

THE ROOM USE CATEGORY STRUCTURE

Introduction

This section provides the technical definitions and codes for the Room Use Category Structure (RUCS) recommended by this manual as a major component of a building and room inventory system. The ten major room use category-series for assignable space defined here (and the coding structure for these categories) are intended to provide necessary flexibility in coding room use at the institutional level and to provide appropriate comparability in reporting room uses across institutions.

The basic categories and principles of this Room Use Category Structure are consistent with earlier editions of the *Facilities Inventory and Utilization Manual*. Specifically:

1. The categories should encompass all types and uses of assignable area found in campus buildings. Although some uses of space may be of less interest than others, the omission of any space may lead to the inadvertent exclusion of important data. The code for "other" unspecified uses (see 590) should be used only as a category of last resort.
2. The coding system should provide meaningful and comparable summary data. That is, the definitions of room uses should be sufficiently specific to give reasonable assurance that all institutions will map or crosswalk comparable rooms to the same category.
3. The coding scheme should be sufficiently flexible to allow for *alternate* or *expanded* (through subcategories) *coding systems* that track more specific areas of assignable and (if desired) nonassignable space; these schemes may be developed and applied by various institutions according to choice. The coding system also should be sufficiently definitive to support logical collapsing, translation, or crosswalking from these optional room use classifications to the classifications presented here.
4. The structure should provide a dimension of standardization and compatibility for comparisons across institutions and states.
5. The entire focus of definitions is on the actual room (primary or predominant) *use* at the time of inventory. Room *intent, design, type, name, organizational unit assignment, or contained equipment* does not, therefore, affect the coding classification unless it is compatible with actual use.

In following these principles, this edition of the Room Use Classification Structure represents an update or modernization of the 1973 structure, which appeared in the previous edition (1979) of this manual. Definitions have been made clearer, descriptions expanded, and limitations made more specific to delineate more clearly the differences among room uses. Because the original definitions

were very logically conceived, most "new" uses still fit within the existing structure. As a result, few significant changes, additions, or deletions were necessary to keep the categories current.

Several of the basic concepts inherent in this classification structure require more detailed explanations, as provided below.

Actual Use

An accurate determination of the actual use of a room and its contained equipment should be made prior to coding. A room's actual use must meet the stated definition before an accurate coding can be made. For example, a "learning laboratory" may be either a 220-Open Laboratory or 410-Study Room, depending on whether the room contains discipline-restrictive equipment or configuration, as stated in the introduction to the 200 (Laboratory Facilities) series. If the learning laboratory contains microcomputer stations, for example, the machines must be restricted by installed software to a particular discipline or discipline group before the room can qualify as a laboratory. If the machines are configured for general use by students in a variety of course subjects, the microcomputers become synonymous with books as basic study tools and the 410-Study Room code is more appropriate.

A room that is a laboratory by design or appearance, but is currently being used as a classroom, should be coded as a classroom rather than as a laboratory. As another example, a room which was originally a conference room, but is currently used to store office materials, should be coded as an Office Service area (315). Actual use thus means *current use at the time of the inventory*.

Primary Use

Because this Room Inventory system is designed for only one Room Use Code for a room or area, the principle of *primary use* of a room is applied. For a room that is used as both an Office (310) and a Research/Nonclass Laboratory (250), a single determination according to primary use should be made. It is recommended that *primary* be evaluated in terms of *time*, the human activity element which focuses on *use*, rather than *space*. In the event that time of use is not available, the amount of *space* allocated to each activity or function should be the determining factor. Institutional facilities inventory personnel should be accurate in determining the actual *use* of a room in order to apply the correct code. Categorization by use is distinctly separate from the specific classification of a room by mission or objective (Program) or academic discipline (Category).

Room Name

Room name, whether colloquial or part of a formally applied syntax, can be useful to institutional users of the facilities room inventory. Reliance on local room names can cause problems in applying correct room use categories. Depending on the room it serves, a "balance room," for example, can take any of three laboratory service codes; likewise, "storage" areas can fall into almost any service code category for the same reason and are only occasionally limited to the 730-Central Storage category.

The room's actual use must meet the stated definition before an accurate coding can be made. A room that is called the "old physics lab" should be coded as a laboratory *only* if it is used as a laboratory; if it is used, however, as an office storage area, then the room should be coded 315 (Office Service). Determination of the actual and current *use* of a room is therefore necessary for accurate coding; the name selected for the Room Name field entry can be deceptive.

Local or colloquial room names may, nonetheless, be useful data elements for identifying many rooms and their locations. The HEFC room file format provides for a Room Name data element which can be completely independent of the Room Use Code name. Institutions may choose to maintain the formal Room Use Code names in this manual as a separate data element or, using supporting software in automated systems, generate the formal name based on the numerical code (e.g., code 210 automatically generates the code name "Class Laboratory") as the Room Name entry on the file.

Service Codes

Many major room use 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 various code classifications follow the coding of the major rooms to which they provide service.

Maintaining the integrity of the concept of service codes reduces the potential hundreds of support room types to a small set of service codes. This system of room use coding retains the use of a code ending in "5" to represent *service* space for a *primary activity* area, which has a corresponding code ending in "0" (e.g., 315 serves 310).

In almost every instance, a room with a service code should have at least one specific primary activity room accompanying it on the Room Inventory; i.e., a room file with a 315-Office Service code should show one or more 310-Office rooms being served. The only exceptions to this rule occur when a service room supports an outdoor area, such as a playing field. A service room can serve a room in a separate building (e.g., a food storage building which serves a dining hall building). Most service rooms are near or adjacent to the primary activity rooms which they support.

A service room should carry the same Program Code, and if applicable, Category Code, as the room it is serving. If the primary activity room has prorations, the service room should have at least one of the Program or Program-Category prorated classifications which appear on the room record for

the primary room.

Distinguishing *primary activity* areas from *service* areas may occasionally become difficult. Because it is impossible to describe comprehensively each code in the description section with examples of primary and service areas, a few "gray areas" for decision making will inevitably emerge with unlisted or "new" room names, designs and uses. Two paths to decision are suggested:

1. A close reading of the definition, description and limitations for both the primary (e.g. 710) and service (e.g., 715) codes. A thorough study of any examples listed could be especially helpful by revealing room relationships and function or use similarities.
2. Determining whether the existence of a particular room, with its specific functions and uses, is dependent upon, or justified by, another (usually nearby) room and its specific use. If this is not the case (the room is nondependent), the primary activity code is logically appropriate (e.g., a room containing a mainframe would be coded 710). If a significant degree of dependency exists (i.e., the room is largely justified only by the existence of another room), the service code is appropriate (e.g., a printout or tape storage room should be coded 715). In all such cases, a focus on room *relationships* can help clarify room use definitions and descriptions.

Local Options for Additional Codes

Room Use Codes alone cannot meet local institutional needs for tracking or defining space by physical design or characteristics, contained special equipment, specific person or organizational unit assignment, control authority, or discipline orientation. For example, room use classifications cannot distinguish between:

1. Centrally controlled versus departmentally controlled classrooms.
2. Offices for research staff versus offices for instructors.
3. Study rooms with special study equipment versus study rooms containing only tables and chairs.
4. Private restrooms serving an office versus storage rooms serving the same office.

Institutions may make such distinctions by "extending" the coding structure, on locally maintained files, with interval or suffixed codes (i.e., for additional coding). It may be useful to modify the 410 code by the addition of a code 413 or 410M, for example, to track study rooms that are equipped with expensive microcomputers that are used as study tools. These additional codes may be aggregated back to the 410 as needed. A globally assigned suffix (e.g., "M") may even be used to flag *every* room containing one or more microcomputers. Locker rooms and private rest rooms, which are service areas with special physical characteristics, may just as easily be earmarked by

selected, additional codes according to particular needs. *Room Use Codes should not, however, be extended to include classifications provided by the separate Program Codes (missions/objectives) or Category Codes (academic disciplines), which already provide the specific breakdowns for these classifications. Because different campuses may implement different systems, any additional or "extended" codes developed and used by an institution should be collapsed or mapped back to the codes in this section before submission of room data to HEFC.* The codes presented in this manual represent the standard, central concepts and syntax for classifying assignable space by use. Any response to national surveys or interinstitutional comparison studies would require this crosswalk back to the core codes.

Changes in Room Use Code Structure From Previous Manual

The coding structure presented here is taken from the 1992 NCES national manual. The entire Room Use Code section of that publication, including its introductory and other related material, was authored by the N.C. Commission office.

The majority of room use coding changes in this update are more complete elaborations within the Description and Limitations sections of each code. This approach avoided disruption of existing institutional files and coding schemes which would result from radical changes. In a few instances, code names and definitions have been slightly modified simply to provide greater clarity. The remaining substantive changes, itemized below, have been applied with the specific objective of eliminating recurring confusions with specific code applications. These confusions have occurred in the long interim since the last update primarily from (1) new equipment technologies appearing in institutional facilities, (2) a continued application of more creative names for rooms, and (3) minor inconsistencies in the previous use structure.

1. General header sections have been added as a preface to each major series to explain the special use characteristics of facilities within each section and to provide examples of the primary room use categories. These sections were also added, as quick reference tools, to assist coders in determining the appropriate general section to use in a search for accurate use code classification.
2. Within the 200-Laboratory Facilities series, the 220/225-Special Class Laboratory and 230/235-Individual Study Laboratory codes have been collapsed into a new, more comprehensive 220/225-Open Laboratory category. This classification includes all laboratories used primarily for individual or group instruction or learning that is *not* formally or regularly scheduled (or not scheduled), and eliminates many previous confusions with the 220 and 230 codings. The remaining 210-Class Laboratory and 250-Research/Nonclass Laboratory codes are further explained to make clearer distinctions within the 200 series.
3. Within the 400-Study Facilities series, the word "reading" has been changed to "study" to be compatible with the wide array of study tools (e.g., microcomputers, multimedia tools) now available in the self-instructional process. This update retains the original manual's concept of not restricting Study Rooms (410) to library environments, which are appropriately

tracked by the Program classification system. Descriptions and limitations have been significantly expanded for all codes in this series.

4. The 530/535 Audiovisual, Radio, TV, and service codes have been updated in both name (e.g., Media Production) and explanation to accommodate current communication technologies.
5. The 540/545 Clinic-Nonhealth Professions and service codes have been redefined to include only patient or client care in other than separately organized health care facilities and to exclude remedial activities.
6. Codes for day care (see 640, 645) were created to accommodate these more frequently appearing facilities. Day/child care centers that are used for practice within the instructional process remain within the Demonstration (550) category.
7. The 690-Locker Room code has been eliminated because (1) locker rooms are more appropriately service areas, and (2) the previous RUCS edition often specified locker rooms as service areas (e.g., codes 525 and 725), and yet inconsistently provided this unique code.
8. The 710-Central Computer or Telecommunications Facility and 715-Service codes have also been updated in name, definition, and description to present more appropriately the various computer-based data processing and telecommunications facility configurations that appear on campuses.
9. The 730-Central Storage and 735-Service codes have also been updated in name, definition, and description to distinguish more clearly the differences between central and service area storage rooms.
10. Central Food Stores (750/755) and Central Laundry (760/765) facilities have been collapsed into a new and comprehensive Central Service (750/755) category. This new category also includes central mail, shipping and receiving, environmental testing, and printing and duplicating facilities that do not qualify as specific service areas. Central printing and duplicating areas were removed from 720-Shop and placed into this new category; centralized audiovisual (multimedia) preparation areas were also removed from 720-Shop and classified under 530/535-Media Production. These uses were removed from the Shop category because they did not fit the definition well.
11. Hazardous Materials (760) and Hazardous Materials Service (765) codes have been created because of current attention to the need for management of such facilities. Hazardous Materials (760) is intended as a *centralized* facility used for the storage, treatment, or disposal of hazardous or toxic waste materials. The Central Laundry (760) Room Use Code found in the previous manual has been deleted and is now combined with the renamed Central Service (750) Room Use Code as described above.

12. Service codes have been added to the 800-Health Care Facilities series to provide greater consistency in the coding system and to facilitate the inventorying of teaching hospitals and other large health care areas. The 895-Health Care Service code, which had very narrow application, was eliminated in favor of new 890/895 Staff On-Call Facility (and service) codes for this series.

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TABLE 7: Outline of Room Use Codes

100	CLASSROOM FACILITIES		530	Media Production
	110	Classroom	535	Media Production Service
	115	Classroom Service	540	Clinic
			545	Clinic Service
200	LABORATORY FACILITIES		550	Demonstration
	210	Class Laboratory	555	Demonstration Service
	215	Class Laboratory Service	560	Field Building
	220	Open Laboratory	570	Animal Quarters
	225	Open Laboratory Service	575	Animal Quarters Service
	250	Research/Nonclass Laboratory	580	Greenhouse
	255	Research/Nonclass Laboratory Service	585	Greenhouse Service
300	OFFICE FACILITIES		590	Other (All Purpose)
	310	Office	600	GENERAL USE FACILITIES
	315	Office Service	610	Assembly
	350	Conference Room	615	Assembly Service
	355	Conference Room Service	620	Exhibition
400	STUDY FACILITIES		625	Exhibition Service
	410	Study Room	630	Food Facility
	420	Stack	635	Food Facility Service
	430	Open-Stack Study Room	640	Day Care
	440	Processing Room	645	Day Care Service
	455	Study Service	650	Lounge
			655	Lounge Service
500	SPECIAL USE FACILITIES		660	Merchandising
	510	Armory	665	Merchandising Service
	515	Armory Service	670	Recreation
	520	Athletic or Physical Education	675	Recreation Service
	523	Athletic Facilities Spectator Seating	680	Meeting Room
	525	Athletic or Physical Education Service	685	Meeting Room Service
700	SUPPORT FACILITIES	910X		Sleep/Study without Toilet or Bath Designed and Equipped

710	Central Computer or Telecommunications			for Mobility Impaired
715	Central Computer or Telecommunications Service	919X	919	Toilet or Bath Toilet or Bath Designed and Equipped for Mobility Impaired
720	Shop			
725	Shop Service		920	Sleep/Study with Toilet or Bath
730	Central Storage		920X	Sleep/Study with Toilet or Bath Designed and Equipped for Mobility Impaired
735	Central Storage Service			
740	Vehicle Storage		935	Sleep/Study Service
745	Vehicle Storage Service			
750	Central Service	950X	950	Apartment Apartment Equipped for Mobility Impaired
755	Central Service Support		955	Apartment Service
760	Hazardous Materials			
765	Hazardous Materials Service		970	House
800	HEALTH CARE FACILITIES		000	UNCLASSIFIED FACILITIES
810	Patient Bedroom		010	Elevator
815	Patient Bedroom Service		011	Men's Toilet Equipped for Mobility Impaired
820	Patient Bath		012	Women's Toilet Equipped for Mobility Impaired
830	Nurse Station		013	Unisex Toilet Equipped for Mobility Impaired
835	Nurse Station Service		050	Inactive Area
840	Surgery		060	Alteration or Conversion Area
845	Surgery Service		070	Unfinished Area
850	Treatment/Examination			
855	Treatment/Examination Service			
860	Diagnostic Service Laboratory			
865	Diagnostic Service Laboratory Support			
870	Central Supplies			NONASSIGNABLE AREA
880	Public Waiting		WWW	Circulation Area
890	Staff On-Call Facility		XXX	Building Service Area
895	Staff On-Call Facility Service		YYY	Mechanical Area
900	RESIDENTIAL FACILITIES			STRUCTURAL AREA
910	Sleep/Study without Toilet or Bath	ZZZ	ZZZ	Structural Area

Room Use Codes: Definitions, Descriptions, and Limitations

100 - Classroom Facilities

General

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

110 Classroom

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

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

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms 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 disciplines 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, coat rooms, 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).

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.

210 Class Laboratory

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

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 gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500). 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 which directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms,

closets, material storage (including *temporary* hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

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

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 which directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including *temporary* hazardous materials storage), balance rooms,

cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

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.

250 Research/Nonclass Laboratory

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

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

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. Determination should also 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) which 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 experiment outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

Note: The Program Code should be used to make the distinction between Instruction (Program Code 10-series) and Research (Program Code 20-series) for these rooms. Not all Research/Nonclass Laboratories are research labs; i.e., some of these rooms directly support instruction. Thus a 250-Research/Nonclass Laboratory could take an 11 for the Program Code, although code 22 is much more common for this type of laboratory.

255 Research/Nonclass Laboratory Service

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

Description: Includes only those rooms which directly serve a Research/Nonclass Laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve Research/Nonclass Laboratories.

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

300 - Office Facilities

General

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

310 Office

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

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

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than as offices. 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. A receptionist room which includes a waiting area should be coded as Office (310). Ticket offices or outlets serving multiple facilities or services should be coded Merchandising (660).

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 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 which 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).

350 Conference Room

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

departmental activities.

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

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounge facilities (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 which 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, student service), Stacks (420), Open Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of

library space should be made through the use of Program Codes; for departmental libraries the Category (academic discipline) Code is also needed.

410 Study Room

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

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microform readers, or other multi-media equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their own convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

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, periodicals, 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 materials which serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see 225), book storage rooms for classrooms (see 115), and music for general listening enjoyment (see 675). Also does not include collections of educational materials, regardless of form or type, 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.

Limitations: Areas which serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms which serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (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 which support a primary study facilities room (see 410, 420, 430, 440).

Limitations: Does not include Processing Rooms (440) which 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 Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

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

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 Or Physical Education

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

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling

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

Limitations: This Room Use Code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through Program Codes makes this distinction.

Classroom Facilities (100 series), Laboratory Facilities (200 series), Office Facilities (300 series), and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded 523. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670), if they are not used for instructional purposes.

523 Athletic Facilities Spectator Seating

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

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

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

525 Athletic Or Physical Education Service

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

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

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 (675). 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. This category also includes what are frequently called "electronic" or "distance learning classrooms" if they are primarily or exclusively used to transmit or otherwise broadcast instruction to a remote population.

Limitations: Does not include rooms which 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 which specifically serve 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 serves a clinic facility as an extension of the activities in that facility.

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

Limitations: Does not include rooms which 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, or home management or economics.

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

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) which are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which 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, gymnasias 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 (550).

560 Field Building

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

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

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

Limitations: 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 called headhouses.

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

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

610 Assembly

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

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

Limitations: Stage areas used *primarily* for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities which are used primarily as instructional lecture halls are classified as Classroom (100) 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, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multi-media 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 which 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, 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).

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

630 Food Facility

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, 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 areas *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., relaxation) 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 (555, 645).

635 Food Facility Service

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

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

Limitations: Does not include any type of food preparation room which does not serve a food facility or eating area (see 630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending rooms (see 660) are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555, 645).

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.

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

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 a Merchandising (660). A lounge which directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 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' desks 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 which 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 (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation or amusement-type activity, whereas Athletic Or Physical Education (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletic, and intramural programs.

Limitations: Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, intramural, or intercollegiate athletic activities (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 which 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 which is used by the institution or the public for a variety of nonclass meetings.

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

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

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 a meeting room as an extension of the activities in that room.

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

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, and central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer Or Telecommunications

Definition: A room used as a 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 Facility 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 a 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, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms

equipped with personal computers or terminals (see 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 which 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 (i.e., 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). Architecture 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 which directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution areas (see 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 which serve a shop facility are classified Food Facility (630).

730 Central Storage

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

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

Limitations: Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room which is clearly a service room). Also, this category also 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).

735 Central Storage Service

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

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

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 called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

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

Note: Parking areas in parking decks/garages are not classified as assignable space. Although the structure is placed on the Building Inventory with a Gross Area entry, only offices and other standard assignable areas in the structure should be placed on the Room Inventory and coded.

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).

Limitations: Does not include shops as defined in Shop (720) above (e.g., carpentry, 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 which is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

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

Limitations: Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded 635; a laundry room in a residence hall should be coded 935; a copy or mail room in an office area is coded 315. Media Production (530) or distribution facilities and computer-based data processing and telecommunications equipment centers (see 710) are coded separately. Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) or supply facilities and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

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

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

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

760 Hazardous Materials

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 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 which are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810 Patient Bedroom

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

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

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 which are used primarily by patients as opposed to staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the 810 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified with this category.

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas which do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms 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. 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 work station area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

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.

840 Surgery

Definition: A room used for surgery.

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

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 which 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 areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

Limitations: Does not include service areas for diagnostic service laboratories (see 860/865), which typically support the entire health care facility. Primary activity rooms which are used to deliver therapeutic and diagnostic treatment should be coded 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 which 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 which support a patient treatment or examination room (see 855).

870 Central Supplies

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

Description: This classification, which serves a *central* storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

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

Limitations: Open lounges (see 650) and other service room lounges (e.g., patient lounge-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 is 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 which 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 670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910 Sleep/Study Without Toilet or Bath

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

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

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.

910X Sleep/Study Without Toilet or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 910.)

919 Toilet Or Bath

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

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

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 which serve offices are Office Service (315).

919X Toilet or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 919.)

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 (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.

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

(See Definition, Description, and Limitations for 920.)

935 **Sleep/Study Service**

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

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

950X *Apartment (Designed and Equipped to Accommodate the Mobility Impaired)*

(See Definition, Description, and Limitations for 950.)

955 **Apartment Service**

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

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms which serve apartment facilities. Apartment service facilities may be located in a separate building which serves an apartment complex. Service rooms (laundry, storage, etc.) which are internal to an apartment unit are included in the Apartment (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) which 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.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students; fraternity and sorority houses which are owned or controlled by the institution are also included.

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 which 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

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state. In addition, four Room Use Codes are provided for special *nonassignable* areas which indicate a building's support of the mobility impaired. North Carolina includes these specific areas in the Room Inventory with an entry of zero assignable square footage in the Assignable Area field.

050 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 as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area

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

Limitations: Rooms inactive or not completed at the time of the inventory are classified as Inactive Area (050) or Unfinished Area (070), respectively.

070 Unfinished Area

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

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

Special Nonassignable Areas

010 *Elevator*

Note: This category includes only passenger elevators.

011 *Men's Restroom Equipped for Mobility Impaired*

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

012 *Women's Restroom Equipped for Mobility Impaired*

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

013 *Unisex Restroom Equipped for Mobility Impaired*

Note: This category includes public unisex restrooms which are both designed and equipped

to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

NONASSIGNABLE AREA

The following categories are included to complete the list of room use categories for institutions that choose to include nonassignable space in local campus inventory files. This data, with the exception of public restrooms equipped for the mobility impaired (codes 011, 012, 013) and passenger elevators (code 010) is not collected by HEFC. Institutions may wish to include these areas and apply a different coding convention (e.g., numeric codes). Definitions of these categories of nonassignable space are provided in Appendix 4. Campuses may also wish to track nonassignable areas with special physical characteristics, functions, or equipment (e.g., elevators, various types of public rest rooms, handicapped equipped rooms, janitorial sink closets, various circulation areas and mechanical rooms, etc.) through the development and application of extension codes.

WWW **Circulation Area**

XXX **Building Service Area**

YYY Mechanical Area

STRUCTURAL AREA

The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put to use. (See Appendix 4 definition and description.) Institutions may wish to include this area on local campus files using a *ZZZ* code or some other appropriate designation for space which is neither assignable nor nonassignable. It should not be included on room files submitted to HEFC.

ZZZ Structural Area