

## **Room Use Codes: Definitions and Descriptions**

### **100 - Classroom Facilities**

#### General

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non laboratory instruction. Total classroom facilities include any support rooms which serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

#### 110 Classroom

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

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study. A "distance learning" or "video" classroom is coded 110 if, as a primary use, individuals are usually present in the room receiving instruction. Thus, a room which electronically broadcasts instruction to a remote site should be coded 110 if it also presents to a local population within the room. If the room is used, primarily or exclusively, for transmission of instruction to a remote population, It should be classified as Media Production (530).

#### 115 Classroom Service

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

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

### **200 - Laboratory Facilities**

#### General

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, vocational and technical disciplines, etc. Laboratory

facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. The complexity of “research” and how it may affect space use classification decisions needs to be discussed at the institutional level. In general, there are four categories of research/nonclass activities:

- Externally budgeted or funded projects or centers
- Separately organized centers or projects that are funded from institutional resources
- Departmental research activities that are neither separately budgeted or organized
- Creative and intellectual activities of faculty in some disciplines that are equivalent of departmental research (e.g., visual and performing arts are common examples). When this complexity exists, institutions may elect to use the standard space use codes for laboratories and rely on the actual activities of the faculty and staff housed in the space to determine the distinction between instruction and research. It is also important to remember that room coding is about use and function of a room and not financial billing for sponsored research.

#### 210 Class Laboratory

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. A laboratory is considered to be scheduled if the activities generate weekly student clock hours for activities that fulfill course requirements and/or there is a formal convener present.

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

#### 215 Class Laboratory Service

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

Description: Includes any room which directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

#### 220 Open Laboratory

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

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction, where

1) the use of such room is not formally or regularly scheduled, or

2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410).

#### 225 Open Laboratory Service

Definition: A room that 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. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

#### 250 Research/Nonclass Laboratory

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

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

#### 255 Research/Nonclass Laboratory Service

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

Description: Includes only those rooms which directly serve a Research/Nonclass Laboratory. 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, temporary hazardous materials storage areas, and similar facilities, if they serve Research/Nonclass Laboratories.

### **300 - Office Facilities**

#### General

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. Included in this category are offices for academic, administrative, staff, secretarial, clerical, or student assistant offices, etc.

#### 310 Office

Definition: A room housing faculty, staff, or students working at one or more desks, tables, or workstations.

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices, etc.

#### 315 Office Service

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

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

#### 350 Conference Room

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

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

#### 355 Conference Room Service

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

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

### **400 - Study Facilities**

## General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, multimedia carrels, CD and DVD players, spaces with internet connectivity) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of Program Codes; for departmental libraries the Category (academic discipline) Code is also needed.

### 410 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 located in libraries, residential facilities, academic or 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, CD and DVD players, microform readers, or other multi-media equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their own convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

### 420 Stack

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

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

### 430 Open-Stack Study Room

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

Description: Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these rooms may include any of the educational material collections described under Stack (420).

### 440 Processing Room

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

Description: A processing room is intended for specific library operations 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; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

#### 455 Study Service

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

Description: Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas which support a primary study facilities room (see 410, 420, 430, 440).

### **500 - Special Use Facilities**

#### General

This category includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service rooms.

#### 510 Armory

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

Description: Rooms 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.

#### 515 Armory Service

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

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

#### 520 Athletic or Physical Education

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

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

#### 523 Athletic Facilities Spectator Seating

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

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

#### 525 Athletic or Physical Education Service

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

Description: Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

#### 530 Media Production

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

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. This category also includes what are frequently called "electronic" or "distance learning classrooms" if they are primarily or exclusively used to transmit or otherwise broadcast instruction to a remote population.

#### 535 Media Production Service

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

Description: The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas which specifically serve a media production or distribution room (see 530).

#### 540 Clinic

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

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

#### 545 Clinic Service

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

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

#### 550 Demonstration

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

#### 555 Demonstration Service

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

Description: Includes facilities generally called storerooms, 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 (see 550) are included in this category.

#### 560 Field Building

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

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

#### 570 Animal Quarters

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

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

#### 575 Animal Quarters Service

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

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, nonpatient surgery rooms, casting rooms, or instrument rooms.

#### 580 Greenhouse

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

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

#### 585 Greenhouse Service

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

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

#### 590 Other

Definition: A category of last resort.

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

### **600 - General Use Facilities**

#### General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. Together, general use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

#### 610 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. 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 care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of multiple room records.

#### 615 Assembly Service

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multi-media and telecommunications control rooms, etc.

#### 620 Exhibition

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

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public. Planetariums

used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the laboratory (200) series.

#### 625 Exhibition Service

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

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see 620).

#### 630 Food Facility

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, food courts, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit-down lunch or vending rooms that serve a shop facility are included in this category.

#### 635 Food Facility Service

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

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

#### 640 Day Care

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

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

#### 645 Day Care Service

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

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

#### 650 Lounge

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

Description: A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge (650) differs from an office area or break room lounge (315) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing, and not for eating (see 630).

#### 655 Lounge Service

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

Description: Includes kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility (see 650).

#### 660 Merchandising

Definition: A room or group of rooms used to sell products or services.

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

#### 665 Merchandising Service

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

Description: Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a Merchandising (660) facility.

#### 670 Recreation

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

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, climbing walls, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation or amusement-type activity, whereas Athletic Or Physical Education (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletic, and intramural programs.

#### 675 Recreation Service

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

Description: Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas which directly serve a Recreation (670) facility.

#### 680 Meeting Room

Definition: A room which is used by the institution or the public for a variety of nonclass meetings.

Description: The key concept here is public availability. Conference rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, non-employees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet arm chairs, or a large table) in various combinations and arrangements.

#### 685 Meeting Room Service

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

Description: Includes kitchenettes, multi-media storage and control rooms, furniture storage rooms, and other support rooms which directly serve a meeting room.

### **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 Use Facilities (600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, and central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

#### 710 Central Computer or Telecommunications

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

Description: A Central Computer Facility a Telecommunications room or a Secured Compartmented Information Facility may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g. large mainframe, server farms, 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 central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

#### 715 Central Computer or Telecommunications Service

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

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

#### 720 Shop

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

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

#### 725 Shop Service

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

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

#### 730 Central Storage

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

Description: The concept of central or general is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple rooms use categories and which are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all storage areas that do not qualify as service rooms.

### 735 Central Storage Service

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

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

### 740 Vehicle Storage

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

Description: Includes structures, buildings, and rooms generally called garages, parking decks, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment. Note: Parking areas in parking decks/garages in the past have not been routinely classified as assignable space. There are now two options for parking decks:

1. Classification with Gross Square Footage Only (default or current method) Most N.C. institutions maintain only the gross area and other building level data for parking structures and do not classify parking areas as assignable space.
2. Classification with Assignable Area (optional method) this method determines statistics for the structure that are commensurate with all other major inventoried campus buildings. In this approach, parking spaces and their square footage figures (including upper level unroofed spaces) are captured and assigned the Vehicle Storage (740) code. Ramps, and other driving areas are treated like circulation areas and are not counted

Note: The most common application for counting parking decks are ones that are built into or under an apartment and are strictly used for residents of the building. If general parking deck spaces are counted and are not assigned to any particular department or unit within the institution, they will all receive the program code 63( General Administration and Logistical Services). This will cause the square foot totals printed in the Facilities Inventory and Utilization Tables for this code to show disproportionate amounts of space in comparison to other institutions that choose the default method of recording parking decks.

### 745 Vehicle Storage Service

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

Description: Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

### 750 Central Service

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, recycling centers, central

environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

#### 755 Central Service Support

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

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

Limitations: Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities which do not directly support a Central Service (750) should be coded Shop (720).

#### 760 Hazardous Materials Storage

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

Description: Hazardous or toxic materials include any materials that are flammable, chemically aggressive (e.g. acids or bases) chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from work activities. Facilities dedicated to disposal of hazardous waste are now given a (770) code.

#### 770 Hazardous Waste Storage

Definition: A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials.

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

#### 775 Hazardous Waste Service

Definition: Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials.

Description: Hazardous waste materials services provides for distributed collections areas located in close proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities. May include work areas in which hazardous wastes are loaded into approved storage vessels while awaiting transfer to central hazardous waste storage/disposal area.

### **800 - Health Care Facilities**

#### General

This series provides room use classifications for patient care rooms that 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 use, general use, supporting facilities, etc.).

#### 810 Patient Bedroom

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

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 may be aggregated with the 810 space or classified separately as 815. 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.

#### 815 Patient Bedroom Service

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

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

#### 820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

#### 830 Nurse Station

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.

#### 835 Nurse Station Service

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

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

#### 840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (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.

#### 845 Surgery Service

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

Description: Included are recovery rooms, labor rooms, special support equipment rooms (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, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

#### 850 Treatment/Examination Clinic

Definition: A room used for examinations, diagnosis, consultation, or therapeutic treatment.

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

#### 855 Treatment/Examination Clinic Service

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

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

#### 860 Diagnostic Service Laboratory

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 includes areas commonly termed canine, feline, poultry, bovine, or equine necropsy rooms in veterinary institutions.

#### 865 Diagnostic Service Laboratory Support

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

Description: Included are cadaver storage rooms, morgues, autoclave 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.

#### 870 Central 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 (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

#### 880 Public Waiting

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

Description: Included are 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.

#### 890 Staff On-Call Facility

Definition: A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.

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

#### 895 Staff On-Call Facility Service

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

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

### **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).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), Food Facility (630), Recreation (670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

#### 910 Sleep/Study Without Toilet or Bath

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

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

#### 919 Toilet Or Bath

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

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

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

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

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet Or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room which is private to the residents of the suite area. These areas are included as part of the Sleep/Study with Toilet Or Bath (920) space.

#### 920X Sleep/Study with Toilet Or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 920)

#### 935 Sleep/Study Service

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

Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities. Kitchen or food preparation rooms which serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as Sleep/Study Service

## 950 Apartment

Definition: A complete living unit, with private cooking facilities, that 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). The default method for listing space within an apartment is the sum total of all rooms in the interior listed as one record. The optional method is to list each room separately giving all spaces other than bedrooms a "0000" station count. The bedrooms will carry a station count equal to the bed(s) in the room. This code includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.

## 955 Apartment Service

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

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping 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 (950) space.

## 970 House

Definition: A complete living unit, with private cooking facilities, that 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; fraternity and sorority houses which are owned or controlled by the institution are also included.

## **000 - Unclassified Facilities**

### General

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state. In addition, four Room Use Codes are provided for special nonassignable areas which indicate a building's support of the mobility impaired. North Carolina includes these specific areas in the Room Inventory reports with an entry of zero assignable square footage in the Assignable Area field. Campuses wishing to maintain square footage information on these areas are encouraged to do so. This square footage data will be kept on the DAVE data base, but will not be reflected in the annual reports as it cannot be assigned to a particular department or discipline.

### 050 Inactive Area

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

#### 060 Alteration or Conversion Area

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Also includes areas which are out of use or scheduled for abandonment or termination.

Inactive Area (050) or Unfinished Area (070), respectively.

#### 070 Unfinished Area

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

#### Special Nonassignable Areas

##### 010 Elevator

Note: This category includes only passenger elevators.

##### 011 Men's Restroom Equipped for Mobility Impaired

Note: This category includes public men's restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

##### 012 Women's Restroom Equipped for Mobility Impaired

Note: This category includes public women's restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

##### 013 Unisex Restroom Equipped for Mobility Impaired

Note: This category includes public unisex restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

#### **NONASSIGNABLE AREA**

The following categories are included to complete the list of room use categories for institutions that choose to include optional nonassignable space in the campus inventory files. This data, with the exception of public restrooms equipped for the mobility impaired (codes 011, 012, 013) and passenger elevators (code 010) is not displayed on any reports generated by Space Utilization & Analysis.

Definitions of these categories of nonassignable space are provided in Figures 3-5 through 3-7. The square footage data for these nonassignable area though not included on standard reports, can be found in the DAVE database and are easily tallied to provide information concerning cleaning contracts, security issues, and other physical plant issues

##### WWW Circulation Area

XXX Building Service Area

YYY Mechanical Area

#### STRUCTURAL AREA

The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put to use. (See Figure 3-8 definition and description.) Institutions may wish to include this area on local campus files using a ZZZ code or some other appropriate designation for space which is neither assignable nor nonassignable. It should not be included on room files submitted to Space Utilization & Analysis.

ZZZ Structural Area