PSI Overview

The Physical Space Inventory (PSI) is a database of all spaces in every building owned or used by the campus. General information about the buildings are recorded on the Building Characteristics Inventory (BCI). The BCI has about 4,700 building records. The PSI has about 325,000 space entries. Information covers all SUNY state operated, statutory and community college campuses.

The PSI record's data relate to the physical characteristics of the space - size of the space, departmental assignment, number of occupant stations and type of space. All spaces within the building are reported. This includes rooms used for academic/support, research, administration, residential and public service. Mechanical and circulation spaces are also reported. PSI has the capability to identify individual spaces as under alteration, inactive or unusable. Additionally, parking areas (surface as well as garages) are recorded in PSI. An individual space can be split, and a proration assigned, to indicate multiple users, etc. Spaces can be flagged by the campus to support locally defined reporting needs.

The PSI is used in numerous applications, including campus space management, campus facility master planning, statistical analysis, and various State and Federal reporting requirements. The recorded PSI buildings and rooms are essential data elements in the University's inventory of equipment known as the Property Control System (PCS). For selected campuses PSI supports the Research Foundation's indirect cost recovery process by identifying space used for sponsored programs.

It is essential that the building abbreviation and room number used on the PSI be the same as that in PCS. Any necessary changes to building abbreviation or room numbers should be coordinated with campus administrative staff responsible for PCS.

The PSI is updated in the Fall of each year. An annual 'call letter' from SUCF initiates the annual process. Campuses can update as frequently as they choose throughout the year with the Fall file used for annual reporting.
PSI Guidelines

Building/Room

Buildings to Be Reported

All buildings used by the campus - owned, shared or leased.

Buildings in which campus state supported activities occur or for in which state funds are used to support programs but owned by private enterprises (foundation, not-for-profit, for profit) must be included in BCI. Minimally, the rooms used or funded (leased) by campus state operations must be recorded within PSI.

The following structures are generally not recorded in PSI/BCI: band shells, fire towers, communications towers, lean to, pole barns, transformer pad, picnic pavilion, water towers.

For non-state supported activities in these non-owned facilities - i.e. incubator space, clinical practice, private profit/not-for profit - the respected spaces can be optionally created in PSI with a chart of account 03 (public service) function. If necessary, contact our office to establish a special chart of account(s) for these spaces. This approach enables the campus to record all space without impact on its space analysis results.

If the campus has control over the 24-hour assignment of space that is only occasionally scheduled, but is used for the duration of the Fall semester then it should be added to the inventory. For shorter durations or no control of space (i.e. an occasional class in a local high school), do not report in PSI.

Building Gross Area

Gross area is defined as the sum of all the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces.

Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Exclude areas having less than a six-foot, six-inch ceiling height. Measured in terms of gross square feet (GSF).

In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment, floors, lobbies, mezzanines, all balconies (inside or outside), if they are utilized for operational functions; and corridors, provided they are within the outside faced lines of the building. Partial floors such as balconies and mezzanines are measured as if a plane were passed through that level of the building and the floor area is extended the entire width of the building, between the interior walls. This area will count as additional gross area. The footprints of stairways, elevator shafts, and ducts are to be counted as gross area on each floor through which they pass.

In an attic, if any portion of the attic is usable, then count the entire floor when computing OGSF. Only add the accessible portion (over 6'6", with floor) to the PSI.

Building Additions

Owned buildings must be added when construction is complete and the facility is occupied. (Note: Future buildings may be recorded on BCI.) Leased/shared building are added when the campus occupies the space in the building. The campus should identify the municipality in which an owned building resides.

A newly constructed building addition totaling more than 5,000 NSF or more than 25% of the existing structure should be added to the BCI as an additional building. The square footage of any connecting structure between a new and existing building should be included with the new building.
Building Deletions

Owned buildings are deleted only if demolition occurs or if ownership is transferred out of SUNY (campus) control. Leased/shared buildings are deleted when the lease is terminated.

Building Abbreviation/Number

The campus can choose its' own building abbreviation and name within the data element field sizes. The abbreviation usually reflects the official building name. The building number is jointly assigned by the campus and SUCF. The campus can change the building abbreviation and/or name. The facility number can not be changed or revised since it is linked to several historic databases.

Leased Space

All leased space used to support a state program or paid for from state dollars must be recorded in the PSI with an appropriate building added to the BCI.

Campus provides M&O support:

If the campus is responsible for maintenance and/or cleaning of the leased facility, then the mechanical/circulation space should be included on the inventory and charged to '8606xxxxxx' (campus's maintenance or custodial account) using an appropriate mechanical and/or circulation space type code.

Landlord provides M&O support:

If the total square footage being leased includes mechanical and /or circulation space, then the PSI should include that space, even if the landlord is responsible for maintenance. The space can either be charged to the campus' custodial or maintenance account (as above) or to the department leasing the space using an appropriate mechanical and/or circulation space type code.

If the total NSF being leased does not include mechanical/circulation space, then the PSI may optionally include that space. The space can either be charged to the campus custodial or maintenance account; or to the department leasing the space. Using this approach the space is charged to a non-assignable space type, and will not be counted against the department in any utilization reports.

Campus Owned or Leased Space Occupied Outside Entities

Since all campus owned or funded (leased) space must be recorded in BCI/PSI, spaces occupied by entities for which a standard campus department (chart of account) does not exist should use a department code with a 03 (public service) function. If necessary, contact our office to establish a special chart of account(s) for these spaces.

Examples would include other NYS agencies, private clinical practice plans, foundations, incubator companies, etc.

Future Buildings

Future buildings should be added to BCI/PSI once construction is underway. This information is used for planning projections. The anticipated construction completion date (occupancy) is recorded in BCI and should be updated annually until the building is completed and becomes an "existing" building.

PSI spaces for future buildings are required; they can be added based on facility program as individual spaces or into broad categories using an aggregate "room" number for the respective space type, NSF, etc.

Both building abbreviation and facility number for future buildings are assigned by our office. When the
building is recorded as an existing building, the campus can assign its' building abbreviation and the campuses and our office will jointly establish the facility number using standard conventions.

**Room with More than One Room Number**

Spaces with more than one room number assigned to it (i.e. double corridor rooms; multiple entrances with different room numbers) must be treated as a single space using only one room number. It is recommended that the practice of using the lowest room number be used for PSI as well as CASA and PCS.

**Number of Floors**

Report the number of floors (stories) in the building. Include basements, attics and others if usable (6'6" height with usable flooring). Do not report balconies, mezzanines and penthouses as separate floors.

If a building is built on a hill and part of the basement is below grade and part is above grade then report the entire floor as above grade. If three floors are above grade for half the building and four floors are above grade for the other half of the building, report the highest number (four) of floors for that building.

If a building has a full-size basement level and a smaller basement level below that (sub-basement). Report that two floors are below grade.

**Number of Stations**

In counting the number of stations in a room, remember that the intent is to count the number of occupants who can appropriately be accommodated in the room.

Number of stations is determined by the design intent, not by the number of chairs that happen to be in the room at the moment the inventory is taken. For instance, a room may be designed to hold fifteen student stations but has only twelve chairs at the moment; the number of stations would be fifteen. Conversely, if current safety codes limit occupancy to fifteen and there are twenty chairs, the station count should be fifteen.

Classrooms are usually calculated as:

- 16 sf per station of classroom 400 sf or greater.
- 20 sf per station of classroom under 400 sf.

Lecture Hall:

- Number of fixed seats.

Class Lab:

- Number of apparent station setups (or check with user).

The number of stations in a laboratory is often determined by the fixed equipment in the room, such as sinks and counter space, or fume hoods.

**Note:** where a station is designed to accommodate two or three students rather than just one, count the number of students who will be served.

Reported number of stations should reflect occupancy posting limitations.

Following space types require stations to be reported.
Net Square Feet

Measurement of Space

Net square footage is measured wall to wall at floor level deducting any protruding walls or abutments.

Do not include pipe chases in NSF. They are part of the interior structure of the building and are not accessible space.

Circulation area within department assigned space:

If a department area is configured with multiple rooms or work stations with open areas for internal circulation, all the space should be assigned to the respective department using space codes appropriate to the servicing of that particular space type if one of the following conditions is met:

Space does not support general building circulation i.e. through traffic.  
The department has authority over all the space and its configuration.  
The areas function as open landscape, bull pen, etc.

Space Type

Lab Spaces

PSI utilizes seven (7) space types for classification of class labs and one (1) for research lab. Additionally, each lab space type has a corresponding lab service space type. PSI space type definitions distinguish between regularly scheduled labs, informally scheduled and individual study/practice labs. Station utilization
is measured for lab space types 1300, 1302, 1303, 1304 and 1306.

**H&PE**

Careful distinction between instruction and spectator space is necessary. This may require proration of individual spaces.

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Space Type Code</th>
<th>Station Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
<td>1600</td>
<td>Design student class size based on s.f. per student standards.</td>
</tr>
<tr>
<td>Spectator Seating</td>
<td>1652</td>
<td>Actual number of seats</td>
</tr>
</tbody>
</table>

H&PE space that is being used for an instructional class should be assigned to an account with function "00" and space type "1600" (phys. ed. class). The number of stations should reflect the number of students that could participate in that class. We would expect to find an entry on the schools Course and Section Analysis (CASA) that would contain weekly student contact hours (WSCOH) for this space. If the same space is used for non-instructional purposes, e.g. student/staff recreational use of a handball court, the space would be prorated to an account with function "05". This proration would be considered student services/staff benefits and not instructional space.

Improper recording of these situations will negatively report instruction station utilization.

**Unassigned vs Unusable**

Unassigned spaces include: space type 7800 (inactive), 7850 (unusable), 7900 (under alteration) or status code N (inactive), U (unusable), A (under alteration).

These spaces are analyzed as potentially available for program use based upon space upgrade or completion of a rehabilitation project. If the space is not under alteration or renovation and is not unusable because of some physical defect, then the space should be classified as inactive. These three space types make up the inactive space in the functional space types.

Unassignable space is that space not available for programs and can not be assigned to an occupant or specific use. This is mechanical and circulation space (space codes 76xx, 77xx). There should be at least one entry per floor of mechanical/circulation space. Elevator shafts and stairways are reported as circulation with a NSF assigned as a plane through each floor.

**Chart of Account (Department)**

**Classroom/Lecture Hall Assignment**

Classroom (space type 1001) and lecture hall (space type 1100) rooms are treated as campus wide facilities for space planning and analysis purposes. It is the intent that these spaces not be treated as "owned/assigned" to specific departments. Campuses may assign these spaces to special chart of account 400000 - general instruction.

**Child Care Space**

Department should be standard childcare chart of account (usually 860580 - check your campus official or special chart of account). There could be many different types of space in a child care facility, but they
should all be assigned to the standard account. Spaces assigned to space types 75xx, 76xx or 77xx will be considered unassignable, regardless of the account.

Auxiliary Service Corporation Space

Department should be standard ASC chart of accounts (usually 901050, 981110 - check your campus official or special chart of account).

Residential vs. Non-Residential

Use of residential chart of account 8709XX (XX is any value) can be used in dorm and non-dorm building and is basis for space allocation between residential (DIFR) vs. non-residential.

Dean's and Department Chair's Offices

Deans and above in an academic area are assigned an administrative function (departmental function "07"), therefore use space type 5000 - administrative office. Department chairs and below should be in an I&DR function with space type 3001 - faculty office.

A general rule of thumb would be the account code paying the person's salary (i.e., function) determines PSI space department and space type. If additional activities, i.e. dean performing instruction in his office, prorate to an I&DR department (departmental function "00"). A change of space type would be appropriate.

Research Space

Departmental Research

Faculty and students usually do some level of research (referred to as departmental research). Research done which is not sponsored is assumed to be departmental research (I&DR account function is "00"). Sponsored research (outside funding) space would be assigned to a department with function code "02".

Research and research support space can include graduate student work space, graduate teaching assistants' offices, post-doctoral offices, offices for other research and technical staff, departmental reading rooms and space required to augment typical faculty offices, where appropriate (e.g., studio offices, lab offices and seminar offices). Those departments, which require non-medical clinics (e.g. reading, speech, psychology, etc.), can also derive space from this category.

The space should be prorated using the two accounts if both departmental research and sponsored research take place in the same space.

If no instruction is supported by the space (no WSCOH) the reported space type for a research lab would be "2001" and a faculty office would be "3001".

Sponsored Research Space

All research and development activities that are sponsored by federal, non-federal agencies and other organizations. For most campuses, the federal sponsored research is administered by the Research Foundation of SUNY's activities.

PSI can record space assignments to reflect the sponsored research inventory. This is accomplished by creating a 'special' chart of account with the 02 function for the respective department. Rooms can be recorded 100% or prorated to their special department numbers.
Organized Research Units

Separately organized research divisions such as research bureaus, research institutes, and experimental stations are organized research. These units are independent of and separately budgeted from any other academic department. Spaces for organized research are entered in the PSI with a function "02" chart of account code. Examples of organized research are:

Institute of Theoretical Physics
Marine Science Research Center
Atmospheric Science Research Center
Western New York Nuclear Research Center

Computer Class Labs

Class labs (1300) not used for specific department instruction WSCOH, but used as a campus wide resource should be charged to special chart of account 8600970000.

This specific chart of account is reported as campus-wide facility with classrooms and lecture halls.

Medical Instruction

For medical student instruction (regardless of the level of student), the space involved would be I&DR (departmental function "00"). Medical, hospital and clinical activities should be assigned to departments with function "13" (hospitals and clinics).

Research Administration

Department should be standard sponsored research chart of account in the administrative function - 07 (usually supports campus based Research Foundation of SUNY administrative activities).

Special Chart of Accounts

On occasion a space user does not have an official SUNY chart of account (department) – e.g. sponsored research (function "02") within a standard I&DR department, non-campus entities, etc. In these instances our office can be contacted to establish a "special" account which then supplements the official campus chart of accounts for space assignment.

Clinics-Departmental Assignments

Clinical space is put into one of the three functions when assigning a department:

Operated to supplement an academic program for student practice. Usually supported by campus operating funds. Assigned to department with organized activity function (01).

Clinical practice plans at health science centers and Optometry. Assigned to department with hospital function (13).

Community outreach and/or reimbursement basis. Assigned to department with public service function (03).

As of result of this departmental assignment, functions 01 and 13 will fall into organized activities on the functional space report and function 03 will be reported as public service.
Function

The 3rd and 4th position of the department (chart of account) identifies function.

Public service (function 03)

In addition to campus activity qualifying as public service, external uses of campus space should be reported with a special chart of account reflecting purpose 03.

Organized Activity (function 01)

Organized activities include enterprises organized and operated in conjunction with instructional departments and conducted to give professional training to students.

Organized Research (function 02)

In addition to budgeted bureaus, institutes and experimental stations, sponsored research can be recorded with a special chart of account reflecting purpose 02.

Instructional and Departmental Research (function 00)

Should not include organized research: neither sponsored nor budget organized research. Only departmental research should be included.

Room (Space) Proration

PSI provides for recording of multiple (up to nine) splits of a room's assignment. Each split is assigned a line number.

Prorations allow for a room

To be assigned to multiple departments. i.e. Biology vs Chemistry.

To have more than one space type code based on usage i.e. instruction lab (1304) and research facility (2001).

To report space into instructional department (function 00) and into sponsored research department (function 02).

Prorations result in a split of NSF and number of stations for reporting. The percentage associated with each proration is based on percent time multiplied by percent space.

Parking Areas

Parking areas have specific types: 7100 (parking facility), 7110 (surface parking - permanent), 7115 (surface parking - temporary), 7120 (parking facility service) and 7125 (parking facility - leased).

One building abbreviation can be used for all campuses surface parking and each individual lot will be entered as a unique room on the PSI. The surface parking building need not be entered on the BCI. For instance, SURPAR LOTA, SURPAR LOTB, SURPAR LOTC, etc., could be used to identify the parking lot building and room on the PSI to report three parking lots. The type of parking is identified by the space code and its capacity (actual number of parking spaces) entered as the number of stations. Zero net square feet is recorded for parking space type records. There is a separate field to enter the parking square footage, which should contain zero for non-parking areas. There is also a field to indicate whether this parking area is
lighted.

A parking garage, however, should be treated as any other building and added to the BCI. Any enclosed spaces within the garage (attendant booth, mechanical space, etc.) should be added to the PSI with the appropriate space type. Each actual parking decks should be entered with space type "7100" and treated like surface parking, as described above.
### PSI Data Element List

- Building Abbreviation
- Room Numbers
- Line Number
- Status Code
- Number Of Stations
- Net Square Feet
- Space Type Code
- User Code
- Name Of Space
- Chart Of Accounts Code
- Proration
- Campus Flags No. 1-8
- Height Of Room
- Computer Support Workstation
- Hospital Patient Isolation Rooms
- Incubator Labs
- Radiation Imaging Equipment
- Ice Rink (s)
- Walk-In Environ. Chamber (s)
- Swimming Pool (s)
- Walk-In Coolers &/Or Walk-In Freezer
- Parking Lighted?
- Parking Square Feet
- Air Conditioned Space
- System Administration Flags

[Back to Table of Contents](https://appls.sucf.suny.edu/portal/psi/forms/psi-manual/PSI%20Data%20Element%20List.htm)
**Field Definition**

**FIELD**

**BUILDING ABBREVIATION**

**DEFINITION OF USE**

Each campus should have an official list of buildings and abbreviations used by ALL offices of the campus. This list should be used for the building abbreviations. This list should also be coordinated with the building abbreviation used in the Building Characteristics Inventory (BCI), Course and Section Analysis (CASA), and the Property Control System (PCS).

**ENTRY**

ALPHA, NUMERIC, or ALPHA-NUMERIC not to exceed six (6) characters and having no embedded spaces.

**FIELD**

**ROOM NUMBERS**

**DEFINITION OF USE**

Room numbers should reflect a standard space numbering system used on the campus. They must be identical to the space numbers as reported in the Course and Section Analysis Report (CASA) and the Property Control System (PCS). Also referred to as "space number."

**ENTRY**

Not more than six (6) ALPHA, NUMERIC, or ALPHA-NUMERIC Characters. No embedded spaces. If fewer than six (6) characters, the number will be left justified.

**FIELD**

**LINE NUMBER**

**DEFINITION OF USE**

Multiple space use: status and/or department combinations can be assigned to a room through the use of the line number. Each line number record must have its respective time and space proration recorded (see proration). The line number makes the individual PSI room record unique in the file. Up to nine (9) entries are allowed per room. Where no proration occurs, the line number will be "1."

**ENTRY**

One numeric character. 1 - 9

**FIELD**

**STATUS CODE**

**DEFINITION OF USE**

Status of the PSI room record. Each inventoried space must show one of the valid codes. If you use more than one status code (C, A, N and U) in any combination, the sum of their prorations must be 100%. Additionally, you may use P status independent of C, A, N, U and the total proration of P status must equal 100%.

**ENTRY**

C Current Use. The manner in which a space is being used at the time of inventory. If the space has been prorated, more than one "C" line may be used.

N Inactive Space. Assignable space which is not in use at the time of inventory.
A **Alteration.** Assignable space which is out of service due to its being rehabilitated or converted to other use.

**U Unusable.** Space which is unfinished or in a condition which renders it unsuitable for use.

**P Projected Use.** The manner in which the space will be used at a future date. Used for future buildings.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>NUMBER OF STATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION OF USE</strong></td>
<td></td>
</tr>
<tr>
<td>Number of Stations is used to show the occupancy of the space in relationship to the other descriptors. The following rules will apply when reporting the number of stations:</td>
<td></td>
</tr>
<tr>
<td>The following stations require recording of number of stations.</td>
<td></td>
</tr>
<tr>
<td>1001 Classroom</td>
<td>1100 Lecture Hall</td>
</tr>
<tr>
<td>1300 Class Lab</td>
<td>1301 Special Class Lab</td>
</tr>
<tr>
<td>1302 Indiv Study Lab (Prac)</td>
<td>9010 Dining Hall Seating</td>
</tr>
<tr>
<td>1304 Auto-Tutorial Lab (Dry)</td>
<td>1303 Auto-Tutorial Lab (Wet)</td>
</tr>
<tr>
<td>1306 Indiv Project Lab/Studio</td>
<td>1305 Remote Instruction Lab</td>
</tr>
<tr>
<td>1652 Phys Ed Spectator Seating</td>
<td>1600 Phys Ed Class Act</td>
</tr>
<tr>
<td>3001 Faculty Office</td>
<td>2001 Research Facility</td>
</tr>
<tr>
<td>3200 Faculty Lab. Office</td>
<td>3100 Faculty Studio Office</td>
</tr>
<tr>
<td>3500 Teaching Asst. Office</td>
<td>3300 Faculty Sec. Office</td>
</tr>
<tr>
<td>3700 Research Office</td>
<td>3600 Technician’s Office</td>
</tr>
<tr>
<td>5000 Administrative Office</td>
<td>4001 Library Seating</td>
</tr>
<tr>
<td>6500 Assembly Seating Facility</td>
<td>6007 Auxiliary Food Facility</td>
</tr>
<tr>
<td>9010 Dining Hall Seating</td>
<td>9001 Dormitory Rooms</td>
</tr>
</tbody>
</table>

For other spaces optionally enter the number of people who are actually occupying the space. This will include shops, issue rooms, projection booths, keypunch rooms and other spaces whose functions require the presence of people. Generally a desk or work station will exist for each occupant.

Storage rooms, xerox rooms, and other similar spaces where people may be present on a temporary or irregular basis should not show any stations.

Toilets should show the number of people for whom provision has been made.

<table>
<thead>
<tr>
<th>ENTRY</th>
<th>Numeric up to four (4) digits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FIELD</th>
<th>NET SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION OF USE</strong></td>
<td>The net area should be determined by measurement between walls at floor level deducting any protruding walls or abutments.</td>
</tr>
<tr>
<td>FIELD</td>
<td>DEFINITION OF USE</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ENTRY</td>
<td>Five digits. Report to the nearest foot.</td>
</tr>
<tr>
<td>SPACE TYPE CODE</td>
<td></td>
</tr>
<tr>
<td>A full understanding of the room types is essential before an inventory may be taken. To help this understanding, a list has been provided to explain the room types in detail.</td>
<td></td>
</tr>
<tr>
<td>From Room Type Code list entry is four-digit numeric.</td>
<td></td>
</tr>
<tr>
<td>USER CODE</td>
<td>Campus defined field which can be optionally left blank.</td>
</tr>
<tr>
<td>NAME OF SPACE</td>
<td>The space name be identified by the campus.</td>
</tr>
<tr>
<td>CHART OF ACCOUNTS CODE</td>
<td>The Chart of Accounts Code is comprised of ten (10) digits. The first two digits denote the major division, the third and forth digits denotes function, and the fifth and sixth digits denote a specific department or activity. Each campus has its own unique listing in &quot;official&quot; chart of account codes which are maintained by SUNY System Administration's finance office. Additionally, campuses may create additional department codes, unique to PSI space assignment, by contacting SUCF Information Services. Together these serve as the basis for all PSI space department assignments. Also referred to as &quot;Department Number&quot;</td>
</tr>
<tr>
<td>PRORATION</td>
<td></td>
</tr>
</tbody>
</table>
DEFINITION OF USE

These columns will be used in conjunction with Column 6 - Line Number. If Column 14 and 15 are left blank, no proration of the space is assumed (defaults to 100%). Proration may be used to record different uses of the same space (a class laboratory also used for research) or to assign responsibility for one space to more than one department (faculty office shared by members of two different departments) or combination of the two.

Proration based on percent of space used (Column 14) means that a specific area within a room has been dedicated to a function or use which is different from that of the rest of the room. It may also mean that specific parts of a room are charged to different departments or activities.

Proration based upon percent of time used (Column 15) means that a whole or part of a space is being used according to a time schedule by two or more departments or activities. The percentage is based upon a Monday through Friday, 8:00 AM to 5:00 PM scheduling window.

When prorating space to other uses or departments, all lines should be filled out completely.

The percentages entered in Columns 14 and 15 will be applied automatically against the total area of the room recorded in Column 9 of the first line. The product of this application will be printed out on computer reports to show how much area is being charged against use, department, or activity. Please note that each line of proration must have the identical net area entered in Column 9.

ENTRY

Entry is two digits indicating percentage (01-99).

FIELD

CAMPUS FLAGS NO. 1-8

DEFINITION OF USE

Flags 1 - 8 is for optional campus use.

The campus can establish their own definitions and codes for these columns. The documentation for these columns should be maintained at the campus level.

ENTRY

Flags 1 through 7 are one (1) character

Flag 8 is two (2) characters

Flags are initially set to zero (0). Entry of any character is valid. An asterisk (*) will reset the flag to a zero (0).

FIELD

HEIGHT OF ROOM

DEFINITION OF USE

Height of Room. The height of room is measured from the floor to the underside of the floor above. If the height varies in the same room, estimate the average height.

ENTRY

Height of Room - 4(four) characters. Enter the height using fractions of a foot, i.e., 6 1/2 ft. = 0650, 6 1/4 ft. = 0625, 17 3/4 ft. = 1775. If a room height is not entered, it will default 9 ft. (0900).

FIELD

COMPUTER SUPPORT WORKSTATION
<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION OF USE</th>
<th>ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSPITAL PATIENT ISOLATION ROOMS</td>
<td>If the room has the attribute described in the column heading, enter a &quot;Y&quot;, otherwise leave blank.</td>
<td>(1 character each) Enter a &quot;Y&quot; or leave blank. An asterisk (*) will delete the data and leave the column blank.</td>
</tr>
<tr>
<td>INCUBATOR LABS</td>
<td>If the room has the attribute described in the column heading, enter a &quot;Y&quot;, otherwise leave blank.</td>
<td>(1 character each) Enter a &quot;Y&quot; or leave blank. An asterisk (*) will delete the data and leave the column blank.</td>
</tr>
<tr>
<td>RADIATION IMAGING EQUIPMENT</td>
<td>If the room has the attribute described in the column heading, enter a &quot;Y&quot;, otherwise leave blank.</td>
<td>(1 character each) Enter a &quot;Y&quot; or leave blank. An asterisk (*) will delete the data and leave the column blank.</td>
</tr>
<tr>
<td>ICE RINK (S)</td>
<td>Enter the numerical amount, if applicable.</td>
<td>Numeric - One (1) character. An asterisk (*) will delete the data and leave a zero (0) in the column.</td>
</tr>
<tr>
<td>WALK-IN ENVIRONMENTAL CHAMBER (S)</td>
<td>Enter the numerical amount, if applicable.</td>
<td>Numeric up to two (2) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.</td>
</tr>
</tbody>
</table>
### Field Definitions

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION OF USE</th>
<th>ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWIMMING POOL (S)</td>
<td>Enter the numerical amount, if applicable.</td>
<td>Numeric - One (1) character. An asterisk (*) will delete the data and leave a zero (0) in the column.</td>
</tr>
<tr>
<td>WALK-IN COOLERS &amp;/OR WALK-IN FREEZER</td>
<td>Enter the numerical amount, if applicable.</td>
<td>Numeric up to two (2) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.</td>
</tr>
<tr>
<td>PARKING LIGHTED?</td>
<td>If the room has the attribute described in the column heading, enter a &quot;Y&quot;, otherwise leave blank.</td>
<td>(1 character each) Enter a &quot;Y&quot; or leave blank. An asterisk (*) will delete the data and leave the column blank.</td>
</tr>
<tr>
<td>AIR CONDITIONED SPACE</td>
<td>If the room has the attribute described in the column heading, enter a &quot;Y&quot;, otherwise leave blank.</td>
<td>(1 character each) Enter a &quot;Y&quot; or leave blank. An asterisk (*) will delete the data and leave the column blank.</td>
</tr>
<tr>
<td>PARKING SQUARE FEET</td>
<td>Enter the numerical amount, if applicable.</td>
<td>Numeric up to seven (7) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.</td>
</tr>
<tr>
<td>SYSTEM ADMINISTRATION FLAGS</td>
<td>Five One (1) position flags</td>
<td>Reserved for Systems Administration use only.</td>
</tr>
</tbody>
</table>
ENTRY  

ALPHA-NUMERIC not to exceed one (1) character
# SPACE TYPE CODES

## Space Type Codes - Alternate View

<table>
<thead>
<tr>
<th>CLASSROOM/LECTURE HALLS</th>
<th>DEPARTMENTAL SUPPORT</th>
<th>PARKING SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>1001 Faculty Office</td>
<td>3001 Parking Facility Parking</td>
</tr>
<tr>
<td>Classroom Service</td>
<td>1050 Faculty Studio Office</td>
<td>3100 Surface Parking (Permanent)</td>
</tr>
<tr>
<td>Lecture Halls</td>
<td>1100 Faculty Lab Office</td>
<td>3200 Surface Parking (Temporary)</td>
</tr>
<tr>
<td>Lecture Hall Service</td>
<td>1250 Faculty Secretarial Office</td>
<td>3300 Parking Facility Service</td>
</tr>
<tr>
<td>LABORATORY FACILITIES</td>
<td>Faculty Office Service</td>
<td>3450 Leased Parking</td>
</tr>
<tr>
<td>Class Laboratories</td>
<td>1300 Departmental Conference Room</td>
<td>3460 GENERAL BUILDING SERVICES</td>
</tr>
<tr>
<td>Class Laboratory Service</td>
<td>1350 Dept. Conference Room Service</td>
<td>3465 General Building Services</td>
</tr>
<tr>
<td>Special Class Laboratory</td>
<td>1301 Teaching Assistant Office</td>
<td>3500 Field Shelter</td>
</tr>
<tr>
<td>Special Class Laboratory</td>
<td>1351 Technician's Office</td>
<td>3600 NON-ASSIGNABLE SPACE</td>
</tr>
<tr>
<td>Individual Study Lab (Prac)</td>
<td>1302 Research Office</td>
<td>3700 Circulation Space</td>
</tr>
<tr>
<td>Indiv Study Lab (Prac) Service</td>
<td>1354 LIBRARY FACILITIES</td>
<td></td>
</tr>
<tr>
<td>Auto-Tutorial Lab (wt)</td>
<td>1303 Library Collection</td>
<td>4000 Elevators</td>
</tr>
<tr>
<td>Auto-Tutorial Lab (Wet) Service</td>
<td>1314 Library Seating</td>
<td>4001 Mechanical Space</td>
</tr>
<tr>
<td>Auto-Tutorial Lab (Dry)</td>
<td>1304 Library Readers' Service</td>
<td>4003 Toilet/Shower Facility</td>
</tr>
<tr>
<td>Auto-Tutorial Lab (Dry) Service</td>
<td>1312 Library Services</td>
<td>4054 UNASSIGNED SPACE</td>
</tr>
<tr>
<td>Remote Instruction Laboratory</td>
<td>1305 Library Storage</td>
<td>4055 Inactive Space</td>
</tr>
<tr>
<td>Remote Instruction Laboratory Service</td>
<td>1315 ADMINISTRATIVE FACILITIES</td>
<td>Unusable Space</td>
</tr>
<tr>
<td>Individual Project Lab/Studio</td>
<td>1306 Administrative Office</td>
<td>5000 Space Under Alteration/Conv.</td>
</tr>
<tr>
<td>Indiv. Proj. Lab/Studio Service</td>
<td>1316 Administrative Office Service</td>
<td>5051 MEDICAL FACILITIES</td>
</tr>
<tr>
<td>Department General Storage</td>
<td>1352 Administrative Conference Room</td>
<td>5052 Patient Bedroom</td>
</tr>
<tr>
<td>Department Special Services</td>
<td>1353 Admin. Conference Room Service</td>
<td>5152 Patient Bedroom, Intensive Care</td>
</tr>
<tr>
<td>SPECIAL USE FACILITIES</td>
<td>Data Proc &amp; Computer Work Space</td>
<td>5002 Patient Bath</td>
</tr>
<tr>
<td>Engr. Or Tech. Field Serv. Fac</td>
<td>1500 Data Proc &amp; Computer Service</td>
<td>5053 Nurse Station</td>
</tr>
<tr>
<td>Clinic Facility (Non-Med)</td>
<td>1501 STUDENT/FACULTY ACTIVITY FACILITIES</td>
<td>Surgery</td>
</tr>
<tr>
<td>Clinic Fac (Non-Med) Service</td>
<td>1551 Student Act Recreation Facility</td>
<td>6001 Treatment</td>
</tr>
<tr>
<td>Greenhouse</td>
<td>1510 Student Activities Service</td>
<td>6050 Service Laboratory</td>
</tr>
<tr>
<td>Greenhouse Service</td>
<td>1515 Student Lounges</td>
<td>6002 Supplies</td>
</tr>
<tr>
<td>Animal Quarters</td>
<td>1570 Faculty and Staff Lounges</td>
<td>6006 Public Waiting</td>
</tr>
<tr>
<td>Animal Quarters Service</td>
<td>1575 Student Organization Facility</td>
<td>6003 Health Care Service</td>
</tr>
<tr>
<td>Physical Ed Class Activity</td>
<td>1600 Merchandising Facility</td>
<td>6004 RESIDENCE FACILITIES</td>
</tr>
<tr>
<td>Phys Ed Class Activity Service</td>
<td>1650 Auxiliary Food Facility</td>
<td>6007 Dormitory Room</td>
</tr>
<tr>
<td>Phys Ed Spectator Seating</td>
<td>1652 Auxiliary Food Facility Service</td>
<td>6052 Dormitory Lounge</td>
</tr>
<tr>
<td>Phys Ed Special Service</td>
<td>1653 ASSEMBLY &amp; EXHIBITION FACILITIES</td>
<td>Non-Student Apartment</td>
</tr>
<tr>
<td>Phys Ed Toilet/Shower Facility</td>
<td>1654 Assembly Seating Facility</td>
<td>6500 Dining Hall Lounge</td>
</tr>
<tr>
<td>SPACE TYPE CODES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armory</td>
<td>1620</td>
<td>Assembly Facility Service</td>
</tr>
<tr>
<td>Audio-Visual Prod Facility</td>
<td>1700</td>
<td>Exhibition Facility Service</td>
</tr>
<tr>
<td>Audio-Visual Prod Fac Service</td>
<td>1750</td>
<td>CENTRAL SERVICE FACILITIES</td>
</tr>
<tr>
<td>RESEARCH FACILITIES</td>
<td>1750</td>
<td>CENTRAL SERVICE FACILITIES</td>
</tr>
<tr>
<td>Research Facility</td>
<td>2001</td>
<td>Central Commissary Service</td>
</tr>
<tr>
<td>Research Facility Service</td>
<td>2150</td>
<td>Central Shop Facility</td>
</tr>
<tr>
<td>Central Commissary Facility</td>
<td>7001</td>
<td>House</td>
</tr>
<tr>
<td>Central Commissary Service</td>
<td>7052</td>
<td>Dormitory Service</td>
</tr>
<tr>
<td>Central Shop Facility</td>
<td>7004</td>
<td>Toilet, Non-Public Residential</td>
</tr>
<tr>
<td>Central Storage Facility</td>
<td>7005</td>
<td>Dining Hall Food Service</td>
</tr>
<tr>
<td>Central Vehicle Stor/Repair</td>
<td>7006</td>
<td></td>
</tr>
<tr>
<td>Central Laundry Facility</td>
<td>7007</td>
<td></td>
</tr>
<tr>
<td>Central Services Serv. Facility</td>
<td>7057</td>
<td></td>
</tr>
</tbody>
</table>

Back to Table of Contents
Space Type Code Definitions

Classroom 1001

Definition:

A room used for all classes which do not require special purpose equipment for student use.

Description:

Included in this category are rooms generally referred to as seminar rooms and general-purpose classrooms. A classroom generally has 50 seats or less. It may be equipped with tablet armchairs, (fixed to the floor, joined together in-groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations:

This category does not include lecture halls, conference rooms, auditoriums, or class laboratories.

Lecture Halls are distinguished from classrooms on the basis of size and layout. Lecture halls generally contain 50 or more fixed seats, arranged in a tiered fashion with fixed aisles.

Conference Rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Faculty Administrative Conference Room.

Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an auditorium facility (i.e., an auditorium normally used for other than scheduled classes).

Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, language labs, CAD stations, musical equipment, instructional shop equipment, etc. which is used for instructional purposes is a Class Laboratory.

Back to Space Type Codes

Classroom Service 1050

Definition:

A room which directly serves a Classroom as an extension of the activities of the classroom.

Description:

Included in this category are storage rooms, locker and shower rooms, closets, coat rooms, shops, dark rooms, dressing rooms, drying rooms, laundry rooms, observation rooms, preparation rooms, study rooms, work rooms, and preview rooms.
if they serve a classroom.

Limitations:

This category does not include coat rooms, preparation rooms, closets, and storage rooms if such rooms serve laboratories, conference rooms, assembly facilities, etc.

Back to Space Type Codes

Lecture Halls 1100

Definition:

A room used for all classes which do not require special purpose equipment for student use.

Description:

Included in this category are rooms generally referred to as lecture rooms and lecture-demonstration rooms. A lecture hall may be equipped with tablet armchairs, (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. There are generally more than 50 seats arranged in a tiered fashion, with fixed aisles. A lecture hall may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations:

This category does not include classrooms, conference rooms, auditoriums, or class laboratories.

Classrooms are rooms used for all classes, which do not require special purpose equipment for student use. They generally contain 50 seats or less in a non-tiered, flexible arrangement.

Conference Rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Faculty Administrative Conference Room.

Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an auditorium facility (i.e., an auditorium normally used for other than scheduled classes).

Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, language labs, CAD stations, musical equipment, instructional shop equipment, etc. which is used for instructional purposes is a Class Laboratory.

Back to Space Type Codes

Lecture Hall Service 1250
Definition:
A room which directly serves a Lecture Hall as an extension of the activities of the Lecture Hall.

Description:
Included in this category are projection rooms and booths, storage rooms, coat rooms, dark rooms, equipment rooms, film-viewing rooms, preparation rooms, print rooms, and control rooms, if they serve a Lecture Hall.

Limitations:
This category does not include projection rooms, coat rooms, preparation rooms, storage rooms, etc, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

Class Laboratories 1300

Definition:
A room primarily used by regularly scheduled classes that require special-purpose equipment or treatment for student participation, experimentation, observation, or practice in a field of study.

Description:
A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study.

Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations:
This category does not include laboratory rooms which serve as individual (or independent) study rooms. It does not include laboratories used for group instruction which are informally or irregularly scheduled. This category does not include rooms generally referred to as research laboratories. It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under facility types.

Special Class Laboratories 1301

Definition:
A room used primarily by informally (or irregularly) scheduled classes which require special-purpose equipment for
student participation, experimentation, observation, or practice in a field of study. Although it may not show up on the Schedule of Classes, it always will show up in the Space Projection. It may be directly or remotely associated with a class laboratory.

Description:

A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily) include group music practice rooms, group music studios, astronomy stations, planetariums etc.

Limitations:

This category does NOT include Class Laboratories, individual study rooms, or research laboratories. It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under other space types.

NOTE: The criteria for differentiating between Special Class Laboratories and Class Laboratories are the irregular or informal nature of the scheduling.

Back to Space Type Codes

Individual Study Lab (Practice) 1302

Definition:

A room used for individual student experimentation, observation or practice in a particular field of study but not under the direct supervision of an instructor. Its use is mandatory as part of the course or curriculum being followed. It is assigned for short periods of time and is not dedicated to the use of only one person.

Description:

Included in this category are music practice rooms or Individual Study Laboratories that do not have programmed instruction, equipment or material for use by students. Stations may be grouped, i.e., they may be in a room which has been designated as individual stations where students will do an experiment without the use of programmed instruction material; or they may be individualized, as in music practice rooms.

Limitations:

This category does not include Auto-Tutorial Labs (wet) 1303, Auto-Tutorial Labs (dry) 1304, or Remote Instructional Labs 1305.

Back to Space Type Codes

Auto-Tutorial Labs (Wet) 1303

Definition:

A room used by students for instruction in a particular field requiring special equipment or treatment by the use of...
programmed instruction via audio or visual media and requiring supervision and set-up time by laboratory technicians or an instructor familiar with course material. The use of the room by the student is mandatory as part of his course or curriculum but is scheduled on an individual basis.

Description:

A room containing individual stations requiring set-up times by laboratory technicians and requiring other utilities than those used for the transmission of instructional material (audio/visual). The stations are usually grouped in one room. Examples are Science, Auto-tutorial Laboratories requiring utilities in order to carry out experiments.

Limitations:

This category does not include Individual Study Laboratories (Practice) 1302, Auto-Tutorial Labs (dry) 1304, or Remote Instruction Laboratories 1305.

Auto-Tutorial Labs (Dry) 1304

Definition:

a. A room containing individual stations used for instruction of course material through the media or audio/visual materials.

b. A room containing one or more computer terminals.

These rooms are used as part of the course material curriculum being followed. They may be regularly scheduled and used as class instruction or be scheduled on an individual basis.

Description:

Included in this category are language laboratories, music, listening laboratories, speech laboratories, and computer terminal rooms. Audio-visual stations are usually grouped with monitoring by a technician in a control room who is not responsible for understanding the course material.

Limitations:

This category does not include Individual Study Laboratories (Practice) 1302, Auto-tutorial Laboratories (Wet) 1303, or Remote Instruction Laboratories 1305.

Remote Instruction Laboratory 1305

Definition:

A room used for group instruction specifically set-aside with audio or visual media. This room is meant for the reception of television instruction, either through closed circuit or network reception. The use of the room is mandatory as part of classroom or curriculum material.
Space Type Code Definitions

Individual Project Lab/Studio 1306

Definition:

A room used by students to complete individual projects assigned as part of a course of instruction. The use of the room by the student is mandatory as part of this course or curriculum. It is scheduled for indefinite periods of time and is not dedicated to the use of one person.

Description:

These rooms are designed and/or furnished with specialized equipment which normally precludes their use for other areas of study.

Limitations:

This category does NOT include Individual Study Labs (Prac) 1302, Auto-Tutorial Labs (Wet) 1303, Auto-Tutorial Labs (Dry) 1304, Remote Instruction Labs 1305, or Research Labs 2001.

Auto-Tutorial Labs (Dry) Service 1312

Definition:

A room that directly serves one or more Auto-Tutorial Labs (Dry) as a direct extension of the activities in those rooms.

Description:

Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Auto-Tutorial Labs (Dry).

Limitations:

This category does not include rooms which serve class laboratories, special class laboratories, or research facilities.
**Auto-Tutorial Labs (Wet) Service 1314**

**Definition:**
A room that directly serves one or more Auto-Tutorial Labs (Wet) as an extension of the activities in those rooms.

**Description:**
Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Auto-Tutorial Labs (Wet), except animal rooms and greenhouses.

**Limitations:**
This category does not include rooms which serve class laboratories, special class laboratories, research facilities. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

[Back to Space Type Codes](https://appls.sucf.suny.edu/portal/psi/forms/psi-manual/Definitions.htm)

---

**Remote Instruction Laboratory Service 1315**

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

**Description:**
Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Remote Instruction Labs.

**Limitations:**
This category does not include rooms which serve class laboratories, special class laboratories, research facilities, or other types of individual study laboratories.

[Back to Space Type Codes](https://appls.sucf.suny.edu/portal/psi/forms/psi-manual/Definitions.htm)

---

**Individual Project Lab/Studio Service 1316**

**Definition:**
A room that directly serves one or more Individual Project Lab/ Studios as a direct extension of the activities in those rooms.

**Description:**
Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Individual Project Lab/Studios.

Limitations:

This category does not include rooms which serve class laboratories, special class laboratories, research facilities, or other types of individual study laboratories.

Class Lab Service  1350

Definition:

A room which directly serves a Class Laboratory as an extension of the activities of the Class Laboratory.

Description:

Included in this category are balance rooms, closets, coat rooms, cold rooms, control rooms, cooling rooms, counting rooms, damp rooms, dark rooms, dressing rooms, drying and mounting rooms, glazing rooms, interview rooms, locker and shower rooms, preparation rooms, shops, stock rooms, storage rooms, work rooms, and Vivariums, and similar facilities which directly serve a Class Laboratory.

Limitations:

This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc. which directly serve research laboratories or service departments as a whole. These latter should be coded Special Service Facilities, Greenhouses, Animal Rooms, or as appropriate.

Special Class Laboratory Service  1351

Definition:

A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description:

Included in this category are rooms which serve Special Class Laboratories such as closets, generator rooms, preparation rooms, work rooms, storage rooms, observation rooms, testing rooms, and shops.

Limitations:

This category does NOT include rooms which serve class laboratories, individual study laboratories, research laboratories, or whole departments.
**Department General Storage 1352**

**Definition:**

A room dedicated to one department for storage remote from any particular facility.

**Description:**

Designed for General or Specific Storage of equipment, including volatile storage, chemical storage, general storage, equipment storage, etc, specifically designed to accomplish the task.

Specifically designed to accomplish the task.

[Back to Space Type Codes](#)

---

**Department Special Services 1353**

**Definition:**

Central Facilities dedicated to departmental or divisional service for supplying needed components of a particular nature or for special equipment used by students or faculty in the pursuit of the answer to a problem.

**Description:**

Included in this category are work shops, radiation rooms, special preparation rooms, x-ray rooms, temperature control rooms, repair rooms, equipment rooms, photo laboratories, electronic laboratories, and specially designed rooms to accomplish the tasks.

[Back to Space Type Codes](#)

---

**Individual Study Laboratory (Practice) Service 1354**

**Definition:**

A room that directly serves one or more individual study laboratories (practice) as an extension of the activities in those rooms.

**Description:**

Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an individual study laboratory facility, except animal rooms and greenhouses.

**Limitations:**

This category does not include rooms that serve class laboratories, special class laboratories, or research facilities. Rooms
that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

**Engineering or Technical Field Facilities  1500**

**Definition:**

A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, or tools, and for field experiments.

**Description:**

Field Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seed-houses. Greenhouses related to farm operations should be coded 1510 and assigned the Function "01". Structures are typically of light frame construction with unfinished interiors usually related to agricultural field operations, and are frequently located outside the central campus area.

**Limitations:**

Location of a building is not sufficient justification for classification as a Field Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as research laboratories. Facilities used to house laboratory animals should be classified as Animal Quarters. (Space Type 1570)

**Clinic Facilities (Non-Med)  1501**

**Definition:**

A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

**Description:**

Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing. Also included are observation rooms, audio-testing rooms, therapy rooms, testing and scoring rooms, viewing rooms, and vision rooms.

**Limitations:**

This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.
**Greenhouse 1510**

**Definition:**

A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

**Description:**

Includes rooms generally referred to as greenhouses.

**Back to Space Type Codes**

---

**Greenhouse Service 1515**

**Definition:**

A room that directly services a greenhouse facility as an extension of the activities in that facility.

**Description:**

Includes rooms generally referred to as headhouses.

**Back to Space Type Codes**

---

**Clinic Fac (Non-Med) Service 1551**

**Definition:**

A room that directly serves a Clinic as an extension of the activities in a Clinic.

**Description:**

Included in this category are waiting rooms, control rooms, records rooms, work rooms, parent rooms, recording booths, and similar supporting rooms.

**Limitations:**

This category does NOT include rooms that serve Medical Care Facilities.

**Back to Space Type Codes**

---

**Animal Quarters 1570**
Definition:

A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description:

This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, research facilities, special class laboratories, or individual study laboratories.

Limitations:

Does NOT include areas for treatment of patient animals.

**NOTE**: Animal quarters are most generally associated with the Biological Sciences, Medical Sciences, and Psychology. Facilities for housing animals at Agricultural and Technical Colleges which support the Agricultural Sciences should be classified as Engineering or Technical Field Facilities. (Room Type 1500)

---

**Animal Quarters Service 1575**

Definition:

A room that directly serves an animal care facility as an extension of the activities in that facility.

Description:

The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations:

Does NOT include areas that directly serve areas used for the treatment of patient animals.

(See note under Room Type 1570)

---

**Physical Education Class Activity 1600**

Definition:

For regularly scheduled Physical Education Classes that may require special equipment or treatment for student participation. Can also be used for varsity athletics, intra-murals, and recreation.

Description:
Included in this category are rooms generally referred to as gymnasiums, auxiliary activity rooms, body mechanics rooms, dance studios where associated with Physical Education programs, exercise rooms, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, physical fitness rooms, indoor track areas, weight lifting rooms, field houses, etc.

Limitations:

This category does NOT include classrooms, class laboratories, or offices even though they may be located in an athletic building. This category does NOT include the spectator seating area associated with athletic facilities. (See 1652) It does NOT include outside fields, tennis courts, archery ranges, etc. nor does it include rooms used for recreational purposes such as bowling alleys, billiard rooms, ping-pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

Armory 1620

Definition:

A room or area used by Reserve Officer Training Corps (ROTC) units.

Description:

This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

Limitations:

Classrooms, class laboratories, and offices in an Armory facility are designated as such even though they are located in an Armory building.

Armory Service 1625

Definition:

A room that directly serves an Armory facility as an extension of the activities of that facility.

Description:

This category includes supply rooms, weapons rooms, coat rooms, etc.

Limitations:

Classroom service rooms, class laboratory service rooms, and office service rooms are so classified even though they are located in an Armory building.
Physical Education Activity Service 1650

Definition:

Directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description:

Included in this category are rooms generally referred to as closets, store rooms, and equipment rooms.

Limitations:

Does NOT include public toilet rooms or special service rooms.

Physical Education Spectator Seating 1652

Definition:

For students, staff or public to watch athletic events.

Description:

Included in this category are permanent seating areas in field houses, gymnasiums and swimming pool areas. Stadium seating should NOT be included since by definition, it is considered non-assignable space.

Limitations:

This category does NOT include temporary or movable seating areas.

Physical Education Special Service 1653

Definition:

Service any or all facilities in the Physical Education Building.

Description:

Includes any shops, linen rooms, laundry rooms, first aid rooms, equipment issue, control or storage rooms, coach’s rooms, coat rooms, general storage rooms, training rooms, towel rooms, and ticket booths.

Limitations:
Physical Education Toilet, Shower Facilities 1654

Definition:

Directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description:

Included in this category are shower rooms, toilets, steam rooms, locker rooms, dressing rooms, and drying rooms.

Limitations:

Does NOT include public toilet facilities in Physical Education Facilities that serve the general public.

Audio-Visual Production Facilities 1700

Definition:

A room or group of rooms used in the production and distribution of instructional media.

Description:

Included in this category are rooms generally referred to as animation rooms, announcing booths, graphics studios, radio studios (where not a student organization facility), TV studios, TV projection rooms, and similar rooms

Limitations:

Studios used primarily as part of an instructional program to train students in communicating techniques should be classified in the Laboratory categories.

Audio-Visual Production Service 1750

Definition:

A room that directly serves an Audio-Visual, Radio or TV facility, as an extension of the activities in such facilities.
Space Type Code Definitions

Description:

Included in this category are rooms generally referred to as film and tape libraries, control rooms, recorder rooms, property storage rooms, viewing rooms, preview rooms, editing rooms, workrooms, dark rooms, equipment rooms, dressing rooms, developing rooms, preparation rooms, repair and maintenance rooms.

Limitations:

Facilities used primarily to train students in communication techniques should be classified in the Laboratory categories.

Research Facilities 2001

Definition:

Primarily for the application of Laboratory Techniques in Research or Research Methodology which requires special purpose equipment or treatment for staff, faculty or student experimentation or observation.

Description:

Included in this category are rooms generally referred to as research laboratories and research laboratory-office. Additional rooms included in this category are child study laboratories, diagnostic rooms, reading rooms, cryogenic laboratories, training and testing rooms.

Limitations:

This category does NOT include rooms generally referred to as Class Laboratory, Special Class Laboratory, Individual Study Laboratory, or Animal Faculties.

Research Facilities Service 2150

Definition:

A room that directly serves Research Facilities as an extension of the activities of this facility.

Description:

Included in this category are balance rooms, preparation rooms, cold rooms, stock and storage rooms, dark rooms, machine rooms, and shops, e-ray rooms, temperature control rooms, etc.

Limitations:

This category does NOT include balance rooms, cold rooms, stock rooms, etc. which serve a Class Laboratory, Special Class Laboratory or an Individual Study Laboratory.
**Faculty Offices 3001**

**Definition:**

Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment.

**Description:**

Must be a separate room designated as an office with a room number. If it falls into the category of Studio Office of Lab Office, it should have the equipment or treatment necessary to fulfill these activities associated with the particular subject field.

**Limitations:**

Does NOT include desk space in a facility unless divided off and numbered.

*Back to Space Type Codes*

---

**Faculty Studio Offices 3100**

**Faculty Lab Offices 3200**

**Faculty Secretary Offices 3300**

**Faculty Office Service 3450**

**Definition:**

To directly serve Faculty Offices as an extension of the activities which take place there.

**Description:**

Included in this category are departmental workrooms, waiting/reception rooms, supply and storage rooms, closets, record rooms, calculating rooms, coat rooms, mail rooms, duplicating rooms, etc.

**Limitations:**

Does NOT include Office Service related to Administration or other central service areas serving the whole campus.

*Back to Space Type Codes*

---

**Departmental Conference Room 3460**
Definition:

A room serving an office complex that is used primarily for staff meetings and departmental activities other than scheduled classroom activities.

Description:

A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit whereas meeting rooms are used for general purposes such as community groups meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms, because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principle use.

Limitations:

This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounge facilities.

Dept Conference Room Service (Office Related) 3465

Definition:

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

Description:

Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms.

Limitations:

This category does not include kitchens, dining rooms, and similar facilities in a dining hall or in an auxiliary food facility.

Teaching Assistant's Office 3500

Technician’s Office 3600

Definition:

Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment.

Description:

Must be a separate room designated as an office with a room number. If it falls into the category of Studio Office or Lab Office, it should have the equipment or treatment to fulfill these activities associated with the particular subject field.
Limitations:

Does NOT include desk space in a facility unless divided off and numbered.

Research Office  3700

Definition:

To accomplish the general or specific research activities of organizations established on a campus which is recognized as
outside the normal academic or research role of a campus. These may be funded separately, jointly or wholly from State
funds.

Description:

Includes all facilities necessary to generate these activities including laboratories (faculty labs and preparation rooms),
service areas, offices, etc.

Library Collection  4000

Definition:

For the shelving of all parts of the campus library collection.

Description:

A room or part of a room having bookstacks assignable to the campus book collection. Included in this category are stack
rooms, microfilm rooms, reference rooms, collection rooms, music libraries, curriculum libraries, bibliography rooms,
periodical rooms, etc.

Limitations:

Does NOT include shelving for books in process. If the stacks are located in a library seating room, count the number of
stack units and multiply by 9 square feet/unit. This area becomes that part of the total room area assigned to book stack
collection.

Library Seating  4001

Definition:
Space Type Code Definitions

For students and faculty to utilize materials stored in a library that becomes a part of the library collection or for study purposes.

Description:

All seating areas in a library or outside a library housed in a room which may have library materials, or which has been designated as study spaces.

Spaces included in this category are carrels (open or closed), fiction rooms, study rooms, reading rooms listening rooms, computer access stations, viewing rooms, curriculum and document room, microfilm rooms, reference rooms, sound booths, etc.

In reporting seating areas in an open stack or reader stack room, count the number of single faced stack units and multiply by 9 square feet. Subtract this number from the total area in the room and use the remainder for seating.

Limitations:

This does NOT include Individual Study Laboratories. Individual Study Laboratories are designated for study in a specific field while library seating is designated for general study in many fields. It does NOT include small reading rooms associated with departments. These are chargeable to Department Research.

Library Reader Service 4003

Definition:

Provides direct service to users of library facilities.

Description:

May be an area in a stack room or in a reading room set aside to house chair desks, information desks, card catalogs, control desks, circulation desks, checkout desks, etc.

Limitations:

Does NOT include periodical indexes, bibliography, reference, periodicals, special collection or display areas.

Library Services 4054

Definition:

For library staff to process library materials for use in the library including acquisition rooms, cataloging rooms, circulation rooms binding and repair rooms, receiving rooms, workrooms, coat rooms, duplicating rooms, record rooms, preparation rooms, vaults, etc.
Limitation:

Does NOT include reader services areas or general storage.

Library Storage 4055

Definition:

For general storage of materials, equipment or furniture used in the library.

Description:

A separate area not directly related to library services.

Limitations:

Should NOT include stack areas for infrequently used book storage, spaces directly related to other library room types.

Administration Offices 5000

Definition:

Serves as the primary work area of any person assigned in an administration position including organized activities, extension libraries, student services and staff benefits, maintenance and operation of plant, general administration and instructional services.

Description:

A room or area in which desks or desk-like stations have been provided in order to allow those persons using it to accomplish their tasks.

Included in this category are directors offices, dean of students, dean of housing, secretarial offices, head librarians offices, business offices, personnel offices, counselors offices, coordinators offices, admissions offices, registrars and bursars offices, Presidents and Vice Presidents offices, alumni offices, supervisors offices, security offices, etc.

Limitations:

Does NOT include any spaces listed as Faculty or Departmental Support including clerical offices. Also does NOT include desk space in a shop or research laboratory where this is present for the convenience of those using the facility. The primary use of this facility determines the room type.
Data Processing and Computer Work Spaces  5002

Definition:

For institution-wide processing of data by machines or computers.

Description:

This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations:

This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an office NOT be prorated to this category. A data processing facility used only for instruction should be classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in the class laboratory category.

NOTE: Computer and Data Processing Facilities must be carefully evaluated for their primary use. In most instances, this is Administrative in nature, serving the academic and providing for some instruction. Only course instructions where more that one computer is available may have academic assignments.

Back to Space Type Codes

Administrative Service 5051

Definition:

Serves an office (or group of offices) as an extension of the activities in such a room or rooms.

Description:

Included in this category are file rooms, copy rooms, vaults, waiting and reception rooms interview rooms, closets, records rooms, and office supply rooms.

Limitations:

Centralized copying and printing shops that are campus-wide in scope should be classified as shop facilities.

Back to Space Type Codes

Administrative Conference Room  5052
**Space Type Code Definitions**

**Definition:**

A room serving an administrative office complex that is used primarily for staff meetings and other general administrative activities.

**Description:**

A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, other than instructional, whereas meeting rooms are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

**Limitations:**

This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounge facilities.

**Back to Space Type Codes**

---

**Data Processing and Computer Services 5053**

**Definition:**

A room that directly serves a Data Processing Computer Facility as an extension of the activities of that facility.

**Description:**

This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plug-board storage, wiring rooms, equipment repair rooms, supply rooms, observation rooms, file rooms, and similar service areas.

**Limitations:**

This category does NOT include offices for data processing personnel which should be classified as Administrative offices.

**Back to Space Type Codes**

---

**Administrative Conference Room Service (Office Related) 5152**

**Definition:**

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

**Description:**

Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.
Limitations:

This category does NOT include kitchens, dining rooms, and similar facilities in a dining hall or in an auxiliary food facility and does NOT include similar facilities classified as Departmental Conference Room facilities.

Student Activity Recreation Facilities 6001

Definition:

Used by students (staff and/or public) for recreational purposes.

Description:

This category includes such rooms as bowling alleys, pool and billiards rooms, Ping-Pong rooms, ballrooms, chess rooms, card playing rooms, game rooms, music listening rooms, multi-purpose rooms, reading rooms, Rathskellers, and hobby rooms.

Limitations:

This category does NOT include gymnasium, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor fields or field houses which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields, (football, hockey, etc) or golf courses.

Student Lounges 6002

Definition:

Used for rest and relaxation. Primarily for students although usually open for others.

Description:

A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting. It may be classified as Student Lounges or Student Commons and may have a kitchenette or vending machines.

Limitations:

A lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area. Does NOT include lounges in Dormitories or Dining Facilities.
**Student Organization Facilities  6003**

**Definition:**

Specifically designated for use by student organizations.

**Description:**

Included in this category are offices, meeting rooms, Student Senate facilities, student newspaper, student magazine, student radio, work rooms, Yearbook office, assembly rooms, etc.

**Limitations:**

Does NOT include spaces in a Student Activities Complex designated to be used by the whole building (S.A. Service).

**Merchandising Facilities 6004**

**Definition:**

A room (or group of rooms) used to sell products or services, or serve any of these facilities as a direct extension of the work being done.

**Description:**

This category includes such rooms as bookstores, mail rooms, post offices, work rooms, storage rooms, telephone rooms, barber shops, dairy stores, linen and laundry rooms, valet services, sorting rooms, motel-hotel rooms, receiving rooms, freezers, etc.

**Limitations:**

This category does NOT include dining rooms, restaurants, snack bars, and similar food facilities. It does NOT include meeting rooms, public rooms, or services to any.

**Faculty and Staff Lounges  6006**

**Definition:**

For rest and relaxation for Staff and Faculty.

**Description:**

Typically equipped with upholstered furniture, draperies, and/or carpeting. May have kitchenette unit or vending machines.
Auxiliary Food Facilities 6007

Definition:

A room used for eating food.

Description:

This category includes dining halls, cafeterias, snack bars, restaurants, coffeehouses, lunchrooms, and similar eating places.

Limitations:

Includes only facilities that are open to the student body and/or public at large. Dining Halls for residence halls are classified as Residential. Does NOT include Central Commissary.

Student Activities Service 6050

Definition:

A room that directly serves a Recreation Facility, Student Lounge Facility, Student Organization Facility, Faculty and Staff Lounges as an extension of the activities of such a facility.

Description:

Typically includes storage closets, bowling maintenance, storage and control, coat rooms, control desks, dark rooms, dressing rooms, duplication rooms, work rooms, file rooms, linen and laundry rooms, private toilets, reception and waiting rooms, ticket booths, etc.

Limitations:

This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service areas.
Auxiliary Food Facilities Service 6052

Definition:

A room that directly serves a Food Facility as an extension of the activities in such a facility or other facility when food is being prepared or served.

Description:

This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, serving areas, bakery, storage rooms, Dieticians’ offices, pantries, preparation areas, waste rooms, vending machine areas, reception rooms, linen rooms, etc.

Limitations:

This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

Assembly Seating Facilities 6500

Definition:

A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description:

This category includes rooms generally referred to as theatres, auditoriums, concert halls, arenas, chapels, (livestock) judging pavilions, assembly halls, stages, orchestra pits, balconies, chancel and aisles.

Limitations:

Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities). Does NOT include Athletics or Physical Education Facilities.

Assembly Facilities Service 6502

Definition:

A room that directly serves an Assembly Facility as an extension of the activities of such a facility.

Description:

This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, storage areas, make-up rooms, Box offices, control booths, (TV, lighting, sound, etc.), costume rooms, supply rooms, preparation rooms, reception
rooms, recording booths, scene shops, viewing rooms, technicians’ rooms, Green Rooms, laundry rooms, fabric rooms, equipment rooms, quick-change rooms, etc.

Limitations:

Lobbies are non-assignable space classified as Circulation Space. Shops or other areas of service related to instruction should be classified as such.

Exhibition 6600

Definition:

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

Description:

This category includes museums, art galleries, and similar exhibition areas.

Limitations:

Collections not primarily for general exhibitions, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

Exhibition Service 6602

Definition:

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

Description:

This category includes workrooms for the preparation of materials and displays, vaults, or other storage for works of art, check rooms, etc.

Limitations:

Research areas in museums are classified as Research Facilities or Research Facilities Service.
**Central Commissary Facilities 7001**

**Definition:**

For the central preparation of food to be used in all Food Serving facilities on campus.

**Description:**

Included in this category is bakeries, meat preparation, and vegetable preparation areas.

**Limitations:**

Does NOT include any kitchen that may also do baking for other parts of the campus unless such a facility was included as a separate part of the kitchen as a central facility.

*Back to Space Type Codes*

---

**Central Shop Facilities 7004**

**Definition:**

A room used for the manufacture or maintenance of products and equipment serving the whole campus.

**Description:**

This category includes such rooms as carpenter shops, plumbing shops, electrical shops, paint shops, key and lock shops, repair shops, spray booths, upholstery shops, sheet-metal shops, welding shops, and similar physical plant maintenance facilities.

It also includes central printing and duplicating shops, central receiving, etc.

**Limitations:**

This category does NOT include instructional shops. Industrial arts and vocational technology shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Special Laboratory Services.

Materials preparation areas in Audio-Visual, Radio Stations, and TV studios should be classified as Audio-Visual, Radio and TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc. should be classified as Vehicle Storage and Repair Facilities. Engineering drafting rooms serving the physical plant operation are classified as offices. Blueprint storage rooms are classified as office services.

*Back to Space Type Codes*

---

**Central Storage Facilities 7005**

**Definition:**
A room used to store materials and serving the whole campus.

**Description:**

Classification of a room as a storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation.

**Limitations:**

For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the material, then storage facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "service" category.

---

**Central Vehicle Storage & Repair  7006**

**Definition:**

A room that is used to store and/or service vehicles.

**Description:**

This category includes rooms generally referred to as garages, boat houses, airport hangars and other storage and repair areas for vehicles (broadly defined).

**Limitations:**

This category does NOT include portions of barns or similar Field Service Facilities which are used to house farm implements. This category does NOT include service areas that serve building maintenance and repair and that are classified as Shop Facilities.

---

**Central Laundry  7007**

**Definition:**

A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc.

**Description:**

This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.
Offices located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a central laundry are classified as residential facilities or as a service space to whatever type of facility they serve.

Central Commissary Service   7052

**Definition:**

Serves as an extension of the Central Commissary preparation facilities.

**Description:**

Includes all food storage rooms, freezers, refrigerators, cold rooms, equipment rooms, receiving areas, and supply rooms related to Central Commissary Facilities.

**Limitations:**

Does NOT include offices.

Central Services Service Facilities   7057

**Definition:**

A room that directly serves a Central Service Facility as an extension of the activities in such a room.

**Description:**

Included in this category are tool-supply-storage rooms, materials storage rooms, issue rooms, washrooms, and similar equipment or material supply and/or storage rooms. Lunch rooms and similar non-public areas should be included.

**Limitations:**

This category does NOT include service areas related to class or non-class laboratories. It does NOT include vehicular repair facilities (garages) which are classified as Vehicle Storage. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included. Does NOT include offices.

Parking Facility Parking   7100

**Definition:**
An area in an enclosed facility or structure which is used by students, faculty, staff, and/or the general public to park private vehicles.

Description:

A Parking Facility is typically an enclosed structure used to house vehicles. The number of individual spaces within the facility is to be reported as "stations".

Limitations:

This category does NOT include leased parking, whether or not in a parking structure, central vehicle storage and repair facilities, garages associated with private residences and surface parking areas.

Surface Parking (Permanent) 7110

Definition:

An unsheltered area or lot on paved or otherwise improved surface which has been designated by the institution as a permanent area in which students, faculty, staff, and/or the general public may park private vehicles.

Description:

An open-air area which is used to park private vehicles and which serves the general campus, including those areas adjacent to individual buildings. The number of square feet represented by the area is to be reported as "0". The number of individual parking spaces within the area is to be reported as "stations".

Limitations:

This category does NOT include leased parking, surface parking area used by Central Services and maintenance vehicles, or surface parking areas which are being used on a temporary basis.

Surface Parking (Temporary) 7115

Definition:

An unsheltered parking area or lot, usually on an unimproved surface, but which may be in some manner covered to provide temporary parking spaces for student, faculty, staff, and/or the general public to park private vehicles.

Description:

An open-air area designated by the institution as a temporary parking area which may or may not be covered with stone, cinders, or other material to provide temporary parking.

Limitations:
Does NOT include leased parking, areas designated by the institution as permanent parking areas, areas used by Central Services and Maintenance vehicles, or parking in permanent structures.

**Back to Space Type Codes**

---

**Parking Facility Service  7120**

**Definition:**

A room which directly serves a Parking Facility as an extension of the activities of that facility.

**Description:**

This category includes such rooms as equipment storage, waiting rooms, equipment repair, and similar service areas.

**Limitations:**

This category does NOT include service areas necessary to the general maintenance of the building.

[Back to Space Type Codes]

---

**Leased Parking  7125**

**Definition:**

Parking facilities, whether in a structure or in an open-air lot, which have been leased by the institution for that purpose.

**Description:**

Included in this category are all parking facilities which are not owned by the institution but which have been rented by the institution to provide parking for students, faculty, and/or staff. This will include the rental of a small number of parking spaces in a commercial parking facility.

**Limitations:**

Does NOT include Parking Structures or open-air lots used for parking which are owned by the institution.

[Back to Space Type Codes]

---

**General Building Services  7500**

**Definition:**

Serves the maintenance and operation of the building in which the facility is located.
Space Type Code Definitions

**Stairs 7601**

**Definition:**

Serves as a primary way to move from one space to another in a building or in or out of the building itself.

**Description:**

Included in this category are hallways, vestibules, corridors, lobbies, passageways, and alcoves.

**Limitations:**

Does Not include space for circulation within another space such as might be in libraries, gymnasiums, shops, etc.

*Back to Space Type Codes*
Space used to travel from one building level to another.

Description:
That portion of floor level through which stair-casing passes from one building level to another.

Limitations:
Does NOT include elevators, escalators or lobby areas associated with stairwells.

**Back to Space Type Codes**

---

**Elevators 7602**

Definition:
Space used to travel by mechanical means from one building level to another.

Description:
That portion of a floor level through which elevator or escalator equipment pass from one building level to another.

Limitations:
Included in this category are elevators, dumb waiters, and escalators.

**Back to Space Type Codes**

---

**Mechanical Space 7700**

Definition:
For housing heating, air-conditioning, ventilation, electrical, signal, communications and toilet equipment used to operate the building.

Description:
Included in this category are air-conditioning rooms, boiler rooms, cooling towers, electrical rooms, elevator machine rooms, emergency generators, fan rooms, heat distribution rooms, incinerator rooms machine rooms, mechanical rooms, pump rooms, transformer rooms and lan/communications closets.

Limitations:
Does NOT include machine or equipment rooms directly related to a laboratory or shop.

**Back to Space Type Codes**
**Toilet/Shower Facility  7701**

**Definition:**

Toilet/shower facility.

**Description:**

Included in this category are toilets, wash rooms, lavatories, shower rooms, and powder rooms which serve the student body, staff, or general public.

**Limitations:**

Does not include toilets in residential facilities, toilets and shower areas used in physical education programs, or toilets in student apartments (not suites), or fallout shelter toilets. These are considered non-assignable spaces and charged to the general custodial account. In terms of functional categories, these spaces are classified as circulation space.

*Back to Space Type Codes*

---

**Inactive Space 7800**

**Definition:**

Any space on a campus which is usable or has potential use but which is not being used, or assigned for use to a department or function.

**Description:**

Included in this category are new spaces not occupied, clear basement areas not used, and excess space within a building.

**Limitations:**

Does NOT include crawl spaces, mechanical rooms, or circulation space.

*Back to Space Type Codes*

---

**Unusable Space  7850**

**Definition:**

Space that cannot be used due to its unsuitable condition.

**Description:**

Included in this category are spaces that are unfinished, spaces that have deteriorated, and spaces lacking necessary
equipment and/or renovation, or conversion to another function.

Limitations:

This category does not include spaces that are undergoing rehabilitation, renovation, or conversion to another function.

**Alteration or Conversion 7900**

**Definition:**

Assignable space which is temporarily out of service due to its being renovated, altered, or converted to other use.

**Description:**

Included in this category are all areas undergoing rehabilitation, alteration, or conversion whose planned use when completed has been determined.

**Limitations:**

Does NOT include Inactive Space or Unusable Space.

**Patient Bedroom  8100**

**Definition:**

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

**Description:**

Includes general nursing care, acute care, semi-convalescent/rehabilitative adult or pediatric bedrooms, (excluding intensive care units) progressive-coronary-care units, emergency-bed-care units, observation units, infant-care nurseries, incubator unites, wards, etc. Connected clothes closets are included, as are stalls for animal patients.

**Patient Bedroom Intensive Care 8101**

**Definition:**

A room specially equipped to provide intensive care treatment in a medical specialty.
Description:

An intensive care bedroom is distinguished from other patient care areas by the condition of the patient which requires constant monitoring and treatment through the use of specialized equipment.

Limitations:

Excludes Patient Bedroom 8100 used for normal care of a patient.

Patient Bath 8200

Definition:

A room containing patient bath and toilet facilities.

Description:

Included are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations:

Public toilet facilities are excluded.

Nurse Station 8300

Definition:

A room or area used by nurses who are supervising and/or administering health-care facilities.

Description:

Included are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula-preparation areas, medication areas, etc.

Limitations:

Rooms that can be identified as offices should be so classified.
**Surgery  8400**

**Definition:**

A room used for surgery.

**Description:**

Included are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room, such as labor rooms, recovery rooms, monitoring/observation rooms special support-equipment rooms (e.g., anesthesia, heart, lung, e-ray, etc.), dictation booths, scrub-up areas, instrument cleanup and storage, gurney storage, and sterile-supplies storage.

[Back to Space Type Codes](#)

---

**Treatment 8500**

**Definition:**

A room used for diagnostic and therapeutic treatment.

**Description:**

Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular treating, EEG, ECG, EMG, combined doctor’s office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility, such as dressing rooms, film processing and viewing rooms, work-preparation rooms, and special-equipment storage.

[Back to Space Type Codes](#)

---

**Service Laboratory  8600**

**Definition:**

A room used to provide diagnostic support services to health-care facilities.

**Description:**

Includes pathology, pharmacy, autopsy laboratories, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope rooms, and rooms which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, and warm and cold rooms.

**Limitations:**

Does NOT include class laboratories (1300), special-class laboratories (1301), or other facilities used primarily for organized instruction.

[Back to Space Type Codes](#)
**Supplies 8700**

**Definition:**

A room used to store supplies for health-care facilities.

**Description:**

Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service-room types.

**Public Waiting 8800**

**Definition:**

A room used by the public to await admission, treatment, or information.

**Description:**

Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

**Limitations:**

Lounges are excluded from this category.

**Health-Care Service 8950**

**Definition:**

Rooms used for housekeeping, and linen storage and handling. Includes rooms used by housekeeping staff for storerooms, closets, locker rooms etc., for building maintenance and operation.

**Limitations:**

Non-assignable areas are explicitly excluded from this category; excludes mechanical and equipment areas.
**Dormitory Room  9001**

Definition:

For sleeping and living of students.

Description:

Includes that area confined within a room or suite of rooms primarily designed for student sleeping or living. This includes bedrooms and kitchenettes.

Limitations:

Does NOT include areas outside of the room. Bathroom area will be reported as 9051.

[Back to Space Type Codes](#)

---

**Dormitory Lounge 9002**

Definition:

For relaxing and entertaining.

Description:

Includes all floor lounges, main lounges, study rooms, recreation areas, activity rooms, game rooms, hobby rooms, reading rooms, etc.

Limitations:

Does NOT include living room within the dormitory rooms or suites. Rooms in a residence hall that serve primarily as classrooms should be classified as classrooms. Offices for staff members should be classified as Administrative offices. Any other academic, Student Activity, Physical Education Facility provided in a Dormitory Complex should bear the space type code associated with its proper function.

[Back to Space Type Codes](#)

---

**Non-Student Apartment 9003**

Definition:

A complete living unit that is not 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 apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or other non-student personnel. Apartments need not be located in a residential building.

**Back to Space Type Codes**

---

**Dining Hall Lounge Facility 9004**

**Definition:**

For relaxation while waiting to eat or after eating.

**Description:**

Includes lounge space, coat-hanging space normally associated with a Dining Hall.

**Back to Space Type Codes**

---

**Dining Hall Seating Facility 9010**

**Definition:**

For students to eat their meals as part of the dormitory on campus living arrangements.

**Description:**

Includes that area in a Dining Hall set aside for seating at regularly scheduled meals.

**Limitations:**

Does NOT include snack bar seating included in Dining Hall buildings, commuter student cafeterias, private dining rooms not used for student use. These are classified as Student Activities Auxiliary Food Facilities.

**Back to Space Type Codes**

---

**Student Apartment 9013**

**Definition:**

A complete student living unit that is not 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), and kitchen.

Except for toilets and/or baths, it is not intended that each room in an apartment be identified. The sum of all areas in the apartment, less toilet, will be reported.

Limitation:

Does NOT include apartments for faculty, staff, or resident apartments in dormitories. Suite type dormitory units will be reported as 9001. Toilets in student apartments will be reported as 9024.

Apartment Service 9023

Definition:

A room or area that directly serves a student or non-student apartment or group of apartments as an extension of the activities in that facility.

Description:

This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

Toilet, Student Apartment 9024

Definition:

Toilet facilities in student apartments.

Description:

Included in this category are toilets, baths, or shower rooms in student apartments.

Limitation:

Does NOT include similar facilities in suite type units in dormitories. Also NOT included are toilet facilities in apartments housing faculty, staff, or dormitory resident assistants.

House 9033
**Space Type Code Definitions**

**Dormitory Service 9050**

**Definition:**

Provides service to the Dormitory Complex as a direct extension of the activities taking place there.

**Description:**

This category includes laundry rooms, baggage rooms, closets, linen rooms, furniture storage and repair rooms, kitchenettes, ironing rooms, waiting rooms, locker rooms, etc., in a residence hall.

**Toilet, Non-Public Residential 9051**

**Definition:**

Toilet rooms in residential facilities that are not accessible to the general public.

**Description:**

Included in this category are toilets, baths, showers, tub rooms, and gang showers in residential facilities, including suites.

**Limitations:**

Does NOT include public toilets, private staff toilets, toilets in student apartments, toilet facilities used in physical education programs or fallout shelter toilets.

**Dining Hall Food Service Facilities 9053**
Definition:
A room that directly serves a Dining Hall Facility as a direct extension of the activities in such a facility.

Description:
This category includes such areas as storage rooms, locker and shower rooms, refrigeration rooms, preparations rooms, serving areas, dishwashing rooms, disposal rooms, garbage rooms, kitchens, pantries, supply room, etc.
Prototypic PSI Ongoing Update Procedure

Identify process to receive notification of:

a. Department moves.
b. Space modifications - walls removed/added that require room number/NSF changes.
c. Station configuration changes.
d. Space type change.
e. Occupancy posting (could affect number of stations).
f. Status changes - alterations started/completed; space becoming unusable or inactive.

For example: establish a procedure with Physical Plant/Facilities Office to receive information relative to:

a. Work orders/projects that modify space.
b. Changes to space or architectural drawings.
c. Relocation (moves) of staff.

NOTE: Additional source of information relative to space changes may be telephone changes.

Update PSI via submission to SUCF.
Annual PSI Update

Annual Cycle

September:

SUCF issues PSI call letter to campus.

November:

Campus submits update reflective of Fall space assignments.

Fall

PSI is reported annually as of Fall semester to coincide with state operated CASA reporting cycle, reflection of historically higher enrollment period for academic year and to meet report availability requirements.

January/February

SUCF completes university-wide (State-operated and Community College) update.

February/March

SUCF issues standard report package to Campus and System Administration. For state operated campuses - reports go to RF.

The following activities are for state operated campuses only.

August

Campus CASA update is finalized by Campus and System Administration Office of Institutional Research.

September

SUCF develops station utilization analysis using concurrent Fall PSI and CASA data.

October

SUCF produces station utilization books and distributes to campus, SUCF Capital Programs Management & Finance and System Administration.

Coordination

Building number and building abbreviation - Building Characteristics Inventory Coordinator

Building abbreviation and space (room) number - CASA and PCS Coordinator

Building number and space (room) number - campus CAD floor plans

Back to Table of Contents Page
Update Considerations

A PSI record is defined by the four fields that make it unique - campus number, building abbreviation, room (space) number and line number. This is the PSI master file key.

PSI records should not be entered if the BCI does not have the campus/building abbreviation on file. An exception is made for any building abbreviation for which all spaces are parking space types.

When creating building abbreviations and room numbers do not use under score or embedded spaces. Special characters other than dash (-) are discouraged.

Campus use flags can be made blank by entering an asterisk (*) in the field on a change transaction.

All lines for the same room must have the same reported NSF value.

If height of room is not entered on an add, it will default to nine feet (09.00).

For a room, the sum of the % space multiplied by % time must equal 100.

% time and % space is recorded as 00 to 99 with ** representing 100%. On an add, if left blank, PSI will default these fields to ** (100%).

PSI can process mass changes to a building's room number (changes all lines that match current room number within the building to the new room number).

PSI can process mass changes to a building abbreviation (all records that match previous building abbreviation is changed to new building abbreviation).

Additionally, mass changes to department (chart of account), status codes and space types can be processed at the campus or building level. These changes should be identified to the SUCF PSI Coordinator for processing.

Total building NSF should not exceed building GSF from BCI.

Instruction spaces must have number of stations recorded. Other spaces may have number of stations in the database.

Space type codes must be valid.
Update Process

A PSI record is the unique combination of four items: campus, building abbreviations, space number (room number) and line number.

**Action**

There are three action codes for the Physical Space Inventory update process.

1. A = Add
2. C = Change
3. D = Delete

Action Code "A" adds a new record to the inventory.

Action Code "C" changes existing records as follows:

1. 1. Building abbreviation change. All space and lines matching old building abbreviation are changed to new building abbreviation. Enter old building abbreviation and new building abbreviation only.
2. 2. Space number change
   a. Space number changed from one room number to a new room number for all associated lines. Enter building abbreviation, current room number and new room number (no line number).
   b. Space number changed with other data columns changed on the same entry. As 2a with all the indicated data changes for all associated lines. This can be considered a multi-line change since all lines are changed for the space. Enter building abbreviation, current room number and new room number (no line number).
3. 3. Single line change - only one line is updated. Indicate only information to be changed. Enter building abbreviation, room and line number.

Action code "D" delete an existing PSI record:

Building Delete - Entire building is deleted. Enter building abbreviation only

Space Delete - Entire space including all lines is deleted. Enter building abbreviation and room number (no line number).

Single Line Delete - Only one line is deleted. Enter building abbreviation, room and line number

Sequence of Transactions

The order in which various transactions are processed by the computer are as follows:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Explanation</th>
<th>Action Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building Delete</td>
<td>Entire building is deleted.</td>
<td>D</td>
</tr>
<tr>
<td>2. Space Delete</td>
<td>Entire space including all lines is deleted.</td>
<td>D</td>
</tr>
<tr>
<td>3. Single Line Delete</td>
<td>Only one line is deleted.</td>
<td>D</td>
</tr>
<tr>
<td>4. Single Line Change</td>
<td>Only one line is changed.</td>
<td>C</td>
</tr>
</tbody>
</table>
5. Space Number Change  Space number changed from one number to another and/or changed with other data columns changed on the same entry. The line number is left blank. C


7. Addition  A new building, space and line combination is added. A
<table>
<thead>
<tr>
<th>No</th>
<th>Line Status Code</th>
<th>Building Abbrev</th>
<th>Room Number</th>
<th>No of Sta</th>
<th>Net Assign Square Feet</th>
<th>Space Type Code</th>
<th>User Code</th>
<th>Name of Space</th>
<th>Chart of Accounts Code</th>
<th>Prorate % of Space Used</th>
<th>Prorate % of Time Used</th>
<th>C Campus Use Flags</th>
<th>Height of Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Current</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>
**PSI Data Transfer**

PSI records from SUCF

PSI master file records can be made available to campus PSI coordinators or consultants currently under contract for studies at the respective campus. This file contains the PSI information plus indicators of the PSI functional category assignment. Additionally, BCI, chart of account (official and "special") and PSI space type files are available. These files are available on request and reflect the annual databases. They are in a fixed, specific text format.

Requests should be made to our office. This information is subject to change and should be reviewed annually.

PSI updates to SUCF

Campuses or consultants with campus authorization can provide electronic updates to the PSI in our standard update transaction formats (not PSI master record format). These records are processed through standard PSI update edits and file maintenance computer programs.

Requests should be made to our office. SUCF will provide specific instructions and formats for update submission. This information is subject to change and should be reviewed annually.
FUNCTIONAL ANALYSIS

PSI reported building net square feet (NSF) is summarized into nonresidential, residential and parking stations. The nonresidential space is broken into seventeen (17) sub-classifications. The residential and parking are reported respectively broken into five and one sub-classification. Several of the sub-classifications are further delineated.

The seventeen- (17) nonresidential major categories have the greatest impact on SUNY's space projection and analysis models.

A. NONRESIDENTIAL

Classroom (Including Lecture Hall)
Instructional and Departmental Research
Health and Physical Education
Electronic Data Processing
Instructional Resources
Organized Activities
Organized Research
Public Service
Assembly and Exhibition
Libraries
Student and Faculty Activities
Student Health Services
M+O Central Services
Building Services
General Administration
Inactive - Nonresidential
Non Assignable - Non Residential

B. RESIDENTIAL

Residential Facilities Housing
Residential Facilities - Dining
Building Service Residential
Non Assignable Residential
Inactive Residential
C. PARKING

Parking Facilities (Includes Active Space Only - PSI Status Equals C)

The ultimate classification of individual space is based upon four parameters - the room status code, the assigned
department function, the room space type and the specific department number.

The actual assignment of NSF to a category can be campus or department specific, but generally speaking, the
following is appropriate in most cases. The matrix at the end of this section is another representation of the functional
analysis determination.

A. NONRESIDENTIAL

Classroom (Including Lecture Hall)

1. Function 00, Space Type 10xx, 11xx, 12xx or
2. Department 860131 - Educational Communications

Instructional and Department Research

Function 00, Space Type 13xx, 15xx, 2xxx, 3xxx

Health and Physical Education

Space Type 16xx

Electronic Data Processing

1. Space Type 5002, 5053, or
2. Department 860838, 860836, 860835, 860837 - Computer Services

Instructional Resources

Space Type 17xx

Organized Activities

1. Function 01, Space Type 15xx, or
2. Space Type 8xxx, Not Function 04-11, 15, or
3. Function 01 Or 13, Space Type Not 7100, 7100, 7115, 7120, 7125, 76xx, 77xx, 78xx, or
4. Department 860889 Radiation Protection, 860893 Central Animal Services

Organized Research

1. Function 02, or
2. Department 860717 - Research Administration

Public Service
1. Function 03 If Not Space Type 6500, 6502, 6600, 6602 or
2. Function 68 (EOC) 69 (EOP)

Note: Specific Departments with Function Code 11 Are Reported As Public Service.

Assembly and Exhibition

Space Type 6500, 6502, 6600, 6602

Libraries

1. Function 04, Not 16xx 5002, 5053, 6xxx, 7xxx or
2. Space Type 4xxx

Student and Faculty Activities

1. Space Type 6xxx, Except 65xx, 66xx, or
2. Department 860570 - Student Union, 860571 - Student Activities, 860515 - Student Counseling, 860525 - EOP Administration, 860580 - Child/Day Care, 901050, 981110 - Auxiliary Service Corporation.

Student Health Services

1. Function 04 Through 11, 15, And Space Type 8xxx, or
2. Department 860560 - Student Health Services

M+O Central Services

Space Type 70xx

Building Services

Space Type 75xx

General Administration

1. Space Type 5xxx Except 5002, 5053, or
2. Department 860855 - University Information Services

Inactive - Nonresidential

1. Department Not 8709xx and,
   a. Status N, U, A or
   b. Space Type 7800, 7850 7900

Non Assignable - Non Residential

Space Type 76xx, 77xx

B. RESIDENTIAL
Residential Facilities Housing

1. Department 8709xxxx, Not Space Type: 16xx, 17xx, 4xxx, 5002, 5053, 6xxx, 70xx, 75xx, 76xx, 77xx, 78xx, 79xx, 8xxx, 9004, 9010, 9053,
2. Function 04 through 11, Space Type 9001, 9002, 9003, 9013 through 9051

Residential Facilities - Dining

1. Department 8709xxxx Or Function 04 Through 11 And Space Type 9004 through 9010
2. Space Type Equals 9004 Through 9010, 9053

Building Service Residential

Department 8709xxxx, Space Type 75xx

Non Assignable Residential

Department 8709xxxx, Space Type 76xx, 77xx

Inactive Residential

1. Department 8709xxxx, and
   a. Status N, U, A or
   b. Space Type 7800, 7850, 7900

C. PARKING

Parking Facilities

Space type 71XX

Note 1: Includes active space only (PSI status equals C)

Note 2: 'XX' is any entry

Sample Reports

Functional Category - Net Area By Building: PDF Format, HTML Format

Functional Category - Summary: PDF Format, HTML Format

Instructional Space - by Account Code: PDF Format, HTML Format

*Certain versions of browsers experience difficulties with PDFs. Please visit www.adobe.com for more information.
FUNCTIONAL SPACE CATEGORIES

The two-digit category code at the end of the PSI functional space record is used to look up the specific functional description of that space. At the end of the functional description is a two-character code that is used to look up the broader category description.

E.g. A classroom on the PSI has a category code of ‘01’ at the end of the record; ‘01’ corresponds to ‘classrooms & service’ function. At the end of the ‘classrooms & service’ description is ‘CF’; the ‘CF’ is used as a table argument to return the category description ‘Classroom Facilities’ (category code ‘02’: ‘Lect Halls & Service’ also are part of the category ‘Classroom Facilities’).

<table>
<thead>
<tr>
<th>FUNCTIONAL CODE</th>
<th>FUNCTIONAL DESCRIPTION</th>
<th>CATEGORY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(01)</td>
<td>(CLASSROOMS &amp; SERVICE)</td>
<td>CF</td>
</tr>
<tr>
<td>(02)</td>
<td>(LECT HALLS &amp; SERVICE)</td>
<td>CF</td>
</tr>
<tr>
<td>(03)</td>
<td>(CLASS LABS &amp; SERVICE)</td>
<td>ID</td>
</tr>
<tr>
<td>(04)</td>
<td>(IND STUDY LABS &amp; SERVICE)</td>
<td>ID</td>
</tr>
<tr>
<td>(05)</td>
<td>(RSCH &amp; SUPPORT)</td>
<td>ID</td>
</tr>
<tr>
<td>(06)</td>
<td>(OFFICES &amp; CONF ROOMS)</td>
<td>ID</td>
</tr>
<tr>
<td>(07)</td>
<td>(GENERAL &amp; SPECIAL USE)</td>
<td>ID</td>
</tr>
<tr>
<td>(08)</td>
<td>(HPE ACTIVITY SPACES)</td>
<td>HP</td>
</tr>
<tr>
<td>(09)</td>
<td>(HPE SPECTATOR SEATING)</td>
<td>HP</td>
</tr>
<tr>
<td>(10)</td>
<td>(HPE SERVICES)</td>
<td>HP</td>
</tr>
<tr>
<td>(11)</td>
<td>(EDP PROD FACILITIES)</td>
<td>ED</td>
</tr>
<tr>
<td>(12)</td>
<td>(EDP PROD SERVICE)</td>
<td>ED</td>
</tr>
<tr>
<td>(13)</td>
<td>(EDP ADMINISTRATION)</td>
<td>ED</td>
</tr>
<tr>
<td>(14)</td>
<td>(IRC PROD FACILITIES)</td>
<td>IR</td>
</tr>
<tr>
<td>(15)</td>
<td>(IRC PROD SERVICE)</td>
<td>IR</td>
</tr>
<tr>
<td>(16)</td>
<td>(IRC ADMINISTRATION)</td>
<td>IR</td>
</tr>
<tr>
<td>(17)</td>
<td>(ORGANIZED ACTIVITY UNITS)</td>
<td>OA</td>
</tr>
<tr>
<td>(18)</td>
<td>(ORGANIZED RESEARCH UNITS)</td>
<td>OR</td>
</tr>
<tr>
<td>(19)</td>
<td>(PUBLIC SERVICE UNITS)</td>
<td>PS</td>
</tr>
<tr>
<td>(20)</td>
<td>(ASSEMBLY SEAT &amp; SERV)</td>
<td>AE</td>
</tr>
<tr>
<td>(21)</td>
<td>(EXHIBITION &amp; SERVICE)</td>
<td>AE</td>
</tr>
<tr>
<td>(22)</td>
<td>(LIBRARY COLLECTION SPACE)</td>
<td>LI</td>
</tr>
<tr>
<td>(23)</td>
<td>(LIBRARY &amp; STUDY SEATING)</td>
<td>LI</td>
</tr>
<tr>
<td>(24)</td>
<td>(LIBRARY SERVICES)</td>
<td>LI</td>
</tr>
<tr>
<td>(25)</td>
<td>(LIBRARY ADMINISTRATION)</td>
<td>LI</td>
</tr>
<tr>
<td>(26)</td>
<td>(STUDENT ACT RECREATION)</td>
<td>SF</td>
</tr>
<tr>
<td>(27)</td>
<td>(STUDENT LOUNGE SPACE)</td>
<td>SF</td>
</tr>
<tr>
<td>(28)</td>
<td>(FAC &amp; STAFF LOUNGE SPACE)</td>
<td>SF</td>
</tr>
<tr>
<td>(29)</td>
<td>(STUDENT ORG SPACE)</td>
<td>SF</td>
</tr>
<tr>
<td>(30)</td>
<td>(MERCHANDIZING SPACE)</td>
<td>SF</td>
</tr>
<tr>
<td>(31)</td>
<td>(AUX FOOD SPACE &amp; SERVICE)</td>
<td>SF</td>
</tr>
</tbody>
</table>
These broader categories are used to group the individual functions together. The two character alpha argument is obtained at the end of the function result. At the end of each of the category descriptions below is a number which is used to sort the categories on the PSI Functional Space Report (e.g., The category
‘Classroom Facilities’ and its related functions will appear first on the report.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CATEGORY DESCRIPTION</th>
<th>SORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AE)</td>
<td>(ASSEMBLY AND EXHIBITION)</td>
<td>09</td>
</tr>
<tr>
<td>(BR)</td>
<td>(BUILDING SERVICE RESIDENTIAL)</td>
<td>21</td>
</tr>
<tr>
<td>(BS)</td>
<td>(BUILDING SERVICES)</td>
<td>14</td>
</tr>
<tr>
<td>(CF)</td>
<td>(CLASSROOM FACILITIES)</td>
<td>01</td>
</tr>
<tr>
<td>(ED)</td>
<td>(ELECTRONIC DATA PROCESSING)</td>
<td>04</td>
</tr>
<tr>
<td>(GA)</td>
<td>(GENERAL ADMINISTRATION)</td>
<td>15</td>
</tr>
<tr>
<td>(HP)</td>
<td>(HEALTH &amp; PHYSICAL EDUCATION)</td>
<td>03</td>
</tr>
<tr>
<td>(ID)</td>
<td>(INSTRUCTIONAL DEPT FACIL)</td>
<td>02</td>
</tr>
<tr>
<td>(IR)</td>
<td>(INSTRUCTIONAL RESOURCES)</td>
<td>05</td>
</tr>
<tr>
<td>(IS)</td>
<td>(INACTIVE SPACE)</td>
<td>16</td>
</tr>
<tr>
<td>(LI)</td>
<td>(LIBRARIES)</td>
<td>10</td>
</tr>
<tr>
<td>(MO)</td>
<td>(M &amp; O CENTRAL SERVICES)</td>
<td>13</td>
</tr>
<tr>
<td>(NA)</td>
<td>(NON-ASSIGN FROM NON-RESID)</td>
<td>17</td>
</tr>
<tr>
<td>(NR)</td>
<td>(NON-ASSIGN FROM RESIDENTIAL)</td>
<td>22</td>
</tr>
<tr>
<td>(OA)</td>
<td>(ORGANIZED ACTIVITY UNITS)</td>
<td>06</td>
</tr>
<tr>
<td>(OR)</td>
<td>(ORGANIZED RESEARCH UNITS)</td>
<td>07</td>
</tr>
<tr>
<td>(PF)</td>
<td>(PARKING FACILITIES)</td>
<td>23</td>
</tr>
<tr>
<td>(PS)</td>
<td>(PUBLIC SERVICE UNITS)</td>
<td>08</td>
</tr>
<tr>
<td>(RD)</td>
<td>(RESIDENTIAL FACIL-DINING)</td>
<td>19</td>
</tr>
<tr>
<td>(RH)</td>
<td>(RESIDENTIAL FACIL-HOUSING)</td>
<td>18</td>
</tr>
<tr>
<td>(RI)</td>
<td>(RESIDENTIAL FACILITIES-INACT)</td>
<td>20</td>
</tr>
<tr>
<td>(SF)</td>
<td>(STUDENT &amp; FACULTY ACTIVITIES)</td>
<td>11</td>
</tr>
<tr>
<td>(SH)</td>
<td>(STUDENT HEALTH SERVICES)</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Space Type</th>
<th>00</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>06</th>
<th>07</th>
<th>08</th>
<th>09</th>
<th>10</th>
<th>11</th>
<th>13</th>
<th>15</th>
<th>69</th>
<th>97</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>01</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1050</td>
<td>01</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>25</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1100</td>
<td>02</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1250</td>
<td>02</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>25</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1300</td>
<td>03</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1301</td>
<td>03</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1302</td>
<td>04</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1303</td>
<td>04</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1304</td>
<td>04</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1305</td>
<td>03</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1306</td>
<td>03</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1312</td>
<td>04</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>1314</td>
<td>04</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>24</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>41</td>
<td>53</td>
<td>32</td>
<td>41</td>
<td>17</td>
<td>41</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Back to Top of Functional Space Categories
**Station Utilization**

Station utilization provides a measure of the percentage of seats (stations) that are being used in a room.

Station utilization is done for instructional space types only. Instructional space types are classrooms, lecture halls, labs and physical education spaces.

Station utilization takes the total number of hours students occupy instructional stations and compares it to the weekly student contact hour goal for that instruction type. It is a measure of direct instruction and/or individual student effort. Direct instruction takes place in classrooms, lecture halls, class laboratories, and physical education activity stations. Individual student effort occurs in music practice rooms, audio-visual rooms, auto-tutorial study lab (individual) wet/dry laboratories, and individual project labs.

Station utilization does not take into account the amount of space an instructional station requires or the amount of space needed to support the instructional station.

The measurement of station utilization for classrooms, lecture halls and class labs at the individual room level is based on Course and Section Analysis (CASA) reporting of "weekly student contract hours" using specifically identified PSI rooms. Practice labs, individual wet labs, individual dry labs and physical education are not reported by CASA at the room level, but rather at the "space required" code level. This results in the utilization of the latter space types only at the campus level.

Station utilization is useful for determining how well the campus is using the stations that are provided by existing instructional space types such as classrooms and labs.

Station utilization is useful in evaluating the need for new buildings, rehabs, and conversions on a campus as well as local space management decisions.

Station utilization is determined by calculating the WSCOH (as reported by CASA) as a percent of the room's WSCOH goal. The WSCOH goal is the number of instruction stations x's standard WSCOH goal for the space type.

Goals are as follows:

<table>
<thead>
<tr>
<th>Space Type</th>
<th>WSCOH Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Classroom</td>
<td>28.32 hours per week per station</td>
</tr>
<tr>
<td>1100 Lecture Hall</td>
<td>28.32 hours per week per station</td>
</tr>
<tr>
<td>1300 Class Lab</td>
<td>22.66 hours per week per station</td>
</tr>
<tr>
<td>1302 Individual Practice Labs</td>
<td>35.00 hours per week per station</td>
</tr>
<tr>
<td>1304 Individual Study Labs Dry</td>
<td>35.00 hours per week per station</td>
</tr>
<tr>
<td>1301 Individual Study Labs Wet</td>
<td>35.00 hours per week per station</td>
</tr>
</tbody>
</table>

Primary factors that impact station utilization are:

1. Number of stations - accurate designation of a room's space type and number of stations. If necessary, the space proration for the room.

2. CASA’s reporting of WSCOH into PSI rooms. Every attempt should be made to properly identify PSI rooms in CASA and use of default of campus location should be minimized. Unidentified space WSCOH are lost relative to room station utilization.

3. Appropriate use of inactive PSI status codes - A (alteration) N (inactive) U (unusable) which remove stations from station utilization goal calculation.

For a campus which does not participate in CASA (e.g. community colleges) local analysis can be developed.
WSCOH is weekly student contact hours which is calculated as follows:

Step 1 For each section scheduled in the room, the number of students is multiplied by the scheduled hours per week.

Step 2 Sum of all sections scheduled in the room.

WSCOH goal is the adjusted number of stations (reported stations times prorate percent then times prorate percent space) multiplied by the respective space type goal for all active space (PSI status = C) assigned to I+DR. (department function 00)

Station Utilization Report Development

Record Selection

Classrooms Utilization Reports

Select PSI records with space type 1001
Status C - current active
I&DR (department function 00)
Reported as department 400000 (instruction General)
* Classrooms and lecture halls are assumed to be available for campus wide scheduling and utilization.

Lecture Centers Utilization Reports

Select PSI records with space type 1100
Status C - current active
I&DR (department function 00)
* Classrooms and lecture halls are assumed to be available for campus wide scheduling and utilization.

Laboratories Utilization Reports

Select PSI records with space type 1300
Status C - current active
I&DR (department function 00)

Report contents:

<table>
<thead>
<tr>
<th>BLDG ABBRV</th>
<th>PSI building abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPACE NO.</td>
<td>PSI space (room) number</td>
</tr>
<tr>
<td>SPACE NAME</td>
<td>PSI space (room) description</td>
</tr>
<tr>
<td>CHART ACCT</td>
<td>PSI department (chart of account) assigned to the space</td>
</tr>
<tr>
<td>NO ST</td>
<td>PSI number of stations</td>
</tr>
<tr>
<td>ADJUSTED STATION</td>
<td>PSI number of stations adjusted by PSI percent time and percent space proration</td>
</tr>
<tr>
<td>ADJ RMHRS</td>
<td>CASA schedule room hours</td>
</tr>
<tr>
<td>ADJ WSCH</td>
<td>CASA weekly student contact hours</td>
</tr>
<tr>
<td></td>
<td>Adjusted stations multiplied by the WSCH per station goal for the respective space type:</td>
</tr>
</tbody>
</table>
WSCOH GOAL
- Classroom - 28.32 hours per week per station
- Lecture Hall - 28.32 hours per week per station
- Class Lab - 22.66 hours per week per station

PCT OCCUP WHEN SCHED
Calculated as follows:
- Average Class Size / Adjusted Stations

AVG CLASS SIZE
Average class size is calculated as follows:
- Adjusted WSCH / Adjusted Room Hours

STATION UTIL
Station utilization is calculated as follows:
- Adjust WSCH / WSCOH Goal

GRAPHIC REPRESENTATIVE
Represents station utilization

Sample Reports

<table>
<thead>
<tr>
<th>Station Utilization Report Summary: PDF Format, HTML Format</th>
<th>Rank order percent utilization of classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>P080D259 - B: PDF Format, HTML Format</td>
<td>Rank order percent utilization of classroom</td>
</tr>
<tr>
<td>P080D259 - C: PDF Format, HTML Format</td>
<td>Rank order percent utilization of classroom by building</td>
</tr>
<tr>
<td>P080D259 - F: PDF Format, HTML Format</td>
<td>Rank order percent utilization of lecture centers</td>
</tr>
<tr>
<td>P080D259 - G: PDF Format, HTML Format</td>
<td>Rank order percent utilization of lecture centers by building</td>
</tr>
<tr>
<td>P080D259 - J: PDF Format, HTML Format</td>
<td>Rank order percent utilization of laboratories</td>
</tr>
<tr>
<td>P080D259 - K: PDF Format, HTML Format</td>
<td>Rank order percent utilization of laboratories by department</td>
</tr>
<tr>
<td>P080D259 - A: PDF Format, HTML Format</td>
<td>Classrooms, lecture centers and laboratories by building/room without graphic representation of station utilization</td>
</tr>
</tbody>
</table>

Back to Top of Station Utilization

*Certain versions of browsers experience difficulties with PDFs. Please visit www.adobe.com for more information.
**Introduction**

SUNY’s space projection process is based primarily on its Physical Space Inventory (PSI) and Course and Section Analysis (CASA) databases. The former records net square feet (NSF) assigned to departments and functions while the latter depicts student contact hours. These information sources are maintained by campus personnel. Additionally, a substantial file of department level instructional space factors and the standard models for academic support space are the foundation to the process.

SUNY's space projection techniques introduce dynamic adjustments based on campus' actual inventory and station utilization for instruction space. Although the campus-wide impact is not significant, individual departmental space needs are recognized. The space requirements resulting from SUNY's projection techniques are used in conjunction with campus space assignments, campus planning issues, and operational considerations.

**Space Projection Overview**

Projected required space is determined using three (3) approaches: 1) Departmental space factors; 2) FTE based models; and 3) Existing space.

Space factor, station utilization and existing space

**Instruction & Departmental Research**

Models using student FTE ranges, library volumes and net square feet.

- Student Health Services
- Student Activities
- Central Services
- General Administration
- Building Services
- Libraries
- Instructional Resources
- Electronic Data Processing
- Physical Education
- Assembly & Exhibition

Existing space as currently reported.

- Organized Research
- Organized Activities
- Public Service
Space Projection

Current Student F.T.E. > Space Factors

Calculate Current I & DR Required Space

PSI Station Utilization

Refine Current I & DR Required Space

Existing Library Volumes

Calculate Current Non-I & DR Required Space

Projected Student F.T.E. & Library Volumes

Calculate Projected Required Space

PSI Existing Space

Reports

Current Faculty F.T.E.

Space Model

# PSI Reports

<table>
<thead>
<tr>
<th>Functional Category Summary</th>
<th>Existing space in each building summarized into its' functional category. Does not include non-assignable space.</th>
<th>PSFUNCT-B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Category – Net Area By Building</td>
<td>Existing space in each building summarized into functional sub-categories and rolled up into major categories. Non-assignable space is included. There is a campus total page followed by building summaries.</td>
<td>PSFUNCT-A</td>
</tr>
<tr>
<td>Instructional Space By Department (Chart of Account) Code</td>
<td>Current use only. (Status = C) Summarizes each instructional space by department.</td>
<td>PSINSSUM-A</td>
</tr>
<tr>
<td>Instructional Space – By Building and Account Code</td>
<td>Summarizes the instructional space in each building by department.</td>
<td>PSINSSPC-A</td>
</tr>
<tr>
<td>Summary of Net Areas By Campus</td>
<td>Summary by space type within department function.</td>
<td>PSICPSM1-A</td>
</tr>
<tr>
<td>Summary of Building Net Areas By Space Type</td>
<td>Summary by building for each space type.</td>
<td>PSINTSM1-A</td>
</tr>
<tr>
<td>PSI Master File Spaces</td>
<td>List of all spaces on file, by building and room.</td>
<td>PSLISTMF-A</td>
</tr>
<tr>
<td>List of Spaces By Chart Of Accounts (department) Code</td>
<td>List space by department, space type and building.</td>
<td>PSLISTTY-A</td>
</tr>
<tr>
<td>List of Spaces By Chart Of Accounts (department) Codes By Building</td>
<td>List space type within each building by building, chart of accounts, space type.</td>
<td>PSLISTBL-A</td>
</tr>
<tr>
<td>Chart of Account (Department) Codes. Four versions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Official alphabetic listing.</td>
<td>· CHARTALPHA</td>
<td></td>
</tr>
<tr>
<td>· Official numerical listing (sorted by function, then entire account).</td>
<td>· CHARTNUMERIC</td>
<td></td>
</tr>
<tr>
<td>· Special alphabetical listing.</td>
<td>· SPECALPHA</td>
<td></td>
</tr>
<tr>
<td>· Special numerical listing.</td>
<td>· SPECNUMERIC</td>
<td></td>
</tr>
</tbody>
</table>
| Parking Spaces Available by Campus Report - Space Type Sequence | This report summarizes all parking spaces currently listed on your PSI. | PSI-120
PSI-121 |
| PSI Special Room Features (campus option) | This report reflects the identification of special features used in energy analysis. | PSPECIAL |
| Non-Residential-Residential Net Square Feet-Percentage | This report shows the total net and percentage of residential and non-residential space for each building. Residential space is any department code that starts with 8709. All other space are the building is non-residential space. | BCIRESPR |
| Net vs. Gross Ratio Report | Shows net to gross ratio for each building. Gross is usually about 110% of net. Gross should not be lower than net. | BCIRATIO |
| Inactive Space | Lists all the spaces which have been coded as Inactive (Assignable), Space Under Alteration, and Usable Space. In computing the total adjusted net area for developing selected analysis, areas coded as inactive are not considered. Further, areas so coded have reduced conversion factors for use in the analysis of energy consumption. Buildings with over 5,000 square feet of inactive space in your annual file should have a brief explanation. | PSINACT |
| Spaces with Invalid Chart of Accounts Codes | Although these account codes were valid when originally placed on the PSI, they have since been changed or dropped. Spaces with these codes must be reassigned to an existing department (Chart of Accounts Code) by updating your PSI. | PSCHTINV |