

**Introduction**

The space use classification designates the primary use of a room, such as general purpose classroom, NCL Lab (non-class lab), class lab and office.

Because a room can have only one space use classification, the predominant room use should be selected. For example, if the room is primarily a non-class lab that has a desk in the corner, the room should be coded as an NCL Lab and not as an office. A complete list of space use classifications is provided below.

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## **100 - Classroom Facilities**

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non laboratory instruction. Total classroom facilities include any support rooms which serve the classroom activity (e.g., 110 - Classroom plus 115 – Classroom Service 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 primarily for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

**Description:** Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. 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., 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 as 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 530 – Media Production.

#### **Limitations:**

- This category does not include 350 – Conference Room, 680 – Meeting Room, 112 – Lecture Hall, 610 – Assembly, or 210 – Class Laboratory.
- 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 350 – Conference Room and 680 – Meeting Room for distinction).
- 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 210 – Class Laboratory.

### **111 – Seminar Room**

**Definition:** A room used primarily for classes, equipped with tables and chairs, used for small organized group discussion.

**Limitations:**

- A room with tables and chairs used primarily for meetings, as opposed to regularly scheduled classes, is a 350 – Conference Room.

**112 – Lecture Hall**

**Definition:** A room with stepped or sloped floor, generally of large capacity, used primarily for lecture or lecture/demonstration classes. These rooms are distinguished from classrooms by the floor structure and from auditoria by size, lack of a separate stage, and by functional use.

**Limitations:**

- Auditoria are distinguished from lecture rooms based on its primary use for other than scheduled classes. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is a 610 – Assembly facility.

**113 – Dorm Classroom**

**Definition:** A room use primarily for classes and is located within a residential dormitory.

**Limitations:**

- This room used is restricted to Residence Halls only.

**114 – Department Classroom**

**Definition:** A room used primarily for classes and that is not tied to a specific subject of discipline by equipment in the room or the configuration of the room *but* is assigned to and managed by a specific department other than UMass Classrooms.

**Limitations:**

- This category does not include 350 – Conference Room, 680 – Meeting Room, 610 – Assembly, or 210 – Class Laboratory.

**115 – Classroom Service**

**Definition:** A space 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 any of these rooms if such rooms serve laboratories, conference rooms, meeting rooms or assembly facilities; e.g. a projection booth in an auditorium (not used primarily for scheduled classes) is classified as 615 – Assembly Service.

### 116 – Computer Classroom

**Definition:** A room equipped with computers that is used primarily for formally scheduled classes not tied to a specific subject or discipline that can be used for instruction in any subject or discipline. UMass computer classrooms are typically managed by OIT Academic Computing.

### 117 – Team-Based Learning Classroom

**Definition:** A team-based learning classroom (TBL) is a technology-rich learning environment containing round tables which seat three teams of three students (9 total) to facilitate interactions and problem-solving. Each table can view and project to a flat screen monitor. Each three-person team is furnished with a computer, white board, microphone and camera to capture material on their white board. The instructor can display material on all or some flat screens and computers and can also capture and share material from any team's white board or computer.

### 200 – Laboratory Facilities

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 humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open and research/non-class laboratory. A class laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled. A research/non-class 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, 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.

#### Limitations:

- Does not include 110 - Classroom.
- Does not include informally scheduled or unscheduled laboratories (220 – Open Laboratory).

- This category does not include rooms generally defined as 250 – Research / Non-class Laboratory.
- It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under 500 – Special Use Facilities.
- Computer rooms in libraries or used primarily for study should be classified as 410 – Study Room.

### **215 – Class Laboratory Service**

**Definition:** A space 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, 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 115 – Classroom Service, 225 – Open Laboratory Service or 255 – Research / Non-class Laboratory Service.
- 570 – Animal Facilities and 580 – Greenhouse 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 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 is restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as 410 – Study Room unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

**Limitations:**

- Laboratories with formally or regularly scheduled classes are 210 – Class Laboratory.
- This category also does not include rooms defined as 250 – Research / Non-class Laboratory.

- A room that contains equipment (e.g., computers) 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 410 – Study Room.

### **225 – Open Laboratory Service**

**Definition:** A space that directly serves one or more open laboratories as an extension of the activities of 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 115 – Classroom Service, 215 – Class Laboratory Service, or 255 – Research / Non-class Laboratory Service.
- 570 – Animal Facilities, 580 – Greenhouse, and 750 – Central Service facilities are categorized separately.

### **240 – Computer Laboratory**

**Definition:** A room equipped with computers used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. Often has specialized software to support the particular discipline.

**Description:** For example, a computer-based writing laboratory available only to English Composition students would be classified as a computer laboratory because of the restricted usage of the room for a particular discipline or discipline group.

**Limitations:**

- Does not include computer rooms used for formally scheduled classes (114 – Department Classroom).

### **250 – Research / Non-class 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 or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

**Description:** A research / non-class 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). The category also includes labs which are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Non-class 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 220 – Open Laboratory.
- Does not include testing or monitoring facilities (e.g., seed, feed, fertilizer, or dairy testing rooms) which are included in the 260 – Control Laboratory category.
- Also does not include the often unstructured, spontaneous, or improvisational creative activities of learning and practice performed within the performing arts, which take place in (scheduled) 210 – Class Laboratory or, if not specifically scheduled, (practice) 220 – Open Laboratory. Such performing arts (and other science and non-science) 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 250 – Research / Non-class Laboratory category.

**255 – Research / Non-class Laboratory Service**

**Definition:** A space that directly serves one or more research / non-class laboratories as an extension of the activities in those rooms.

**Description:** Includes only those rooms which directly serve a Research / Non-class 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.

**Limitations:**

- Does not include service rooms that support 115 – Classroom Service, 215 – Class Laboratory Service, or 225 – Open Laboratory Service. 570 – Animal Facilities, 580 – Greenhouse, and 750 – Central Service facilities are categorized separately.

**260 – Control Laboratory**

**Definition:** A room used for testing and regulatory activities authorized by State statutes including: feed, seed, and fertilizer testing; dairy laws certification; animal disease diagnosis; pullorum and M.G. testing; mastitis testing; shade tree laws.

**265 – Control Laboratory Service**

**Definition:** A room which directly serves a 260 – Control Laboratory as an extension of the activities of that room.

**270 – Special Use Laboratory**

**Definition:** A laboratory that holds unique equipment requiring special space design considerations for non-standard equipment. Examples include clean rooms and anechoic chambers.

**Limitations:**

- Does not include testing or monitoring facilities (e.g., seed, feed, fertilizer, or dairy testing rooms) which are included in the 260 – Control Laboratory category.

**280 – Project Room**

**Definition:** A room that supports class instruction but has no special equipment such as a laboratory and is not regularly scheduled for classes. Project rooms may be assigned to a team for the duration of a project. Examples include breakout rooms and student design labs.

**290 – Collections**

**Definition:** A room that houses a collection or museum used for instruction or research purposes. Examples include an insect collection, specimen and rock storage.

**Limitations:**

- Does not include library archives or special collections such as the W.E.B. Dubois collection (420 – Stack).

**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 staff or undergrad students working at one or more desks, tables, or workstations.

**Description:** An office typically contains one or more workstations assigned to one or more persons. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are administrative, clerical and student offices.

**Limitations:**

- Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/non-class 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 440 – Library Processing. In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage.
- An office is differentiated from 315 – Office Service by the latter’s use as a casual or intermittent workstation or service room. For example, a room with a computer intermittently used by one or more people separately assigned to an office should be coded as 315 – Office Service.
- A combination office, studio, or research/non-class laboratory should be coded according to its primary use. A receptionist room which includes a waiting area should be coded as 315 – Office Service.
- Ticket offices or outlets serving multiple facilities or services should be coded as 660 – Merchandising.

### **311 – Faculty Office**

**Definition:** A room assigned as an office for use by one or more persons with academic rank of instructor or above, including visiting professors. Department chairpersons are also included.

**Limitations:**

- A room which serves as the office and personal studio for a faculty member (music, art, etc.) should be classified as 314 – Faculty Studio.

### **312 – Graduate Student Office**

**Definition:** A room assigned as an office for use by graduate assistants, research assistants (RAs), or teaching assistants (TAs).

### **313 – Student Studio**

**Definition:** An individual space, not scheduled by the Scheduling Office, assigned to a department for use by a graduate or undergraduate student on a semester-to-semester basis for creative activity. Included in this category are art studios.

### **314 – Faculty Studio**

**Definition:** A room which serves as the office and personal studio for a faculty member and which may have specialized equipment for the instruction of individual students. Included in the category are music, architecture, and fine arts.

### **315 – Office Service**

**Definition:** A space 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 315 – Office Service, unless it is assigned to a professional staff member to counsel 310 – Office.
- A receptionist room which includes a waiting area should be coded as 310 – Office. Lounges which serve specific office areas and which are not generally available to the public should be coded as 315 – Office Service.
- 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 as 750 – Central Service.

**316 – Interview Room**

**Definition:** A room used for student or employee counseling, testing or interviewing. The room is typically equipped with limited office furniture (small desk, table, chairs) and is used on a free-time or scheduled basis.

**Limitations:**

- If a staff member occupies the room continuously or permanently, it should be classified as 310 – Office.

**330 – Student Organization**

**Definition:** A room that is assigned to and used primarily by an official student group.

**340 – Center/Institute**

**Definition:** A room that is assigned to a Center or Institute. Examples include Mass Nanotech, Wind Energy Center, and Center for Research on Families.

**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 680 – Meeting Room is 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 111 – Seminar Room and 112 – Lecture Hall 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 110 - Classroom, 111 – Seminar Room, 112 – Lecture Hall, 610 – Assembly, 650 – Lounge, 680 – Meeting Room, or departmental lounges (315 – Office Service).

**355 – Conference Room Service**

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

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

**Limitations:**

- Excluded are rooms which serve office or meeting rooms, 315 – Office Service or 685 – Meeting Room Service.

**400 – Study Facilities**

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., computers, computer terminals, multimedia carrels, multimedia materials) and which do not restrict the room to a particular academic discipline or group. Whereas a 410 – Study Room may appear in almost any type of building on campus (e.g., academic, residential, student service), 420 – Stack, 430 – Open-Stack Study Room, and 440 – Library Processing 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, open 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. Study stations may include computers, computer terminals, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed “learning labs” or “compute 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 a 210 – Class Laboratory or 220 – Open Laboratory that is restricted to a particular discipline or discipline group.
- This category also does not include 650 – Lounge that is intended for relaxation and casual interaction.

#### **411 – Closed Carrel**

**Definition:** A small private room used by individuals to study at their convenience, located in a library area (usually within or adjoining library stacks), which can be locked.

**Limitations:**

- Areas containing open carrels or unenclosed individual study desks should be classified as 410 – Study Room, when not restricted to a particular discipline or discipline group.

#### **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 – Open Laboratory Service), book storage rooms for classrooms (see 115 – Classroom Service), and music for general listening enjoyment (see 675 – Recreation Service).
- Also does not include collections of educational materials, regardless of form or type, which are for 620 – Exhibition use as opposed to a study resource.

#### **430 – Open-Stack Study Room**

**Definition:** A combination study rooms 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 410 – Study Room. The stack areas of these rooms may include any of the educational material collections described under 420 – Stack.

**Limitations:**

- Does not include 410 – Study Room 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 420 – Stack.
- Institutions may wish to separate and code the seating or study areas (410 – Study Room, 420 – Stack) into separate room records.

#### **440 – Library Processing**

**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 – Study Room, 420 – Stack, 430 – Open-Stack Study Room).
- 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 – Library Service).
- Acquisitions work areas with a primary office use should be classified as 310 – Office.

#### **455 – Library 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 – Study Room, 420 – Stack, 430 – Open-Stack Study Room, 440 – Library Processing).

**Limitations:**

- Does not include 440 – Library Processing which houses specific library support processes and operations (e.g., bookbinding rooms, multimedia processing room).

#### **500 – Special Use Facilities**

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 (Military Support)**

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

**Description:** Spaces which are obviously designed or equipped for use in 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 110 - Classroom, 210 – Class Laboratory, 310 – Office, and 410 – Study Room are designated as such, even though they are located in an armory building.
- Military supply and weapons rooms are coded 615 – Assembly Service.

### **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., 215 – Class Laboratory Service, 315 – Office Service, and 455 – Library 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 a Program Code makes this distinction. 100 - Classroom Facilities, 200 – Laboratory Facilities, 300 – Office Facilities 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 as 523 – Athletic Facilities Spectator Seating.
- 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 as 670 – Recreation, 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, natatoriums, and cycling arenas.

**Limitations:**

- Does not include temporary or movable seating areas (e.g., moveable 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; non-office 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 non-assignable building service space.
- Rooms which directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code.
- Cashiers' desks serving 670 – Recreation are classified as 675 – Recreation Service.

- Central ticket outlets serving multiple facilities or services are classified as 660 – Merchandising.

### 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 spaces 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:**

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

### 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 – Media Production).

**Limitations:**

- Those rooms containing media materials, equipment, or operations which serve a primary activity room other than a 530 – Media Production should be assigned the appropriate corresponding service code

### 540 – Teach Clinic

**Definition:** A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities with the primary purpose of instruction to clients, research and public service.

**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 – Health Care Facilities.
- Also does not include rooms used for remedial instruction which should be classified as 100 - Classroom Facilities, 200 – Laboratory Facilities; or testing or counseling rooms in non-health or non-discipline related programs – see 315 – Office Service.

### **545- Teach 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 – Health Care Facilities.
- Also does not include first-aid treatment rooms that serve other primary activity areas (e.g. 525 – Athletic or Physical Education Service or 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 postsecondary training or instruction.

**Limitations:**

- Does not include day care and development centers which are not used as part of an instructional program – see 640 – Day Care.
- This category also does not include 200 – Laboratory Facilities 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 250 – Research / Non-class Laboratory.

### 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 – Demonstration, 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 550 – Demonstration.
- Primary care and training areas in a (practice) day care center are also 550 – Demonstration.
- 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 – Demonstration.

### 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 – Animal Facilities.
- Location of a building, on or off the main campus, is not sufficient justification for classification as a field building.
- Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate.

- Does not include buildings which house non-agricultural or non-farm related vehicles – see 740 – Vehicle Storage.

### **570 – Animal Facilities**

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

**Description:** Includes animal rooms, cage rooms, stalls, wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces 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 agricultural field buildings sheltering animals that do not directly support instruction or research – see 560 – Field Building.

### **575 – Animal Facilities Service**

**Definition:** A space 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, cage storage rooms, casting rooms, instrument rooms, and internal (non-public) circulation space.

### **580 – Greenhouse**

**Definition:** A building or space 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 – Central Storage).

### **585 – Greenhouse Service**

**Definition:** A space 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 head houses.

**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 use facilities are characterized by a broader availability to faculty, students, staff, or the public than are 500 – Special Use Facilities, 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, and day care) for the institutional and participant community populations.

**610 – Assembly**

**Definition:** a space designed and equipped for the assembly of many persons for such events and 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), performance (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:**

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

### 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, multimedia and telecommunications control rooms, etc.

**Limitations:**

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

### 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 [200 – Laboratory Facilities](#) 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 – Laboratory Facilities](#).
- 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 (420 – Stack) as opposed to exhibition use.

### 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 – Exhibition.

**Limitations:**

- Research areas in museums are classified as 250 – Research / Non-class Laboratory or 255 – Research / Non-class Laboratory Service.
- Service areas for displays which are part of an instructional program are classified as 115 – Classroom Service, 215 – Class Laboratory Service, 225 – Open Laboratory Service, or 255 – Research / Non-class Laboratory Service.

**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 630 – Food Facility 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 660 – Merchandising 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 vending room – 635 – Food Facility Service serving a dining hall – 630 – Food Facility).
- Lounges (650 – Lounge) 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 655 – Lounge Service if separate from and directly supporting the main lounge facility.
- Break rooms serving specific office areas are classified as 315 – Office Service.
- Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550 – Demonstration, 640 – Day Care); staff-only eating or break rooms in these facilities are classified as service areas (see 555 – Demonstration Service, 645 – Day Care Service).

**635 – Food Facility Service**

**Definition:** A space 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 – Food Facility).
- Kitchenettes in residence facilities that do not serve a dining area are classified as 935 – Sleep/Study Service.
- Service areas for vending rooms (see 660 – Merchandising) are classified as 655 – Lounge Service.
- Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555 – Demonstration Service, 645 – Day Care Service).

**640 – Day Care**

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

**Description:** Includes all primary activity rooms that provide oversight, supervision, developmental training, and general purpose care for assigned children or adults (e.g., play areas, non-staff eating areas and child training rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. 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 – Day Care Service).
- 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 – Demonstration).
- Also excluded from this category are those service areas classified as 750 – Central Service and 200 – Laboratory Facilities 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 – Day Care) where primary day care activities are conducted. Rest rooms designed for child training should be coded 640 – Day Care; staff-only rest rooms should be coded 645 – Day Care Service.
- Kitchen or food preparation areas in a day care facility are classified as 645 – Day Care Service.
- Staff eating or break areas should be coded 645 – Day Care Service.
- Staff office areas should be coded 310 – Office.

**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 – Office Service), 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 650 – Lounge. 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 – Food Facility).

**Limitations:**

- A lounge facility is distinguished from a 350 – Conference Room and a 680 – Meeting Room, 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 non-assignable space – see 032 – Rest Room (Public).
- A room devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as 660 – Merchandising.
- 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 coded as 615 – Assembly Service).
- A lounge differs from a lobby (020 – Circulation) 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 310 – Office.
- Public waiting areas in health care facilities are coded as 880 – Public Waiting.

### **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 – Lounge).

**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 space used to sell products or services.

**Description:** Includes product and service sales areas such as bookstores, student supply stores, barber shop or hair salon, 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 (see 630 – Food Facility).
- 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 650 – Lounge.
- Vending areas that include accommodations (seating, counters, tables) for consuming the products are classified as 630 – Food Facility.
- Meeting and conference rooms in hotels or motels are classified as 680 – Meeting Room.
- Sleeping rooms in hotels or motels are classified in the appropriate category of 900 – Residential Facilities.
- Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see 675 – Recreation Service, 870 – Central Supplies).

- Day care centers used for practice within an instructional program are classified as 550 – Demonstration.
- Day care centers which are not part of such a program are classified under 640 – Day Care.

### **665 – Merchandising Service**

**Definition:** A space 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 660 – Merchandising 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 space 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, ready (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 facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletic and intramural programs that typically require specialized configuration.

**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 – Athletic or Physical Education).
- Outdoor athletic and physical education fields, courts, and other non-enclosed 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 – Study Room).

### 675 – Recreation Service

**Definition:** A space 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 670 – Recreation facility.

**Limitations:**

- Does not include kitchens, snack bars, or other 630 – Food Facility and 635 – Food Facility Service areas.
- Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving 520 – Athletic or Physical Education facilities are classified as 525 – Athletic or Physical Education Service.
- Central ticket outlets serving multiple facilities or services are classified as 660 – Merchandising.

### 680 – Meeting Room

**Definition:** A room which is used by the institution or the public for a variety of non-class meetings.

**Description:** The key concept here is public availability. A 350 – Conference Room is often confused with a meeting room because they are both primarily used for non-class 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 non-class 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 350 – Conference Room.
- Seminar and lecture rooms used primarily for scheduled classes are classified as classroom space (see [100 - Classroom Facilities](#)).
- Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical, or devotional activities, etc., should be classified as 610 – Assembly.

**685 – Meeting Room Service**

**Definition:** A space 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 (see 355 – Conference Room Service) or assembly facility (see 615 – Assembly Service).

**690 – Locker Room**

**Definition:** A room used for changing clothes and/or storing personal materials.

**Description:** Includes service rooms intended for student and/or staff use, principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms. Showers can be included.

**Limitations:**

- Does not include physical education or intercollegiate athletic locker rooms and areas (see 525 – Athletic or Physical Education Service).

**691 – Shower Room**

**Definition:** A room containing a shower facility.

**Description:** Room with shower only; not equipped with toilet, sink or bath.

**Limitations:**

- Does not include physical education or intercollegiate athletic locker rooms and areas (see 525 – Athletic or Physical Education Service), or faculty/staff locker rooms (see 690 – Locker Room).

**700 – Support Facilities**

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as 600 – General Use Facilities, 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 computers. 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 – Central Computer or Telecommunications 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 – Office) 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 – Class Laboratory, 220 – Open Laboratory, 410 – Study Room), or offices with data processing equipment used as office tools (see 310 – Office, 315 – Office Service).
- Personal computer or terminal work rooms and printer rooms which serve an office area should be coded as 315 – Office Service.
- 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 non-assignable mechanical space.

## 715 – Central Computer or Telecommunications Service

**Definition:** A space 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, area used to storage

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 – Office), primary equipment (computer/I/O device) rooms (see 710 – Central Computer or Telecommunications), and office areas containing data processing or networking office service equipment or materials (see 310 – Office, 315 – Office Service).
- Also does not include rooms directly support study rooms (see 455 – Library Service), or laboratories (see 215 – Class Laboratory Service, 225 – Open Laboratory Service, 255 – Research / Non-class Laboratory Service) that contain special computer equipment used for study, instruction, or research.
- A non-office 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 315 – Office Service.
- A printer room serving a general purpose terminal room in a dormitory should be classified as 455 – Library Service.

**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 200 – Laboratory Facilities.
- Facilities used for producing and distributing multimedia materials and signals are classified as 530 – Media Production.
- Architecture and engineering drafting rooms serving the physical plant operation are classified as 310 – Office.
- Blueprint storage rooms are classified as 315 – Office Service.

- 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 – Vehicle Storage Service) or rooms directly serving media production or distribution areas (see 535 – Media Production Service).
- Also excludes costume and scene “shops” serving theater areas (see 615 – Assembly Service).
- Greenhouses used for campus physical maintenance or improvements should be coded 580 – Greenhouse.

### **725 – Shop Service**

**Definition:** A space 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 non-public areas that serve the shop facility should be included.

**Limitations:**

- Does not include service areas for Class Laboratories (see 215 – Class Laboratory Service) or Research/Non-class Laboratories (see 255 – Research / Non-class Laboratory Service).
- Also does not include vehicular repair facilities (garages) classified as 745 – Vehicle Storage Service.
- Blueprint storage rooms should be classified as 315 – Office Service.
- Rooms directly serving media production or distribution facilities are coded 535 – Media Production Service.
- Sit-down lunch or vending rooms which serve a shop facility are classified 630 – Food Facility.

### **730 – Central Storage**

**Definition:** A space 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 – Classroom Service, 215 – Class Laboratory Service, 355 – Conference Room Service, 615 – Assembly Service, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315 – Office Service) can serve

several offices (see 310 – Office) in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple room use categories and which are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 – Central Storage 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 does not include non-assignable area (see 001 – Non-Assignable Areas).
- Offices within warehouses or other central storage buildings are coded 310 – Office.
- Centralized food stores and laundries are classified 750 – Central Service.

**731 – Department Storage**

**Definition:** A space assigned to a department that is used to store equipment or materials for that department other than standard office supplies and equipment.

**Limitations:**

- Standard office storage should be coded 315 – Office Service.

**735 – Central Storage Service**

**Definition:** A space 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 an 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 730 – Central Storage area should be classified with this code.

**740 – Vehicle Storage**

**Definition:** A space 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 – Field Building).
- 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 space 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 used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in 740 – Vehicle Storage.

**Limitations:**

- Does not include shops as defined in 720 – Shop (e.g., carpentry, plumbing, electrical, painting, etc.).
- Offices within a Vehicle Storage facility should be classified as 310 – Office.

**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 – Food Facility Service; a laundry room in a residence hall should be coded 936 – Laundry Room; a copy or mail room in an office area is coded 315 – Office Service.
- 530 – Media Production or distribution facilities and computer-based data processing and telecommunications equipment centers (see 710 – Central Computer or Telecommunications) are coded separately.
- Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded 720 – Shop.
- 730 – Central Storage or supply facilities and 740 – Vehicle Storage facilities also have separate codes.

### **755 – Central Service Support**

**Definition:** A space 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 310 – Office.
- Centralized physical plant repair and maintenance facilities which do not directly support a 750 – Central Service should be coded 720 – Shop.

### **760 – Hazardous Materials Storage**

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

**Description:** Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (see 770 – Hazardous Waste Storage).

**Limitations:**

- Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (see 215 – Class Laboratory Service, 225 – Open Laboratory Service, 255 – Research / Non-class Laboratory Service).

**770 – Hazardous Waste Storage**

**Definition:** A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**Description:** Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure, the disposal of which is regulated by government environmental regulations.

**Limitations:**

- Does not include temporary storage sites located near or adjacent to instructional or research facilities (see 215 – Class Laboratory Service, 225 – Open Laboratory Service, 255 – Research / Non-class Laboratory Service).

**775 – Hazardous Waste Service**

**Definition:** Small storage areas distributed throughout the institution used for *temporary* storage of hazardous or toxic waste materials as defined, classified and controlled under government environmental regulations.

**Description:** Includes those facilities that serve as collection areas located in (close) proximity to hazardous waste generators as temporary storage until relocated to the central hazardous waste storage location (see 770 – Hazardous Waste Storage), or until collected for final disposal.

**Limitations:**

- Does not include centralized storage of hazardous materials (see 760 – Hazardous Materials Storage); centralized storage of hazardous waste materials (see 770 – Hazardous Waste Storage); or satellite accumulation areas located near or adjacent to instructional or research facilities (see 215 – Class Laboratory Service, 225 – Open Laboratory Service, 255 – Research / Non-class Laboratory Service).

**780 – Unit Storage**

**Definition:** A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

**Description:** Typically includes a dedicated storage unit or location remote from the controlling unit's work space for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from 760 – Hazardous Materials Storage or 770 – Hazardous Waste Storage.

**Limitations:**

- Does not include centralized storage of hazardous materials (see 760 – Hazardous Materials Storage); centralized storage of hazardous waste materials (see 770 – Hazardous Waste Storage); or satellite accumulation areas located near or adjacent to instructional or research

facilities (see 215 – Class Laboratory Service, 225 – Open Laboratory Service, 255 – Research / Non-class Laboratory Service).

### **790 – Shelter**

**Definition:** An outdoor shelter/structure used by the public and/or a specific University employee or group of employees, e.g., bus shelter, traffic control booth.

### **800 – Health Care Facilities**

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540 – Teach Clinic). 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, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with the 810 – Patient Bedroom space or classified separately as 815 – Patient Bedroom Service. 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 900 – Residential Facilities codes. Staff on-call rooms for resting and sleeping are coded 890 – Staff On-Call Facility.
- Does not include non-patient animal shelters used for farm animals (see 560 – Field Building) or non-veterinary school laboratory animals (see 570 – Animal Facilities).

### **815 – Patient Bedroom Service**

**Definition:** A space 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 – Patient Bedroom space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

**Limitations:**

- Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 – Patient Bedroom 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 – Nurse Station Service).
- 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 – Animal Facilities Service).
- Veterinary institution feed storage and food preparation rooms are classified as 835 – Nurse Station Service.

**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 – Surgery Service).

**Limitations:**

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

**830 – Nurse Station**

**Definition:** A room or area used by nurses or other patient care staff that 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 – Office).

### 835 – Nurse Station Service

**Definition:** A space 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 – Office).
- Pharmacy and other central supply areas are classified as 870 – Central Supplies.
- Areas directly serving patient bedrooms are coded 815 – Patient Bedroom Service.

### 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 – Surgery Service).
- Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see 850 – Treatment/Examination).

### 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 940 – Residential Study facility should be classified with the appropriate service room category.
- Rooms used for the direct implementation of surgical procedures are classified 840 – Surgery.

**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, and 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 – Surgery).
- 850 – Treatment/Examination diagnosis differs from 860 – Diagnostic Service Laboratory 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 ready or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof 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 – Diagnostic Service Laboratory, 865 – Diagnostic Service Laboratory Support), which typically support the entire health care facility.
- Primary activity rooms which are used to deliver therapeutic and diagnostic treatment should be coded 850 – Treatment/Examination.

- Treatment or examination waiting rooms are classified as 880 – Public Waiting.

### **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 200 – Laboratory Facilities series.
- Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as 850 – Treatment/Examination.

### **865 – Diagnostic Service Laboratory Support**

**Definition:** A space 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 – Treatment/Examination Service).

### **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 730 – Central Storage, 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 730 – Central Storage.

- 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 non-assignable 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 – Lounge) and other service room lounges (e.g., 815 – Patient Bedroom Service) 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 – Lounge) 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 – Patient Bedroom; student residence quarters should be classified with the 900 – Residential Facilities 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 – Patient Bedroom Service). Also excluded are central supply areas (see 870 – Central Supplies).

### **896 – Pharmacy**

**Definition:** A room used to store, prepare and/or dispense medications for use by patients or the public.

### **900 – Residential Facilities**

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

**Note:** Not all space in residential facilities is coded using the 900 – Residential Facilities series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are 310 – Office, 630 – Food Facility, 650 – Lounge, 670 – Recreation, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the 935 – Sleep/Study Service 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 940 – Residential Study.
- Residential quarters equipped with internal cooking facilities are coded 950 – Apartment.
- Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded 935 – Sleep/Study Service unless there is an accompanying eating area (see 630 – Food Facility) that the food preparation area directly serves. The appropriate service code of 635 – Food Facility Service would then be applied.

### **919 – Toilet or Bath**

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

**Description:** Includes common or shared bathroom facilities which may consist of full or half-bath, 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 920 – Sleep/Study with Toilet or Bath, 950 – Apartment, or 970 – House are included in those respective categories.
- Private rest room areas which serve offices are coded 315 – Office Service.

### **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 as 919 – Toilet or Bath. 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 920 – Sleep/Study with Toilet or Bath space.

**Limitations:**

- Study rooms for general use, available and open to the dormitory residents at large, and not part of the bedroom or sleeping room suites, should be classified as 940 – Residential Study.
- Residential quarters equipped with cooking facilities are coded 950 – Apartment.
- 910 – Sleep/Study without Toilet or Bath and their corresponding 919 – Toilet or Bath rooms are coded separately.

### **935 – Sleep/Study Service**

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

**Description:** This is the service code for the 910 – Sleep/Study without Toilet or Bath and 920 – Sleep/Study with Toilet or Bath residential facilities categories. Includes mail rooms, serving rooms, and trunk storage 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 – Food Facility) are also classified as 935 – Sleep/Study Service.

**Limitations:**

- Does not include 310 – Office, 630 – Food Facility, 650 – Lounge, 670 – Recreation, 940 – Residential Study, 919 – Toilet or Bath, or 680 – Meeting Room in any residential facility, including institutionally controlled hotels or motels.
- Does not include laundry rooms which are coded 936 – Laundry Room.

### **936 – Laundry Room**

**Definition:** A central room in a residence hall, apartment complex or suite dormitory equipped with washers/dryers and specifically used by residents for their laundry needs.

### **940 – Residential Study**

**Definition:** A room in a residence hall, apartment complex or suite dormitory set aside and used by residents specifically as a quiet study room.

### **945 – Terminal Room – Residential**

**Definition:** A room in a residence hall, apartment complex, or suite dormitory set aside and equipped with individual computer workstations.

### **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. Also 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 950 – Apartment because it is not a separate, freestanding structure.

#### **Limitations:**

- Does not include single, freestanding structures (see 970 – House) or any residential units which do not contain private cooking facilities (see 910 – Sleep/Study without Toilet or Bath, 920 – Sleep/Study with Toilet or Bath).

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

#### **Limitations:**

- Does not include service rooms (mail, trunk, etc.) which directly serve residential facilities which have no internal cooking facilities (see 910 – Sleep/Study without Toilet or Bath, 920 – Sleep/Study with Toilet or Bath, 935 – Sleep/Study Service).
- Does not include laundry rooms (see 936 – Laundry Room).
- This category also excludes service rooms within a separate, freestanding residential unit (see 970 – House).

### **960 – Hotel**

**Definition:** A room used for lodging the general public for a fee. Includes internally connected toilet/bath.

### **965 – Hotel Service**

**Definition:** A room or area that directly serves a hotel including hotels rooms and public areas.

### **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., 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 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 – Apartment).
- Houses used as office areas should be classified with the 300 – Office Facilities series codes.

### **980 – Trailer/Residential**

**Definition:** A complete living unit that is a separate, mobile structure. This is the basic module or groups of rooms designated as a complete housekeeping unit (i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. Individual rooms are not specifically identified within the trailer.

### **990 – Residential Support**

**Definition:** A room or group of rooms which serve as recreation rooms for the occupants of a residence hall, apartment complex, or suite dormitory. Examples include lounges, TV rooms, weight rooms, game rooms (pool/ping pong), and dark rooms.

**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.

**050 – Inactive Area**

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

**Limitations:**

- Rooms being modified or not completed at the time of the inventory are classified as 060 – Alteration or Conversion Area or 070 – Unfinished Area.

**060 – Alteration or Conversion Area**

**Definition:** Spaces 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 050 – Inactive Area or 070 – Unfinished Area.

**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.

**001 – Non-Assignable Areas**

This space is not directly assigned to support programs but is necessary for the general operation of a building. Non-assignable space is identified as building service (i.e., custodial, trash), public rest rooms, circulation, and mechanical areas.

**010 – Janitor Closet**

**Definition:** A small area or closet (49 sq. ft. or less) that houses limited quantities of custodial supplies for daily use by custodial staff.

**Limitations:**

- Similar areas in health care facilities should be coded as 855 – Treatment/Examination Service.

**011 – Janitor Room**

**Definition:** A space (50 sq. ft. or greater) dedicated for use by custodial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, desk for completing paperwork, and a sink room for wet mop activities.

**Limitations:**

- Similar areas in health care facilities should be coded as 855 – Treatment/Examination Service.

**012 – Trash Room**

**Definition:** A space for the temporary storage of non-hazardous waste awaiting disposal or removal.

**Limitations:**

- Rooms or spaces that house hazardous waste should be coded appropriately as 770 – Hazardous Waste Storage or 775 – Hazardous Waste Service.

**020 – Circulation**

**Definition:** Space used to allow the general public to circulate within a building to gain access to assignable spaces. Included are corridors, elevators, escalators, stairways, vestibules/foyers, loading platforms, lifts/dumbwaiters, and catwalks.

**Limitations:**

- Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those primary space uses (i.e., 215 – Class Laboratory Service, 255 – Research / Non-class Laboratory Service, 315 – Office Service).

**031 – Utility/Mechanical Space**

**Definition:** Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. These spaces include electrical and mechanical rooms, transformer vaults, meter, network, or telecommunication spaces as well as the utility portion of power plant buildings.

**032 – Rest Room (Public)**

**Definition:** Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas, entryways, or vestibules that are contiguous to a public rest room are also included as part of the toilet facility's area.

**Limitations:**

- Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as 315 – Office Service.

**035 – Lactation Room**

**Definition:** A private room a breastfeeding woman can use for nursing.

**Limitations:**

Bathrooms or locker rooms are not considered lactation rooms.