

Code	Name	Definition	Description	Limitations
CLASS	ROOMS/LECTURE H	ALLS		
1001	Classrooms	A room used for all classes which do not require special purpose equipment for student use.	Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined 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.	This category does not include conference rooms, auditoriums, or class laboratories.  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, typewriters, desk calculators, drafting tables, musical equipment, instructional shop equipment, etc. which is used for instructional purposes is a Class Laboratory.
1050	Classroom Service	-	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.	This category does not Include coat rooms, preparation rooms, closets, and storage rooms if such rooms serve laboratories, conference rooms, assembly facilities, etc.
1100	Lecture Halls	student use.	Included in this category are rooms generally referred to lecture rooms and lecture-demonstration rooms. A lecture hall may be equipped with tablet arm chairs (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 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.	lecture rooms on the basis of primary use;
1250	Lecture Hall Service	serves a Lecture Hall as an extension of the	Included in this category are projection rooms and booths, storage rooms, coat rooms, dark rooms, equipment rooms, film viewing rooms, preparations rooms, print rooms, and control rooms, if they serve a Lecture Hall.	This category doen't include projection rooms, coat rooms, preparation rooms, storage rooms, etc., if such rooms serce laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

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Code	Name	Definition	Description	Limitations
LABOR	ATORY FACILITIES			
1300	Class Laboratories		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. Inluded in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafing 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.	This category does not include laboratory rooms which serve as individual (or independent) study room. 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, demonstrations houses, and similar facilities which are included under facility types.
1301	Special Class Laboratory		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.	This category does NOT include Class Laboratories, individual study rooms, nor 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.
			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.	NOTE: The criteria for differentiating between Special Class Laboratories and Class Laboratories is the irregular or informal nature of the scheduling.
1302	Individual Study Lab (Prac)		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.  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.	This category does not include Auto- Tutorial Labs (wet) 1303, Auto-Tutorial Labs (dry) 1304, or Remote Instructional Labs 1305.

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Code	Name	Definition	Description	Limitations
1303	Auto-Tutorial Lab (Wet)		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.  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.	This category does not include Individual Study Laboratories 1302 Auto-Tutorial Labs (Dry) 1304, or Remote Instructio; Laboratories 1305.
1304	Auto-Tutorial Lab (Dry)		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 or curriculum being followed. They may be regularly scheduled and used as class instruction or be scheduled on an individual basis.	This category does not include Individual Study Laboratories (Practice), Auto-Tutorial Laboratories (Wet), or Remote Instruction Laboratories.
			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.	
1305	Laboratory	instruction specifically set aside with audio or visual media. This room is meant for the receoption of television instruction, either through closed circuit or network reception. The use of the room is mandatory as part of		This category does not include rooms which may have televeion 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), or Individual Study Labs.
1306	Individual Project Lab/Studio	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 his course or curriculum. It is scheduled for indefinite periods of time and is not dedicated		This category does NOT include Individual Study Labs (Prac), Auto-Tutorial Labs (Wet), Auto-Tutorial Labs (Dry), Remot Instruction Labs, or Research Lab.
1312	Auto-Tutorial Lab (Dry) Service	A room that directly serves one or more Auto-Tutorial Labs	Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Auto-Tutorial Labs	This category does not include rooms which serve class laboratories, special class laboratories, or research facilities.

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Code	Name	Definition	Description	Limitations
		(Dry) as a direct extension of the activities in those rooms.	(Dry).	
1314	Auto-Tutorial Lab (Wet) Service	A room that directly serves one or more Auto-Tutorial Labs (Wet) as an extension of the activities in those rooms.	Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Auto- Tutorial Labs (Wet), except animal rooms and greenhouses.	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.
1315	Remote Instruction Lab Service	A room that directly serves one or more Remote Instruction Labs as an extension of the activities in those rooms.	Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Remote Instruction Labs.	This category does not include rooms which serve class laboratories, special class laboratories, research facilities, or other types of individual study laboratories.
1316	Indiv. Proj. Lab/Studio Service	A room that directly serves one or more Individual Project Lab/Studios as a direct extension of the activities in those rooms.	Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve Individual Project Lab/Studios.	This category does not include rooms which serve class laboratories, special class laboratories, research facilities, or other types of individual study laboratories.
1350	Class Laboratory Service	A room which directly serves a Class Laboratory as an extension of the activities of the Class Laboratory.	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.	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.
1351	Special Class Lab Service	A room which 'directly serves a Special Class Laboratory as an extension of the activities in such a facility.	Included in this category are rooms which serce Special Class Laboratories such as closets, generator rooms, preparation rooms, work rooms, storage rooms, observation rooms, testing rooms, and shops.	This category does NOT include rooms which serve class laboratories, individual study laboratories, research laboratories, or whole departments.
1352	General Storage	A room dedicated to one department for storage remote from any particular facility.	Designed for General or Specific Storage of equipment, including volatile storage, chemical storage, general storage, equipment storage, etc.	Specifically designed to accomplish the task
1353	Special Services	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.	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.	
1354	Indiv. Study Lab (Prac) Service	A room that directly serves on or more individual study laboratories (practice) as an extension of the activities in those rooms.	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.	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.

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Code	Name	Definition	Description	Limitations
SPECIA	AL USE FACILITIES			
1500	Engr. Or Tech. Field Serv. Fac	storage, and /or protection of farm products, supplies, or tools, and for field experiments.	Field Service Facilities include barns, animal, shelters, sheds, silos, feed units, hay stroage, and seedhouses. 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.	Location of a building is not sufficient justification for classification as a Field Service Facility. Finished rooms such as endocrince 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)
1501	Clinic Facility (Non-Med)	A room used for the diagnoses and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.	Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation room. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing. Also included are observation roms, audio-testing rooms, therapy rooms, testing and scoring rooms, viewing rooms, and vision rooms.	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.
1510	Greenhouse	A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.	Includes rooms generally reffered to as greenhouses.	
1515	Greenhouse Service		Includes rooms generally referred to as headhouses.	
1551	Clinic Fac (Non- Med) Service	A room which 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.	This category does NOT include rooms which serve Medical Care Facilities.
1570	Animal Quarters	A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.	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.	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)
1575	Animal Quarters Service	A room that directly serves an animal care facility as an extension of the activities in that facility.	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.	Does not Include areas that directly serve areas used for the treatment of patient animals.  (See note under Room Type 1570)
1600	Physical Ed Class Activity	For regularly scheduled Physical Education Classes which may require special equipment or treatment for student participation. Can also be used for varsity	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,	This category does NOT include classrooms, class laboratories, or offices even though they may be located in an athletic building. This category does NOT

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Code	Name	Definition	Description	Limitations
1620	Armory	A room or area used by Reserve Officer Training Corps (ROTC) units.	This category Includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.	Classrooms, cla@s laboratories, and offices in an Armory facility are designated as such even though they are located in an Armory building.
1625	Armory Service	A room that directly serves an armory facility as an extension of the activities of that facility.	This category includes supply rooms, weapons rooms, coat rooms, etc.	Classroom service rooms, class laboratory service room, and office service room are so classified even though they are located in an armory building.
1650	Phys Ed Class Activity Service	Directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.	Included in this category are rooms generally referred to as closets, store rooms, and equipment rooms.	Does NOT include public toilet rooms or special service rooms.
1652	Phys Ed Spectator Seating	For students, staff or the public to watch athletic events.	Included in this catetory are permanent seating areas in Fieldhouses, gymnasiums and swimming pool areas. Stadium seating should NOT be included since by definition, it is considered non-assignable space.	
1653	Phys Ed Special Service	Service any or all Facilities in the Physical Education Building.	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.	Does NOT include offices or class activity service.
1654	Phys Ed Toilet/Shower Facility	Directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.	Included in this category are shower rooms, toilets, steam rooms, locker rooms, dressing rooms, and drying rooms.	Does NOT include public toilet facilities in Physical Education Facilities which serve the general public.
1700	Audio-Visual Prod Facility	A room or group of rooms used in the production and distribution of instructional media.	Included in this category are rooms generally referred to as animation rooms, announcing booths, Graphics studios, Radio studios (where not a student organization facility), T.V. studios, T.V. projection rooms, and similar rooms.	Studios used primarily as part of an instructional program to train students in communication techniques should be classified in the Laboratories categories.
1750	Audio-Visual Prod Fac Service	A room which directly serves an Audio- Visual, Radio or T.V. facility, as an extension of the activities in such facilities.	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.	Facilities used primarily to train students in communication techniques should be classified in the laboratories categories.
RESEA	RCH FACILITIES			
2001	Research Facility	in Research or Research Methodology which requires special purpose equipment or treatment for staff, faculty or student experimentation or observation.	Included in this category are rooms generally referred to as research laboratories and research laboratory-office. Additional rooms inluded in this category are child study laboratories, diagnostic rooms, reading rooms, cryogenic laboratories, training and testing rooms.	This category does NOT include rooms generally referred to as Class Laboratory, Special Class Laboratory, Individual Study Laboratory, or Animal Facilities.
2150	Research Facility Service	A room which directly serves Research Facilities as an extension of the activities of this facility.	Included in this category are balance rooms, preparation rooms, cold rooms, stock and storage rooms, dark rooms, machine rooms and shops, x-ray rooms, temperature control rooms, etc.	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

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Code	Name	Definition	Description	Limitations
DEPAR	TMENTAL SUPPORT			
3001	Faculty Office	Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment.	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 necessary to fulfill these activities associated with the particular subject field.	
3100	Faculty Studio Office	Faculty equivalent or	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 necessary to fulfill these activities associated with the particular subject field.	
3200	Faculty Lab Office	Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment.	Must be a separate room designated as an	
3300	Faculty Secretarial Office	Faculty equivalent or	Must be a separate room designated as an	Does NOT include desk space in a facility unless divided off and numbered.
3450	Faculty Office Service	To directly serve Faculty Offices as an extension of the activities which take place there.	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.	Does NOT include Office Service related to Administration or other central service areas serving the whole campus.
3460	Departmental Conference Room	A room serving an office complex that is used primarily for staff meetings and departmental activities other than scheduled classroom activities.	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 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 principle use.	This category does NOT include classsrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounge facilities.
3465	Dept Conference Room Service	A room that directly serves one or more Departmental conference rooms as an extension of the activities in those rooms.	Included in this category are such rooms as	This category does not include kitchens, dining rooms, and similar facilities in a dining hall or in an auxiliary food facility.
3500	Teaching Assistant Office	Faculty equivalent or faculty associated staff to accomplish specific or general tasks associated with their campus assignment.	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 necessary to fulfill these activities associated with the particular subject field.	Does NOT include desk space in a facility unless divided off and numbered.
3600	Technician's Office	Faculty equivalent or	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 necessary to fulfill these activities associated with the particular subject field.	Does NOT include desk space in a facility unless divided off and numbered.
3700	Research Office	To accomplish the general or specific research Activities of organizations	Include all facilities necessary to generate these activities including laboratories (faculty labs and preparation rooms), service areas, offices, etc.	

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Code	Name	Definition	Description	Limitations
		established on a campus ihich is recognized as outside the normal academic 'or -esearch role of a campus. These may be funded Separately jointly or wholly from State funds.		
LIBRAR	Y FACILITIES			
4000	Library Collection	For the shelving of all parts of the campus library collection.	A room or a 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 library, curriculum libraries, bibliography rooms, periodical rooms, etc.	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.
4001	Library Seating	For students and faculty to utilize materials stored in a library that becomes a part of the library collection or for study purposes.	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, typing rooms, viewing rooms, curriculum and document rooms, microfilm rooms, reference rooms, smoking rooms, sound booths, etc.	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.
			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.	
4003	Library Reader's Service	Provides direct service to users of library facilities.	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, check-out desks, etc.	Does NOT include periodical indexes, bibliography, reference, periodicals, special collection or display areas.
4054	LIBRARY COLLECTION		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.	Does NOT include reader services areas or general storage.
4055	Library Storage	For general storage of materials, equipment or furniture used in the library.	A separate area not directly related to library services.	Should NOT include stack areas for infrequently used books, storage, spaces directly related to other library room types.
	STRATIVE FACILITIE			
5000	Administration Office	Serves as the primary work area of any person assigned in an administrative position including organized activities, extension libraries, student services and staff benefits, maintenance and operation of plant, general adminstration and instucional servic	A room or area in which desks or desklike 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 libraries offices, business offices, personnel offices, counselors orrices, coordinators offices, admissions offices, registrars an dbursars offices, Presidents and VP offices, alumni offices, supervisors offices, security offices, etc.	Does NOT include any spaces listed as Faculty or Departmental Support including clerical offices. Also does NOT include desk kspace in a shop or research laboratory where this is presen for the convenience of those using the facility. The primary use of this facility determines the room type.

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Code	Name	Definition	Description	Limitations
5002	Data Proc. & Computer Work Space	For institution-wide processing of data by machines or computers.	This category include's keypunch rooms.% electronic data processing rooms, electronic computer rooms, and similar data processing areas.	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.
5051	Administrative Office Service		Included in this category are file rooms, mimeograph rooms, vaults, waiting and reception rooms, interview rooms, closets, records rooms, and office supply rooms.	Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities.
5052	Administrative Conference Room	primarily for staff meetings and other	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 principle use.	This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounge facilities.
5053	Data Proc. & Computer Service	serves a Data Processing Computer Facility as an extension of the	This category include's such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, supply rooms, observation rooms, file rooms, and similar service areas.	This category does NOT include offices for data processing personnel which should be classified as Administrative offices.
5152	Admin. Conference Room Service	an extension of the activities in those rooms.	Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.	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.
STUDE	NT/FACULTY ACTIVI			
6001	Student Act. Recreation Facility	and/or public) for	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 bobby rooms.	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

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Code	Name	Definition	Description	Limitations
				(football, hockey, etc.) or golf courses.
6002	Student Lounges	Used for rest and relaxation. Primarily for students although usually open for others.	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.	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.
6003	Student Organization Facility	for use by student organizations.	Included in this category are offices, meeting rooms, Student Senate facilities, student newspaper, student magazine, student radio, work rooms, Yearbook office, assembly rooms, etc.	Does NOT include spaces in a Student Activities Complex designation to be used by the whole building (S.A. Service).
6004	Merchandising Facility	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.	This category includes such rooms as bookstores A 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.	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.
6006	Faculty and Staff Lounges	for Staff and Faculty.	Typically equipped with upholstered furniture, draperies, and/or carpeting. May have kitchenette unit or vending machines.	Does NOT include conference rooms, snack bars, and lounge areas associated with toilet rooms which are non- assignable.
6007	Auxiliary Food Facility	food.	This category includes dining halls, cafeterias, snack bars, restaurants, Coffee Houses, lunch rooms, and similar eating places.	Includes only facilities which 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.
6050	Student Activities Service	A room which 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.	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.	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.
6052	Auxiliary Food Facility Service	A room which 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.	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.	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.
	IBLY & EXHIBITION F	ACILITIES		
6500	Assembly Seating Facility	musical, devotional, or livestock judging activities.	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.	Assembly rooms are Not primarily used for instructional purposes (see Classroom Facilities). Does NOT include Athletics or Physical Education Facilities. A room which directly serves an Assembly Facility as an extension of the activities of such a facility.
6502	Assembly Facility Service	A room which directly serves an Assembly Facility as an extension of the activities of such a facility.	This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, storage areas, make-up rooms, Box offices, control booths, (T.V., lighting, sound, etc.), costume rooms, supply rooms, preparation rooms, reception rooms, recording booths, scene shops, viewing rooms, technicians' rooms, Green	Lobbies are non-assignable space classified as Circulation Space. Shops or other areas of service related to instruction should be classified as such.

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Code	Name	Definition	Description	Limitations
			Rooms, laundry rooms, fabric rooms, equipment rooms, quick-change rooms, etc.	
6600	Exhibition Facility	A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.	This category includes museums, art galleries, and similar exhibition areas.	Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.
6602	Exhibition Facility Service	of the activities in that facility.	This category includes work rooms for the preparation of materials and displays, vaults, or other storage for works of art, check rooms, etc.	Research areas in museums are classified as Research Facilities or Research Facilities Service.
	AL SERVICE FACILI			
7001	Central Commissary Facility	preparation of food to be used in all Food Serving facilities on campus.	Included in this category are bakeries, meat preparation, and vegetable preparation areas.	Does NOT include any kitchen which 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.
7004	Central Shop Facility	A room used for the manufacture or maintenance of products and equipment serving the whole campus.	This category includes'such rooms as carpenter shops, plumbing shops, electrical shops, paint shops, key and lock shops, repair shops, spray booths, upholstery shops, sheetmetal shops, welding shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, etc.	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-T.V. studios should be classified as Audio-Visual, Radio and T.V. 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.
7005	Central Storage Facility	A room used to store materials and serving the whole campus.	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.	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 materials, 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.
7006	Central Vehicle Storage/Repair	A room which is used to store and/or service vehicles.	This category includes rooms generally referred to as garages, boat houses, airport hangars, and other storage and repair areas for vehicles (broadly defined).	This category does NOT include portions

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Code	Name	Definition	Description	Limitations
7007	Central Laundry Facility	drying, and ironing linens, uniforms, etc.	This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.	Offices located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a central laundry are classified as residential facilities or as a service space to whatever type of facility they serve.
7052	Service	Serves as an extension of the Central Commissary preparation facilities.	Includes all food storage rooms, freezers\$ refrigerators, cold rooms, equipment rooms, receiving areas, and supply rooms related to Central Commissary Facilities.	Does NOT include offices.
7057	Central Services Serv. Facility	A room which directly serves a Central Service Facility as an extension of the activities in liuch a room.	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.	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.
	NG SERVICES			
7100	Parking Facility Parking	facility or structure which is used by students, faculty, staff, and/or the- general public to park private vehicles.	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".	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.
7110	Surface Parking (Permanent)	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.	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 "O". The number of individual parking spaces within the area is to be reported as stations.	This category does NOT include leased parking, surface parking area used by Central Services and maintenance vehiles, or surface parking areas which are being used on a temporaty basis.
7115	Surface Parking (Temporary)	An unsheltered parking area or lot, usually on an unimproved	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.	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.
7120	Parking Facility Service	A room which directly serves a Parking Facility as an extension of the activities of that facility	This category includes such rooms as equipment storage, waiting rooms, equipment repair, and similar service areas.	This category does NOT include service areas necessary to the general maintenance of the building.
7125	Leased Parking	which have been leased by the institution for that	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.	Does NOT include Parking Structures or open-air lots used for parking which are owned by the institution.

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Code	Name	Definition	Description	Limitations
GENER	AL BUILDING SERV	ICES		
7500	General Building Services	Serves the maintenance and operation of the building in which the facility is located.	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.	Does NOT include mechanical rooms, public toilets, lobbies, corridors, departmental storage, or other service spaces associated with other room types.
7501	Fallout Shelter	A space used for emergency, temporary shelter from atomic fallout.	Included In this category are fallout shelter rooms, storage areas, and fallout shelter toilets.	
NON-A	SSIGNABLE SPACE			
7600	Circulation Space	Serves as a primary way to move from one space to another in a building or in or out of the building itslf.	Included in this category are hallways, vestibules, corridors, lobbies, passageways, alcoves.	Does NOT include space for circulation within another space such as might be in libraries, gymnasiums, shops, etc.
7601	Stairs	Space used to travel	That portion of floor level through which staircasing passes from one building level to another	Does NOT include elevators, escalators or lobby areas associated with stariwells.
7602	Elevators	Space used to travel by mechanical means from one building level to another.	That portion of a floor level through which elevator or escalator equipment pass from one building level to another.	Included in this category are elevators, dumb waiters, and escalators.
7700	Mechanical Space	For housing heating, air-conditioning, ventilation, electrical, signal and toilet equipment used to operate the building.	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.	Does NOT include machine or equipment rooms directly related to a laboratory or shop.
7701	Toilet/Shower Facility	Toilet/shower facility	Included in this category are toilets, wash rooms, lavatories, shower rooms and powder rooms which serve the student body, staff, or general public.	Does NOT include toilets in residental facilities, toilets and shwer areas used in PE programs, or toilets in student apts (not suites), or fallout shelter toilets.
UNASS	SIGNED SPACE			
7800	Inactive Space	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 fuction.	Included in this category are new spaces not occupied, clear basement areas not used, and excess space within a building.	Does NOT incude crawl spaces, mechanical rooms, or circulation space.
7850	Unusable Space	Space which cannot be used due to its	Included in this Category are spaces which are unfinished, spaces which have deteriorated, and spaces lacking necessary equipment and/or renovation, or conversion to another function.	
7900	Space Under Alteration/Conv.	Assignable space which is temporarily out of service due to its being renovated, altered, or converted to other use.	Included in this category are all areas undergoing rehabilitation, alteration, or conversion whose planned use when completed has been determined.	Does NOT include Inactive Space or Unusable Space.
MEDIC	AL FACILITIES			
8100	Patient Bedroom	A room equipped with a bed and used for patient care.	Includes general nursing care, acute care, semiconvalescent/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.	
8101	Patient Bedroom, Intensive Care	A room specially equipped to provide intensive care	An intensive care bedroom is distinguished from other patient care areas by the condition of the patient which requires	Excludes Patient Bedroom, 8100 used for normal care of a patient.

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Code	Name	Definition	Description	Limitations
		treatment in a medical specialty.	constant monitoring and treatment through the use of specialized equipment.	
8200	Patient Bath	A room containing patient bath and toilet facilities.	Included are toile't/bath facilities adjoining or in conjunction with patient bedrooms.	Public toilet facilities are excluded.
8300	Nurse Station	A room or area used by nurses who are supervising and/or administering health- care facilities.	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, medications areas, etc.	Rooms that can be identified as offices should be so classified.
8400	Surgery	A room used for surgery.	Included are major and minor surgery rooms, del7ivery 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, x-ray, etc.), dictation booths,	scrub-up areas, instrument cleanup and storage, gurney storage, and sterile- supplies storage.
8500	Treatment	A room used for diagnostic and therapeutic treatment.	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.	
8600	Service Laboratory	A room used to provide diagnostic support services to health-care facilities.	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 cadavar storage/morgue, autoclave and centrifuge rooms, and warm and cold rooms.	Does NOT include class laboratories (1300), special-class laboratories (1301), or other facilities used primarily for organized instruction.
8700	Supplies	A room used to store supplies for health-care facilities.	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.	
8800	Public Waiting	A room used by the public to await admission, treatment, or information.	Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.	Lounges are excluded from this category.
8950	Health Care Service		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.	Non-assignable areas are explicitly excluded from this category; excludes mechanical and equipment areas.
RESIDE	ENCE FACILITIES			
9001	Dormitory Room	For sleeping and living of students.	Includes that area confined within a room or suite of rooms primarily designed for student sleeping or living. This includes bedrooms and kitchenettes.	Does NOT include areas outside of the room. Bathroom area will be reported as 9051.

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Code	Name	Definition	Description	Limitations
9002	Dormitory Lounge	For relaxing and entertaining.	Includes all floor lounges, main lounges, study rooms, recreation areas, activity rooms, game rooms, bobby rooms, reading'rooms, etc.	Does NOT include living room within the dormitory rooms or suites. Rooms in a residence hall which 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.
9003	Non-Student Apartment		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 nonstudent personnel. Apartments need not be located in a residential building.	
9004	Dining Hall Lounge	For relaxation while waiting to eat or after eating.	Includes lounge space, coat hanging space normally associated with a Dining Hall.	
9010	Dining Hall Seating Facility	For students to eat their meals as part of the dormitory on campus living arrangements.	Includes that area'in a Dining Hall set aside for seating at regularly scheduled meals.	included In Dining Hall buildings, commuter student cafeterias, private dining rooms not used for student use. These are classified as Student Activities
9013	Student Apartment	A complete student living unit that is not a separate structure.	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.  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 he reported.	Auxiliary Food Facilities.  Does NOT include apartment 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.
9023	Apartment Service		This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.	
9024	Toilet/Student Apartment	Toilet facilities in student apartments. (See 9013)	Included in this category are toilets, baths, or shower rooms in student apartments.	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.
9033	House	A complete living unit that is a separate structure.	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.	

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Code	Name	Definition	Description	Limitations
9050	Dormitory Service	Dormitory Complex as a direct extension of	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.	
9051	Toilet, Non-Public Residential	Toilet rooms in residential facilities which are not accessible to the general public.	Included in this category are toilets, baths, showers, tub rooms, and gang showers in residential facilities, including suites.	Does NOT include public toilets, private staff toilets, toilets in student apartments, toilet facilities used in physical education programs, or fallout shelter toilets.
9053	Dining Hall Food Service	A room which directly serves a Dining Hall Facility as a direct extension of the activities in such a facility.	This category includes such areas as storage rooms, locker and shower rooms, refrigeration rooms, preparation rooms, serving areas, dishwashing rooms, disposal rooms, garbage rooms, kitchens, pantries, supply rooms, etc.	

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