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1. Introduction from UCSD Campus Planning

The former term “Room Use Code” has been replaced by the term “Space Classification” because rooms no longer consistently define all of the different types of spaces that need to be tracked, managed, and analyzed.

- The terms “room” and “space” may generally be considered interchangeable in this document.

- We have added additional granularity and refined classifications to support operations, analysis, and improved space management.

UC San Diego Sub-Classifications - Summary

Campus modified space classifications are also reiterated at the section level (100 – Classroom, 200 – Research and Teaching, etc.) and in more detail at the individual space classification level.

Lab - Restricted Open Lab

The category "271 - Open Laboratory - Restricted" distinguishes between open/general campus labs, and open labs that are both restricted to a specific department or major(s) and have access control (codes, assigned keys). Otherwise, the definition is the same as Open Laboratory (270).

Offices - Enclosed, Open, or Modular Wall

General office categories for Research (211), Academic (310) and Other/Administrative (320) must be classified at UCSD as Enclosed, Open, or Modular (modular walls).

Enclosed

The work area is fully enclosed, and 51% or more is bounded by traditionally constructed (drywall and beam) walls.

Open

The work areas usually consists of benching, cubicle furniture, and/or tables and are usually bounded by or implied by moveable furniture. Partitions are usually below 6’ high.

When these areas lack obvious physical boundaries, are not polylined individually, or are otherwise polylined incorrectly, consult Campus Planning and we’ll modify our floor plans appropriately. Request changes here: Floor Plan Update Request.

Sub-Classifications

UCSD sub-classifications are used to support campus space management, operations, and analysis.

In particular, office classifications have become more sharply defined, specifying being enclosed, open, or constructed of modular walls.

Additional classifications for office support and flex spaces are currently provided for optional specificity, as desired.

The classifications conform to the University of California’s space classification framework as specified by the Office of the President, and are translated properly when submitting annual Corporate Equipment and Facilities Assets (CEFA) files to the Office of the President each fall.
Modular
The work area is bounded 51% or more by fixed walls that are more robust than (cubicle) furniture but less fixed than traditional stud construction; and are able to be removed and reassembled elsewhere. Enclosures are built fully or mostly with modular walls and provide less sound privacy than traditional construction, but provide more acoustic privacy than typical open office furniture. “Telephone booth” enclosures that are open on top but close to the ceiling are typical. Modular walls are usually above 6’ high.

Examples
Modular wall construction
Modular walls are distinctly more robust than typical cubicle furniture partitions, and may appear in different contexts. They are exemplified by stronger construction and attachment points, and are much more difficult to relocate and assemble.

Modular Offices
May stand alone or be in a series. Modular offices must be assigned to an occupant. Here are examples of grouped modular offices with sliding doors. Note that the walls almost reach the ceiling, offering more privacy than open office configurations (Figures 1, 2).
Telephone Booth (Flex Office Space)
May stand alone or be in a series. Can serve as a hot-desk, touchdown, or huddle room. A telephone booth space is intended for opportunistic or temporary, focused or collaborative (flex) work, and should not be classified as an Academic (313), Administrative (323), or Research (213) -Modular office, unless assigned to an occupant as their primary work location. Phone booths fall under the Flexible Office category.

Standalone Telephone Booth
Note that the walls are above 6’ high, but are not connected to the ceiling. Further, the enclosure is open at the top, but the high walls offer a measure of privacy which more than that of open offices, but less than enclosed offices. This space could be used for individual focus work or as collaborative space for a pair of workers.

Telephone Booths in a Series
The walls are above 6’ high, but are not connected to the ceiling. Further, the enclosure is open at the top, but the high walls offer a measure of privacy which more than that of open offices, but less than enclosed offices (Figure 4).
When Modular Walls do not support Modular Space Classification

Modular wall construction will not always define a space as “Modular.” To be classified as modular, at least 51% of the space must be enclosed by only modular walls.

*Embedded Modular Wall – Not a Modular Space Classification*

Here (Figure 5) a modular wall is embedded in a traditionally constructed wall. If this were an office (the photo shows conference rooms), it would be considered “Enclosed” instead of “Modular,” because most of the enclosing walls are not modular, but traditional construction.
Figure 5

“Storefront” Modular Wall – Not a Modular Space Classification
Here (Figure 6) are “storefront” modular components used to enclose an office. As with the embedded modular wall example (Figure 5), these offices are not considered modular, since the majority of the enclosing walls are not modular.

Flexible Office Workspaces
Flex spaces are usually allocated internally to departments for use by their personnel and clients. They may refer to enclosed offices or work rooms, modular walled offices or phone booths, or open work-lounge areas. They are not assigned to employees as a primary work location, but may be used opportunistically, or for short-term and temporary work. The work may be focused (individual concentration) or collaborative, and may support interim scheduled work exemplified by hotel or touchdown spaces. Terms associated with these flex spaces are often Focus Room, Breakout, Hot Desk, Hotel, Huddle, Lounge, Touchdown, Work Lounge, Workroom.

Enclosed or Modular (coded as 340 - Conference Room for OP)
Enclosed or Modular Flex office spaces spaces are
Focus Room, Breakout, Hot Desk, Hotel, Huddle, Touchdown, Workroom.

Open (coded as 335 – Office Service for OP)
Usually work lounges

Examples of Flex Space

Hotel
Touchdown

Work Lounge (Office Service – 335)
A work lounge consists of department-allocated space, and accommodates opportunistic mobile work and collaboration. It usually has at least two these features:

- Wi-fi or Ethernet connections
- Counters or tables (for tablets, notebooks, or smart phones)
- Furniture to support working while sitting or standing (booths, couches, chairs with and without tablet desk surfaces, short file cabinets with cushions to sit on, etc.)

Areas are usually open plan, but sometimes may be partially bounded by file cabinets, partitions, or as in the case of Figure X, a rolling pivotable wall.
Huddle
Huddle rooms are for individual focus or small conferencing. They are not assigned to individual employees, but can be scheduled.

Work Room
Public Flexible Office Workspaces

Public Workspaces are open to everyone, and can be used to support mobile productivity. Similar to flexible office workspaces, these are usually lobbies or other public spaces in a non-healthcare setting (see 880 – Public) that would normally be considered General or Public Circulation, but have amenities to support the ability of the general public to engage in temporary, opportunistic mobile work. These
spaces should have unrestricted access, and cannot be directly allocated to a specific department other than Facilities Management, cannot be assigned as work locations to UCSD employees, and have at least two of the following features:

- Publically accessible Wi-fi or Ethernet connections
- Counters or tables (for tablets, notebooks, or smart phones)
- Furniture to support working while sitting or standing (booths, couches, chairs with and without tablet desk surfaces, short file cabinets with cushions to sit on, etc.)

Examples of Public Office Workspaces
Price Center
BRF II
Library entry
Examples of Areas that are not Public Office Workspaces
Lobby
The

**Office Support Space Granularity (335)**

There are several activities that comprise Office Service (335). When useful, it is now possible to classify them (see below). However, where it is not useful to campus or staff to distinguish these uses, Office Service (335) remains a valid classification.

Office Corridor – distinct from “General Circulation,” this is usually department or restricted circulation space. Usually behind a door, it provides access to space primarily used by a department as a part of the department workspace and department managed footprint. It is very difficult to describe explicitly with a fixed set of rules and frequently requires assessment, interpretation, and judgment.

Kitchenette/break room/lounge – typically includes some of the following: sink, refrigerator, coffee maker, cabinets/drawers for mugs and utensils, water cooler, tables and chairs, counters for food preparation. Intended for staff use. Student lounge areas (Commons - 630), commercial food preparation (Food Facility - 610) and/or areas primarily used for vending (Merchandising - 640) are excluded.

Flex work/break – combination of “flexible Office and break room. Typically a more informal area immediately adjacent to a work area designed to allow people a change of location, ability to have a working lunch, or work might be continued in a more informal furniture setting but not considered a dedicated work area. Excludes breakrooms.

Lactation – dedicated lactation areas

Office Supply – dedicated office supply closets or rooms. If the room is a larger, centralized distribution area (similar to shipping/receiving), use Storage – Office (722).

Print – dedicated print areas
2. Classification Overview – Building Area Components

Building areas have three general categories of SF. This manual focuses on Assignable classifications.

- Assignable (ASF) – Allocations delegated from the UC Regents to programs for their use.
- Non-assignable (NASF) – Building-wide for general use of building users, including the general public.
- Covered – Unenclosed / Enclosed – Uncovered (CU) – A partially controlled environmental element outside of the environmentally controlled interior (usually stairs or mechanical areas open to the elements). Used for budgetary (MGSF) calculations.

Assignable

Room Use Type Categories

000 - Unclassified
100 - Classroom
200 - Research
300 - Office
400 - Library
500 - Special
600 - General
700 - Support
800 - Medical
900 - Residential

Non-Assignable

(C), (CE), (CS) - Circulation, Elevator, Stairwell
(J) - Janitorial
(M), (MS) – Mechanical and Shaft
(P) - Parking
(T), (TM), (TW) - Toilets, restrooms
3. Classification Guidelines for Assignable Areas

The following pages contain: (1) the list of valid room use codes, along with complete room use names and room standard codes and (2) definitions for each room code. In the definitions section which follows, the "data value name" provides the valid data field value for the name of each Room Use Code.

Principles

The room use classification structure is based on the following principles:

1. The categories should encompass all types and uses of assignable area found in campus buildings. Although some uses of space may be of less interest than others, the omission of any space may lead to the inadvertent exclusion of important data. The 740-Miscellaneous Room code has been retained, but only as a category of last resort and requires prior approval from the Office of the President (Capital Planning).

2. This room use classification structure is compatible with the national (NCES) room classification structure and has been modified and expanded, in part, to respond to State, Federal and other reporting requirements.

3. The coding system should provide meaningful and comparable summary data; i.e., the definitions of room uses should be sufficiently specific to give reasonable assurance that all campuses will be able to classify or crosswalk comparable rooms to the NCES category used external reporting purposes.

4. The coding scheme should be sufficiently flexible to allow for alternative or expanded (through subcategories) coding systems which track more specific areas of assignable and (if desired) non-assignable space; these schemes may be developed and applied by the campuses according to choice. The coding system should also be sufficiently definitive to support logical collapsing, translation, or cross-walking from these optional room use classifications.

5. The room use classification structure provides a dimension of standardization and compatibility for comparisons across campuses, institutions, and states. It, therefore, is a standard yardstick for use in state and federal surveys with inter-institutional investigations.

6. The focus of the definitions is on the actual primary or predominant use of the room at the time the inventory is taken. The room’s "intent," "design," "type," or name, or the organizational unit using the room, or the equipment in the room, do not, therefore, affect the room classification unless it is compatible with actual use.

Primary Use

Since the room file can use only one room use code for a room or area, the principle of primary use is applied. Thus, for a room which is used as both an office (310) and a research laboratory or studio (210), a single determination according to primary use should be made. It is recommended here that "primary" be evaluated in terms of time, the human activity element that focuses on use, rather than characteristics of the space. In the event that time of use is not available, the amount of space for each use 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 facilities departments in instructional programs which are regarded as standard programs (program code series 1.1 and 1.2). New room codes have been developed to comply with reporting categories established by the California Postsecondary Education Commission. Some rooms,
such as 250-Scholarly Activity and 410-Study rooms, share many of the same characteristics and are used for similar purposes; however, the new room code, 250-Scholarly Activity, creates a distinction between study rooms tied to instructional programs and study rooms associated with campus-wide libraries and non-instructional programs. Thus, when selecting a room use code and name to identify a room, the reviewer must, in some cases, consider both the program (function) with which the room is associated and the primary use of the room.

Service Codes

To the extent possible, revisions have been made to rooms 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" (e.g., 345 serves 340). It is, in fact, this system of reducing the hundreds of support room use types to a small set of service codes which has provided both power and flexibility to the current room use classifications.

Many of the room uses that are new since the last update are simply service areas for already existing primary activity rooms.

Distinguishing "primary activity" from "service" areas may occasionally be difficult. Because it is impractical to describe for each code the many examples of primary and service areas, a few "grey" areas for decisions will inevitably emerge with unlisted or "new" room names, designs and uses. Two paths to decision are suggested:

1. A very close reading of 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 this is not the case (the room is non-dependent), the 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 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," for example, 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 that 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;" however, this room should be coded as a laboratory only if it is used as a laboratory; if it is used, however, as an office storage area, then the room should be coded as 335-Office Service. 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 in a particular room. For corporate facilities inventory purposes, station counts for the following room use categories should be reported. Campuses, however, may find the recording of station counts for room use categories other than those listed below (e.g., offices, research facilities, carrels, dining areas, etc.) useful in assigning or scheduling the space.

110, 130 Classroom, Seminar Room
260-261 Class Laboratory, Special Class Laboratory
270 Open Laboratory
340 Conference Room
650 Assembly
810-818 Patient Bedrooms
830 Nurse Station
845 Surgical Labor Room
847 Surgical Recovery Room
852 Treatment - Doctor
860 Diagnostic Service Laboratory
910-916 Residence Halls/Dormitories
960-968 House
980-984 Apartment

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 (and their support) take place. The Room Standard Code, in combination with the Program Standard Code, identifies space that 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 University-wide system is presented in an annual report to the Joint Legislative Budget Committee and the Department of Finance as set forth by Item 359 of the 1973 Budget Conference Committee’s Supplemental Report.

Local Options for Additional Codes

The room use codes presented here represent the recommended central or core concepts for classifying the assignable space, by use, within our campus facilities. They do not attempt to meet the varied local institutional needs for tracking or defining space by physical design or characteristics, contained special equipment, specific person or organizational unit assignment, control authority or discipline orientation. For example, no distinction is made between:

- centrally controlled versus departmentally controlled classrooms
- locker rooms serving a gym versus locker rooms serving a shop
- private rest rooms serving an office versus storage rooms serving the same office

Campuses may meet these special needs by creating additional codes; however, campuses must be able to map or crosswalk optional campus codes into valid Corporate Equipment and Facilities System room
use codes before the updated annual building and room files are transmitted to the Office of the President (Information Resources and Communications). This update of the coding structure provides flexibility for additional coding and encourages this practice. It may be useful to modify the 410 code through the addition of an expanded room code of 411 or 410M, for tracking study rooms that are based on the (very expensive) microcomputers which are used as study tools. These additional codes may be aggregated back to the 410 as needed. A globally assigned suffix (e.g., "M") may even be used to flag every room use type containing one or more microcomputers. Locker rooms and private rest rooms, which are service areas with special physical characteristics, may just as easily be earmarked by selected additional codes according to particular campus needs.

Additional code structures have long been in place (e.g., program classification codes) for more specific classification of rooms in these areas and reference to these classification structures is made in this manual. Special physical characteristics and degrees of room suitability are also more appropriately defined in separate classification systems (campus options). It is recommended that those campuses which have developed "use" codes which tie to or include meanings within any of these separate classification systems, develop and maintain a means of mapping or cross-walking to the core use codes presented here. This recommendation, in the interest of standardization for inter-institutional comparisons and surveys, applies also to those campuses that have implemented coding extensions or completely alternative coding systems for classification by room use.
List of Valid Office of the President Space Classifications

<table>
<thead>
<tr>
<th>Category</th>
<th>Code and Name</th>
<th>Room Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>000 - Unclassified Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010 Inactive</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>020 Unfinished</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>030 Alteration</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td><strong>100 - Classroom Facilities</strong></td>
<td></td>
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</tr>
<tr>
<td>110 Classroom</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>125 Classroom Service</td>
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<td>S</td>
</tr>
<tr>
<td>130 Seminar</td>
<td></td>
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</tr>
<tr>
<td><strong>200 - Laboratory Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210 Research Laboratory or Studio</td>
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<td>S</td>
</tr>
<tr>
<td>211 Research Office</td>
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<td>S</td>
</tr>
<tr>
<td>225 Research Laboratory or Studio Service</td>
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<td>S</td>
</tr>
<tr>
<td>226 Research Office Service</td>
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<td>S</td>
</tr>
<tr>
<td>250 Scholarly Activity</td>
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<td>S</td>
</tr>
<tr>
<td>255 Scholarly Activity Service</td>
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<td>S</td>
</tr>
<tr>
<td>260 Class Laboratory</td>
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<tr>
<td>261 Special Class Laboratory</td>
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<tr>
<td>265 Class Laboratory Service</td>
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</tr>
<tr>
<td>270 Open Laboratory</td>
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</tr>
<tr>
<td>275 Open Laboratory Service</td>
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<tr>
<td><strong>300 - Office Facilities</strong></td>
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<tr>
<td>310 Academic Office</td>
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<td>S</td>
</tr>
<tr>
<td>320 Other Office</td>
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<tr>
<td>335 Office Service</td>
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<tr>
<td>340 Conference Room</td>
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<tr>
<td>345 Conference Room Service</td>
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<td><strong>400 - Study Facilities</strong></td>
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<td>410 Study Room</td>
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<td>470 Tutorial/Training Room</td>
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<tr>
<td>510</td>
<td>Central Computer/Telecommunications</td>
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<td>Armory</td>
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<td>Armory Service</td>
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<td>Clinic (Nonhealth)</td>
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<td>Field Building</td>
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<td>Greenhouse Service</td>
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<td>Food Facility</td>
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<td>Merchandising</td>
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<td>Merchandising Service</td>
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<td>765 Central Service Support</td>
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<td>800 - Hospital Facilities</td>
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<td>810 Patient Bedroom - Regular</td>
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<td>814 Bedroom Hemodialysis Care</td>
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<td>815 Bedroom Psychiatric Care</td>
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<td>816 Bedroom Maternity Care</td>
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<td>817 Bedroom Nursery Care</td>
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<td>818 Bedroom Pediatric Care</td>
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<td>819 Patient Bedroom Service</td>
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<td>820 Patient Bath and Toilet</td>
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<td>821 Patient Toilet</td>
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<td>822 Patient Bath or Toilet</td>
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<td>830 Nurse Station</td>
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<td>832 Nurse Station Service</td>
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<td>834 Patient-Moving Equipment Storage</td>
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<td>838 Staff On-Call Room</td>
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<td>839 Staff On-Call Room Service</td>
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<td>848 Surgical Cardiac Catheterization Room</td>
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<td>850 Treatment/Examination Room - General</td>
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<td>852 Treatment/Examination Room - Doctor</td>
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<td>854 Treatment/Examination Room Service</td>
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<td>855 Radiological Service Diagnostic</td>
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<td>856 Radiological Service Therapeutic</td>
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<td>857 Radiological Control Room</td>
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<td>858 Radiological Film Processing</td>
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<td>859 Radiological Film Viewing</td>
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<td>860 Diagnostic Service Laboratory</td>
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<td>870 Supplies</td>
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<td>880 Public</td>
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<td>890 Custodial</td>
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<td>Residence Hall Bedroom</td>
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<td>912</td>
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<td>Bedroom-3 occupants</td>
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<td>914</td>
<td>Bedroom-4 occupants</td>
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<tr>
<td>915</td>
<td>Bedroom-5 occupants</td>
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<td>916</td>
<td>Bedroom-6 or more occupants</td>
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<td>Residential Service</td>
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<td>922</td>
<td>Bathroom - Private</td>
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<tr>
<td>924</td>
<td>Bathroom - Shared</td>
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<td>Bathroom - Gang</td>
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<tr>
<td>960</td>
<td>House-Studio</td>
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<td>961</td>
<td>House-1 bedroom</td>
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<td>962</td>
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<td>963</td>
<td>House-3 bedrooms</td>
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<td>964</td>
<td>House-4 or more bedrooms</td>
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<td>968</td>
<td>House-Chief Campus Officer</td>
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<td>Apartment-Studio</td>
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<td>984</td>
<td>Apartment-4 or more bedrooms</td>
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<td>985</td>
<td>Apartment Service</td>
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</table>
4. Space Class Definitions

The former term “Room Use Code” has been replaced by the term “Space Classification” because rooms no longer consistently define all of the different types of spaces that need to be tracked, managed, and analyzed. The terms “room” and “space” may generally be considered interchangeable in this document.

000 - Assignable Areas Not in Current Use (Unclassified)

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.

010 INACTIVE AREA

Data Value Name: INACTIVE
Room Standard Code: S (Standard)
Stations to be reported: None

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 (030) or Unfinished Area (020). Includes all rooms that are physically available but not currently scheduled for use.

020 UNFINISHED AREA

Data Value Name: UNFINISHED
Room Standard Code: N (Nonstandard)
Stations to be reported: None

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 that 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 that are in use should be appropriately classified.

**030 ALTERATION**

**Data Value Name:** ALTERATION  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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.
100 - Classroom Facilities

Classroom facilities are institution-wide resources and the need for this type of space should be evaluated for the entire campus even though these areas may fall under different levels of organizational control (i.e., general assignment versus departmental control). The use of a room, rather than ownership, is more 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 that 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
Room Standard Code: S (Standard)
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).

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, and which is predominantly used for regularly or formally scheduled instructional activities such as lectures, discussions, and televise instruction.

Description: Includes rooms generally used for scheduled instruction and 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 armchairs (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.

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 lab 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 that restricts the room to a single or closely related group of disciplines (260, 261, 270). Tutorial or training rooms that 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 that is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes.

125 CLASSROOM SERVICE

Data Value Name: CLASSRM SV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

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

Exclusions: Does not include rooms that 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).

130 SEMINAR

Data Value Name: SEMINAR
Room Standard Code: S (Standard)
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).

Definition: A room used primarily for scheduled instructional activities (e.g., typically of the small group discussion type) and which are used for classes that 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.

**Exclusions:** This category does not include classrooms (110), conference rooms (340), assembly (650), teaching laboratories (260, 261, 270), tutorial or 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 that 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 that 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 observation, practice or experimentation, and by the need for special equipment and set-ups required for such activities. A tutorial or training room (470) is distinguished from a seminar room by its primary use for staff training or individualized tutorial activities that are not tied to departments in instructional programs.
200 - Research and Teaching Laboratory Facilities

Laboratories and their related areas are used for activities associated with research, scholarly activity, and teaching that 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 that supports extension of a field of knowledge. A research laboratory or office also 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 Performing Arts of Dance, Music, and Drama).

210 RESEARCH LABORATORY OR STUDIO

Data Value Name: RESEARCH
Room Standard Code: S (Standard)
Stations to be Reported: None

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 labs 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:** Excludes rooms in which the primary activities are not for research purposes. Rooms used primarily for student practice, experimentation and observation activities that do not contribute to the extension of a field of knowledge are Class or Open Laboratories (260, 261, 270). Rooms used for research that 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 that 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).

### 211 RESEARCH OFFICE

**Data Value Name:** RESRCH OFC  
**Room Standard Code:** S (Standard)  
**Stations to be Reported:** None

**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:** Excludes the faculty member's primary office (if this can be determined) and postdoctoral scholar's office, which are more appropriately coded as 310-Academic Office.
Departmental library study rooms and informal discussion or meeting rooms for students and faculty are more appropriately coded as Scholarly Activity (250).

212 Academic Office - Enclosed (sub-classification)
Offices that fit the definition for space classification 310, and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam).

213 Academic Office - Open (sub-classification)
Offices that fit the definition for space classification 310, and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6’ high. Partitions are easily disassembled and reassembled.

214 Academic Office - Modular (sub-classification)
Offices that fit the definition for space classification 310, and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions, and are often fixed to the ceiling and/or floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6’ in height. Some of examples include “telephone booths” or enclosed furniture offices.

Example – telephone booth
Example – furniture office

225 RESEARCH LABORATORY OR STUDIO SERVICE

Data Value Name: RSCH LABSV
Room Standard Code: S (Standard)
Stations to be Reported: None
Definition: A room that 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 that directly serve a research laboratory or research studio. Included are projection rooms, telecommunications control booths, coatrooms, 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 that support research offices (226). Also does not include service rooms that support classrooms (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 Lab Service (225) or Shop-General and Research (710).

226 RESEARCH OFFICE SERVICE

Data Value Name: RSCH OFCSV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

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

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

250 SCHOLARLY ACTIVITY

Data Value Name: SCHOLAR AC
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes departmental study rooms that 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 audio-visual 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.

Exclusions: Excludes exhibit rooms (660) that 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.

**255 SCHOLARLY ACTIVITY SERVICE**

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>SCHOLAR SV</th>
</tr>
</thead>
<tbody>
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<td>Room Standard Code:</td>
<td>S (Standard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

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

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

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

**260 CLASS LABORATORY**

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>CLASS LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>S (Standard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>The number of students that can be accommodated in the room at one time.</td>
</tr>
</tbody>
</table>

**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 *predominantly or exclusively for informal, individual or unscheduled instruction, or scheduled instruction in the Performing Arts (Dance, Music, Drama)* is an Open Laboratory (270). Does not include classrooms (110) or seminar rooms (130). This category does not include rooms generally defined as Research Laboratories (210). Does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use 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 or Training Rooms (470).
261 SPECIAL CLASS LABORATORY

Data Value Name: SPEC CLSLB
Room Standard Code: S (Standard)
Stations to be Reported: The number of students that can be accommodated in the room at one time.

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, set-up, or equipment makes its use unsafe, expensive or otherwise inappropriate for use by courses that 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 that 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 that 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 that 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 that 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 Performing Arts (Dance, Music, Drama).

Exclusions: Does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, nonhealth clinics. Rooms for tutoring or training that are not tied to facilities departments in instructional programs (program codes 1.1 and 1.2) are coded as Tutorial or Training Rooms (470).

265 CLASS LABORATORY SERVICE

Data Value Name: CLS LAB SV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes any room that directly serves a class laboratory. Includes projection
rooms, telecommunications control booths, coatrooms, 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 that support classrooms (125), open laboratories (275), research facilities (225, 226), or tutorial or training rooms (475). Service areas that support teaching laboratories for I&R Performing Arts (Drama, Music, Dance) are coded as Open Lab Service (275). Animal quarters (580) and greenhouses (590) are separately categorized. Storage of 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).

### 270 OPEN LABORATORY

**Data Value Name:** OPEN LAB  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** The number of students that can be accommodated in the room at one time.

**Definition:** A laboratory used primarily throughout the academic year for individual or group instruction that is informally scheduled, unscheduled, or open; or a laboratory used for scheduled or unscheduled instruction in the Performing Arts (Dance, Music, or Drama).

**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, 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 Performing Arts (Dance, Music, or 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.
271  **Open Laboratory - Restricted (sub-classification)**

This sub-classification distinguishes between open/general campus labs and open but restricted labs intended serve the needs of a single department. These labs may be restricted to a specified department or major(s), and have access control (codes, assigned keys) to limit users. If the room is accessible to the general student population, then it should be coded 270.

275  **OPEN LABORATORY SERVICE**

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>OPEN LABSV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

**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 that directly serve an open laboratory. Includes projection rooms, telecommunications control booths, coatrooms, 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 that 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.
300 - Office Facilities

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. While some campuses may wish to classify offices as Academic Office (310) or Other Office (320), others may wish to differentiate, through additional codes, administrative, staff, secretarial, clerical, teaching assistant, or other offices.

The below describes additional local campus distinctions in tracking sub-types of office space.

Offices – Enclosed, Open, Modular Wall (classification required)

All offices - academic, administrative, research – must be classified at UCSD as one of the following:

- **Enclosed** - the work area is entirely bounded by constructed walls
- **Open** - the work area is partially or entirely bounded by moveable furniture
- **Modular Wall** – the work area is partially or entirely bounded by fixed walls that are not considered furniture nor considered traditional stud construction, but are able to be removed and reassembled elsewhere. Modular walls usually reach the ceiling, but in some cases may not. “Modular walls” refer to enclosures built fully or partially with walls that are less fixed, and provide less sound privacy than traditional construction, and yet are significantly more robust and much harder to move than typical open office furniture.

The existing generic office space classifications (not distinguishing between Enclosed, Open, Modular Wall) are allowed in the current data, but are not available for future space classification. Over time, all offices will be classified in greater detail.

Offices – Open Hotel, Open Touchdown

A smaller set of open office areas are used on a more shared basis. The sharing may be longer term (Open Hotel) to host a designated temporary employee or to share between two or more individuals. Open Touchdown spaces are intended for more opportunistic use, and normally not designated for individual use. Applies to all offices - academic, administrative, research within open areas.

Offices – Conference, Huddle

Huddle and phone booths primarily serve the same general purpose as a conference room, but usually with a much smaller group size than typical conference rooms (capacity usually under 6 people).

Offices - Phone Booths

Phone booths are primarily intended for temporary or intermittent individual use, and are not usually assigned to an individual for their work area.
Offices - Flex and Public Workspaces

Flex and Public Workspaces are intended to support mobile productivity.

- Flex spaces are usually allocated to departments for use by their personnel and clients.
- Public workspaces are available to anyone.

These spaces typically consist of an area with more informal furniture (sofas, lounges, task chairs, low tables) and wifi access.

Offices – Service Space (335) granularity

There is a continuum of office service spaces, collected into a single space class for OP reporting purposes. Where it is useful to local staff, it is now possible to classify and identify the below:

- Corridor – distinct from “General Circulation,” this is usually department or restricted circulation space. Often behind a door, primarily used by department staff as a part of the department workspace and managed footprint. It is very difficult to describe with a fixed set of rules and frequently requires assessment and interpretation.
- Lactation – dedicated lactation areas
- Print – dedicated print areas
- Office Supply – dedicated office supply closets or rooms. If a larger, centralized distribution area (similar to shipping/receiving), use Storage – Office (722).
- Kitchenette/break room – typically includes some of the following: sink, refrigerator, coffee maker, cabinets/drawers for mugs and utensils, water cooler, tables and chairs, counters for food preparation. Intended for staff use. Student lounge areas (Commons - 630), commercial food preparation (Food Facility - 610) and/or areas primarily used for vending (Merchandising - 640) are excluded.
- Flex work/break – combination of “Flex” and break room. Typically a more informal area immediately adjacent to a work area designed to allow people a change of location, ability to have a working lunch, or work might be continued in a more informal furniture setting but not considered a dedicated work area. Excludes breakrooms.

Where it is not useful to campus or staff to distinguish these uses, Office Service (335) is sufficient.

310 ACADEMIC OFFICE

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>ACAD OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>S (Standard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

Sub-classifications: Offices that fit the 310 space classification must be defined further as Enclosed (312), Open (313), or Modular (314). These sub-classifications (312,313, 314) will be reported to the UC Office of the President OP as 310. See below for definitions.

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 that can be conducted in the faculty member’s primary office. Included are offices used by academic staff which serves 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 workstations 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., that 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(s) used by one or more people assigned to an office should be coded as Office Service (335).

312 Academic Office - Enclosed (sub-classification)
Offices that fit the definition for space classification 310, and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam)

313 Academic Office - Open (sub-classification)
Offices that fit the definition for space classification 310, and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6’ high. Partitions are easily disassembled and reassembled.

314 Academic Office - Modular (sub-classification)
Offices that fit the definition for space classification 310, and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions, and are often fixed to the ceiling and/or floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6’ in height. Some of examples include “telephone booths” or enclosed furniture offices.

Example – telephone booth
Example – furniture office
320 OTHER (ADMINISTRATIVE) OFFICE

Data Value Name: OTHER OFF
Room Standard Code: S (Standard)
Stations to be Reported: None

Sub-classifications: Offices that fit the 320 space classification must be defined further as Enclosed (322), Open (323), or Modular (324). These sub-classifications (322, 323, 324) will be reported to the UC Office of the President OP as 320. See below for definitions.

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 workstations or desk areas available for work. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment.

Exclusions: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., that 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 that includes a small waiting area should be coded as 320-Other Office.

322 Administrative Office - Enclosed (campus variation)
Offices that fit the definition for space classification 310, and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam)

323 Administrative Office - Open (campus variation)
Offices that fit the definition for space classification 310, and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6’ high. Partitions are easily disassembled and reassembled.

324 Administrative Office - Modular (campus variation)
Offices that fit the definition for space classification 310, and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions, and are often fixed to the ceiling and floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6’ in height. Some of examples include “telephone booths” or enclosed furniture offices.
Example – telephone booth
Example – furniture office

335 OFFICE SERVICE

Data Value Name: OFFICE SRV
Room Standard Code: S (Standard)
Stations to be Reported: None
Definition: A room, usually without permanent work stations, that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, mailrooms, 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 that are Campus-wide or serve several buildings should be coded as Central Service (760). Storage of infrequently used or inactive records or equipment may be coded as 335-Office Service or 722-Storage-Office.

340 CONFERENCE ROOM

Data Value Name: CONFERENCE
Room Standard Code: S (Standard)
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.

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 classrooms (110), seminar rooms (130), scholarly activity rooms (250), tutorial or training rooms (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.

345  CONFERENCE SERVICE

Data Value Name: CONF SERV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

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

Exclusions: Excluded are service rooms which support classrooms and seminar rooms (125), scholarly activity rooms (255), offices (335), tutorial or training rooms (475), or commons (635).

400 - Study Facilities

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), Stacks (440), Open Stack Study Rooms (430), and Processing Rooms (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
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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.

Exclusions: Does not include study rooms associated with an instructional program or departmental library (see 250-Scholarly Activity). Does not include open labs (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.

430 OPEN STACK STUDY ROOM

Data Value Name: OPEN STACK
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 410-Study Room. 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 doubled-faced shelving units as opposed to single-faced units against the wall or serving as partitions.

Exclusions: Does not include study rooms that 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, and are without a formally arranged study seating area, should be coded as 440-Stack. 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 (460) rooms, Open Stack Study rooms appear primarily in central or branch libraries.
440  STACK

Data Value Name: STACK
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 coded as 720-Storage-General and Research.

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 would 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 (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).

455  STUDY SERVICE

Data Value Name: STUDY SERV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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, coatrooms, and other typical service areas, which support a primary study facilities room (see 410, 430, 440, 460).

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

Data Value Name: PROCESS RM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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.

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).

470 TUTORIAL OR TRAINING ROOM

Data Value Name: TUTORIAL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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.

Exclusions: Does not include classrooms (110), seminar rooms (130), or 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 Classrooms (110), Seminar Rooms (130), Class Laboratories (260, 261) or Open Laboratories (270).

475 TUTORIAL OR TRAINING ROOM SERVICE

Data Value Name: TUTORL SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room that 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.

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).
500 - Special Use Facilities

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 telecommunications, military training, athletic activity, media production, clinics (nonhealth), demonstration, agricultural field activities, animal quarters, and greenhouses are included here. Although many of these special use 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

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<tr>
<th>Data Value Name:</th>
<th>CMPTR TCOM</th>
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<tbody>
<tr>
<td>Room Standard Code:</td>
<td>S (Standard)</td>
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<tr>
<td>Stations to be Reported:</td>
<td>None</td>
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</tbody>
</table>

**Definition:** A room that 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 campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone, or modem access. 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-Central Computer 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 workrooms and printer rooms that serve an office area should be coded as 335-Office Service.

### 515 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

**Data Value Name:** CMPTR SERV  
**Room Standard Code:** S (Standard)  
**Stations to be Reported:** None

**Definition:** A room that 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., multiplexers, 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).

### 520 ATHLETICS

**Data Value Name:** ATHLETICS  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

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

**Description:** Includes gymnasium, 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. Includes permanent spectator seating areas associated with athletic facilities.
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. 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 areas that should not be included in the facilities inventory. 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).

525 **ATHLETICS SERVICE**

**Data Value Name:** ATHLET SRV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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, 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).

530 **ARMORY**

**Data Value Name:** ARMORY  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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).

### 535 ARMORY SERVICE

**Data Value Name:** ARMORY SRV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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.

**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).

### 540 CLINIC (NONHEALTH)

**Data Value Name:** CLINIC  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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 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).
545  CLINIC SERVICE (NONHEALTH)

Data Value Name: CLINIC SRV  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

Definition: A room that 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 that serve health care facilities (800). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic Service).

550  DEMONSTRATION

Data Value Name: DEMONSTRN  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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

555  DEMONSTRATION SERVICE

Data Value Name: DEMO SERV  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None
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 that 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, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school) -- should be designated as 550-Demonstration. Primary care and training areas in a day care center are also 550-Demonstration 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).

560 MEDIA PRODUCTION

<table>
<thead>
<tr>
<th>Data Value Name: MEDIA PROD</th>
<th>Room Standard Code: S (Standard)</th>
<th>Stations to be Reported: None</th>
</tr>
</thead>
</table>

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 audiocassette 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.

Exclusions: Does not include rooms that 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 rooms used for teaching broadcasting to students 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).

565 MEDIA PRODUCTION SERVICE
Data Value Name: MEDIA SERV  
Room Standard Code: S (Standard)  
Stations to be Reported: None

Definition: A room that 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 Room (560) should take the appropriate corresponding service code.

570 FIELD BUILDING

Data Value Name: FIELD BLDG  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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 that support field buildings are classified within this category.

Exclusions: Animal quarters directly supporting research or instructional laboratories should be coded as 580-Animal Quarters. The primary distinction between field buildings and animal quarters (580) 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).
580  ANIMAL QUARTERS

Data Value Name: ANIM QTRS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms used for the holding, feeding, or housing of animals which are used for instruction and research. Includes rooms generally referred to as vivaria, apiaries, aviaries, aquaria, animal holding rooms, etc.

Exclusions: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AAALAC requirements). Does not include areas for treatment of veterinary patient animals (see 800 series). Does not include agricultural field buildings sheltering animals which do not directly support instruction or research (570).

585  ANIMAL QUARTERS SERVICE

Data Value Name: ANIM Q SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see 800 series).

590  GREENHOUSE

Data Value Name: GREENHOUSE
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program.

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

### 595  GREENHOUSE SERVICE

**Data Value Name:** GREENHS SV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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.

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

600 - General Facilities
A broader availability to faculty, students, staff, or the public characterizes general use facilities than are special use areas (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 (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 use facilities are not available for assignment to rooms in departments in instructional programs (program code series 1.1 and 1.2).

610 FOOD FACILITY

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<tr>
<th>Data Value Name:</th>
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<tbody>
<tr>
<td>Room Standard Code:</td>
<td>N (Nonstandard)</td>
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<tr>
<td>Stations to be Reported:</td>
<td>None</td>
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</tbody>
</table>

**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.

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

Lounges or commons areas (630) with vending machines that 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 635-Commons Service if separate from and directly supporting the main lounge facility (see 630). Break rooms serving specific office areas are coded as 335-Office Service. 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).

615 FOOD FACILITY SERVICE

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<tr>
<th>Data Value Name:</th>
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<tbody>
<tr>
<td>Room Standard Code:</td>
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<tr>
<td>Stations to be Reported:</td>
<td>None</td>
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</tbody>
</table>

**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 vending areas which directly serve food facilities, as well as vending rooms adjacent to an eating area.

**Exclusions:** Does not include any type of food preparation room that 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).

### 620 RECREATION

**Data Value Name:** RECREATION

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

**Stations to be Reported:** None

**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 rooms, 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.

**Exclusions:** Does not include gymnasia, 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 that are primarily used for instruction. Reading or media use rooms that are designed and intended as scholarly activity (250) or study rooms (410) are also excluded from this category.

### 625 RECREATION SERVICE

**Data Value Name:** RECREAT SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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, and other support areas that directly serve a recreation facility (620).

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).

630 COMMONS

Data Value Name: COMMONS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for rest and relaxation that 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 Commons (630). 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.

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).

### 635 COMMONS SERVICE

**Data Value Name:** COMMONS SV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**Definition:** A room that 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).

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

### 640 MERCHANDISING

**Data Value Name:** MERCHANDIS  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None

**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.

**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 630-Commons space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as 610-Food Facility. 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 550-Demonstration. Day care centers, which are not part of such a program, are classified under 670-Day Care.
640  **MERCHANDISING SERVICE**

**Data Value Name:** MERCH SERV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None  

**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 facility.

**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 the corresponding room use type.

650  **ASSEMBLY**

**Data Value Name:** ASSEMBLY  
**Room Standard Code:** N (Nonstandard)  
**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.

**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 that 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 that are used primarily for instruction or practice (e.g., dance, music, or drama) are typically coded separately as 270-Open Laboratory. Assembly facilities which are used primarily as instructional lecture halls are classified as 110-classroom space.

655  **ASSEMBLY SERVICE**
ASMBLY SRV

N (Nonstandard)

None

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

Includes checkrooms, coatrooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, multi-media and telecommunications control rooms, etc.

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., 655-Assembly Service or as primary 630-Commons space.

EXHIBIT

EXHIBIT

N (Nonstandard)

None

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

Includes 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.

Displays and exhibits in departments in instructional programs (program codes 1.1 and 1.2) that 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, plant specimens, soils collections), which are for study resource (see 440) as opposed to exhibition use.
665  EXHIBIT SERVICE

Data Value Name: EXHIBIT SV  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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., which serve general exhibition areas (660).

Exclusions: Research areas in museums are classified as Research Laboratory (210) or Research Laboratory Service (225). Service areas for displays, which are part of an instructional Program, are classified as Classroom Service (125) or laboratory service (265, 275) areas.

670  DAY CARE

Data Value Name: DAY CARE  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children 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.

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 760-Central Service, and laboratories (200 series) which directly support instruction (e.g., early childhood education).
675  DAY CARE SERVICE

Data Value Name:  DAY CAR SV
Room Standard Code:  N (Nonstandard)
Stations to be Reported:  None

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.

Exclusions:  Does not include those rooms where primary day care activities are conducted; e.g., child training rooms, playrooms (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 320-Other Office.
700 - Support Facilities

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (600), 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
Room Standard Code: S (Standard)
Stations to be Reported: None

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, and computer repair) supporting multiple rooms for scientific instruction and research are coded either as Research Laboratory 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 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).
711 SHOP - Teaching Laboratory

Data Value Name: SHOP-TLAB
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: This category is intended for shops that primarily serve the instructional activities found in teaching laboratories. These rooms may be coded as 711-Shop-Teaching Laboratory or 265-Class Lab Service or 275-Open Lab Service. Shops for I&R Performing Arts programs should be coded as 275-Open Lab Service.

Exclusions: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction, which should be classified as laboratories (see 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 710-Shop-General and Research.

715 SHOP SERVICE - General and Research

Data Value Name: SHOP SERV
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room that 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 that serve the central campus or research laboratory shop facility. Shop service areas that support research laboratories may be coded as 225-Research Laboratory Service or 715-Shop-General and Research.

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

Data Value Name: SHOP SV-TL
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room that directly serves a teaching 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 that serve the teaching laboratory shop facility. Shop service areas that support teaching laboratories may be coded as 265-Class Lab Service, 275-Open Lab Service or 716-Shop Service-Teaching Laboratory. Shop service areas, which support I&R Performing Arts programs, should be coded as 275-Open Lab Service.

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

720 STORAGE - General and Research

Data Value Name: STORAGE
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room or building which is used to store equipment or materials and which serves a campus-wide 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 that do not qualify as service rooms. The typical storage area, which serves a research laboratory, may be coded as 225-Research Laboratory Service or 720-Storage-General and Research. Stored museum collections may be coded either as 720-Storage-General and Research or 665-Exhibit Service.
Exclusions: Storage facilities for materials, supplies, equipment or furniture used primarily in teaching laboratories are coded as Teaching Laboratory Service (265, 275) or 721-Storage-Teaching Laboratory. If the storage space is serving only open laboratories (e.g., costume storage for the Performing Arts), then the room should be coded as 275-Open Laboratory Service. Space for office storage is coded as 335-Office Service or 722-Storage-Office. 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 (e.g., a storage room supporting an office is coded as 335-Office Service). This category also does not include nonassignable janitor’s sink closets. Offices within warehouses or other central storage buildings are coded as 320-Other Office. Centralized food stores and laundries are classified as 760-Central Service.

721 STORAGE - Teaching Laboratory

Data Value Name: STORAGE-TL
Room Standard Code: S (Standard)
Stations to be Reported: None

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 are service rooms (i.e., 265, 275). Campuses may exercise the option to use the 721 room 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 Performing Arts), then the room should be coded as 275-Open Laboratory Service.

Exclusions: Storage rooms which support campus-wide operations are coded as 720-Storage-General and Research; storage rooms which support research laboratories are coded as 225-Research Laboratory Service or 720-Storage-General and Research; storage rooms which support offices are coded as 335-Office Service or 722-Storage-Office.

722 STORAGE - Office

Data Value Name: STORAGE-OF
Room Standard Code: S (Standard)
Stations to be Reported: None

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 (i.e., 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 335-Office Service. However, a large storage facility that consists 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 722-Storage-Office.

**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 320-Other Office.

### 740 MISCELLANEOUS

- **Data Value Name:** MISCELLAN
- **Room Standard Code:** N (Nonstandard)
- **Stations to be Reported:** None

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

**Description:** Prior approval must be obtained by the Office of the President (Budget Office) 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 is 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. Excludes the service rooms that are part of the complex, as well as the general purposes primary activity and related service rooms (e.g., offices, research laboratories).

### 750 VEHICLE STORAGE

- **Data Value Name:** VEH STORAG
- **Room Standard Code:** N (Nonstandard)
- **Stations to be Reported:** None

**Definition:** A room or structure that 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: This category does not include housing or storage areas for vehicles that 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 that house or store farm vehicles and implements (570).

755 VEHICLE STORAGE SERVICE

Data Value Name: VEH STO SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 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).

760 CENTRAL SERVICE

Data Value Name: CENTRAL SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores 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 these centralized areas have a campus-wide service scope.

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 mailroom in an office area is coded as 335-Office Service. 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 (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).

765 CENTRAL SERVICE SUPPORT

Data Value Name: CENT SVSUP
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room that 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.

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).
800 - Health Care Facilities

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 that 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-REGULAR

Data Value Name:               BED REGPAT
Room Standard Code:            N (Nonstandard)
Stations to be Reported:       Bed-patient capacity

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, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets 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).

811 BEDROOM-CORONARY CARE

Data Value Name:               BED CCU
Room Standard Code:            N (Nonstandard)
Stations to be Reported:       Bed-patient capacity

Definition:  A room used for coronary care patients as a bedroom.
812  **BEDROOM-INTENSIVE CARE**

Data Value Name:  BED ICU  
Room Standard Code:  N (Nonstandard)  
Stations to be Reported:  Bed-patient capacity  

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

813  **BEDROOM-NEONATAL INTENSIVE**

Data Value Name:  BED NIU  
Room Standard Code:  N (Nonstandard)  
Stations to be Reported:  Bed-patient capacity  

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

814  **BEDROOM-HEMODIALYSIS CARE**

Data Value Name:  BED HEMODI  
Room Standard Code:  N (Nonstandard)  
Stations to be Reported:  Bed-patient capacity  

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

815  **BEDROOM-PSYCHIATRIC CARE**

Data Value Name:  BED PSYCH  
Room Standard Code:  N (Nonstandard)  
Stations to be Reported:  Bed-patient capacity  

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

816  **BEDROOM-MATERNITY CARE**

Data Value Name:  BED MATERN  
Room Standard Code:  N (Nonstandard)  
Stations to be Reported:  Bed-patient capacity  

Definition:  A room used for maternity care patients as a bedroom.
817  BEDROOM-NURSERY CARE

Data Value Name:  BED NURSRY
Room Standard Code:  N (Nonstandard)
Stations to be Reported:  Crib, bassinet, and incubator-patient capacity.

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

818  BEDROOM-PEDIATRIC CARE

Data Value Name:  BED PEDIAT
Room Standard Code:  N (Nonstandard)
Stations to be Reported:  Bed-patient capacity

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

819  PATIENT BEDROOM SERVICE

Data Value Name:  BED PAT SV
Room Standard Code:  N (Nonstandard)
Stations to be Reported:  None

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 playrooms and any other service areas that 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:  Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810-818 space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation and other workrooms that serve a nurse station (832). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (585). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (832).
Data Value Name: BATH
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

821 PATIENT TOILET

Data Value Name: BATH TOILT
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

822 PATIENT BATH OR TOILET

Data Value Name: BATH OTHER
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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: Excludes staff baths and toilets that directly serve Staff On-Call Facilities (839).

830 NURSE STATION
Data Value Name: NURSE STAT
Room Standard Code: N (Nonstandard)
Stations to be Reported: Number of permanent workstations.

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 that are used as offices should be classified appropriately (320).

832 NURSE STATION SERVICE

Data Value Name: NRS STA SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 workrooms 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.

Exclusions: Rooms used as offices should be classified appropriately (320). Pharmacy and other central supply areas are coded as Central 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.
834  PATIENT-MOVING EQUIPMENT STORAGE

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>PT MOV EQP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

**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.

838  STAFF ON-CALL FACILITY

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>STF ONCALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

**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.

839  STAFF ON-CALL FACILITY SERVICE

<table>
<thead>
<tr>
<th>Data Value Name:</th>
<th>STF ONCLSV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code:</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>Stations to be Reported:</td>
<td>None</td>
</tr>
</tbody>
</table>

**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 and other storage areas that directly serve the on-call quarters.

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

Data Value Name: SURG OP RM  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None  

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

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.

Exclusions: Does not include the various surgery support rooms that 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).

842  **SURGERY SERVICE**

Data Value Name: SURGERY SV  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None  

Definition: A room that 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: 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, post-operative and operating room repair rooms, and clean and dirty linen areas if these rooms serve the surgery facility.

Exclusions: Storage and other support rooms that do not directly serve a Surgery (840) facility should be classified with the appropriate service room category. Rooms used for the direct implementation of surgical procedures are classified as Surgery (840).
844  **SURGICAL SPECIAL PROCEDURE ROOM**

**Data Value Name:** SURG SP PR  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None  

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

845  **SURGICAL LABOR ROOM**

**Data Value Name:** SURG LABOR  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** Bed-patient capacity  

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

846  **SURGICAL DELIVERY ROOM**

**Data Value Name:** SURG DELIV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None  

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

847  **SURGICAL RECOVERY ROOM**

**Data Value Name:** SURG RECOV  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** Bed-patient capacity  

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

848  **SURGICAL CARDIAC CATHETERIZATION ROOM**

**Data Value Name:** SURG CARDC  
**Room Standard Code:** N (Nonstandard)  
**Stations to be Reported:** None  

**Definition:** Room designated as a cardiac catheterization room.
850  TREATMENT OR EXAMINATION ROOM

Data Value Name: TREAT EXAM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for diagnostic and 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. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, swine treatment, etc., are included.

Exclusions: Excludes combined doctor's office and treatment/examination rooms (852). Also excludes, in veterinary institutions, rooms used for small or large animal X-ray (855, 856).

852  TREATMENT-DOCTOR

Data Value Name: TREAT DOC
Room Standard Code: N (Nonstandard)
Stations to be Reported: Professional staff only.

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

854  TREATMENT SERVICE

Data Value Name: TREAT SERV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Included are dressing rooms, 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 that are used to
deliver therapeutic and diagnostic treatment should be coded as Treatment or Examination Room (850). Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

855 RADIOLOGICAL SERVICE DIAGNOSTIC

Data Value Name: RAD SV DIA  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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.

856 RADIOLOGICAL SERVICE THERAPEUTIC

Data Value Name: RAD SV TH  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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

857 RADIOLOGICAL CONTROL ROOM

Data Value Name: RAD CONTRL  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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 Room (858) below.

858 RADIOLOGICAL FILM PROCESSING

Data Value Name: RAD FLM PR  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

Definition: Room designated for film processing only.
859  **RADIOLOGICAL FILM VIEWING**

- **Data Value Name:** RAD FLM VW
- **Room Standard Code:** N (Nonstandard)
- **Stations to be Reported:** None

**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.

860  **DIAGNOSTIC SERVICE LABORATORY**

- **Data Value Name:** DIA SV LAB
- **Room Standard Code:** N (Nonstandard)
- **Stations to be Reported:** Number of permanent workstations.

**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.

**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 (850) facilities.

862  **DIAGNOSTIC SERVICE LABORATORY SUPPORT**

- **Data Value Name:** DIA LB SUP
- **Room Standard Code:** N (Nonstandard)
- **Stations to be Reported:** None

**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 that 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 that support a patient treatment or examination room (855).

870 SUPPLIES

Data Value Name: SUPPLIES
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 720-Storage-General and Research 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 that are not directly health care related (e.g., furniture, office equipment); such areas should be classified 720-Storage-General. Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 PUBLIC

Data Value Name: PUBLIC
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description:  Included are lobby areas that are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define 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., 819-patient lounge) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.
890 CUSTODIAL

Data Value Name: CUSTODIAL  
Room Standard Code: N (Nonstandard)  
Stations to be Reported: None

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).
900-984 Residential Facilities

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

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are offices (310, 320), teaching laboratories (260, 261, 270), conference rooms (340), lounges and commons areas (630), study rooms (410), dining areas (610), recreational rooms (see 620), and their corresponding service codes. Service rooms that 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 assignable area if the clearance is greater than 6’6”. Ancillary space in support of residence halls and dormitories is 920-Residential Service; service areas for apartment complexes is 985-Apartment Service.

910-916 RESIDENCE HALLS AND DORMITORIES

<table>
<thead>
<tr>
<th>Room Use Code and Name</th>
<th>Data Value Name</th>
<th>Room Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>910 RESIDENCE HALL BEDROOM</td>
<td>RES BEDRM</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>911 BEDROOM-1 OCCUPANT</td>
<td>BEDRM 1</td>
<td>N</td>
</tr>
<tr>
<td>912 BEDROOM-2 OCCUPANTS</td>
<td>BEDRM 2</td>
<td>N</td>
</tr>
<tr>
<td>913 BEDROOM-3 OCCUPANTS</td>
<td>BEDRM 3</td>
<td>N</td>
</tr>
<tr>
<td>914 BEDROOM-4 OCCUPANTS</td>
<td>BEDRM 4</td>
<td>N</td>
</tr>
<tr>
<td>915 BEDROOM-5 OCCUPANTS</td>
<td>BEDRM 5</td>
<td>N</td>
</tr>
<tr>
<td>916 BEDROOM-6 OR MORE OCCUPANTS</td>
<td>BEDRM 6+</td>
<td>N</td>
</tr>
</tbody>
</table>

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 room was designed to accommodate.

**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 that 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 410-Study Room. 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 920-Residential Service 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 615-Food Facility Service would then be applied.

### 920 RESIDENTIAL SERVICE

<table>
<thead>
<tr>
<th>Data Value Name</th>
<th>RESID SERV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Standard Code</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>Stations to be Reported</td>
<td>None</td>
</tr>
</tbody>
</table>

**Definition:** A room that 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 that serve the occupants of Residence Hall facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 610) are also classified as 920-Residential Service.

**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.
922-926 RESIDENTIAL BATHROOM FACILITIES

<table>
<thead>
<tr>
<th>Room Use Code and Name</th>
<th>Data Value Name</th>
<th>Room Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>922  BATHROOM-PRIVATE</td>
<td>BATH PRIV</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>924  BATHROOM-SHARE</td>
<td>BATH SHARE</td>
<td>N</td>
</tr>
<tr>
<td>926  BATHROOM-GANG</td>
<td>BATH GANG</td>
<td>N</td>
</tr>
</tbody>
</table>

Stations to be Reported: None

Definition: A toilet or bathroom intended only for the occupants of the residential facilities (e.g., residence halls, and 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 922-Private Bathroom. A bathroom for use by the occupants of a suite of residential bedroom units is coded as 924-Shared Bathroom. 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 926-Bathroom-Gang.

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

960-968 HOUSE (Single Dwelling Units)

<table>
<thead>
<tr>
<th>Room Use Code and Name</th>
<th>Data Value Name</th>
<th>Room Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>960  HOUSE-STUDIO</td>
<td>HSE STUDIO</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>961  HOUSE-1 BEDROOM</td>
<td>HSE 1 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>962  HOUSE-2 BEDROOMS</td>
<td>HSE 2 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>963  HOUSE-3 BEDROOMS</td>
<td>HSE 3 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>964  HOUSE-4 OR MORE BEDROOMS</td>
<td>HSE 4+BDRM</td>
<td>N</td>
</tr>
<tr>
<td>968  HOUSE-CHIEF CAMPUS OFFICER</td>
<td>HSE CCO</td>
<td>N</td>
</tr>
</tbody>
</table>

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.

Exclusions: Houses and other residential properties that are owned or controlled by an institution.
as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 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.

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

<table>
<thead>
<tr>
<th>Room Use Code and Name</th>
<th>Data Value Name</th>
<th>Room Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>980 APARTMENT-Studio</td>
<td>APT STUDIO</td>
<td>N (Nonstandard)</td>
</tr>
<tr>
<td>981 APARTMENT-1 BEDROOM</td>
<td>APT 1 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>982 APARTMENT-2 BEDROOMS</td>
<td>APT 2 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>983 APARTMENT-3 BEDROOMS</td>
<td>APT 3 BDRM</td>
<td>N</td>
</tr>
<tr>
<td>984 APARTMENT-4 OR MORE BEDROOMS</td>
<td>APT 4+BDRM</td>
<td>N</td>
</tr>
</tbody>
</table>

**Stations to be Reported:** The number of student, faculty, staff, or guest occupants that the unit was designed to accommodate. For single student housing, report the number of students the unit was designed to accommodate. For housing for married students, faculty, 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.

**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). 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 that do not contain private cooking facilities (910-916).
985  APARTMENT SERVICE

Data Value Name: APT SERV  
Room Standard Code: N (Nonstandard)  
Stations to be reported: None

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 that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (980-984) space.

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

5. Non-Assignable and Exterior Space Classifications

Mechanical  
Restrooms  
Janitorial  
Public Circulation  
Covered Unenclosed

6. Areas that may be classified as assignable or non-assignable

Circulation / Lobbies

Assignable
Office Service (335), Research Office Service (226) and Public (880) may have circulation corridors and lobbies that are not considered NASF Public Circulation.

Department Corridors and Circulation  
Department and Non-department Lobbies

Non-Assignable
Public Circulation (NASF)
Lobbies that have no work stations or work lounge areas are considered Public Circulation.

Public Flexible Office Workspaces (NASF)
Some lobbies may be considered Public Flex workspaces. These must be furnished or equipped appropriately, and are reported to OP as Non-Assignable Public Circulation.
Restrooms

**Assignable**
Office Service (335), Research Office Service (226) and Public (880) may have circulation corridors and lobbies that are not considered NASF Public Circulation.

**Department Corridors and Circulation**
**Department and Non-department Lobbies**

**Non-Assignable**
Public Circulation (NASF)
Public Flexible Office Workspaces (NASF)

Public restrooms
animal quarters service office service

Public Circulation or public flex office vs Healthcare “Public” – (Lobbies)

7. **Examples of enclosed, open, modular, flexible office spaces, kitchenette/break rooms, and office support spaces**