEDROOM - PEDIATRIC CARE**

**Data Value Name:** BED PEDIAT

**Definition:** A room used for child patients as a bedroom.

**Stations to be reported:** Bed-patient capacity

**Room Standard Code:** N (Nonstandard)

### **819 PATIENT BEDROOM - SERVICE**

**Data Value Name:** BED PAT SV

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

**Description:** Includes linen closets, patient lounges, children's play rooms, and any other service areas which are used primarily by patients as opposed to staff. Also includes small anterooms to the patient bedrooms if these areas are not aggregated with the 810-818 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

**Exclusions:** Does not include the small, connected clothes closets in patient bedrooms, which are included in the 810-818 space. Support areas which 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 which serve a nurse station (832). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms which serve a laboratory animal quarters facility (585). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (832).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 820 PATIENT BATHROOM AND TOILET

**Data Value Name:** BATH

**Definition:** A room containing patient bath and toilet facilities. *Campuses may use one of the more specific bathroom codes defined below (821, 822).*

**Description:** Includes 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 and Toilet (820) may be distinguished through the application of extension codes (see also 821, 822). Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (842).

**Exclusions:** Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 335, 839) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (832). Animal groom rooms should be coded as Patient Bedroom-Service (819).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 821 PATIENT TOILET

**Data Value Name:** BATH TOILT

**Definition:** Rooms containing patient toilet facilities only, adjoining or in conjunction with patient bedrooms.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 822 PATIENT BATH OR TOILET

**Data Value Name:** BATH OTHER

**Definition:** All toilet, shower or tub rooms not adjoining or in conjunction with patient bedrooms. Includes all staff bathrooms and baths in treatment areas.

**Exclusions:** Does not include staff baths and toilets which directly serve staff on-call rooms (839).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 830 NURSE STATION

**Data Value Name:** NURSE STAT

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

**Description:** This is the primary work station 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.

**Exclusions:** Rooms which are used as offices should be classified appropriately (320).

**Stations to be reported:** Number of permanent work stations.

**Room Standard Code:** N (Nonstandard)

### 832 NURSE STATION SERVICE

**Data Value Name:** NRS STA SV

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

**Description:** Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation area, 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, horse shoeing rooms, food preparation, and feed storage rooms, are also included in this category.

**Exclusions:** Rooms used as offices should be classified appropriately (320). Pharmacy and other central supply areas are coded as Supplies (870). Areas directly serving patient bedrooms are coded as Patient Bedroom-Service (819). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### 834 PATIENT - MOVING EQUIPMENT STORAGE

**Data Value Name:** PT MOV EQP

**Definition:** A patient-related interim storage area used to place patient-moving equipment such as gurneys, wheelchairs, stretchers, code blue carts, and other similar equipment.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### **838 STAFF ON-CALL FACILITY**

**Data Value Name:** STF ONCALL

**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, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.

**Exclusions:** Staff on-call rooms or quarters differ from open and service areas lounges (see 630) 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 810-818; student residence quarters should be classified with the Residential Facilities (900 series) codes.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### **839 STAFF ON-CALL FACILITY SERVICE**

**Data Value Name:** STF ONCLSV

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

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

**Exclusions:** Does not include storage and other support rooms which serve patient bedrooms (819). Also excluded are central supply areas (870).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

### **840 SURGICAL OPERATING ROOM**

**Data Value Name:** SURG OP RM

**Definition:** A room used for surgery. *Campuses may use one of the more specific surgical operating room codes defined below (844, 846).*

**Description:** Includes major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

**Exclusions:** Does not include the various surgery support rooms which are used as a direct extension of surgery activities (842). Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Surgery Service codes).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 842 SURGERY SERVICE

**Data Value Name:** SURGERY SV

**Definition:** A room which directly serves a surgery room as an extension of the activities in that facility. *Campuses may use one of the more specific surgery service room codes defined below (845, 847, 848).*

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

**Exclusions:** Storage and support rooms which do not directly serve a Surgical Operating Room (840) should be classified with the appropriate service room category. Rooms used for the direct implementation of surgical procedures are classified as Surgical Operating Room (840).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 844 SURGICAL SPECIAL PROCEDURE ROOM

**Data Value Name:** SURG SP PR

**Definition:** Procedure/surgery room used for special procedures such as urology, ENT, sigmoidoscopy, and similar work-ups.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

#### **845 SURGICAL LABOR ROOM**

**Data Value Name:** SURG LABOR

**Definition:** Room designated as a Labor room.

**Stations to be reported:** Bed-patient capacity

**Room Standard Code:** N (Nonstandard)

#### **846 SURGICAL DELIVERY ROOM**

**Data Value Name:** SURG DELIV

**Definition:** Room designated as a Delivery room.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

#### **847 SURGICAL RECOVERY ROOM**

**Data Value Name:** SURG RECOV

**Definition:** Room designated as a general surgical recovery room; does not include specialized intensive care recovery/monitoring rooms.

**Stations to be reported:** Bed-patient capacity

**Room Standard Code:** N (Nonstandard)

#### **848 SURGICAL CARDIAC CATHETERIZATION ROOM**

**Data Value Name:** SURG CARDC

**Definition:** Room designated as a cardiac catheterization room.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

#### **850 TREATMENT OR EXAMINATION ROOM**

**Data Value Name:** TREAT EXAM

**Definition:** A room used for diagnostic and therapeutic treatment.

**Description:** Includes rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, swine treatment, etc. are included.

**Exclusions:** Does not include combined doctor's office and treatment/consultation rooms (852). Also excludes, in veterinary institutions, rooms used for small or large animal x-ray (855, 856).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 852 TREATMENT - DOCTOR

**Data Value Name:** TREAT DOC

**Definition:** Combined doctor's office and treatment/consultation room.

**Stations to be reported:** Professional staff only.

**Room Standard Code:** N (Nonstandard)

## 854 TREATMENT SERVICE

**Data Value Name:** TREAT SERV

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

**Description:** Includes dressing rooms, dark rooms, work preparation areas, equipment and supply storage rooms, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment or examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment or examination room.

**Exclusions:** Does not include service areas for diagnostic service laboratories (860, 865) which typically support the entire health care facility. Primary activity rooms which are used to deliver therapeutic and diagnostic treatment should be coded as Treatment (850) or Examination Room. Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 855 RADIOLOGICAL SERVICE DIAGNOSTIC

**Data Value Name:** RAD SV DIA

**Definition:** Rooms used away from the surgical room/suites for diagnostic x-ray procedures using radio imaging devices, chest x-ray fluoroscopy, angiography, and scanners.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## **856 RADIOLOGICAL SERVICE THERAPEUTIC**

**Data Value Name:** RAD SV TH

**Definition:** Rooms used for therapeutic treatment purposes. Will include all radiation therapy equipment with a rating above 250 kilovolts, cobalt, etc.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## **857 RADIOLOGICAL CONTROL ROOM**

**Data Value Name:** RAD CONTRL

**Definition:** Room or area designated for principal use as operator control region for operating RX and DX x-ray equipment; patient monitoring while being x-rayed. May serve as a secondary film processing area not covered by the Radiological Film Processing (858) room below.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## **858 RADIOLOGICAL FILM PROCESSING**

**Data Value Name:** RAD FLM PR

**Definition:** Room designated for film processing only.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 859 RADIOLOGICAL FILM VIEWING

**Data Value Name:** RAD FLM VW

**Definition:** Room designated and devoted to film viewing by Radiology staff and located directly adjacent or contiguous to the radiological area. This does not include rooms used primarily or under multi-function which are equipped with view boxes or walls.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 860 DIAGNOSTIC SERVICE LABORATORY

**Data Value Name:** DIA SV LAB

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

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

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

**Stations to be reported:** Number of permanent work stations.

**Room Standard Code:** N (Nonstandard)

## 862 DIAGNOSTIC SERVICE LABORATORY SUPPORT

**Data Value Name:** DIA LB SUB

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

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

**Exclusions:** Does not include storage areas, dressing rooms, work preparation rooms, and other areas which support a patient treatment or examination room (855).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 870 SUPPLIES

**Data Value Name:** SUPPLIES

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

**Description:** This classification, which serves a *central storage* or supply function similar to the central Storage-General and Research (720) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

**Exclusions:** Does not include *central* storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment); such areas should be classified Storage-General and Research (720). Linen closets which serve nurse stations and other limited scope service area should be classified with the appropriate service code.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 880 PUBLIC

**Data Value Name:** PUBLIC

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

**Description:** Includes lobby areas which are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

**Exclusions:** Open lounges (630) and other service room lounges; e.g., patient lounge (819) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment, or information, should be classified with this code.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 890 CUSTODIAL

**Data Value Name:** CUSTODIAL

**Definition:** Rooms used for housekeeping, linen storage and handling; includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation. Excludes mechanical and equipment rooms.

**Exclusions:** Does not include housekeeping rooms for residential halls (920).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

## 900 - RESIDENTIAL FACILITIES

### GENERAL

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

**Restrictions:** The 900 room code series is restricted to housing operations primarily in program codes 6.4 and 7.1.01. May include housing for Off-Campus facilities in other program codes, *if serving as a housing operation*.

**Note:** Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are offices (310, 320), teaching laboratories (260, 261, 270), conference rooms (340), lounges and commons areas (630), study rooms (410), dining rooms (610), recreational rooms (620), and their corresponding service codes. Service rooms which typically appear in residential facilities are specified in the Residential Service (920) description.

**Note:** Residential room types are divided into three categories of reporting:

**910-926 Residence Halls/Dormitories and Bathroom Facilities**

**960-968 House (Single Dwelling Units)**

**980-985 Apartment (Multiple Dwelling Units including duplexes, etc.)**

In counting the assignable areas in residence halls or dormitories, each individual room or separately identifiable area is to be made a separate room entry. For single and multiple dwelling units, a single entry for each apartment unit or house is to be made with the assignable area reported as the total interior floor area measured from the inside surfaces or the principal perimeter walls. Such measurements will have the effect of including the area of interior partitions, stairwells and other vertical shafts at each floor upon which they occur. Include closets in room ASF if the clearance is greater than 6'6". Ancillary space in support of residence halls and dormitories is Residential Service (920); service area for apartment complexes is 985.

### 910-916 RESIDENCE HALLS AND DORMITORIES

<u>Room Use Code and Name</u>	<u>Data Value Name</u>
910 RESIDENCE HALL BEDROOM	RES BEDRM
911 BEDROOM-1 OCCUPANT	BEDRM 1
912 BEDROOM-2 OCCUPANTS	BEDRM 2
913 BEDROOM-3 OCCUPANTS	BEDRM 3
914 BEDROOM-4 OCCUPANTS	BEDRM 4

**915 BEDROOM-5 OCCUPANTS**

BEDRM 5

**916 BEDROOM-6 OR MORE OCCUPANTS**

BEDRM 6+

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

**Description:** These are the rooms typically found in dormitories or residence halls. Includes single or multiple sleep/study rooms and may contain a private toilet or bath which is accessible without having to go out to a hallway or other general circulation area. 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.

**Exclusions:** 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 Room (410). Residential quarters equipped with internal cooking facilities are coded as Apartment (980-984). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Residential Service (920) unless there is an accompanying eating area (see 610) that the food preparation area directly serves (e.g., residential dining commons area). The appropriate service code of Food Facility Service (615) would then be applied.

**Stations to be reported:** The number of single student occupants the room was designed to accommodate. If the room was designed to house two students, but due to campus housing shortages, the room currently accommodates three students, report the station count as "2". For dormitory-type housing for staff (e.g., housing provided for researchers at an off-campus site), report the number of beds the rooms was designed to accommodate.

**Room Standard Code:** N (Nonstandard)

**920 RESIDENTIAL SERVICE**

**Data Value Name:** RESID SERV

**Definition:** A room which directly serves the occupants of residence halls and dormitories (910-916).

**Description:** This is the service code for the 910-916 residential facilities. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of Residence Hall facilities. Kitchen or food preparation rooms which serve sleeping areas and do not serve an accompanying eating or dining area (see 610) are also classified as Residential Service (920).

**Exclusions:** Does not include offices (310, 320), lounges or commons areas (630), study rooms (410), eating or dining areas (see 610), or toilet/bath areas for occupants of Residence Hall facilities (see 922-926) in any residential facility, including institutionally controlled hotels or motels.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

**922-926 RESIDENTIAL BATHROOM FACILITIES**

<u>Room Use Code and Name</u>	<u>Data Value Name</u>
922 BATHROOM-PRIVATE	BATH PRIVT
924 BATHROOM-SHARE	BATH SHARE
926 BATHROOM-GANG	BATH GANG

**Definition:** A toilet or bathroom intended only for the occupants of the residential facilities (e.g., residence halls, dormitories), 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. Bathrooms internal to a sleep/study room are coded as Bathroom-Private (922). A bathroom for use by the occupants of a suite of residential bedroom units is coded as Bathroom-Share (924). A common or shared bathroom facility which may consist of full or half-baths, showers, or toilet and shower combinations, for use by the occupants of residential facilities and which is accessible from a corridor or general circulation area is coded as Bathroom-Gang (926).

**Exclusions:** Does not include public rest rooms which are nonassignable space.

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)

**960-968 HOUSE (Single Dwelling Units)**

<u>Room Use Code and Name</u>	<u>Data Value Name</u>
960 HOUSE-STUDIO	HSE STUDIO
961 HOUSE-1 BEDROOM	HSE 1 BDRM
962 HOUSE-2 BEDROOMS	HSE 2 BDRM
963 HOUSE-3 BEDROOMS	HSE 3 BDRM
964 HOUSE-4 OR MORE BEDROOMS	HSE 4+BDRM
968 HOUSE-CHIEF CAMPUS OFFICER	HSE CCO

**Definition:** A complete living unit, with private cooking facilities, which is a separate structure.

**Description:** This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and 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.

**Exclusions:** Houses and other residential properties which are owned or controlled by an institution as commercial investments, and which do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units which are part of a larger structure (see 980-984). Houses used as office areas should be classified with the office facilities (310, 320) codes.

**Stations to be reported:** For single student housing, report the number of students the unit was designed to accommodate. For communal staff housing (e.g., housing provided to researchers located at a remote off-campus site), report the number of beds the house was designed to accommodate. For housing for married students, faculty, staff, guests and their families, report a station count of "1" per house regardless of the number of bedrooms available in that unit.

**Room Standard Code:** N (Nonstandard)

#### 980-984 APARTMENT (Multiple Dwelling Units)

<u>Room Use Code and Name</u>	<u>Data Value Name</u>
980 APARTMENT-Studio	APT STUDIO
981 APARTMENT-1 BEDROOM	APT 1 BDRM
982 APARTMENT-2 BEDROOMS	APT 2 BDRM
983 APARTMENT-3 BEDROOMS	APT 3 BDRM
984 APARTMENT-4 OR MORE BEDROOMS	APT 4+ BDRM

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

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

**Exclusions:** Does not include single, freestanding structures (see 960-968) or any residential units which do not contain private cooking facilities (910-916).

**Stations to be reported:** For single student housing, report the number of students the unit was designed to accommodate. For housing for married students, faculty, staff, guests, and their

families, report a station count of "1" per apartment regardless of the number of bedrooms available in the unit.

**Room Standard Code:** N (Nonstandard)

## **985 APARTMENT SERVICE**

**Data Value Name:** APT SERV

**Definition:** A room or area which 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 or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms which serve apartment facilities. Apartment service facilities may be located in a separate building which serves an apartment complex. Service rooms (laundry, storage, etc.) which are internal to an apartment unit are included in the Apartment (980-984) space.

**Exclusions:** Does not include service rooms (laundry, mail, trunk, etc.) which directly serve residential facilities which have no internal cooking facilities (see 910-920). This category also excludes service rooms within a separate, free-standing residential unit (see 960-968).

**Stations to be reported:** None

**Room Standard Code:** N (Nonstandard)