Facilities Inventory and Utilization (FAC)

System Specifications

October 2021

BOARD of REGENTS
STATE OF LOUISIANA

October 1, 2021
Memorandum to Users

Beginning with the Fall 2021-2022 reporting cycle, institutions will submit Facilities data using the new Facilities Inventory and Space Utilizations system found at https://apps.regents.state.la.us/#/home

This interface requires all FOUR files (building analysis, room analysis, space utilization, and land holdings) to be submitted as ONE consolidated CSV file.

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June 1, 2013
Memorandum to Users

Beginning with the Fall 2013-2014 reporting cycle, institutions will submit Facilities data using the new Facilities Inventory and Space Utilization System web interface which is accessible from the Board of Regents Web Applications Menu, found at https://as400.regents.state.la.us This replaces the former FTP data transmission method, and files uploaded using the new application must use "flat file" TXT format. This interface requires that all FIVE files (building analysis, building descriptor, room analysis, space utilization and land input) be submitted as ONE consolidated file. A User Guide is available to aid in navigating through the use of the web application.

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November 13, 2012
Memorandum to Users

Just a reminder that excel spreadsheets will not be accepted. Files must be sent via FTP directly to the mainframe or if they are sent via email they must be in either CSV or TXT format and correspond exactly to the appropriate record layout.

April 9, 2012
Memorandum to Users

In order to clear up any misunderstanding, I have moved the room type code for structural (040) under the category listed as nonassignable. Structural is nonassigable square feet.

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March 16, 2012

Memorandum to Users

Beginning Fall 2012, a slight change has been made to the section number in the space utilization input file. The course section number has been changed from a 3-digit section number with a 1-digit section suffix to a 3-digit section number (columns 35-37) and 1 filler suffix to be used only if needed.. Right justify the section number in column 37. For example, if you have section 020A, please code it as 20A in columns 35-37 and leave column 38 blank. See definitions for specific instructions.

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INTRODUCTION*

In the recent past, facilities managers, policy makers and institution administrators have recognized the need to update and reissue the Facilities Manual. Building types and room uses have changed substantially, technologies for data collection have been advanced, and the types of information needed have shifted. This manual is intended to supersede the 1973 edition of the Louisiana Board of Regents' Facilities Manual. As with the earlier manual, this revised and updated version provides a common framework and coding structure to be used in collecting and reporting inventory data on colleges and university buildings, and on the space within those structures. This revised manual suggests several new or additional data elements for buildings and rooms to reflect current data needs and uses.

The structure of the 1973 room use codes remains essentially intact in the updated room use category structure. Definitions have been clarified and codes added or combined when necessary to reflect new room categories or prevailing room use patterns. Included is an overview of major code changes and a crosswalk of the 1973 codes to the revised room codes.

During the development of this document, the requirements of the Americans with disabilities Act (P.L. 101-336) began to be implemented. Because of this act, data pertaining to disabled access to buildings are now collected.

The maintenance of data and information systems on physical facilities is primarily the responsibility of the individual institution. The guidelines included here are intended to be only part of a total facilities and capital assets inventory process or system.

CONCEPTS AND COMPONENTS OF A BUILDING INVENTORY

Definition of a "Building." A "building" is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, material, or equipment. The building inventory may encompass many different types of structures, including marine and space structures (whether staffed or not); research vessels; and trailers that are not on wheels and are used for offices, residences, or storage.

Buildings to be Included. The inventory should include buildings that are under the jurisdiction or control of the institution's governing board, regardless of their location. Where the institution occupies space in buildings not owned by the institution or that is shared with other tenants, include in the inventory only that portion of the building leased or controlled by the institution and its prorate share of gross, assignable area and nonassignable area (see definitions below).

Institutions will normally exclude various minor structures from their inventory based on various criteria. As guidelines, separate, minor structures should be **included** in the inventory if all of the following criteria are met:

1. They are attached to a foundation;

2. They are roofed;

3. They are serviced by a utility, exclusive of lighting; and

4. They are a source of significant maintenance and repair activities.

Buildings to be Excluded. The following types of buildings should not be in the inventory.

1. Investment properties that are buildings used only for revenue generation and not for institutional purposes.

2. Hospitals not owned by the institution, except for any space in the hospital leased or controlled by the institution.

3. Public schools not owned by the institution, but used for practice teaching.

Other Plant Assets: For management purposes, institutions are encouraged to inventory all physical plant assets. Examples of such assets not encompassed in the definition of a "building" include: uncovered swimming pools, athletic tracks, bleachers and additional playing fields that otherwise do not qualify as gross area.

The amount of space that can be used for programs is known as the Assignable Area. The assignable area of a room is the area measured within the interior walls of the room. Total assignable area of a building or in an inventory is the sum of the space allocated to the ten major room use categories: classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space. These categories are further identified below.

Assignable Area = Sum of the Ten Major Room Use Categories of Assignable Space

There are various kinds of other spaces within a building that are essential but which are not assigned directly to support programs. Building Service Area is the sum of all areas of a building used to support its cleaning and public hygiene functions. Circulation Area is the sum of all areas required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not. Mechanical Area is that area of a building designed to house mechanical equipment and utility services, and shaft areas. The sum of building service area, circulation area, and mechanical area is known as the nonassignable area of a building.

Nonassignable Area = Building Service + Circulation + Mechanical Areas

The aggregate interior area of a building, known as the Net Usable Area, is the sum of Assignable Area and Nonassignable Area.

Net Usable Area = Assignable Area + Nonassignable Area

It is also important to know that the Gross Area of a building is the floor area of a structure within the outside faces of the exterior walls. This value is either physically measured or scaled from as-built drawings.

The difference between the exterior or gross area and the interior or net usable area is the structural area, the floor area upon which the exterior and interior walls sit and the unusable areas in attics and basements. Structural area may be calculated as the difference between the net usable area and the gross area of a building.

Structural Area = Gross Area - Net Usable Area

PRINCIPLES AND CODING STRUCTURES FOR ROOM INVENTORY AND CLASSIFICATION

Buildings typically contain numerous rooms used for a variety of purposes. Most of the detailed data on how space is used, by whom, for what purposes, and other important variables are linked to the inventory of rooms (or Assignable Space). This manual follows three well-established principles for this room or space inventory.

1. All assignable space should be allocated to one of ten standard room-use categories intended to encompass all postsecondary activities requiring assignable space.

2. Rooms will be coded to one of these categories based on primary use.

3. Additional coding structures may be used to derive other important statistics across all assignable space.

These principles of a room inventory are examined below.

Room Use Categories. All assignable space should be classified into one of the ten major use categories listed below. Each of these broad categories encompasses several sub-categories of more specialized uses (e.g., different types of laboratories). Coding of rooms is normally done at the level of subcategories and, as necessary, aggregated to the more general categories. The numerical codes along with the detailed technical definitions, descriptions, and limitations for each category and standard subcategory of room uses are provided in this manual.

All assignable space should be classified according to the following ten major use categories.

Classrooms General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction.

Laboratory Facilities Rooms characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.

Office Facilities Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.

Study Facilities Study rooms, stacks, open-stack reading rooms, and library processing rooms.

Special Use Facilities Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses and other room categories which are sufficiently specialized in their primary activity or function to merit a unique room code.

General Use Facilities Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms and other facilities that are characterized by a broader availability to faculty, students, staff or the public than are special use areas.

Support Facilities Computing facilities, shops, central storage areas, vehicle storage areas and central service space that provide centralized support for the activities of a campus.

Health Care Facilities Facilities used to provide patient care (human and animal).

Residential Facilities Housing facilities for students, faculty, staff and visitors to the campus.

Unclassified Facilities Inactive or unfinished areas, or areas in the process of conversion.

Room use codes are assigned based on primary use. Most rooms in an institution fall readily into one room use code. If a room inventory system uses only a single code to indicate room use, the coding should be based on the primary use of the space. Thus, a room that is a laboratory by appearance or design by is currently being used primarily as a classroom is coded as a classroom rather than as a laboratory. As another example, a room equipped and used principally for research, but which also includes some occasionally used office space, should be coded as a laboratory facility.

Service Codes are used for associated support rooms. Many major room categories have minor supporting rooms associated with them. For example, an office may have a supply room or a laboratory may have a stock room. These supporting rooms are coded as service rooms, and their room use will follow the coding of the major rooms to which they provide service.

Use of standard functional codes. In addition to room use categories and organizational unit assignment, facilities inventory systems commonly contain a set of categories or codes to allocate space across functional areas (e.g., instruction, research, public service, academic support). This is used primarily to link space allocations to financial data or to institutional

missions (e.g., the proportion of space used for public service) or to analyze and compare space allocations across institutions according to commonly used functional categories.
Some kinds of rooms can have many "stations." The concept of stations is an important one for classrooms, laboratories and other similar space, since it can help determine the number of occupants the room is designed to accommodate. This information is vital for comparing designed capacity to actual utilization, or in assigning or scheduling the space.

*The codes and definitions in this manual are in agreement with those set forth by the U.S. Department of Education, Office of Educational Research and Improvement, Postsecondary Education Facilities Inventory and Classification Manual, November, 1992, Roslyn Korb, National Center for Education Statistics.

BUILDING ANALYSIS

Data Element Name	Field Length	Field Type
File type	1 Value '2'	integer
Institution Code	2	varchar
Site Code	2	varchar
Building Code	4	varchar
Disabled Access	1	varchar
Building Ownership	1	varchar
Wing or Addition	1	varchar
Gross Area	12 Max	integer
Acquisition Cost	12 Max	integer
Number of Floors	3	integer
Attic and/or Basement	1	varchar
Elevator Use	1	varchar
Construction Date	4(YYYY)	varchar
Last Major Renovation Date	4(YYYY)	varchar
Cost of Last Major Renovation		integer
Number of Additions		integer
Building Condition	1	varchar
Foundation Type	1	varchar
Type Structural System	1	varchar
Floor Structure	1	varchar
Roof Structure	1	varchar
Exterior Wall Finish	1	varchar
Exterior Wall Backup Material	1	varchar
Roof Material	1	varchar
Heating System	1	varchar
Cooling System	1	varchar
Type of Occupancy	1	varchar
Designed Capacity		integer
Actual Occupancy		integer
Number of Families		integer
Replacement Cost		integer
State Identification Building Number	6	varchar
Building Name	60 Max	varchar
Landmark Status	1	varchar
Date of Study	7(MM/YYYY)	varchar
Academic Year	4(YYYY)	varchar

BUILDING ANALYSIS

INSTRUCTION FOR ENTERING INFORMATION

FILE TYPE

The code number "2" is placed in this field on the building analysis data.

INSTITUTION CODE

Enter the two-character code developed by the Board of Regents for Louisiana institutions as found in Appendix A of this manual.

SITE CODE

The site code will be 00 for all campuses.
**LSU AG has additional sites that will require a specific site code. See Appendix A.

BUILDING CODE

Enter the institution's code number for the building being surveyed.

DISABLED ACCESS TO BUILDING

Enter a "Y" if the building has no exterior site or architectural barriers to access to the building by a mobility-impaired person. Enter a "N" is the building is not accessible by a mobility-impaired person.

Access to the building means the ability to physically approach and enter the **building without assistance**; floor accessibility is noted by the room accessibility data element. Requirements of the 1990 Americans with Disability Act (P.L. 101-336) specify that new facilities and renovated buildings must provide "a high degree of convenient access," if first occupancy is after January 26, 1993 or alterations were begun after January 26, 1992. disabled students, employees, and the general public must be able to get to, enter, and use the institution's facilities. Compliance should be measured using the Uniform Federal Accessibility Standards or the ADA Accessibility Standards, developed by the Architectural and Transportation Barriers Compliance Board. A summary of these standards is provided in Appendix H.

BUILDING OWNERSHIP

Enter the code which represents properly the ownership of the building being studied.

1. Owned fee simple.

Titled vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

2. Not owned by the institution, but leased or rented to the institution at a typical local rate.
Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
Not owned by the institution, but shared with an educational organization that is not postsecondary educational institution.
Not owned by the institution, but shared with another postsecondary educational institution.
Other (e.g. not owned by the institution, but shared with a non-educational institution).

WING OR ADDITION

Using the code below, enter the letter which best describes the wing or other added extensions to the building:

N North wing
P Second north wing
Q Third north wing
S South Wing
T Second south wing
U Third south wing
E East wing
F Second east wing
G Third east wing
W West wing
X Second west sing
Y Third west wing
Z Other additions
BLANK if no wings exist

GROSS AREA (SQUARE FEET)

Enter the total gross building area expressed to the nearest square foot. Gross square feet represent the sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces. Refer to Appendix F, page F-1 for a schematic drawing.

Note: If only part of a building is leased, send the information only on that part of building being used by the institution. All information, including the room and class utilization information should be entered for the building.

The basis for measurement for this area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measure in terms of gross square feet (GSF).
In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical-service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes.

Exclude open courts and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

ACQUISITION COST (BOOK VALUE)

Enter the total construction cost or purchase price to the nearest $1000. The total dollar figure shown shall include the following: cost of initial construction and alterations and additions, built-in equipment and service systems, architectural and engineering fees, utility connections at the face of the structure, site preparation and improvements. Cost shall not include moveable equipment, utility services outside the face of the building, land acquisition, parking lots, contingency costs, legal and administrative cost and capitalized interest. Enter total cost in thousands of dollars.

This represents the actual capital invested in the structure and the fixed equipment; include the accumulation of investment in capitalized renovation, rehabilitation, and additions (when not reported as a separate building).

This information is not necessary if the building is leased.

NUMBER OF FLOORS

Enter the total number of floors found in the building. Attics and basements are not included.

ATTIC AND/OR BASEMENT

Using the code below, enter the appropriate code for attic and/or basement for the building. A floor shall be considered an attic or basement if it is structurally such by design, whether finished or unfinished and regardless of use.

1. One basement level
2. Two basement levels
3. Attic only

4. Attic and one basement level
5. Attic and two basement levels
6. Other combination

BLANK Neither attic nor basement

ELEVATOR USE

Using the code below, enter the appropriate number for the mechanical means for transporting personnel or supplies between floor levels:

1. Personnel elevator(s)
2. Freight elevator(s)
3. Both personnel and freight elevators
4. Escalator service
5. Combination of 1 and 4 above
6. Combination of 2 and 4 above
7. Combination of 3 and 4 above

BLANK None of the above

CONSTRUCTION DATE

Enter the calendar year (including the century) in which the building was completed. Do not include currently under construction unless it can be reasonably assured the building will be occupied by the completion of this survey on the campus. Give the best estimation if this date is unknown.

LAST MAJOR RENOVATION DATE

Enter the calendar year (including the century) in which the building last had a major renovation. Do not include unless work will be completed and building can be occupied before completion of this survey. Leave BLANK if there has been no renovation work. If the building has been renovated more than once, enter the year of the most recent major rehabilitation of the building. A major rehabilitation is defined to mean restoring a building to its optimum or near optimum usefulness involving a major alteration of interior space, replacement of plumbing, heating, and/or electrical systems, and extensive interior finishing, and, generally, involving a cost of greater than 25 per cent of the insurable value of the building.

COST OF LAST MAJOR RENOVATION

Enter the cost of the last major renovation in thousands of dollars.

NUMBER OF ADDITIONS

Enter the number of physical plant additions or wings which have been made since the completion of the original structure. Do not include renovation or major repairs to the structure. In cases where there have been nine or more additions, enter code number 9; if none or if undetermined, leave BLANK.

BUILDING CONDITION

Enter the appropriate number which matches best the condition of the building in the judgment of the person doing the survey. The codes and judgmental guidelines are as follows:

1. Satisfactory. Suitable for continued use with normal maintenance.

2. Remodeling-A. Requires restoration to present acceptable standards without major room use changes, alterations, modernization, or expansion. The approximate cost of Remodeling-A is not greater than 25% of the estimated cost of the facility.

3. Remodeling-B. Requires major updating and/or modernization of the facility. The approximate cost of Remodeling-B is greater than 25%, but not greater than 50% of the estimated cost of the facility.

4. Remodeling-C. Requires major remodeling of the facility. The approximate cost of Remodeling-C is greater than 50% of the cost of the facility.

5. Demolition. Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a facility is scheduled for demolition, its condition is recorded as "demolition" regardless of its condition.

6. Termination. Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, and 4. If a facility is scheduled for termination, its condition is recorded as "termination" regardless of its condition.

FOUNDATION TYPE

Using the code below, enter the number which best describes the predominant type of foundation used under this building.

1. Concrete slab and beam on grade
2. Concrete spread footings
3. Drilled and poured in place concrete pile (spread or straight)

4. Driven piles, timber, concrete or steel
5. Other
6. Undeterminable

TYPE STRUCTURAL SYSTEM (CONSTRUCTION TYPE)

Using the code below, enter the letter that best describes the type of construction.

A. Wood Frame
B. Wood frame and brick veneer
C. Load bearing masonry walls
D. Steel Frame
E. Reinforced concrete frame
F. Glass Building (greenhouse)
G. Other

FLOOR STRUCTURE

Using the code below, enter the number which describes best the predominant type of floor structure used in the building:

1. Wood
2. Steel and concrete
3. Concrete
4. One floor concrete, others wood
5. One floor concrete, others steel and concrete
6. Other

ROOF STRUCTURE

Using the code below, enter the number which best describes the predominant type of roof structure used on the building:

1. Wood
2. Wood and metal deck
3. Steel and wood deck
4. Steel and metal deck
5. Steel and concrete deck
6. Concrete
7. Combination of 1 and 5 above
8. Combination of 1 and 6 above
9. Other

EXTERIOR WALL FINISH

Using the code below, enter the letter that describes the predominant exterior wall or outside finish:

A. Brick
B. Concrete brick or block
C. Limestone
D. Marble, granite, etc.
E. Clay tile
F. Pre-case concrete, with or without exposed aggregate
G. Other masonry
H. Metal curtain wall
J. Glass curtain wall
K. Cement-asbestos curtain wall
L. Other finish curtain wall (ceramic tile, limestone, etc.)
M. Stucco, with or without exposed aggregate
N. Wood siding or shingles
P. Asbestos siding or shingles
Q. Sheet metal, aluminum or galvanized iron
R. Other
S. No walls

EXTERIOR WALL BACKUP MATERIAL

Using the code below, enter the number which describes best the predominant masonry backup material on the exterior walls:

1. Clay tile
2. Brick
3. Concrete block
4. Undeterminable
5. Other

BLANK None

ROOF MATERIAL

Using the code below, enter the number which best describes the predominant type of roof covering used on the building.

1. Built-up felt and aggregate covering
2. Clay tile
3. Asphalt shingle
4. Asbestos shingle
5. Wood shingle

6. Metal
7. Plastic coating
8. Slate
9. Other

HEATING SYSTEM

Using the code below, enter the number which best describes the system used for the building:

1. Steam, central system, central plant
2. Steam, system serving this building only
3. Circulating hot water, central system, central plant
4. Circulating hot water, system serving this building only
5. Multiple system in building
6. Forced warm air system, gas fired
7. Space heater (any type heating with one or more space heaters)
8. Heat pump forced air system
9. Electric resistance system
0. None

COOLING SYSTEM

Using the code below, enter the number which describes best the system used for the building:

1. Refrigerated air, window unites, all or part of building
2. Evaporative cooling, all or part of building
3. Refrigerated air, system serving this building only
4. Refrigerated air, system serving part of this building
5. Refrigerated air, more than one system serving all of this building
6. Refrigerated air, central system central plant
7. Other
8. None

These fields (<u>Type of Occupancy, Designed Capacity, Actual Occupancy, and Number of Families</u>) are to be used only for residential buildings or residential wings of multi-use buildings in addition to all preceding columns.

TYPE OF OCCUPANCY

Enter the code below for the category which best describes the residents of the building:

1. Male only
2. Female only

3. Married students
4. Faculty-staff residence
5. Other

DESIGNED CAPACITY (use for Residential ONLY)

Enter the number of single residents for which the building was designed. If this building is a married student apartment building or faculty-staff residence, leave this field BLANK.

ACTUAL OCCUPANCY (use for Residential ONLY)

Enter the actual number of occupants in the building.

NUMBER OF FAMILIES (use for Residential ONLY)

Use these columns only for family-type housing. Enter the number of families for which the building was designed.

REPLACEMENT COST (ESTIMATED VALUE OF BUILDING)

Enter the estimated cost to replace the building at the time of the inventory or its insured value in thousands of dollars. For example: 00001 would translate to $1,000.00; 01000 would translate to $1,000,000.00.

This should represent the estimated cost to replace the building's gross floor area at current construction costs in accordance with current building and public safety codes, and standard construction methods. The replacement cost of fixed equipment in the building should be included.

STATE IDENTIFICATION BUILDING NUMBER

Enter the six digit State Identification Building Number recognized by the State Land Office and the Office of Facility Planning.

LANDMARK STATUS

Indicate with a "Y" if the building is listed on the National Register of Historic Buildings or on some other official listing that limits the character of changes that can be made in the building's use or appearance. Otherwise, leave this field blank.

DATE OF STUDY

Enter codes corresponding to the month during which the study takes place. Enter the four digits of the calendar year (including the century).

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

The facilities survey should reflect the 14th class day.

ACADEMIC YEAR

Enter the four digits of the beginning year of the academic/fiscal year; that is, if the academic year is 2001-2002, code 2001.

ROOM ANALYSIS

Data Element Name	Field Length	Field Type
File type	1 Value '1'	integer
Institution Code	2	varchar
Site Code	2	varchar
Building Code	4	varchar
Wing or Addition	1	varchar
Floor Level	1	varchar
Room Number	6	varchar
Room Area		integer
Primary Room Use Type	3	varchar
Capacity		integer
Type of Seating	1	varchar
Teaching Station Type	1	varchar
PCS/Function Use	2	varchar
Date of Study	7(MM/YYYY)	varchar
Academic Year	4(YYYY)	varchar

ROOM ANALYSIS

Every room on the room master file must be code in a building which is on the building master file. Likewise, there shall be no buildings which do not contain any rooms. If a building is an open shed or warehouse, code one room in the building giving the room the same net square feet as the gross square feet.

INSTRUCTIONS FOR ENTERING INFORMATION

FILE TYPE

The code number "1" is placed in this field on the room analysis data.

INSTITUTION CODE

Enter the two-character code developed by the Board of Regents for Louisiana institutions as found in Appendix A of this manual.

SITE CODE

The site code will be 00 for all campuses.
**LSU AG has additional sites that will require a specific site code. See Appendix A.

BUILDING CODE

Enter the building's code number.

WING OR ADDITION

Using the code below, enter the letter which best describes the wing or other added extension to the building in which the room is located:

N North wing
P Second north wing
Q Third north wing
S South wing
T Second south wing
U Third south wing
E East wing
F Second east wing
G Third east wing
W West wing
X Second west wing

Y Third west wing
Z Other addition
BLANK If no wings exist

FLOOR LEVEL

Enter the code below which best describes the floor level **or** leave this field blank.

A Attic
M Mezzanine
L Balcony and other loft-type levels
S Library stack area
B Basement level, where finished floor level is more than three feet below average exterior grade abutting the exterior wall, regardless of whether the institution refers to this level as basement or ground floor or other.

ROOM NUMBER

Enter the room number.

If the building is a dormitory and all of the rooms have the same area and room use, please code one room number with the total room area. Coding each room individually is not necessary.

ROOM AREA

Enter the area of the room rounded to the nearest square foot. All rooms must have an area.

Assignable area is the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant. Room area must also be reported for non-assignable areas, those spaces defined as custodial, circulation, mechanical, and structural areas. Refer to Appendix F, page Schematics - Page 2 for a schematic drawing.

All assignable areas should be computed by measuring from the inside finishes of surfaces which form the boundaries of the designated areas. Do not include unusable areas having less than 6'6" clear head room.

Include space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, garages) which can be put to useful purposes in accomplishing the institution's mission. Deductions should not be made for necessary building columns and projections.

PRIMARY ROOM USE TYPE

Refer to the Room Use Classification Code in Appendix D of this manual. Enter the **primary or principal room use**. It is recommended that primary be evaluated in terms of *time*, the human activity element which focuses on *use*, rather than *space*.

Nonassignable Area: that portion of the building area not available for assignment to building occupants, but necessary for general operation. By definition, nonassignable area consists exclusively of: circulation, custodial, mechanical, and structural areas.

Custodial Area (010): the sum of all areas of a building used for its protection, care, and maintenance. The basis for measurement should be from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas with less than 6'6" clear head room. It should include areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms. It should not include central physical-plant shop areas, nor special-purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls. Refer to Appendix F, Schematics - Page 3 for a schematic drawing.

Circulation Area (020): required for physical access to some subdivision of space whether directly bound by partitions or not. The basis for measurement should be computed by measuring from the inner faces of walls or partitions which enclose horizontal spaces used for such purposes. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas having less than 6'6" clear head room. It should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges. When determining corridor areas, only horizontal spaces required for general access should be included-not aisles used only for circulation within office suites, auditoriums, or other working areas. Refer to Appendix F, Schematics - Page 4 for a schematic drawing.

Mechanical Area (030): that portion of the gross-area designed to house mechanical equipment, utility services, and nonprivate toilet facilities. The basis of measurement should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas. Do not include unusable areas with less than 6'6" clear head room. It should include, but not be limited to, mechanical areas in central utility plants, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical-service shafts, meter and communications closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public). Deductions should not be made for necessary building columns and projections. Refer to Appendix F, Schematics - Page 5 for a schematic drawing.

CAPACITY

Enter the actual number of chairs or places where people may be assigned at one time while performing in accordance with the primary use of the room. In shop areas, the station count represents the number of operable machines. In toilet rooms, the primary station count refers only to the number of toilets and/or urinals. Capacity is absolutely necessary for the following room types:

110 Classrooms
210 Laboratories
220 Special-Class Laboratory
230 Individual-Study Laboratory
250 Nonclass Laboratory
350 Conference Room
410 Reading/Study Room
420 Stack
430 Open-Stack Reading Room
523 Athletic Facilities Spectator Seating
610 Assembly
630 Food Facility
680 Meeting Room
810 Patient Bedroom
890 Staff On-Call Facility
910 Sleep/Study without Toilet/Bath
920 Sleep/Study with Toilet/Bath

The actual student stations should be reported for constant or fixed seats. The optimum student stations should be reported for movable stations. Optimum student stations is the most seats possible without overcrowding. For instance, a room may be designed to hold fifteen student stations but has only twelve chairs at the moment; the number of stations would be fifteen. Conversely, if current safety codes limit occupancy to fifteen and there are twenty chairs, the station count should be fifteen.

The number of stations in a laboratory is often determined by the fixed equipment in the room, such as sinks and counter space, or fume hoods. NOTE: where a station is designed to accommodate two or three students rather than just one, count the number of students who will be served.

If no capacity is given the facilities database computes on as follows:

Room Type 110 - Net Assignable Square Feet
15 Square Feet

Room Type 210, 220, 250 - Net Assignable Square Feet
50 Square Feet

Room Type 310 - Capacity = 1

Room Type 520, 540, 550 - Net Assignable Square Feet
150 Square Feet

TYPE OF SEATING

Enter the code number descriptive of the primary seating in the room, using the codes below:

1 Fixed seating
2 Movable seating
3 Fixed work stations with fixed, movable or no seating
4 Toilet room fixtures (toilets and/or urinals)
BLANK None or none determinable

TEACHING STATION TYPE (TEACHING EQUIPMENT)

This item is to be used to describe the type of teaching station equipment that is located in the room. Use one of the codes below:

1 Laboratory equipped table
2 Teaching lectern, table-mounted
3 Teaching podium, floor-mounted
4 Teaching desk-chair combination
5 Teaching platform
6 Other

PROGRAM CLASSIFICATION STRUCTURE CODE (PCS/FUNCTION USE)

Refer to Appendix E of this manual for the PCS code. Enter the PCS code which most closely relates to the room's primary utilization. "00" is an exclusive functional code to identify only space which is not assignable by definition (may be used with room types "010", "020", or "030").

STATE IDENTIFICATION BUILDING NUMBER

Enter the six digit State Identification number recognized by the State Land Office and the Office of Facility Planning.

YEAR AND MONTH OF STUDY

Enter codes corresponding to the month during which the study takes place. Enter the four digits of the calendar year (including the century).

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

The facilities survey should reflect the 14th class day.

ACADEMIC YEAR

Enter the four digits of the beginning year of the academic/fiscal year; that is, if the academic year is 2001-2002, code 2001.

SPACE UTILIZATION

Data Element Name	Field Length	Field Type
File type	1 Value '4'	integer
Institution Code	2	varchar
Site Code	2	varchar
Building Code	4	varchar
Room Number	6	varchar
Course Name	12	varchar
Course Number	6	varchar
Section Number	4	varchar
Enrollment	4	integer
Auditing Enrollees	2	integer
Time Class Begins	4	integer
Time Class Ends	4	integer
Day of Week on Which Class Meets		
Monday	1	binary
Tuesday	1	binary
Wednesday	1	binary
Thursday	1	binary
Friday	1	binary
Saturday	1	binary
Sunday	1	binary
Room Use Frequency	1	binary
Number of Weeks Room is in Use	2	integer
Semester of Study	1	varchar
Joint Class	1	binary
Inconsistent Class	1	binary
Date of Study	7(MM/YYYY)	varchar
Academic Year	4(YYYY)	varchar

SPACE UTILIZATION

The objective of the utilization study is to determine the actual usage of all areas used for instruction at institutions of higher education. **It is designed primarily to reflect the utilization of classrooms, class laboratories, and special class laboratories in regularly scheduled periods of instruction.** It is also to the institution's advantage to reflect utilization of specialized instructional areas, such as music practice rooms and language laboratories, which are used extensively although not on a scheduled basis.

INSTRUCTIONS FOR ENTERING INFORMATION

FILE TYPE

The code number "4" is placed in this column on the space utilization data.

INSTITUTION CODE

Enter the two-character code developed by the Board of Regents for Louisiana institutions as found in Appendix A of this manual.

SITE CODE

The site code will be 00 for all campuses.
**LSU AG has additional sites that will require a specific site code. See Appendix A.

BUILDING CODE

Enter the building number.

NOTE: Where credit hour producing activities are held in other than actual rooms on the campus (for instance, a physical education course on a practice field or a practice teaching course in a local high school), enter "0000" in building number and room number for this type of course but complete all other sections of the utilization sheet as though the entry were for a course conducted in an actual room on the campus.

If only part of a building is leased, send the information only on that part of the building being used by the institution.

ROOM NUMBER

Enter the room number for the room in which the class or activity is held.

NOTE: The same section of a course may be scheduled in two different rooms on different days (see "Special Types of Utilization"). When this situation occurs, make as many entries as there are different rooms used by the same section of a course.

COURSE NAME

Enter the course name. An obvious abbreviation must be used, and all abbreviations must be consistent, accurate, and identifiable.

COURSE NUMBER

Enter the catalog course number. For entries which reflect the utilization of specialized facilities (see "Special Types of Utilization"), place "Q" as the last character of the course number.

SECTION NUMBER

Each course must have a section number. .

An institution which wishes to distinguish between lecture and laboratory sessions may differentiate between these two sessions, by coding the last character of the section number as "R" for recitation or lecture and "L" for laboratory. This distinction is not, however, necessary to the proper operation of the utilization study.

ENROLLMENT (OR ACTIVITY PARTICIPANTS)

Enter the number of students enrolled in the course, or the number of participants in a non-credit hour producing activity. Enrollment should include students in all levels of instructions, and all participants in non-credit hour producing activity. For offices, enter the number of occupants. Do not include auditors in credit hour producing courses in these columns.

AUDITING ENROLLEES

Enter the number of auditors attending a credit hour producing course.

TIME CLASS OR ACTIVITY BEGINS

Enter the actual time at which the course or activity begins using a 24-hour clock basis. This field must be completed. For example: enter 1315 for a course beginning at 1:15 p.m.

If the class or activity is held at varying times (see "Special Types of Utilization"), make as many entries as there are different times.

TIME CLASS OR ACTIVITY ENDS

Enter the actual time at which the course or activity ends using a 24-hour clock basis. This field must be completed. For example: enter 1430 for a course ending at 2:30 p.m.

DAY OF WEEK ON WHICH CLASS MEETS

Enter the number "1" in the proper field for every day of the week on which the class meets or the activity takes place. For example, a class meeting on Monday, Wednesday, and Friday would be shown by entering "1" in the fields headed "Monday", "Wednesday", and "Friday". Do not fill in the fields for the days when the class does not meet. Do not use any number other than "1" to complete these columns.

ROOM USE FREQUENCY

Enter the code from the following list which indicates the scheduled use of the room (or in the case of credit hour producing activities in other than actual rooms, the scheduled meetings for the activity):

1 Weekly (every week)
2 Bi-weekly (every two weeks)
3 Tri-weekly (every three weeks)
4 Monthly (every month, or every four weeks)
5 Bi-monthly (every two months)
6 Tri-monthly (every three months)
7 Once a semester
9 Other

NUMBER OF WEEKS ROOM IS IN USE

Enter the total number of weeks of the academic period (see Semester of Study) during which the room is occupied or the activity is scheduled.

SEMESTER OF STUDY

Semester System:

A First term (fall)
B Second term (spring)
C Only one summer session (9 weeks)
D First summer session (6 weeks)
E Second summer session (6 weeks)

Tri-mester System:

F First term
G Second term
H Third term

Quarter System:

J First quarter (fall)
K Second quarter (winter)
L Third quarter (spring)
M Fourth quarter (summer)

STATE IDENTIFICATION BUILDING NUMBER

Enter the six digit State Identification Building Number recognized by the State Land Office and the Office of Facility Planning.

JOINT CLASS

Enter "1" for each course section which meets in the same room at the same time (day and hour). If not applicable, leave this field BLANK. Joint refers to classes which meet in the same room at the same time. The classes should have different section numbers.

INCONSISTENT CLASS

Enter "1" when this course section meets at irregular meeting places and/or irregular meeting times, or when this course is for thesis or independent research. Inconsistent class may be defined as "TO BE ARRANGED". If not applicable, leave this field BLANK (no entry). If Inconsistent Class="1" the following fields may be left BLANK (no entry): building, room number, time class begins, and time class ends

DATE OF STUDY

Enter codes corresponding to the month during which the study takes place. Enter the four digits of the calendar year (including the century).

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

The facilities survey should reflect the 14th class day.

ACADEMIC YEAR

Enter the four digits of the beginning year of the academic/fiscal year; that is, if the academic year is 2001-2002, code 2001.

SPECIAL TYPES OF UTILIZATION

Care must be taken to accurately reflect the utilization of specialized facilities, such as language laboratories and music practice rooms.

UTILIZATION OF NON-CREDIT HOUR GENERATING UTILIZATION

1- Determine the number of students using the facility. General indications of this information would be (1) the number of students enrolled in a music course for which a given amount of practice is required, or (2) the portion of the carrels located in a language laboratory which are in actual use when the laboratory is open.

2- Determine the approximate time students will utilize the facilities during the week.

3- Using an imaginary course enter the data for this utilization in the same manner as for a scheduled class (see "Instructions for Entering Information"), as follows:

a) Course Name - if this utilization of specialized facilities normally accompanies a course for which credit is given, for instance MUSIC 84, the course name for the specialized facilities should be similar to the actual course name, i.e., "Music Prac.". When this utilization of specialized facilities normally accompanies a course for which credit is given, the utilization of specialized facilities should be shown as the succeeding entry to the actual course. When this utilization does not accompany an actual course for which credit is given, the course name should nevertheless be indicative of the type of utilization (for instance, "Lang. Lab." or "French Prac."). In this example, "Prac." is used as an abbreviation for "practice."

b) Course Number - when the utilization of specialized facilities normally accompanies a course for which credit is given, use the actual course number (in the preceding example - 84) with the suffix "Q" coded as the last character. If the utilization of specialized facilities does not accompany a course for which credit is given, enter the code "9999" in the Course Number field.

c) Section Number - when the utilization of specialized facilities normally accompanies a course for which credit is given, use the actual section number of the credit course with the suffix "Q" coded as the last character. If the utilization of specialized facilities does not accompany a course for which credit is given, enter the code "999" in the Section Number field.

d) Enrollment - enter the enrollment figure determined in "1" above.

e) Class beginning and ending times and days of use - use a time which in conjunction with the enrollment reported in the Enrollment field will result in actual hours of use. For instance, if a music practice room is used by five different students for one hour each daily for six days per week, this information can be shown in two ways: (1) enrollment can be shown as "1", and class beginning and ending time can be shown as 1300 to 1800 six times a week; or (2) enrollment can be shown as "5" with class beginning and ending times as 1300 to 1400 six days a week. Any combination of enrollees and class beginning and ending times which will reflect the true utilization of these facilities may be employed for those specialized facilities.

f) Room numbers, building numbers, frequency, number of weeks during which the room is used, and the semester of the study should be entered in the proper column as if the entry were for a regularly scheduled class (see "Instructions for Entering Information").

GENERATION OF CREDIT HOURS IN AREAS OTHER THAN ROOMS LOCATED ON THE CAMPUS

The generation of credit hours in a regularly scheduled course which is not conducted in existing facilities on the campus should be reported as follows:

a) Course name and number and section number should be entered in the proper field as if the entry were for a regularly scheduled class in an existing room on the campus (see "Instructions for Entering Information").

b) Enrollment must reflect actual enrollment. For instance, in a physical education class conducted on a practice field, in which there are twenty students enrolled, the enrollment should be shown as "20". In the case of practice teaching where there are ten different students assigned to ten different public or private elementary or secondary schools, but all enrolled in the same course, this data can be shown as one entry with enrollment of "10" regardless of where the instruction actually takes place.

c) Class beginning and ending times and days of the week should be entered in the proper column as if the entry were for a regularly scheduled class in an existing room on the campus (see "Instructions for Entering Information").

d) Room Number - enter "0000" in these columns.

e) Building Number - enter "0000" in these columns.

f) Frequency, number of weeks of use, and semester of study should be entered as if the entry were for a course conducted in an actual room on the campus (see "Instructions for Entering Information").

UTILIZATION OF FACULTY OFFICES

The term "Faculty Offices" includes offices assigned to faculty members, offices used by secretaries or other clerical assistants who are assigned to faculty members, and offices assigned to graduate students who fulfill an instructional function.

Only the following fields should be completed for such offices:

a) Course Name enter "FAC OFF". Do not use any other abbreviation or any other wording to indicate a faculty office.

b) Enrollment - enter the number of persons who normally occupy the office.

c) Complete Building Number and Room Number fields.

LECTURE AND LABORATORY SESSIONS WITH SAME COURSE NAME AND NUMBER

In those institutions which combine lecture and laboratory sessions and use the same course name and number for both sessions, two complete entries must be made for the course, one for the lecture and one for the laboratory, in order to properly credit the utilization of both classroom and laboratory space. Each entry must be completed as if it were a single entry. Specific instructions for reporting this type of scheduling are shown in the appropriate column headings in "Instructions for Entering Information." Instructions which desire to do so may distinguish between lecture and laboratory sessions by coding "R" for recitation or lecture in and "L" for laboratory as the last character of the section number .

Some courses are regularly scheduled for different hours on different days of the week. For example, the same section of English 101 may meet from 1300 to 1400 on Monday and from 1400 to 1500 on Tuesday. In this case, a separate entry must be made for each different time, in this example, two entries. A class with more than two different meeting times will require more than two entries. The succeeding entries should duplicate the first entry in all respects except: (1) the proper time should be shown in time class begins and time class begins, and (2) the proper day of the week on which the class meets should be shown in the Day of Week on Which Class Meets field.

CLASSES WHICH MEET IN DIFFERENT ROOMS

Some courses are regularly scheduled into different rooms and buildings on different days of the week. This situation includes the laboratory and lecture sessions mentioned above, but it also includes, for example, the section of Geography 400 which meets in Room 100 in Building 100 on Monday and Friday and Room 200 of Building 4 on Wednesday (all three being recitation or lecture periods). A separate entry must be completed for each separate meeting place. The succeeding entries should duplicate the first entry in all respects except: (1) the proper building and room number should be shown in the Building Number field and Room Number field, (2) when meeting times also change, the proper beginning and ending times of the periods of instruction should be shown in the Time Class Begins field and Time Class Ends field , (3) the proper day of the week should be shown in the Day of Week on Which Class Meets field.

LEGITIMATE CONFLICTS IN UTILIZATION

It is quite possible for an institution to legitimately report several entries with different course names and numbers and different section numbers scheduled in the same room in the same building at the same time. This occurs frequently in upper level courses with small enrollments. Enter "1" in the Joint Class field of the space utilization card for each course section which meets in the same room at the same time (day and hours). If not applicable, leave this field BLANK (no entry).

SHORT COURSE ENROLLMENT

Many institutions utilize their facilities for short term courses in their continuing education programs. In order to reflect this type utilization, complete the entries as though for a regularly scheduled, full academic period course, except:

a) Course Number - enter the letter "Z" as the last character of the Course Number to indicate short course enrollments. (For the purposes of this study, these short courses must have names, course numbers and sections as required for routine academic courses.)

b) Room Use Frequency - indicate by the code shown in "Instructions for Entering Information" the frequency during which short courses are held.

c) Number of Weeks Room in Use - enter the total number of weeks duration of the short course.

d) Semester of Study - indicate by the code shown in "Instructions for Entering Information" the semester during which the short course is held.

INVENTORY OF LAND HOLDINGS

Data Element Name	Field Length	Field Type
File type	1 Value ‘3’	integer
Institution Code	2	varchar
Site Code	2	integer
Location of Land Parish	2	varchar
Location of Land State	2	varchar
Ownership of Land	1	varchar
Classification of Land	1	integer
Number of Acres		integer
Book Values		integer
Date of Study	7(MM/YYYY)	varchar
Academic Year	4(YYYY)	varchar

LAND HOLDINGS

INSTRUCTIONS FOR ENTERING INFORMATION

FILE TYPE

The code number "3" is placed in this column on the land holdings data.

INSTITUTION CODE

Enter the two-character code developed by the Board of Regents for Louisiana institutions as found in Appendix A of this manual.

SITE CODE

The site code will be 00 for all campuses.
**LSU AG has additional sites that will require a specific site code. See Appendix A.

LOCATION OF LAND PARISH

If the location of the land is in Louisiana, enter the code below which best describes the location of parcels of land owned or occupied by the institution.

PARISH CODES

Acadia	01	Madison	33
Allen	02	Morehouse	34
Ascension	03	Natchitoches	35
Assumption	04	Orleans	36
Avoyelles	05	Ouachita	37
Beauregard	06	Plaquemines	38
Bienville	07	Pointe Coupee	39
Bossier	08	Rapides	40
Caddo	09	Red River	41
Calcasieu	10	Richland	42
Caldwell	11	Sabine	43
Cameron	12	St. Bernard	44
Catahoula	13	St. Charles	45
Claiborne	14	St. Helena	46
Concordia	15	St. James	47
DeSoto	16	St. John	48
E. Baton Rouge	17	St. Landry	49
E. Carroll	18	St. Martin	50
E. Feliciana	19	St. Mary	51

Evangeline	20	St. Tammany	52
Franklin	21	Tangipahoa	53
Grant	22	Tensas	54
Iberia	23	Terrebonne	55
Iberville	24	Union	56
Jackson	25	Vermilion	57
Jefferson	26	Vernon	58
Jefferson Davis	27	Washington	59
Lafayette	28	Webster	60
Lafourche	29	W. Baton Rouge	61
LaSalle	30	W. Carroll	62
Lincoln	31	W. Feliciana	63
Livingston	32	Winn	64

LOCATION OF LAND STATE

If the location of land is outside of Louisiana, enter the code below which best describes the location of parcels of land owned or occupied by the institution.

OUT-OF-STATE CODES

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA

Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO	Foreign Country	XX

OWNERSHIP OF LAND

Using the code below, enter the appropriate category of ownership for each parcel used or occupied by the institution at the location listed.. Where parcels have different categories of ownership, enter the code below on the succeeding lines and complete all other items in the form.

1. Owned Fee Simple.
Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

2. Not owned by the institution, but leased or rented to the institution at a typical local rate.
Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
Not owned by the institution, but shared with an educational organization that is not postsecondary educational institution.
Not owned by the institution, but shared with another postsecondary educational institution.
Other (e.g. not owned by the institution, but shared with a non-educational institution).

CLASSIFICATION OF LAND

1. Agricultural Land. Farmland or land whose primary purpose is raising crops, livestock, etc., or performing related experiments.

2. Other Land. all remaining parcels of land.

Land should be classified according to one of the two categories above. Approximation of primary land use must of necessity be at the discretion of the institution.

NUMBER OF ACRES

Enter the number of acres associated with each category of ownership listed. Note that it will be necessary to classify acreage on the basis of two variables: location and ownership.

BOOK VALUE

Enter the book value of the acreage listed in thousands of dollars.

YEAR AND MONTH OF STUDY

Enter codes corresponding to the month during which the study takes place. Enter the four digits of the calendar year (including the century).

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

The facilities survey should reflect the 14th class day.

ACADEMIC YEAR

Enter the four digits of the beginning year of the academic/fiscal year; that is, if the academic year is 2001-2002, code 2001.

SYSTEM/INSTITUTION CODES

APPENDIX A

SYSTEM/INSTITUTION CODES

BOR	SITE*	UNIVERSITY OF LOUISIANA SYSTEM
12	00	GRAMBLING STATE UNIVERSITY
13	00	LOUISIANA TECH UNIVERSITY
14	00	MCNEESE STATE UNIVERSITY
15	00	NICHOLLS STATE UNIVERSITY
16	00	UNIVERSITY OF LOUISIANA AT MONROE
17	00	NORTHWESTERN STATE UNIVERSITY
18	00	SOUTHEASTERN LOUISIANA UNIVERSITY
19	00	UNIVERSITY OF LOUISIANA AT LAFAYETTE
27	00	UNIVERSITY OF NEW ORLEANS
		LOUISIANA STATE UNIVERSITY SYSTEM
20	00	SYSTEM OFFICE
21	00	LSU-ALEXANDRIA
22	00	LSU-BATON ROUGE
23	00	LSU-EUNICE
24	00	LSU-SHREVEPORT
25	00	LSU-MEDICAL CENTER-NEW ORLEANS
26	00	LSU-MEDICAL SCHOOL-SHREVEPORT
28	00	LSU AGRICULTURAL SCIENCES & RURAL DEVELOPMENT
28	01	BURDEN RESEARCH CENTER
28	02	BEN-HUR RESEARCH CENTER
28	03	PERKINS ROAD RESEARCH CENTER
28	04	LEE AG. CENTER-ALEXANDRIA
28	05	FRUIT & TRUCK-HAMMOND
28	06	IBERIA LIVESTOCK-JEANERETTE
28	07	IDLEWILD-CLINTON
28	08	NORTH LOUISIANA-CALHOUN
28	09	HILL FARM-HOMER
28	10	NORTHEAST LOUISIANA-ST. JOSEPH
28	11	PECAN RESEARCH-SHREVEPORT
28	12	PLAQUEMINES-PORT SULPHUR
28	13	RED RIVER VALLEY-BOSSIER CITY
28	14	RICE-CROWLEY
28	15	ST. GABRIEL-ST. GABRIEL
28	16	SOUTHEAST-FRANKLINTON
28	17	SWEET POTATO-CHASE
28	18	WEST LOUISIANA-ROSEPINE
28	19	CAMP JESSIE HARRISON-COLFAX
28	20	LIVESTOCK SHOW-COVINGTON

28	21	LIVESTOCK SHOW-DELHI
28	22	MACON RIDGE-WINNSBORO
28	23	LEE MEMORIAL FOREST-BOGALUSA
28	24	CAMP GRANT WALKER-POLLOCK
28	25	AG CENTER
29	00	LSU-LAW CENTER

SOUTHERN UNIVERSITY SYSTEM

31	00	SOUTHERN-BATON ROUGE
32	00	SOUTHERN-NEW ORLEANS
33	00	SOUTHERN-SHREVEPORT
34	00	SOUTHERN-LAW CENTER

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM

41	00	BATON ROUGE COMMUNITY COLLEGE
42	00	BOSSIER PARISH COMMUNITY COLLEGE
43	00	DELGADO COMMUNITY COLLEGE
44	00	NUNEZ COMMUNITY COLLEGE
45	00	RIVER PARISHES COMMUNITY COLLEGE
46	00	SOUTH LOUISIANA COMMUNITY COLLEGE
47	00	LOUISIANA DELTA COMMUNITY COLLEGE
48	00	LCTCS ON-LINE
60	00	LOUISIANA TECHNICAL COLLEGE
61	00	L.T.C. - ACADIAN
62	00	L.T.C. - CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE (Formerly Alexandria Campus)
64	00	L.T.C. - AVOYELLES
65	00	L.T.C. - BASTROP
66	00	L.T.C. - CAPITAL AREA TECHNICAL COLLEGE (Formerly Baton Rouge Campus)
67	00	L.T.C. - CHARLES B. COREIL
68	00	L.T.C. - DELTA OUACHITA
69	00	L.T.C. - EVANGELINE
70	00	L.T.C. - FLORIDA PARISHES
71	00	L.T.C. - FOLKES
72	00	L.T.C. - GULF AREA
73	00	L.T.C. - HAMMOND AREA
74	00	L.T.C. - HUEY P. LONG
76	00	L.T.C. - JUMONVILLE
77	00	L.T.C. - L.E. FLETCHER TECHNICAL COMMUNITY COLLEGE
78	00	L.T.C. - LAFAYETTE
79	00	L.T.C. – LAFOURCHE

7A	00	L.T.C. - LACOMBE
7B	00	L.T.C. - LIVINGSTON
80	00	L.T.C. - LAMAR SALTER
81	00	L.T.C. - MANSFIELD
83	00	L.T.C. - NATCHITOCHES
84	00	L.T.C. - NORTH CENTRAL
85	00	L.T.C. - NORTHEAST
86	00	L.T.C. - NORTHWEST LOUISIANA TECHNICAL COLLEGE (Formerly Northwest Campus)
87	00	L.T.C. - OAKDALE
88	00	L.T.C. - RIVER PARISHES
89	00	L.T.C. - RUSTON
9B	00	L.T.C. - WESTSIDE
9C	00	L.T.C. - SOUTH CENTRAL LOUISIANA TECHNICAL COLLEGE (Formerly Young Memorial Campus)
9D	00	L.T.C. - ST. CHARLES
90	00	L.T.C. - SABINE VALLEY
91	00	L.T.C. - SHELBY JACKSON
92	00	L.T.C. - SHREVEPORT BOSSIER
95	00	L.T.C. - SOWELA
96	00	L.T.C. -NORTHSHORE TECHNNICAL COMMUNITY COLLEGE (Formerly Sullivan Campus)
97	00	L.T.C. - T. H. HARRIS
99	00	L.T.C. - TECHE AREA
10	00	LUMCON

*Federal Interagency Committee on Education

PARISH CODES

APPENDIX B

PARISH CODES

Acadia	01	Madison	33
Allen	02	Morehouse	34
Ascension	03	Natchitoches	35
Assumption	04	Orleans	36
Avoyelles	05	Ouachita	37
Beauregard	06	Plaquemines	38
Bienville	07	Pointe Coupee	39
Bossier	08	Rapides	40
Caddo	09	Red River	41
Calcasieu	10	Richland	42
Caldwell	11	Sabine	43
Cameron	12	St. Bernard	44
Catahoula	13	St. Charles	45
Claiborne	14	St. Helena	46
Concordia	15	St. James	47
DeSoto	16	St. John	48
E. Baton Rouge	17	St. Landry	49
E. Carroll	18	St. Martin	50
E. Feliciana	19	St. Mary	51
Evangeline	20	St. Tammany	52
Franklin	21	Tangipahoa	53
Grant	22	Tensas	54
Iberia	23	Terrebonne	55
Iberville	24	Union	56
Jackson	25	Vermilion	57
Jefferson	26	Vernon	58
Jefferson Davis	27	Washington	59
Lafayette	28	Webster	60
Lafourche	29	W. Baton Rouge	61
LaSalle	30	W. Carroll	62
Lincoln	31	W. Feliciana	63
Livingston	32	Winn	64

STATE CODES

APPENDIX C

STATE CODES

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO	Foreign Country	XX

ROOM USE CODES: DEFINITIONS, DESCRIPTIONS, AND LIMITATIONS
USOE

100 - CLASSROOM FACILITIES

GENERAL

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

110 CLASSROOM

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

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

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditorium (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room and by its restrictive use. If a room is restricted to a single or closely related group of disciples by special equipment or room configuration, it is a laboratory (see 200 series).

115 CLASSROOM SERVICE

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

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

Limitations: Does not include projection rooms, coatrooms, preparation rooms, closets, or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

140 COMPUTER CLASSROOM

Definition: A room available to students for formal and regularly scheduled instruction that require specific computer equipment and furniture. These rooms will also typically be equipped similar to a classroom with such attributes as teaching surfaces (chalkboard/whiteboard), projection screen, video projector, lighting controls, etc. A range of 20-50 seats, with flat floor and furnished with computer workstations.

200-LABORATORY FACILITIES

GENERAL

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research laboratories through the use of extension or special codes.

NOTE: Within comprehensive research universities, it is difficult to draw precise lines between instruction and research activities. At institutions with medical and health science programs, it is even more complicated because of the difficulty in distinguishing between patient care and instruction or research activities. The problem of joint activities makes the classification of space very difficult.

The complexity of "research" and how it may affect room use classification decisions needs discussion at the institutional level. In general, there are three categories of research activities: externally budgeted or funded projects or centers, and separately organized centers or projects that are funded from institutional resources departmental research activities that are neither separately budgeted or organized; and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

When this complexity exists, institutions may elect to use standard room use codes for laboratories, office space, etc., and rely upon the actual activities of the faculty and staff housed within the space to determine the distinction between instruction and research. The room inventory data elements include a designation of function as a separate code for each room. If combined with financial and activity information, the combination of function and room use code can accurately represent allocations of space for research more effectively and accurately than reliance upon only the room use code.

210 CLASS LABORATORY

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

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

Limitations: Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see 220). This category does not include rooms generally defined as Research/Nonclass Laboratories (250). It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

215 CLASS LABORATORY SERVICE

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

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

Limitations: Does not include service rooms that support classrooms (see 115), Open Laboratories (225), or Research/Nonclass Laboratories (255). Animal Quarters (570) and Greenhouses (580) are categorized separately.

220 OPEN LABORATORY

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

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories, if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to

specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410).

Limitations: Laboratories with formally or regularly scheduled classes are class Laboratories (210). This category also does not include rooms defined as Research/Nonclass Laboratories (250). A room that contains equipment (e.g., typewriters, microcomputers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study room (410).

225 OPEN LABORATORY SERVICE

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

Description: Includes only those rooms that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, cloak rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Research/Nonclass Laboratories (255). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

240 COMPUTER LABORATORY

Definition: A room used primarily for formally or regularly scheduled classes or unscheduled uses that require specific computer equipment and furniture. This special equipment normally limits or precludes the room’s use by other disciplines. A typical capacity range is 25-50 seats with a flat floor, student workstations, and support equipment such as printers or scanners. In addition these rooms will have a monitoring station.

250 RESEARCH/NONCLASS LABORATORY

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

Description: A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are

applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes labs that are used for experiments, testing or "dry runs" in support of instructional, research or public service activities. Nonclass public service laboratories which promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

Limitations: Student practice activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g. a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

255 RESEARCH/NONCLASS LABORATORY SERVICE

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

Description: Includes only those rooms that directly serve a research/nonclass laboratory. Included are projected rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Open Laboratories (225). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

260 SPECIAL USE LABORATORY

Definition: Special use labs are usually research related spaces that may not be assigned to a specific faculty or researcher and likely is a shared space. Furthermore, these areas are functionally unique usually because of specialized equipment being housed and used. Examples of these type of spaces include wind tunnels, wave tanks, electron microscopy rooms, NMR rooms, etc.

270 STUDIO LABORATORY

Definition: A room used for formal and informal instruction typically with individual student workstations that require special purpose equipment or specific room configuration for experimentation, observation or practice in an academic discipline. These rooms are set up to be used for both scheduled instruction and individual student project work. A range of 15-25 seats with flat floor and furnished with student workstations.

280 PROJECT ROOM

Definition: A room or group of rooms used by faculty and/or students to complete projects or assignments outside of a formal or regularly scheduled instructional facility such as a classroom or laboratory. These rooms are usually open and accessible at any time of the day for one or more persons to use to complete projects assigned during a class. These rooms are typically furnished with tables and chairs so that students may work in groups. Other equipment such as computers and printers may also be provided.

290 COLLECTIONS

Definition: A room or group of rooms that directly serves one or more teaching and/or research laboratories as an extension of the activities in those rooms. These rooms are used to process and store specimen or artifact collections. These rooms may contain special environmental equipment to help maintain and preserve the collection, and will typically have special storage or display cabinets so that the collection can be documented and organized for easy retrieval. Examples of these types of rooms include herbariums, insect collections, etc.

300 - OFFICE FACILITIES

GENERAL

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310 OFFICE

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

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

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technical or staff member, are classified according to the primary use of the room, rather than an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). A combination office, studio or research/nonclass laboratory should be coded according to its primary use if multiple room use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

313 CLERICAL OFFICE

Definition: A clerical office is typically assigned to one or more persons as a station or work area, includes personnel that do not require private office space and do not generally meet with visitors in their space, and whose duties are primarily of a clerical nature. Examples include: Secretary, Clerk; Bookkeeper; etc. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations or other office equipment.

314 STAFF OFFICE

Definition: A staff office is typically assigned to one or more persons as a station or work area that may or may not require privacy. Positions may include any Principal Administrator with supervisory responsibilities or professional positions requiring specialized knowledge or training that by the nature of their work require a private office. The offices generally require space to meet with 2 or 3 visitors. Examples include; Office Manager; Foreman; Administrative Supervisor; etc. Personnel examples are: Computer Programmer; Academic Advisor; Administrative Analyst; Budget Office; etc. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations or other office equipment.

315 OFFICE SERVICE

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

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

Limitations: Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as office service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

320 GRADUATE STUDENT OFFICE

Definition: A graduate student office is typically assigned to one or more persons as a station or work area for graduate students or post doctoral students who are on stipend that do not require private office space, and whose duties may be clerical, instructional or research related as assigned by their assigned unit. This includes the headcount of all graduate students with a teaching or research assignment. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations or other office equipment.

325 DEPARTMENT HEAD OFFICE

Definition: A department head office is typically assigned to one principal administrator who had administrative and supervisory responsibilities over an entire department or division as a station or work area that requires privacy. The offices generally require space to meet with three or more visitors. Because of the position a larger office is usually required. Examples include: Department Chair; Director; Dean; Provost; President or any Department Head that requires a

larger office. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations or other office equipment.

350 CONFERENCE ROOM

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

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

Limitations: Does not include classrooms, seminar rooms, lecture rooms, auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

355 CONFERENCE-ROOM SERVICE

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

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

Limitations: Excluded are service rooms that support meeting rooms (see 685) or offices (see 315).

400 - STUDY FACILITIES

GENERAL

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, study service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

410 STUDY ROOM

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

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study 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, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations: Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

420 STACK

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

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

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see 225), book storage rooms for classrooms (see 115), music for general listening enjoyment (see 675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), which are for exhibition use as opposed to a study resource (see 620).

430 OPEN-STACK STUDY ROOM

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

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

Limitations: Does not include Study Rooms (410) which have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see 410) and stack areas (see 420) into separate room records. As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

440 PROCESSING ROOM

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

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

Limitation: Areas which serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 STUDY SERVICE

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

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

Limitations: Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 - SPECIAL USE FACILITIES

GENERAL

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

510 ARMORY

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

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

Limitations: Conventional room use types such as classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 ARMORY SERVICE

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

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

Limitations: Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code (e.g., 115-Classroom Service, 215-Class Laboratory Service, 315-Office Service, and 455-Study Service).

520 ATHLETIC/PHYSICAL EDUCATION

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

Description: Includes gymnasia, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting

areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This room use code does distinguish instructional from intercollegiate, intramural or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction.

523 ATHLETIC FACILITIES SPECTATOR SEATING

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

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

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

525 ATHLETIC/PHYSICAL EDUCATION SERVICE

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

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

Limitations: Does not include public rest rooms which should be classified as nonassignable building service space. Rooms which directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see 670) are classified Recreation Service (765). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 MEDIA PRODUCTION

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

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

Limitations: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Service (535) rooms if serving the primary

production or distribution room (see 530), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210, 220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710).

535 MEDIA PRODUCTION SERVICE

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

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

Limitations: Those rooms containing media materials, equipment or operations which serve a primary activity room other than a 530 should be assigned the appropriate corresponding service code.

540 CLINIC

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

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

Limitations: Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see 800 series). Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see 100 and 200 series) or testing or counseling rooms in non-health or non-discipline related programs (see 315).

545 CLINIC SERVICE

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

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

Limitations: Does not include rooms that serve separately organized health care facilities (see 800 series). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic or Physical Education Service, 645-Day Care Service).

550 DEMONSTRATION

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

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

Limitations: Does not include day care and development centers which are not used as part of an instructional program (see 640). 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 classified as Research/Nonclass Laboratories (250).

555 DEMONSTRATION SERVICE

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

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

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

560 FIELD BUILDING (FARM BUILDINGS)

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

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

Limitations: Animal quarters directly supporting research or instructional laboratories should be coded 570. Location of building, on or off the main campus, is not sufficient justification for classification as a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or nonfarm related vehicles (see 740).

570 ANIMAL QUARTERS

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

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

Limitation: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care [AAALAC]. Does not include areas for treatment of veterinary patient animals (see Health Care Facilities-800 series). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see 560).

575 ANIMAL-QUARTERS SERVICE

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

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

Limitations: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health Care Facilities-800 series).

580 GREENHOUSE

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

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

Limitations: 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 730).

585 GREENHOUSE SERVICE

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

Description: Includes equipment or materials storage areas and rooms generally referred to as headhouses.

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

590 OTHER

Definition: A category of last resort.

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

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

600 - GENERAL USE FACILITIES

GENERAL

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

610 ASSEMBLY

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

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

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 ASSEMBLY SERVICE

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

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

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable (circulation) space. A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 EXHIBITION

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

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the laboratory (200 series).

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g. departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see 200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), which are for study resource as opposed to exhibition use (see 420).

625 EXHIBITION SERVICE

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

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

Limitation: Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as classroom service or laboratory service areas.

630 FOOD FACILITIES

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 (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters or tables and sit-down lunch or vending rooms that serve a shop facility are included in this category.

Limitations: Vending area not provided with seating, counters or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is

adjacent to a specific room for consuming the products (e.g., a 635-vending room serving a 630-dining hall).
Lounges (650) with vending machines that are incidental to the primary use of the room (i.e., relation) are coded as part of the lounge, if within the room, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see 650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550, 640); staff-only eating or break rooms in these facilities are classified as service areas (see 555, 645).

635 FOOD FACILITIES SERVICE

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

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

640 Day Care

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

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

Limitations: Does not include those support rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms (see 645). This category also does not include demonstration houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process (see 550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 DAY CARE SERVICE

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

Description: Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.
Limitation: Does not include those rooms (e.g., child training rooms, playrooms-see 640) where primary day care activities are conducted. Rest rooms designed for child training should be coded 640; staff-only rest rooms should be coded 645. Kitchen or food preparation areas in a day care facility are classified as service areas (see 645). Staff eating or break areas should be coded 645, whereas eating or training areas for children are classified as primary activity space (see 640). Staff office areas should be coded 310.

650 LOUNGE

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

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

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 615-Assembly Service). 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
that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as 880.

655 LOUNGE SERVICE

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

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

Limitations: 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 635-Food Facility Service).

660 MERCHANDISING

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

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

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine room that directly serves a dining, lounge or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (900 series). Cashiers' desk that serve a specific recreational facility or area are classified as service space for that area (see 670, 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 MERCHANDISING SERVICE

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

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

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

670 RECREATION

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

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for

recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas Athletic or Physical Education (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.

Limitations: 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 and other areas primarily used for physical education, intramural or intercollegiate athletic activities (see 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study rooms are also excluded from this category (see 410).

675 RECREATION SERVICE

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

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

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as service rooms (see 525) to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 MEETING ROOM

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

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category.

Meeting rooms may be configured like classrooms (i.e., with participants focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685 MEETING ROOM SERVICE

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

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

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (355) or Assembly Facility (615).

700 - SUPPORT FACILITIES

GENERAL

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

710 CENTRAL COMPUTER OR TELECOMMUNICATIONS

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

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

Limitations: Does not include office space (see 310) assigned to programmers, analyst, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (e.g., repair or modification only) should be classified as nonassignable mechanical space.

715 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

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

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

Limitations: Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see 310), primary equipment (computer, I/O device) rooms (see 710), and office areas containing data processing or networking office service equipment or materials (see 310, 315). Also does not include rooms directly supporting study rooms (see 455) or laboratories (see 215, 225, 255) that contain special computer equipment used for study, instruction or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

720 SHOP

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

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

Limitations: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as

Media Production (530). Architectural and engineering drafting rooms serving the physical plant operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution (535). Also excludes costume and scene "shops" serving theater areas (see 615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 SHOP SERVICE

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

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

Limitations: Does not include service areas for class laboratories (see 215) or research/nonclass laboratories (see 255). Also does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Rooms directly serving media production or distribution facilities are coded 535. Sit-down lunch or vending rooms that serve a shop facility are classified Food Facility (630).

730 CENTRAL STORAGE

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

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

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

warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

731 DEPARTMENTAL STORAGE

Definition: A room or group of rooms that is used to store equipment or materials that serves an individual department or division. The concept of departmental is key to applying this code correctly. This type of space differs from service rooms such as office service in that it may be used by an entire department or division and is used to store items that are necessarily accessed on a daily basis.

735 CENTRAL STORAGE SERVICE

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

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

Limitations: Only those rooms directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

740 VEHICLE STORAGE

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

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

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see 560).

745 VEHICLE STORAGE SERVICE

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

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

Limitation: Does not include shops as defined in Shop (720) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as such (see 310).

750 CENTRAL SERVICE

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

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

755 CENTRAL SERVICE SUPPORT

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

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

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

760 HAZARDOUS MATERIALS

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

Description: Hazardous or toxic materials include any materials which have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

Limitations: Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (see 215, 225, 255).

765 HAZARDOUS MATERIALS SERVICE

Definition: A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Includes those facilities that directly serve the Hazardous Materials (760) facility.

Limitations: Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional or research facilities.

800 - HEALTH CARE FACILITIES

GENERAL

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities; student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas 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

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

Description: This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with the 810 space or classified separately as 815. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations: Student residence quarters should be classified with the Residential Facilities (900 series) codes. Staff on-call rooms for resting and sleeping are coded 890. Does not include nonpatient animal shelters used for farm animals (see 560) or nonveterinary school laboratory animals (see 570).

815 PATIENT BEDROOM SERVICE

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

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

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation and

other work rooms that serve a nurse station (see 835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (see 575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 PATIENT BATH

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 315, 835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

830 NURSE STATION

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

Description: This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations: Rooms that are used as offices should be classified appropriately (see 310).

835 NURSE STATION SERVICE

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

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

Limitations: Rooms used as offices should be classified appropriately (see 310). Pharmacy and other central supply areas are classified Central Supplies (870). Areas directly serving patient bedrooms are coded 815. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

840 SURGERY

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Limitations: Does not include the various surgery support rooms that are used as a direct extension of surgery activities (see 845). Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see 850).

845 SURGERY SERVICE

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

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

Limitations: 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 Surgery (840).

850 TREATMENT/EXAMINATION

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac

catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment, examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see 840). Treatment/Examination (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 TREATMENT/EXAMINATION SERVICE

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

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

Limitations: Does not include service areas for diagnostic service laboratories (see 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 Treatment/Examination (850). Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

860 DIAGNOSTIC SERVICE LABORATORY

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

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

Limitations: 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/Examination (850) facilities.

865 DIAGNOSTIC SERVICE LABORATORY SUPPORT

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

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

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

870 CENTRAL SUPPLIES

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

Description: This classification, which serves central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

Limitations: Does not include central storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment); such areas should be classified Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 PUBLIC WAITING

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

Description: Included are lobby areas 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.

Limitations: Open lounges (see 650) and other service room lounges (e.g., patient lounge-see 815) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.

890 STAFF ON-CALL FACILITY

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

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

Limitations: Staff on-call rooms or quarters differ from open and service area lounges (see 650) in that specific provisions are made for sleeping, and use in restricted to staff who typically work a long shift. Bedrooms for patients should be coded 810; student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 STAFF ON-CALL FACILITY SERVICE

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

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

Limitations: Does not include storage and other support rooms that serve patient bedrooms (see 815). Also excluded are central supply areas (see 870).

900 - RESIDENTIAL FACILITIES

GENERAL

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

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see 630), recreational rooms (see 760), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910 SLEEP/STUDY WITHOUT TOILET/BATH

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

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

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Room (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see 630) that the food preparation area directly serves. The appropriate service code of 635 would then be applied.

919 TOILET OR BATH

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

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

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (see 920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 SLEEP/STUDY WITH TOILET OR BATH

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

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

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet Or Bath (910) and their corresponding external Toilet Or Bath (919) rooms are coded separately.

935 SLEEP/STUDY SERVICE

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

Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as Sleep/Study Service (935).

Limitations: Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see 630), toilet/bath areas for occupants of Sleep/Study rooms (see 919), Recreation (670) areas or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 APARTMENT

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

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). 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, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.

Limitations: Does not include single, freestanding structures (see 970) or any residential units that do not contain private cooking facilities (see 910, 920).

955 APARTMENT SERVICE

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

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms 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 (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities which have no internal cooking facilities (see 910, 920, 935). This category also excludes service rooms within a separate, freestanding residential unit (see 970).

970 HOUSE

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

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., 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. Should include fraternities and sorority houses only if owned by the institution.

Limitations: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

000 - UNCLASSIFIED FACILITIES

GENERAL

081 INACTIVE AREA

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

Limitations: Rooms being modified or not completed at the time of the inventory are classified 082 or 083.

082 ALTERATION OR AREA REQUIRING ALTERATION

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated or require being altered, remodeled or rehabilitated at the time of the inventory.

Limitations: Rooms inactive at the time of the inventory are 081 and those which are not complete are 083. These include rooms which are in need of alteration or remodeling but are not included in current remodeling or alteration plans.

083 UNFINISHED AREA

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

Limitations: Intended only for the unfinished part of a building or addition; the parts that are in use should be classified elsewhere.

NONASSIGNABLE AREAS

NONASSIGNABLE AREAS - That portion of the building area not available for assignment to building occupants, but necessary for general operation. By definition, nonassignable area consists exclusively of: circulation, custodial, mechanical, and structural areas.

010 CUSTODIAL AREA

Definition: The sum of all areas on all floors of a building used for building protection, care, maintenance and operation. This space should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas with less than 6'6" clear head room. Refer to Appendix F, page F-3 for a schematic drawing.

Description: This category should include such rooms as trashrooms, guardrooms, custodial rooms, custodial supply rooms, and custodial locker rooms.

020 CIRCULATION AREA

Definition: That portion of the gross area whether or not enclosed by partitions which is required for physical access to some subdivision of space. This space should be computed by measuring from the inner faces of walls or partitions which enclose horizontal spaces used for such purposes. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas having less than 6'6" clear head room. Refer to Appendix F, page F-4 for a schematic drawing.

Description: This category should include such rooms as corridors, elevator shafts, escalators, fire towers, stairways, leading platforms, elevator lobbies, tunnels, bridges.

030 MECHANICAL AREA

Definition: That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities, restrooms. This space should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas. Do not include unusable areas with less than 6'6" clear head room. Refer to Appendix F, page F-5 for a schematic drawing.

Description: This category should include such rooms as airduct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service shuts, nonprivate toilets (custodial and public).

040 STRUCTURAL AREA

Definition: That portion of the gross area which cannot be put to use because of the presence of structural features of the building. Precise computation by direct measurement is not contemplated under these definitions. Should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Refer to Appendix F, page F-6 for a schematic drawing. (No longer included in nonassignable area.)

SUMMARY OF ROOM USE CODES

100 - CLASSROOM FACILITIES

110 CLASSROOM

115 CLASSROOM SERVICE

140 COMPUTER CLASSROOM

200-LABORATORY FACILITIES

210 CLASS LABORATORY

215 CLASS LABORATORY SERVICE

220 OPEN LABORATORY

225 OPEN LABORATORY SERVICE

240 COMPUTER LABORATORY

250 RESEARCH/NONCLASS LABORATORY

255 RESEARCH/NONCLASS LABORATORY SERVICE

260 SPECIAL USE LABORATORY

270 STUDIO LABORATORY

280 PROJECT ROOM

290 COLLECTIONS

300 - OFFICE FACILITIES

310 OFFICE

313 CLERICAL OFFICE

314 STAFF NOTICE

315 OFFICE SERVICE

320 GRADUATE STUDENT OFFICE

325 DEPARTMENT HEAD OFFICE

350 CONFERENCE ROOM

355 CONFERENCE-ROOM SERVICE

400 - STUDY FACILITIES

410 STUDY ROOM

420 STACK

430 OPEN-STACK STUDY ROOM

440 PROCESSING ROOM

455 STUDY SERVICE

500 - SPECIAL USE FACILITIES

510 ARMORY

515 ARMORY SERVICE

520 ATHLETIC/PHYSICAL EDUCATION

523 ATHLETIC FACILITIES SPECTATOR SEATING

525 ATHLETIC/PHYSICAL EDUCATION SERVICE

530 MEDIA PRODUCTION

535 MEDIA PRODUCTION SERVICE

540 CLINIC

545 CLINIC SERVICE

550 DEMONSTRATION

555 DEMONSTRATION SERVICE

560 FIELD BUILDING (FARM BUILDINGS)

570 ANIMAL QUARTERS

575 ANIMAL-QUARTERS SERVICE

580 GREENHOUSE

585 GREENHOUSE SERVICE

590 OTHER

600 - GENERAL USE FACILITIES

610 ASSEMBLY

615 ASSEMBLY SERVICE

620 EXHIBITION

625 EXHIBITION SERVICE

630 FOOD FACILITIES

635 FOOD FACILITIES SERVICE

640 Day Care

645 DAY CARE SERVICE

650 LOUNGE

655 LOUNGE SERVICE

660 MERCHANDISING

665 MERCHANDISING SERVICE

670 RECREATION

675 RECREATION SERVICE

680 MEETING ROOM

685 MEETING ROOM SERVICE

700 - SUPPORT FACILITIES

710 CENTRAL COMPUTER OR TELECOMMUNICATIONS

715 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

720 SHOP

725 SHOP SERVICE

730 CENTRAL STORAGE

731 DEPARTMENTAL STORAGE

735 CENTRAL STORAGE SERVICE

740 VEHICLE STORAGE

745 VEHICLE STORAGE SERVICE

750 CENTRAL SERVICE

755 CENTRAL SERVICE SUPPORT

760 HAZARDOUS MATERIALS

765 HAZARDOUS MATERIALS SERVICE

800 - HEALTH CARE FACILITIES

810 PATIENT BEDROOM

815 PATIENT BEDROOM SERVICE

820 PATIENT BATH

830 NURSE STATION

835 NURSE STATION SERVICE

840 SURGERY

845 SURGERY SERVICE

850 TREATMENT/EXAMINATION

855 TREATMENT/EXAMINATION SERVICE

860 DIAGNOSTIC SERVICE LABORATORY

865 DIAGNOSTIC SERVICE LABORATORY SUPPORT

870 CENTRAL SUPPLIES

880 PUBLIC WAITING

890 STAFF ON-CALL FACILITY

895 STAFF ON-CALL FACILITY SERVICE

900 - RESIDENTIAL FACILITIES

910 SLEEP/STUDY WITHOUT TOILET/BATH

919 TOILET OR BATH

920 SLEEP/STUDY WITH TOILET OR BATH

935 SLEEP/STUDY SERVICE

950 APARTMENT

955 APARTMENT SERVICE

970 HOUSE

UNCLASSIFIED AREAS

081 INACTIVE AREA

082 ALTERATION OR AREA REQUIRING ALTERATION

083 UNFINISHED AREA

NONASSIGNABLE AREAS

010 CUSTODIAL AREA

020 CIRCULATION AREA

030 MECHANICAL AREA

040 STRUCTURAL AREA

PCS CODES
NACUBO

PROGRAM CLASSIFICATION STRUCTURE

10 INSTRUCTION: This category includes all activities that are part of an institution's instruction program. Credit and noncredit courses, for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included.

11 GENERAL ACADEMIC INSTRUCTION: Includes formally organized and/or separate instructional activities that are: 1) carried out during the academic year, 2) associated with academic disciplines, and 3) offered for credit as part of a formal postsecondary education degree or certificate program.

12 VOCATIONAL/TECHNICAL INSTRUCTION: Formally organized and/or separate instructional activities that are 1) carried out during the academic year, 2) usually associated with academic disciplines, and 3) offered for credit as part of a formal postsecondary education degree or certificate.

13 SPECIAL SESSION INSTRUCTION: Includes formally organized and/or separately budgeted instructional activities (offered either for credit or not for credit) that are carried out during a summer session, interim session, or other period not common with the institution's regular term.

14 COMMUNITY EDUCATION: Includes formally organized and/or separate instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate.

15 PREPARATORY/REMEDIAL INSTRUCTION: Includes formally organized and/or separate instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a postsecondary degree or certificate.

20 RESEARCH. This category should include all activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution.

21 INSTITUTES AND RESEARCH CENTERS

22 INDIVIDUAL AND PROJECT RESEARCH

30 PUBLIC SERVICE. This category should include activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution.

31 Community Services

32 Cooperative Extension Services

33 Public Broadcasting Services

40 Academic Support. This category should include support services for the institution's primary missions-instruction, research, and public service.

41 Libraries

42 Museums and Galleries

43 Educational Media Services

44 Academic computing Services

45 Ancillary support

46 Academic Administration

47 Academic Personnel Development

48 Course and Curriculum Development

50 Student Services. This category should include offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program.

51 Student Services Administration

52 Social and Cultural Development

53 Counseling and Career Guidance

54 Financial Aid Administration

55 Student Admissions

56 Student Records

57 Student Health Services

60 Institutional Support. This category should include 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) space management; 5) employee personnel and records; 6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; 7) support services to faculty and staff that are not operated as auxiliary enterprises; and 8) activities concerned with community and alumni relations, including development and fund raising.

61 Executive Management

62 Fiscal Operations

63 General Administrative and Logistical Services

64 Administrative Computing Services

65 Public Relations/Development

70 Operation and Maintenance of Plant. This category should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises, and independent operations

71 Physical Plant Administration

72 Building maintenance

73 Custodial Services

74 Utilities

75 Landscape and Grounds

76 Major Repairs and Renovations

77 Independent Operations

80 Non-Assignable

81 Inactive Area

82 Alternation or Area Requirinig Alteration

83 Unfinished Area

90 Auxiliary Enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

91 Auxiliary Enterprises-Student

92 Auxiliary Enterprises-Faculty/Staff

93 Intercollegiate Athletics

SUMMARY OF FUNCTIONAL CATEGORIES

1. Instruction
- 11 General Academic Instruction
- 12 Vocational/Technical Instruction
- 13 Special Session Instruction
- 14 Community Education
- 15 Preparatory/Remedial Instruction

2. Research
- 21 Institutes and Research Centers
- 22 Individual and Project Research

3. Public Service
- 31 Community Services
- 32 Cooperative Extension Services
- 33 Public Broadcasting Services

4. Academic Support
- 41 Libraries
- 42 Museums and Galleries
- 43 Educational Media Services
- 44 Academic Computing Services
- 45 Ancillary Support
- 46 Academic Administration
- 47 Academic Personnel Development
- 48 Course and Curriculum Development

5. Student Services
- 51 Student Services Administration
- 52 Social and Cultural Development
- 53 Counseling and Career Guidance
- 54 Financial Aid Administration
- 55 Student Admissions
- 56 Student Records
- 57 Student Health Services

6. Institutional Support
- 61 Executive Management
- 62 Fiscal Operations
- 63 General Administrative and Logistical Services
- 64 Administrative Computing Services
- 65 Public Relations/Development

7. Operation and Maintenance of Plant

71 Physical Plant Administration
72 Building Maintenance
73 Custodial Services
74 Utilities
75 Landscape and Grounds
76 Major Repairs and Renovations
77 Independent Operations

8. Non-Assignable

81 Inactive
82 Alteration or Area Requiring Alteration
83 Unfinished Area

9. Auxiliary Enterprises

91 Auxiliary Enterprises-Student
92 Auxiliary Enterprises-Faculty/Staff
93 Intercollegiate Athletics

QUESTIONS AND ANSWERS

Many questions arise in applying the definitions and coding structures contained in this manual to the particular circumstances and needs of individual institutions. The following are examples of common questions and dilemmas, with answers based on common practices in applying this manual.

1. Question: In the many years between publication of the Facilities Inventory and Classification Manual, 1973, and this revision, we have developed a number of additional room codes for use on our campus. Do we have to change or eliminate these codes?

> Answer: Campus codes need not be changed or eliminated. As noted throughout this revised manual, campuses may choose to develop and us their own special room use codes as long as these codes can be crosswalked to the codes in the manual.

2. Question: How does the coding structure account for such spaces as office in auxiliary enterprise or hospital facilities? How are office assignments among academic departments differentiated?

> Answer: All offices are coded 310-Office, although institutions are free to expand this code to include faculty office, administrative office, clerical office, etc. The room use categories have been kept free from activity connotations. The use of the function code structure allows offices used by auxiliary enterprises to be differentiated from offices assigned to instruction. An office with the function code of general academic instruction would be further classified by academic discipline.

3. Question: Classrooms may be scheduled by a central campus office such as the registrar or may be assigned to a specific department which then schedules the classes. How does the coding scheme allow me to differentiate among these rooms in order to compare the utilization of classrooms scheduled by the registrar with the utilization of classrooms scheduled by specific departments?

> Answer: Two options are available:
> A. Under this manual's classification system, all classrooms are coded 110. by using components of the matrix, institutions will be able to differentiate among classrooms assigned by a registrar and those assigned by a specific college or department. The function code for a classroom may vary depending, for example, whether the space is used for general academic instruction (subfunction code 11) or vocational/technical instruction (subfunction code 12). The organizational assignment for a room scheduled by a central campus office might be "Registrar." The assignment for a room scheduled by a specific department or college would be that department or college.

B. Instead, institutions may wish to develop a sub- classification (e.g., 120-departmental classroom) with code 110 used for general classrooms.

4. Question: How should facilities such as uncovered parking lots, tennis courts, play fields, uncovered swimming pools and tracks be classified?

Answer: This manual deals only with buildings and the rooms contained therein. However, as noted in the introduction, institutions are encouraged to inventory all plant assets, through their own codification scheme.

5. Question: How should laboratories used for "departmental research" be coded?

Answer: If the primary use of the space is as a research/nonclass laboratory, the room use code is 250. According to the conventions and definitions in NACUBO's Management Reporting and Accounting for College, departmental research and public service that are not separately budgeted should be included as instruction. The function code in this case should be instruction. Research/Nonclass Laboratories (250) can have a function code of either 1.0 (instruction) or 2.0 (research) depending upon whether the laboratory is used for departmental (1.0) or separately budgeted (2.0) research.

6. Question: How are "departmental libraries" coded?

Answer: Most of the spaces in a departmental library will probably have room use code in the Study Facilities (400) series. These libraries, if they contain catalogued materials, have a subfunction code of libraries-41. The organizational assignment will differentiate a departmental library from a centrally operated, staffed and controlled library. If a separate mental library does not have a catalogued or otherwise classified collection, the function code for the spaces it contains is instruction.

7. Question: How are fraternity and sorority houses classified?

Answer: Fraternity houses and rooms that are part of university facilities (owned by the university) and are not separately organized and controlled are classified as student auxiliary enterprises (PCS code 91), with the appropriate room use code (9XX). However, if the fraternities or sororities are not owned or controlled by the university, they should not be included in the inventory.

8. Question: How are heating plants coded?

Answer: Most of the space in a heating plant is nonassignable area and should be coded mechanical (030). However, where there are assignable areas, they should be coded in the appropriate room use category (i.e., 310-Office, or 350- Conference Room). All such

rooms that are part of heating plant operations should be given a PCS code of 74-operation and maintenance of plant-utilities.

9. Question: How should receiving areas be classified?

Answer: Receiving areas, such as loading docks, should be treated as circulation space. A receiving area which is also used for central storage should be regarded as assignable area and coded as Central Storage (730). A central or campus-wide shipping and receiving area would be coded Central Service (750).

10. Question: How is spectator seating in outdoor stadia coded? How is the space underneath the seats classified?

Answer: Outdoor stadia are not, by definition, buildings. Therefore, permanent seating in outdoor stadia is not assignable area. However, the space under the seats can meet the definition of a building. The rooms, for example, could be coded as Athletic or Physical Education Service (525) or Offices (310), depending upon their use.

11. Question: How should chapels be coded?

Answer: A chapel meets the definition of a devotional facility and should be coded as Assembly (610) along with other devotional facilities. The usual subfunction code is 52 (social and cultural development) if under university control. A chapel in a hospital would have a function code of 11.0 (hospitals). If the chapel is not under university control, it should not be inventoried.

12. Question: How should day care centers be coded?

Answer: Day care centers may be coded as Demonstration (550) or Day Care (640). Day care rooms used to practice, within an instructional program, the principles of child care or development, or teaching are classified as Demonstration (550). Day Care (640) serves as a central service center for faculty, staff and students. Demonstration day care centers have a function classification of instruction (1.0), while those facilities coded 640 could have a function classification of either institutional support or auxiliary enterprise depending upon how the activity is organized.

13. Question: A room is used for many different functions. How do I classify it? A room was designed as a laboratory and is now used as an office. Is it classified as a laboratory or an office?

Answer: Unless space is being prorated, the room should be classified according to primary or predominant room use (normally based on amount of time) when the inventory is made. Room intent, design, type, name or contained equipment does not, therefore, affect the coding classification unless it is compatible with actual use.

14. Question: We have a glass blowing shop on campus which serves many of our scientific departments. How should this space be classified?

Answer: Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research should be coded as Shop (720).

15. Question: How are inner office hallways coded? Are they assignable nonassignable space?

Answer: If they are private circulation areas (restricted access), they are generally classified as Office Service (315). Private circulation areas in open laboratory facilities are classified as Open Laboratory Service (225).

16. Question: What is the difference between a lobby and a lounge?

Answer: 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.

17. Question: We have a large room used for the registration process and have had trouble trying to decide how to classify it?

Answer: The investigator needs to determine the primary use of the space. If the space is only used for registration, it should be coded Meeting Room (680) since it is used by the institution for nonclass meetings.

18. Question: We have water wells which are equipped with motorized pumps and which are covered with a shed for protection against the elements. Should these structures be included in the facilities inventory?

Answer: Separate, minor structures, such as wells, should not be included in the facilities inventory unless they meet all four criteria for buildings. although the wells are roofed and serviced by a utility exclusive of lighting, we cannot tell if the wells are attached to a permanent foundation and if they are a source of significant maintenance and repair activities. Assuming that these two latter criteria have not been met, the wells should not be included in the facilities inventory. We would recommend that the wells be reported in the institution's plant asset or equipment inventory system.

19. Question: How should I report an area which is covered, but not enclosed on all four sides, and is used for central campus storage? Is this space assignable?

Answer: Yes, this covered, unenclosed area would be considered assignable space and would be classified as 730 Central Storage.

20. Question: There is a permanent eating area, equipped with tables and chairs, which is located in a covered, unenclosed area of our Student Union Building. Is this space assignable even though the facility only as one wall? Should I count this space as part of the gross area?

Answer: By creating a phantom wall, you would classify this assignable area as 630-Food Facility. This area should also be reported as part of the building's gross area.