

# 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](#)

## Field Definition

<b>FIELD</b>	BUILDING ABBREVIATION
<b>DEFINITION OF USE</b>	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).
<b>ENTRY</b>	ALPHA, NUMERIC, or ALPHA-NUMERIC not to exceed six (6) characters and having no embedded spaces.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	ROOM NUMBERS
<b>DEFINITION OF USE</b>	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."
<b>ENTRY</b>	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.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	LINE NUMBER
<b>DEFINITION OF USE</b>	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."
<b>ENTRY</b>	One numeric character. 1 - 9

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	STATUS CODE
<b>DEFINITION OF USE</b>	Status of the PSI room record. Each inventoried space <u>must</u> 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%.
<b>ENTRY</b>	C <u>Current Use</u> . 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.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

## FIELD

## NUMBER OF STATIONS

### DEFINITION OF USE

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:

The following stations require recording of number of stations.

1001 Classroom	1100 Lecture Hall
1300 Class Lab	1301 Special Class Lab
1302 Indiv Study Lab (Prac)	9010 Dining Hall Seating
1304 Auto-Tutorial Lab (Dry)	1303 Auto-Tutorial Lab (Wet)
1306 Indiv Project Lab/Studio	1305 Remote Instruction Lab
1652 Phys Ed Spectator Seating	1600 Phys Ed Class Act
3001 Faculty Office	2001 Research Facility
3200 Faculty Lab. Office	3100 Faculty Studio Office
3500 Teaching Asst. Office	3300 Faculty Sec. Office
3700 Research Office	3600 Technician's Office
5000 Administrative Office	4001 Library Seating
6500 Assembly Seating Facility	6007 Auxiliary Food Facility
9010 Dining Hall Seating	9001 Dormitory Rooms

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.

## ENTRY

Numeric up to four (4) digits

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

## FIELD

## NET SQUARE FEET

### DEFINITION OF USE

The net area should be determined by measurement between walls at floor level

deducting any protruding walls or abutments.

**ENTRY** Five digits. Report to the nearest foot.

[Back to Top of Field Definitions](#)  
[Back to Table of Contents](#)

**FIELD** SPACE TYPE CODE

**DEFINITION OF USE** 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.

**ENTRY** From Room Type Code list entry is four-digit numeric.

[Back to Top of Field Definitions](#)  
[Back to Table of Contents](#)

**FIELD** USER CODE

**DEFINITION OF USE** Campus defined field which can be optionally left blank.

**ENTRY** Numeric four (4) digits.

[Back to Top of Field Definitions](#)  
[Back to Table of Contents](#)

**FIELD** NAME OF SPACE

**DEFINITION OF USE** The space name be identified by the campus.

**ENTRY** Not more than seventeen (17) characters.

[Back to Top of Field Definitions](#)  
[Back to Table of Contents](#)

**FIELD** CHART OF ACCOUNTS CODE

**DEFINITION OF USE** The Chart of Accounts Code is comprised of ten (10) digits. The first two digits denote the major division, the third and fourth digits denote function, and the fifth and sixth digits denote a specific department or activity.

Each campus has its own unique listing in "official" 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 "Department Number"

**ENTRY** Ten- (10) character number to be entered from campus chart of accounts listing.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	PRORATION
<b>DEFINITION OF USE</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>When prorating space to other uses or departments, all lines should be filled out completely.</p> <p>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.</p>
<b>ENTRY</b>	Entry is two digits indicating percentage (01-99).

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	CAMPUS FLAGS NO. 1-8
<b>DEFINITION OF USE</b>	<p>Flags 1 -8 is for optional campus use.</p> <p>The campus can establish their own definitions and codes for these columns. The documentation for these columns should be maintained at the campus level.</p>
<b>ENTRY</b>	<p>Flags 1 through 7 are one (1) character</p> <p>Flag 8 is two (2) characters</p> <p>Flags are initially set to zero (0). Entry of any character is valid. An asterisk (*) will reset the flag to a zero (0).</p>

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	HEIGHT OF ROOM
<b>DEFINITION OF USE</b>	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.
<b>ENTRY</b>	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).

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	COMPUTER SUPPORT WORKSTATION
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	HOSPITAL PATIENT ISOLATION ROOMS
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	INCUBATOR LABS
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	RADIATION IMAGING EQUIPMENT
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	ICE RINK (S)
<b>DEFINITION OF USE</b>	Enter the numerical amount, if applicable.
<b>ENTRY</b>	Numeric - One (1) character. An asterisk (*) will delete the data and leave a zero (0) in the column.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	WALK-IN ENVIRONMENTAL CHAMBER (S)
<b>DEFINITION OF USE</b>	Enter the numerical amount, if applicable.
<b>ENTRY</b>	Numeric up to two (2) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	SWIMMING POOL (S)
<b>DEFINITION OF USE</b>	Enter the numerical amount, if applicable.
<b>ENTRY</b>	Numeric - One (1) character. An asterisk (*) will delete the data and leave a zero (0) in the column.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	WALK-IN COOLERS &/OR WALK-IN FREEZER
<b>DEFINITION OF USE</b>	Enter the numerical amount, if applicable.
<b>ENTRY</b>	Numeric up to two (2) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	PARKING LIGHTED?
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	AIR CONDITIONED SPACE
<b>DEFINITION OF USE</b>	If the room has the attribute described in the column heading, enter a "Y", otherwise leave blank.
<b>ENTRY</b>	(1 character each) Enter a "Y" or leave blank. An asterisk (*) will delete the data and leave the column blank.

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	PARKING SQUARE FEET
<b>DEFINITION OF USE</b>	Enter the numerical amount, if applicable.
<b>ENTRY</b>	.Numeric up to seven (7) digits. An asterisk (*) will delete the data and leave a zero (0) in the column.

# SPACE TYPE CODES

## [Space Type Codes - Alternate View](#)

CLASSROOM/LECTURE HALLS		DEPARTMENTAL SUPPORT		PARKING SERVICES	
<a href="#">Classrooms</a>	1001	<a href="#">Faculty Office</a>	3001	<a href="#">Parking Facility Parking</a>	7100
<a href="#">Classroom Service</a>	1050	<a href="#">Faculty Studio Office</a>	3100	<a href="#">Surface Parking (Permanent)</a>	7110
<a href="#">Lecture Halls</a>	1100	<a href="#">Faculty Lab Office</a>	3200	<a href="#">Surface Parking (Temporary)</a>	7115
<a href="#">Lecture Hall Service</a>	1250	<a href="#">Faculty Secretarial Office</a>	3300	<a href="#">Parking Facility Service</a>	7120
LABORATORY FACILITIES		<a href="#">Faculty Office Service</a>	3450	<a href="#">Leased Parking</a>	7125
<a href="#">Class Laboratories</a>	1300	<a href="#">Departmental Conference Room</a>	3460	GENERAL BUILDING SERVICES	
<a href="#">Class Laboratory Service</a>	1350	<a href="#">Dept. Conference Room Service</a>	3465	<a href="#">General Building Services</a>	7500
<a href="#">Special Class Laboratory</a>	1301	<a href="#">Teaching Assistant Office</a>	3500	<a href="#">Fallout Shelter</a>	7501
<a href="#">Special Class Laboratory Service</a>	1351	<a href="#">Technician's Office</a>	3600	NON-ASSIGNABLE SPACE	
<a href="#">Individual Study Lab (Prac)</a>	1302	<a href="#">Research Office</a>	3700	<a href="#">Circulation Space</a>	7600
<a href="#">Indiv Study Lab (Prac) Service</a>	1354	LIBRARY FACILITIES		<a href="#">Stairs</a>	7601
<a href="#">Auto-Tutorial Lab (wet)</a>	1303	<a href="#">Library Collection</a>	4000	<a href="#">Elevators</a>	7602
<a href="#">Auto-Tutorial Lab (Wet) Service</a>	1314	<a href="#">Library Seating</a>	4001	<a href="#">Mechanical Space</a>	7700
<a href="#">Auto-Tutorial Lab (Dry)</a>	1304	<a href="#">Library Readers' Service</a>	4003	<a href="#">Toilet/Shower Facility</a>	7701

<a href="#">Auto-Tutorial Lab (Dry) Service</a>	1312	<a href="#">Library Services</a>	4054	UNASSIGNED SPACE	
<a href="#">Remote Instruction Laboratory</a>	1305	<a href="#">Library Storage</a>	4055	<a href="#">Inactive Space</a>	7800
<a href="#">Remote Instruction Laboratory Service</a>	1315	ADMINISTRATIVE FACILITIES		<a href="#">Unusable Space</a>	7850
<a href="#">Individual Project Lab/Studio</a>	1306	<a href="#">Administrative Office</a>	5000	<a href="#">Space Under Alteration/Conv.</a>	7900
<a href="#">Indiv. Proj. Lab/Studio Service</a>	1316	<a href="#">Administrative Office Service</a>	5051	MEDICAL FACILITIES	
<a href="#">Department General Storage</a>	1352	<a href="#">Administrative Conference Room</a>	5052	<a href="#">Patient Bedroom</a>	8100
<a href="#">Department Special Services</a>	1353	<a href="#">Admin. Conference Room Service</a>	5152	<a href="#">Patient Bedroom, Intensive Care</a>	8101
SPECIAL USE FACILITIES		<a href="#">Data Proc &amp; Computer Work Space</a>	5002	<a href="#">Patient Bath</a>	8200
<a href="#">Engr. Or Tech. Field Serv. Fac</a>	1500	<a href="#">Data Proc &amp; Computer Service</a>	5053	<a href="#">Nurse Station</a>	8300
<a href="#">Clinic Facility (Non-Med)</a>	1501	STUDENT/FACULTY ACTIVITY FACILITIES		<a href="#">Surgery</a>	8400
<a href="#">Clinic Fac (Non-Med) Service</a>	1551	<a href="#">Student Act Recreation Facility</a>	6001	<a href="#">Treatment</a>	8500
<a href="#">Greenhouse</a>	1510	<a href="#">Student Activities Service</a>	6050	<a href="#">Service Laboratory</a>	8600
<a href="#">Greenhouse Service</a>	1515	<a href="#">Student Lounges</a>	6002	<a href="#">Supplies</a>	8700
<a href="#">Animal Quarters</a>	1570	<a href="#">Faculty and Staff Lounges</a>	6006	<a href="#">Public Waiting</a>	8800
<a href="#">Animal Quarters Service</a>	1575	<a href="#">Student Organization Facility</a>	6003	<a href="#">Health Care Service</a>	8950
<a href="#">Physical Ed Class Activity</a>	1600	<a href="#">Merchandising Facility</a>	6004	RESIDENCE FACILITIES	

## SPACE TYPE CODES

<a href="#">Phys Ed Class Activity Service</a>	1650	<a href="#">Auxiliary Food Facility</a>	6007	<a href="#">Dormitory Room</a>	9001
<a href="#">Phys Ed Spectator Seating</a>	1652	<a href="#">Auxiliary Food Facility Service</a>	6052	<a href="#">Dormitory Lounge</a>	9002
<a href="#">Phys Ed Special Service</a>	1653	ASSEMBLY & EXHIBITION FACILITIES		<a href="#">Non-Student Apartment</a>	9003
<a href="#">Phys Ed Toilet/Shower Facility</a>	1654	<a href="#">Assembly Seating Facility</a>	6500	<a href="#">Dining Hall Lounge</a>	9004
<a href="#">Armory</a>	1620	<a href="#">Assembly Facility Service</a>	6502	<a href="#">Dining Hall Seating Facility</a>	9010
<a href="#">Armory Service</a>	1625	<a href="#">Exhibition Facility</a>	6600	<a href="#">Student Apartment</a>	9013
<a href="#">Audio-Visual Prod Facility</a>	1700	<a href="#">Exhibition Facility Service</a>	6602	<a href="#">Apartment Service</a>	9023
<a href="#">Audio-Visual Prod Fac Service</a>	1750	CENTRAL SERVICE FACILITIES		<a href="#">Toilet/Student Apartment</a>	9024
RESEARCH FACILITIES		<a href="#">Central Commissary Facility</a>	7001	<a href="#">House</a>	9033
<a href="#">Research Facility</a>	2001	<a href="#">Central Commissary Service</a>	7052	<a href="#">Dormitory Service</a>	9050
<a href="#">Research Facility Service</a>	2150	<a href="#">Central Shop Facility</a>	7004	<a href="#">Toilet, Non-Public Residential</a>	9051
		<a href="#">Central Storage Facility</a>	7005	<a href="#">Dining Hall Food Service</a>	9053
		<a href="#">Central Vehicle Stor/Repair</a>	7006		
		<a href="#">Central Laundry Facility</a>	7007		
		<a href="#">Central Services Serv. Facility</a>	7057		

[Back to Table of Contents](#)

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

<b>FIELD</b>	SYSTEM ADMINISTRATION FLAGS
<b>DEFINITION OF USE</b>	Five One (1) position flags Reserved for Systems Administration use only
<b>ENTRY</b>	ALPHA-NUMERIC not to exceed one (1) character

[Back to Top of Field Definitions](#)

[Back to Table of Contents](#)

## SPACE TYPE CODES - Alternate View

<b>CLASSROOM/LECTURE HALLS</b>	
<a href="#">Classrooms</a>	1001
<a href="#">Classroom Service</a>	1050
<a href="#">Lecture Halls</a>	1100
<a href="#">Lecture Hall Service</a>	1250
<b>LABORATORY FACILITIES</b>	
<a href="#">Class Laboratories</a>	1300
<a href="#">Class Laboratory Service</a>	1350
<a href="#">Special Class Laboratory</a>	1301
<a href="#">Special Class Laboratory Service</a>	1351
<a href="#">Individual Study Lab (Prac)</a>	1302
<a href="#">Indiv Study Lab (Prac) Service</a>	1354
<a href="#">Auto-Tutorial Lab (wet)</a>	1303
<a href="#">Auto-Tutorial Lab (Wet) Service</a>	1314
<a href="#">Auto-Tutorial Lab (Dry)</a>	1304
<a href="#">Auto-Tutorial Lab (Dry) Service</a>	1312
<a href="#">Remote Instruction Laboratory</a>	1305
<a href="#">Remote Instruction Laboratory Service</a>	1315
<a href="#">Individual Project Lab/Studio</a>	1306
<a href="#">Indiv. Proj. Lab/Studio Service</a>	1316
<a href="#">Department General Storage</a>	1352
<a href="#">Department Special Services</a>	1353
<b>SPECIAL USE FACILITIES</b>	
<a href="#">Engr. Or Tech. Field Serv. Fac</a>	1500
<a href="#">Clinic Facility (Non-Med)</a>	1501
<a href="#">Clinic Fac (Non-Med) Service</a>	1551
<a href="#">Greenhouse</a>	1510
<a href="#">Greenhouse Service</a>	1515
<a href="#">Animal Quarters</a>	1570
<a href="#">Animal Quarters Service</a>	1575
<a href="#">Physical Ed Class Activity</a>	1600
<a href="#">Phys Ed Class Activity Service</a>	1650
<a href="#">Phys Ed Spectator Seating</a>	1652
<a href="#">Phys Ed Special Service</a>	1653
<a href="#">Phys Ed Toilet/Shower Facility</a>	1654
<a href="#">Armory</a>	1620
<a href="#">Armory Service</a>	1625

<a href="#">Audio-Visual Prod Facility</a>	1700
<a href="#">Audio-Visual Prod Fac Service</a>	1750
<b>RESEARCH FACILITIES</b>	
<a href="#">Research Facility</a>	2001
<a href="#">Research Facility Service</a>	2150
<b>DEPARTMENTAL SUPPORT</b>	
<a href="#">Faculty Office</a>	3001
<a href="#">Faculty Studio Office</a>	3100
<a href="#">Faculty Lab Office</a>	3200
<a href="#">Faculty Secretarial Office</a>	3300
<a href="#">Faculty Office Service</a>	3450
<a href="#">Departmental Conference Room</a>	3460
<a href="#">Dept. Conference Room Service</a>	3465
<a href="#">Teaching Assistant Office</a>	3500
<a href="#">Technician's Office</a>	3600
<a href="#">Research Office</a>	3700
<b>LIBRARY FACILITIES</b>	
<a href="#">Library Collection</a>	4000
<a href="#">Library Seating</a>	4001
<a href="#">Library Readers' Service</a>	4003
<a href="#">Library Services</a>	4054
<a href="#">Library Storage</a>	4055
<b>ADMINISTRATIVE FACILITIES</b>	
<a href="#">Administrative Office</a>	5000
<a href="#">Administrative Office Service</a>	5051
<a href="#">Administrative Conference Room</a>	5052
<a href="#">Admin. Conference Room Service</a>	5152
<a href="#">Data Proc &amp; Computer Work Space</a>	5002
<a href="#">Data Proc &amp; Computer Service</a>	5053
<b>STUDENT/FACULTY ACTIVITY FACILITIES</b>	
<a href="#">Student Act Recreation Facility</a>	6001
<a href="#">Student Activities Service</a>	6050
<a href="#">Student Lounges</a>	6002
<a href="#">Faculty and Staff Lounges</a>	6006
<a href="#">Student Organization Facility</a>	6003
<a href="#">Merchandising Facility</a>	6004
<a href="#">Auxiliary Food Facility</a>	6007
<a href="#">Auxiliary Food Facility Service</a>	6052
<b>ASSEMBLY &amp; EXHIBITION FACILITIES</b>	

<a href="#">Assembly Seating Facility</a>	6500
<a href="#">Assembly Facility Service</a>	6502
<a href="#">Exhibition Facility</a>	6600
<a href="#">Exhibition Facility Service</a>	6602
<b>CENTRAL SERVICE FACILITIES</b>	
<a href="#">Central Commissary Facility</a>	7001
<a href="#">Central Commissary Service</a>	7052
<a href="#">Central Shop Facility</a>	7004
<a href="#">Central Storage Facility</a>	7005
<a href="#">Central Vehicle Stor/Repair</a>	7006
<a href="#">Central Laundry Facility</a>	7007
<a href="#">Central Services Serv. Facility</a>	7057
<b>PARKING SERVICES</b>	
<a href="#">Parking Facility Parking</a>	7100
<a href="#">Surface Parking (Permanent)</a>	7110
<a href="#">Surface Parking (Temporary)</a>	7115
<a href="#">Parking Facility Service</a>	7120
<a href="#">Leased Parking</a>	7125
<b>GENERAL BUILDING SERVICES</b>	
<a href="#">General Building Services</a>	7500
<a href="#">Fallout Shelter</a>	7501
<b>NON-ASSIGNABLE SPACE</b>	
<a href="#">Circulation Space</a>	7600
<a href="#">Stairs</a>	7601
<a href="#">Elevators</a>	7602
<a href="#">Mechanical Space</a>	7700
<a href="#">Toilet/Shower Facility</a>	7701
<b>UNASSIGNED SPACE</b>	
<a href="#">Inactive Space</a>	7800
<a href="#">Unusable Space</a>	7850
<a href="#">Space Under Alteration/Conv.</a>	7900
<b>MEDICAL FACILITIES</b>	
<a href="#">Patient Bedroom</a>	8100
<a href="#">Patient Bedroom, Intensive Care</a>	8101
<a href="#">Patient Bath</a>	8200
<a href="#">Nurse Station</a>	8300
<a href="#">Surgery</a>	8400
<a href="#">Treatment</a>	8500
<a href="#">Service Laboratory</a>	8600
<a href="#">Supplies</a>	8700

<a href="#">Public Waiting</a>	8800
<a href="#">Health Care Service</a>	8950
<b>RESIDENCE FACILITIES</b>	
<a href="#">Dormitory Room</a>	9001
<a href="#">Dormitory Lounge</a>	9002
<a href="#">Non-Student Apartment</a>	9003
<a href="#">Dining Hall Lounge</a>	9004
<a href="#">Dining Hall Seating Facility</a>	9010
<a href="#">Student Apartment</a>	9013
<a href="#">Apartment Service</a>	9023
<a href="#">Toilet/Student Apartment</a>	9024
<a href="#">House</a>	9033
<a href="#">Dormitory Service</a>	9050
<a href="#">Toilet, Non-Public Residential</a>	9051
<a href="#">Dining Hall Food Service</a>	9053

[Back to Table of Contents](#)

# Space Type Code Definitions

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## 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](#)

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## 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](#)

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## 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](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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](#)

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## 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](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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

Description:

Included in this category are television instruction rooms.

Limitations:

This category does not include rooms which may have television reception used only intermittently to augment regular classroom instruction; nor does it include lecture halls serving the same purpose. It also does not include Auto-Tutorial Labs (Dry) 1304, or Individual Study Labs (Practice) 1302.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

## 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](#)

---

## 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](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

## 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](#)

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## 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](#)

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## 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.

[Back to Space Type Codes](#)

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## 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)

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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](#)

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## 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](#)

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## 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)

[Back to Space Type Codes](#)

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## 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)

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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:

Does NOT include offices or class activity service.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

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.

[Back to Space Type Codes](#)

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## 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 Facilities.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

## 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](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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**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.

[Back to Space Type Codes](#)

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**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.

[Back to Space Type Codes](#)

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**Library Seating 4001**

**Definition:**

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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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 than 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

**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](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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).

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

**Limitations:**

Does NOT include conference rooms, snack bars, and lounge areas associated with toilet rooms which are non-assignable.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[\*\*Back to Space Type Codes\*\*](#)

---

## 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.

[\*\*Back to Space Type Codes\*\*](#)

---

## 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.

[\*\*Back to Space Type Codes\*\*](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

**Limitations:**

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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

---

## 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.

**Description:**

Included generally in this category are janitor's rooms, janitor's closets, receiving areas, loading platforms, trash rooms, maintenance supply closets and storage, building storage areas, etc.

**Limitations:**

Does Not include mechanical rooms, public toilets, lobbies, corridors, departmental storage, or other service spaces associated with other room types.

[Back to Space Type Codes](#)

---

## Fallout Shelter 7501

**Definition:**

A space used for emergency, temporary shelter from atomic fallout.

**Description:**

Included in this category are fallout shelter rooms, storage areas, and fallout shelter toilets.

[Back to Space Type Codes](#)

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## Circulation Spaces 7600

**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](#)

---

## Stairs 7601

**Definition:**

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\*\*](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

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## 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 units, wards, etc. Connected clothes closets are included, as are stalls for animal patients.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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**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.

[Back to Space Type Codes](#)

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**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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

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## 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](#)

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## 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](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

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## House 9033

Definition:

A complete living unit that is a separate structure.

Description:

This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

[Back to Space Type Codes](#)

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## 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.

[Back to Space Type Codes](#)

---

## 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.

[Back to Space Type Codes](#)

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## 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.

[\*\*Back to Space Type Codes\*\*](#)