FUNCTION / USE / SUBUSE CODES AND DEFINITIONS

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SEATING TYPES
Chairs

CHAIRS
Movable chairs, no work surfaces available.

ClsrmT&C

CLASSROOM TABLES & CHAIRS (FIXED)
Movable tables and chairs arranged in rows facing forward. Often has instructor station, chalkboard, screen, etc. at front of room.

ClsrmT&C-fx&mv

CLASSROOM TABLES (FIXED) & CHAIRS (MOVABLE)
Fixed tables and moveable chairs laid out in rows.

ClsrmT&C-mv

CLASSROOM TABLES (MOVABLE) & CHAIRS (MOVABLE)
Moveable tables and chairs designed to fit a room in rows.

CompStn

COMPUTER STATIONS
Primary purpose of space is computer use. Work surface where a computer is present.
Ex. Carrels, modular workstations, tables, desks

Conference

CONFERENCE
Single, fixed table with moveable chairs.

Fixed

FIXED
Fixed tables and/or chairs. Typically larger rooms with advanced technology in front.

LabBnch

LAB BENCHES
Specialized work station for a specific type of study; usually includes unique equipment or furniture piece(s) that are specific to a particular function. May include a computer as one component of equipment.
Ex. Drafting tables, heat and chemical resistant surfacing

OpenArea

OPEN AREA
No set seating or tables exist in the central portion of the space.
Ex. Dance studio, occupational therapy space, athletics area
**PRACTICUM**

Furniture designed and set up to facilitate supervised practical application of previously studied theory.

Ex. Patient consulting, clinical/hospital scenario, mock trial

**TABLES & CHAIRS**

Movable tables and chairs arranged for face to face discussions. Typically in seminar or conference setting.

**TABLET ARMCHAIRS**

Movable chairs with attached writing surfaces.

### FUNCTION CODE DEFINITIONS

**10 INSTRUCTION**

**11 GENERAL ACADEMIC**

General Academic includes all activities that are part of an institution’s instructional program, including credit and noncredit courses for academic instruction.

Departmental research is also included under General Academic.

**20 ORGANIZED/SPONSORED RESEARCH**

**21 RESEARCH**

Research consists of all research-related activities conducted within the institution which are under the term of a research grant, contract or other project, either funded by external agencies or funded as research in the institution’s own operating budget.

Faculty activities commonly referred to as departmental research are included in 11 General Academic.

**30 PUBLIC SERVICE**

**31 CONTINUING EDUCATION & OUTREACH**

Continuing Education & Outreach activities provide non-instructional services beneficial to individuals and groups external to the institution.

Included are community service activities which are concerned with making the various resources and unique capabilities of the institution available to the general public including general consultation, advisory and reference services, and cultural events.
**40 ACADEMIC SUPPORT**

**41 LIBRARY**
Library includes activities that provide services related to the collection, cataloging and dissemination of published materials. The central University library as well as separately organized school or college libraries and library learning resource centers are included.

**42 DEPARTMENTAL ADMINISTRATION**
Departmental Administration consists of offices and work rooms used by departmental chairs or staff for administrative purposes. Included are common use spaces such as copy rooms, conference rooms, break rooms, file rooms and unstaffed reading rooms.

**43 MUSEUM**
Museum includes viewing spaces and galleries, including those controlled by departments.

**50 STUDENT SERVICES**

**51 STUDENT SERVICE**
Student Service includes admissions and registrar offices and those activities whose primary purpose is to contribute to the student’s emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instructional program.

This includes activities such as financial aid administration, counseling and career guidance, student health services and university admissions.

**60 INSTITUTIONAL SUPPORT**

**61 CAMPUS GENERAL OPERATION**
Campus General Operation consists of activities which provide executive direction as well as administrative support services to the institution including planning and programming, legal services, fiscal operations, and logistical activities.

**63 SYSTEM ADMINISTRATION**
System Administration provides executive direction and administrative support services to institutions throughout the entire state system of public higher education.

**70 OPERATION/MAINTENANCE**

**71 PHYSICAL PLANT**
Physical Plant operations include those activities that provide services to campus facilities and grounds.
77 CAPABLE OF USE
Capable of Use includes space that is assignable in nature yet is presently not being used or has not yet been allocated to a unit. This function code will primarily be used for clusters of rooms in a building that is in transition from one department to another.

78 INCAPABLE OF USE
Incapable of Use is non-assignable space that cannot be used due to its condition. All space being remodeled or otherwise nonfunctioning due to structural or safety concerns is considered incapable of use.

79 NONASSIGNABLE/NONUSABLE
Non-assignable/Non-usable includes general building space required for physical access to rooms, spaces used to support a building’s maintenance functions, or those spaces designed to house mechanical and utility services for a building.

90 AUXILIARY ENTERPRISES

91 AUXILIARY SERVICE
Auxiliary Service is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

97 OUTSIDE AGENCY
Outside Agency includes space that house activities or agencies which are not directly managed by the University. In some cases a rental fee may be charged while in others the space is made available without charge.

USE CODE DEFINITIONS

000 UNCLASSIFIED
Definition: The sum of all areas on all horizontal levels of a facility assigned, or available for assignment, including all space functionally usable by an occupant (excluding those defined as non-assignable and non-usable).

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

060 ALTERATION/CONVERSION
Definition: Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

070 UNFINISHED
Definition: Potentially assignable areas in new building or additions to existing buildings that are not completely finished at the time of the inventory.
Limitations: This category is intended only for the unfinished part of building or addition. The parts that are in use should be classified elsewhere.

100 CLASSROOM

110 CLASSROOM

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

Description: Rooms used for scheduled instruction requiring no special restrictive equipment or configuration and referred to as lecture rooms, lecture-demonstrations rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with table, 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 multi-media or telecommunications equipment, or 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 conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use. 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 the general meetings is an assembly facility. A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use.

115 CLASSROOM SERVICE

Definition: A room that directly serves one or more classrooms as an extension of the activities in the room.

Description: Included are projection rooms, cloak rooms, preparation rooms, closets, and storage areas that serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

200 LABORATORY

210 CLASS LABORATORY

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

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of the room or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral 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. Computer processing rooms used...
primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratories used for group instruction that are informally scheduled or unscheduled (220). This category does not include rooms generally referred to as research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer rooms used primarily for study should be classified Study Rooms (410).

**215 CLASS LABORATORY SERVICE**

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

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory, except animal rooms and greenhouses.

Limitations: Does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve open laboratories (225), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

**220 OPEN LABORATORY**

Definition: A room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open, and that requires special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: An open laboratory is designed and/or furnished with equipment to serve the needs of a particular area of study for group or individual instruction that is not regularly scheduled. The design and/or equipment in such a room normally limits or precludes its use for other areas of study. Open laboratories typically include rooms such as language laboratories, music practice rooms, studios, and computer rooms involving specialized software where access is limited to specific categories of students if they are used primarily for instruction that is not regularly scheduled. Computer rooms not restricted to special categories of students are classified Study Rooms (410).

Limitations: This category does not include class laboratories (210), or research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

**225 OPEN LABORATORY SERVICE**

Definition: A room that serves an open laboratory(s).

Description: Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an open laboratory.

Limitations: Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are category (580).

**250 RESEARCH/NONCLASS LABORATORY**

Definition: A room used for lab applications, research and/or training in research methods that requires special purpose equipment for staff and/or student experimentation or observation.
Description: Included are research labs and laboratory-offices.

**255 RESEARCH/NONCLASS LABORATORY SERVICE**

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

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve research/nonclass laboratories.

Limitations: Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are category (580).

**300 OFFICE**

**310 OFFICE**

Definition: A room used by faculty, staff or students working at a desk, table or workstation.

Description: Included in this category are rooms such as faculty, administration, clerical, graduate assistant, teaching assistant, and student offices. Studios (art, music, etc.) are also included if the room also serves as the office of a staff member. Large studios may be prorated between office facilities and teaching laboratory (210, 220) as necessary.

Limitations: Special note should be taken of rooms that are equipped both as office and research lab. A room equipped with lab benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a nonclass lab. Note that this distinction rests on equipment rather than function. It is that those rooms that have office-type equipment and fixed lab-type equipment within the same room be classified as nonclass laboratories. However, rooms such as these may be prorated between lab (250) and office (310). Large rooms, such as glass shops, printing shops, reading rooms, research labs, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

**315 OFFICE SERVICE**

Definition: A room that directly serves an office or group of offices.

Description: Included are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide on scope should be classified as shop facilities (720). Storage areas that are infrequently accessed as described under storage should be classified as storage (730).

**350 CONFERENCE ROOM**

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.

Description: Normally used by a specific organizational unit and used primarily for activities other than scheduled classes.

Limitations: This category does not include classrooms, seminar rooms or lecture rooms (110). It does not include auditoriums (610), interview rooms (315) or lounge facilities (650).
355 CONFERENCE ROOM SERVICE
Description: Included are kitchenettes, chair storage rooms, projection rooms sound equipment rooms, etc.
Limitations: Does not include service rooms for centralized conference-type facilities (685). Dining rooms open to the student body and/or public are categorized as food service (630).

400 STUDY
Note: Offices that serve library activities are coded 310.

410 STUDY ROOM
Definition: A room or area used by individuals to study at their own convenience which is not restricted to a particular subject or discipline by equipment.
Description: Included in this category are library reading rooms, carrels, study rooms, individual study stations or booths, general access computer labs, and similar rooms that are intended for general study purposes. Study stations in a study room may include typewriters, microcomputers, remote computer terminals, etc. Study rooms in residence halls, and student service and academic buildings are included if the equipment is not restricted to a specific discipline. Access to study rooms may be restricted by a controlling unit.
Limitations: Does not include open labs (220) that are limited to use for a particular area of study. Does not include sleep/study rooms in residence halls or other housing units (910 and 920), waiting rooms (315) or lounge facilities (650).

420 STACK
Definition: An area used to provide shelving for library or audio/visual materials. Includes rooms containing musical scores, records, and tapes if the primary purpose of the materials is for instruction or research.
Limitations: Does not include bookshelf space in classrooms, labs, or offices. Multimedia and tape libraries that serve groups rather than individual (i.e. campus-wide or centralized multimedia services) are classified 535. Separate tape storage rooms for language labs should be classified 215, 225 and 255. Separate rooms containing musical scores, records and tapes are classified as recreation (675) if the primary purpose is not instruction or research.

430 OPEN-STACK STUDY ROOM
Definition: A combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.
Limitations: This category should not be used unless seating capacity is significant. Study room (410) and stack (420) should be used when both stack and seating capacities are not both of significant capacity.

440 LIBRARY PROCESSING
Definition: A room or area devoted to processes and operations in support of library functions.
Description: Included are areas used to house card catalogs, circulation desks, bookbinding, microfilm processing, and audio/visual equipment.
Limitations: Does not include campus wide or centralized media or multimedia preparation areas, bookbinding and microfilm processing areas (530). Instructional facilities for library science staff are classified as 110, 210, 220, 310 or other appropriate designation.

**455 STUDY SERVICE**

Definition: Room which directly serves study rooms, stacks, open stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Generally there is a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coat rooms, etc.

Limitations: This category does not include card catalogs, circulation desks, etc (440).

**500 SPECIAL USE**

**520 ATHLETIC/PHYSICAL EDUCATION**

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

Description: Included are gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, fieldhouses, etc.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of this facility type. This category does not include class, lab or office facilities even though they may be located in an athletic building. This category does not include spectator seating (523) or rooms used for recreational purposes (670) such as bowling alleys, ping pong rooms, etc.

**523 ATHLETIC SPECTATOR SEATING**

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

Description: Included are permanent seating areas in fieldhouses, gymnasiums and natatorium, the floor space upon which bleachers are set up during the major portion of the school term, and the floor upon which fold-up (against the wall) type seating is stored.

Limitations: This category does not include temporary or moveable seating areas. Uncovered permanent seating is not assignable although space below it may contain assignable areas (e.g., locker rooms, offices)

**525 ATHLETIC/PHYSICAL EDUCATION SERVICE**

Description: Included are locker rooms, shower rooms, coaches’ rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

**528 ATHLETIC/INTERCOLLEGIATE SERVICE**

Description: This category includes visiting team locker and shower rooms, coaches’ rooms, etc.

Limitations: This category does not include facilities used primarily for physical education or intramural athletics (520 and 525).
530 MEDIA PRODUCTION
Definition: A room used for the production or distribution of multimedia materials or signals.
Description: This category includes rooms generally called TV studios, radio studios, sound studios, graphics studios, photo studios, video or audio cassette and software production or distribution rooms, and similar rooms. These rooms have a clearly defined production or distribution function that serves a broad area, usually the entire campus.
Limitations: Studios used primarily as part of an instructional program to train students in communications techniques should be classified as laboratories (210 or 220). Art slide viewing rooms should be classified as lab service (215 or 225). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710). Rooms for storage of media materials and equipment are coded Media Production Service (535).

535 MEDIA PRODUCTION SERVICE
Description: Included are film and tape libraries, control rooms, video recorder rooms, property storage, recording rooms, engineering maintenance rooms, dark rooms, preparation rooms, equipment storage rooms, and rooms which directly serve Media Production facilities.
Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Lab Service (215 or 225). Rooms containing materials used primarily for study (as in the library) should be classified as Stacks (420). Rooms provided for listening and viewing enjoyment should be classified as Recreational Facilities Services (675).

540 CLINIC
Definition: A room used for the diagnosis or treatment of, and/or consultation with patients in a program other than those organized for medicine, veterinary medicine, dentistry, or student health care.
Description: Included are patient examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational area, as psychology, speech, law, hearing, remedial reading and writing.
Limitations: This category does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (800 series).

545 CLINIC SERVICE
Definition: A room that directly services a clinic facility.
Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.
Limitations: Does not include rooms that serve separately organized health care facilities (800 series), nor first-aid treatment rooms that serve other primary activity areas (525-athletic, 645-day care).

550 DEMONSTRATION
Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.
Description: Includes demonstration day care and development centers, laboratory schools, pre-school nurseries, home economics or management houses, etc., if the facilities support the training of students
as teachers. The key criterion here is practice activity within an instructional program which closely simulates a real world or occupational setting.

Limitations: Does not include day care and development centers which are not used as part of an instructional program (640). Facilities in which the students serve as the subjects for a research study are classified as nonclass laboratories (250). Office (310), conference rooms (350), meeting rooms (680) used by the staff as demonstration facilities should be classified as office, conference or meeting.

**555 DEMONSTRATION SERVICE**

Definition: A room that directly serves a demonstration facility.

Description: Included are store rooms, laundry, etc., in a home demonstration facility and kitchens, lockers, shower rooms, etc., in a lab school.

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general areas such as kitchens, dining rooms, living rooms, or classrooms, labs, gymnasiums that serve nursery, elementary or secondary school students should be designated as demonstration facilities (550).

**560 FIELD BUILDING**

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

Description: Includes barns, animal shelters, sheds, silos, feed units, hay storage, and seed houses. Greenhouses related to farm operations are included. 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. Also included are facilities such as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field building. Finished rooms such as endocrine research labs, dairy research labs, etc. should be classified as nonclass laboratory facilities (250).

**570 ANIMAL QUARTERS**

Definition: A room that houses lab animals maintained by the institution for research and/or instructional purposes.

Description: This category includes rooms such as animal rooms, cage room stalls, wards, and similar rooms used to house animals intended for use in laboratories.

Limitations: Doesn’t include areas for treatment of patient animals (800).

**575 ANIMAL QUARTERS SERVICE**

Definition: A room that directly serves an animal care facility.

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as casting or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals (800).
580 GREENHOUSE
Definition: A building or room usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.
Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).
Limitations: Does not include greenhouses related to farm operations (560). Greenhouses not used for plant cultivation or protection should be classified according to specific usage.

585 GREENHOUSE SERVICE
Definition: A room that directly serves a greenhouse facility as an extension of the activities in the greenhouse.
Descriptions: Includes rooms generally referred to as head houses.
Limitations: Does not include greenhouse service related to farm operations (560) or other storage areas not directly serving greenhouses.

600 GENERAL USE
610 ASSEMBLY
Definition: A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging or commencement activities.
Description: Includes theaters, auditoriums, concert halls, arenas, chapels, and livestock judging pavilions. Seating area, stage, orchestra pit, chancel, arena and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.
Limitations: Stage areas used primarily for instruction or practice (dance, music drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities used primarily for instructional purposes are classified as classrooms (110).

615 ASSEMBLY SERVICE
Definition: A room that serves an assembly facility.
Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, control rooms, etc.
Limitations: Lobbies are circulation space classified as Lobby (W05).

620 EXHIBITION
Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.
Description: Includes museums, art galleries, etc.
Limitations: Collections not primarily for general exhibition such as departmental display of anthropological, botanical, or geological specimens should be classified under one of the lab categories.

625 EXHIBITION SERVICE
Definition: A room that directly serves an exhibition facility.
Description: This category includes work for preparation of materials and display, vaults or other storage for works of art, check rooms, etc.
Limitations: Research areas in museums are classified as 250 or 255.

630 FOOD FACILITY
Definition: Room used for eating food.
Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including these types of areas in residence halls, faculty clubs, etc. Includes facilities open to the student body and/or the public. Areas intended primarily as food facilities, even though containing vending machines rather than servicing counters, are included.
Limitations: Rooms with vending machines other than for regular meal or snack services are classified as lounge facilities (650) or merchandising facilities (660). Food facilities that serve instructional activities are classified as labs (210, 220).

635 FOOD FACILITY SERVICE
Definition: A room that directly serves a food facility as an extension of the activities in that facility.
Description: This category includes kitchens, refrigeration rooms, freezers, dish washing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.
Limitations: Food Facilities Service areas that serve instructional activities are to be classified as lab service (215, 225, and 255).

640 DAY CARE
Definition: A room used for the day or night care of preschool children or elderly adults as a nonmedical service.
Description: Includes activity areas, sleeping rooms, restrooms, office or other types of areas used for the care of preschool children as a service to students, faculty or staff. This is not a medical care facility.
Limitations: This category does not include preschool nurseries, demonstration houses, laboratory schools, or facilities associated with home economics or education programs (550). Also excluded are those service areas classified as Central Service (750) and Laboratory Facilities (200 series) that directly support instruction (i.e., vocational training programs for parent education and early childhood education).

645 DAY CARE SERVICE
Definition: A room that directly serves a day care facility.
Description: Included are storage areas, coat closets, kitchens, staff rest rooms, etc.
Limitations: Does not include those rooms (e.g., child training rooms, playrooms see 640) where primary day care activities are conducted. Test rooms designed for child training should be coded 640.
staff-only rest rooms, eating rooms or break rooms should be coded 645. Eating or training areas for children are classified as primary activity space 640. Staff offices should be coded 310.

**650 LOUNGE**
Definition: A room for rest relaxation.
Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting. May include vending machines.
Limitations: A lounge associated with a toilet is non-assignable space and classified as a mechanical area (Y04). A room devoted wholly to vending machines is classified as a merchandising facility (660).

**655 LOUNGE SERVICE**
Definition: A room that directly serves a lounge facility, such as a kitchenette.

**660 MERCHANDISING**
Definition: A room used to sell products or services.
Description: Includes bookstores, textbook rental, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.
Limitations: Does not include dining rooms, restaurants, snack bars, and similar food facilities (630) or vending machine areas associated with lounges (650). Does not include meeting rooms (680) or conference facilities (350). Hotel and motel rooms are classified as residential facilities (900).

**665 MERCHANDISING SERVICE**
Definition: A room that directly serves a merchandising facility.
Description: Included are supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

**670 RECREATION**
Definition: A room used by students, staff, and/or the public for recreational purposes.
Description: Includes bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess and card-playing rooms, non-instructional music listening rooms and hobby rooms.
Limitations: Does not include gymnasiums, handball or squash courts, wrestling rooms, swimming pools, ice rinks, field houses, etc.

**675 RECREATION SERVICE**
Definition: A room that directly serves a recreation facility.
Description: Includes storage closets, equipment issue rooms, cashiers’ desks, and similar rooms.
Limitations: Does not include kitchens, snack bars, or other food facilities. Does not include physical education facility service such as locker rooms, shower rooms, ticket booths, etc.

**680 MEETING ROOM**
Definition: A room used for a variety of nonclass meetings.
Description: Room may be equipped with tables and chairs, lounge-type furniture and or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, community groups, short term meetings conducted by an extension division, etc.

685 MEETING ROOM SERVICE

Definition: Room that serves as a meeting room as an extension of the activities in that room.

Description: Includes kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: Does not include rooms that service conference rooms (355).

700 SUPPORT

710 CENTRAL COMPUTER/TELECOMMUNICATIONS

Definition: A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

Description: A Central Computer or Telecommunications room may be one of a group of rooms which constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone or modem access. Includes central rooms housing computer or computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

Limitations: Does not include office space (see 310) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as non-assignable mechanical space.

715 CENTRAL COMPUTER/TELECOMMUNICATIONS SERVICE

Definition: Room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
Description: Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

Limitations: Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see 310 primary equipment (computer, I/O device) rooms (see 710), and office areas containing data processing or networking office service equipment or materials (see 310, 315). Also does not include rooms directly supporting study rooms (see 455) or laboratories (see 215, 225, 255) that contain special computer equipment and used for study, instruction or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as a Study Service (455).

720 SHOP
Definition: A room used for the manufacturer, repair or maintenance of products or equipment.

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This area also includes centralized shops for construction or repair of research in instructional equipment and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g. glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

Limitations: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as laboratory facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as media production (530). Architectural and engineering drafting rooms serving the physical plant operation are classified as office (310). Blueprint storage rooms are classified as office service (315). Small, incidental equipment repair, assembly or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution areas (see 533). Also excludes costume and scene "shops" serving theater areas (see 615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 SHOP SERVICE
Definition: Room that directly serves a shop facility as an extension of the activities in that facility.

Description: Includes tool storage rooms, materials storage rooms and similar equipment of material supply and storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas related to class labs (215) or research nonclass laboratories (see 255). Also does not include vehicular repair facilities (garages) classified as vehicle storage service (745). Blueprint storage rooms should be classified as office service (315). Rooms directly serving media production or distribution facilities are coded 535. Sit-down lunch or vending rooms that serve a shop facility are classified food facility (630).
**730 CENTRAL STORAGE**

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

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

Limitations: Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room that is clearly a service room). Also, this category does not include non-assignable area (circulation, building service, or mechanical areas). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

**735 CENTRAL STORAGE SERVICE**

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

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

Limitations: Only those rooms directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

**740 VEHICLE STORAGE**

Definition: A room or structure that is used to house or store vehicles.

Description: Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

Limitations: Does not include portions of barns or similar field buildings used to house farm implements (see 560). Unroofed parking areas are excluded.

**745 VEHICLE STORAGE SERVICE**

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

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles defined in vehicle storage (740).
Limitations: Does not include shops as defined in shop (720) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices with a vehicle storage facility should be classified as such (see 310).

**750 CENTRAL SERVICE**

Definition: A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus wide support service.

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

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

**755 CENTRAL SERVICE SUPPORT**

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

**760 HAZARDOUS MATERIALS STORAGE**

Definition: A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Hazardous or toxic materials include any materials which have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

Limitations: Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (215, 225, 255).

**800 HEALTH CARE**

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory office, special use, general use, supporting facilities, etc.).
810 PATIENT BEDROOM

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

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

Limitation: Student residence quarters should be classified with the residential facilities (900 series) codes. Staff on-call rooms for resting and sleeping are coded 890. Does not include non-patient animal shelters used for farm animals (see 560) or non-veterinary school laboratory animals (see 570).

815 PATIENT BEDROOM SERVICE

Definition: A room that directly serves one or more patient bedrooms, an extension of the activities in those rooms.

Description: Included are linen closets, patient lounges, children’s play room and any other service areas that are used primarily by patients as opposed to staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the 810 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

Limitations: Excludes the small connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation and other workrooms that serve a nurse station (see 835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (see 575). Veterinary institution feed storage and food preparation rooms are classified as nurse station service (835).

820 PATIENT BATH

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 315, 835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified nurse station service (835). Animal groom rooms should be coded 815.

830 NURSE STATION

Definition: A room or area used by nurses or other patient care staff who are supervising or administering health care services.
Description: This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations: Rooms that can be identified as offices should be classified 310.

835 NURSE STATION SERVICE

Definition: A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations: Rooms used as offices should be classified appropriately (see 310). Pharmacy and other central supply areas are classified central supplies (870). Areas directly serving patient bedrooms are coded 815. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

840 SURGERY

Definition: A room used for surgery.

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

Limitations: Does not include the various surgery support rooms that are used as a direct extension of surgery activities (see 845). Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see 850).

845 SURGERY SERVICE

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

Description: Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

Limitations: Storage and other support rooms that do not directly serve a Surgery (840) facility should be classified with the appropriate service room category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).
850 TREATMENT/EXAMINATION
Definition: A room used for diagnostic and therapeutic treatment.
Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function/vascular testing, EEG, ECG, EMG, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor’s office and treatment/examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.
Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see 840). Treatment/Examination (850) diagnosis differs from diagnostic service laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 TREATMENT/EXAMINATION SERVICE
Definition: A room that directly serves a treatment/examination room as an extension of the activities in that facility.
Description: Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.
Limitations: Does not include service areas for diagnostic service laboratories (see 860, 865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded treatment/examination (850). Treatment or examination waiting rooms are classified as public waiting (880) facilities.

860 DIAGNOSTIC SERVICE LABORATORY
Definition: A room used to provide diagnostic support services to an entire health care facility.
Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism. Also includes areas commonly termed canine, feline, poultry, bovine or equine necropsy rooms in veterinary institutions.
Limitations: Laboratories used primarily for instructional purposes should be classified with the laboratory facilities (200) series. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as treatment/examination (850) facilities.

865 DIAGNOSTIC SERVICE LABORATORY SUPPORT
Definition: A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.
Limitations: Does not include storage areas, dressing rooms, work preparation rooms and other areas that support a patient treatment or examination room (see 855).

870 CENTRAL SUPPLIES

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

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

Limitations: Does not include central storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment); such areas should be classified central storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 PUBLIC WAITING

Definition: A room used by the public to await admission, treatment or information with a health care facility.

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

Limitations: Open lounges (see 640) and other service room lounges (e.g., patient lounge, see 815) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.

890 STAFF ON-CALL FACILITY

Definition: A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, flight care crew, etc., to rest or sleep while on-call to specific duties within the facility.

Limitations: Staff on-call rooms or quarters differ from open and service area lounges (see 650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded 810; student residence quarters should be classified with the residential facilities (900 series) codes.

895 STAFF ON-CALL FACILITY SERVICE

Definition: A room that directly serves a staff on-call room as an extension of the activities in that facility.

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Limitations: Does not include storage and other support rooms that serve patient bedrooms (see 815). Also excluded are central supply areas (see 870).
900 RESIDENTIAL

Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are offices (310), lounges (650), study rooms (410), dining areas (630), recreational rooms (670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the sleep/study service (935) description.

910 SLEEP/STUDY WITHOUT TOILET OR BATH

Definition: A residential room for one or more individual(s) typically furnished with beds, wardrobes, closets, desks, and chairs, without an internally connected bath, toilet, or either.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified, study room (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded sleep/study service (935) unless there is an accompanying eating area (see 630) that the food preparation area directly serves. The appropriate service code of 635 would then be applied.

919 TOILET OR BATH

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

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

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (see 920), apartment (950), or house (970) are included in those respective categories. Private rest room areas that serve offices are office service (315).

920 SLEEP/STUDY WITH TOILET OR BATH

Definition: A residential room for one or more individuals typically furnished with beds, wardrobes, closets, desks, and chairs, with an internally connected bath or toilet.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified toilet or bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the sleep/study with toilet or bath (920) space.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as study rooms (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Sleep/study rooms without toilet or bath (910) and their corresponding external toilet or bath (919) rooms are coded separately.
935 SLEEP/STUDY SERVICE
Definition: A room that directly serves the occupants of sleep/study rooms.
Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as sleep/study service (935).
Limitations: Does not include offices (310), lounges (650), study rooms (410), eating or dining areas (see 630), toilet/bath areas for occupants of sleep/study rooms (see 919), recreation (670) areas or meeting rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 APARTMENT
Definition: A complete living unit, with private cooking facilities that is not a separate structure.
Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedrooms(s), living room(s), kitchen and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.
Limitations: Does not include single, freestanding structures (see 970) or any residential units that do not contain private cooking facilities (see 910, 920).

955 APARTMENT SERVICE
Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the apartment (950) spaces.

970 HOUSE
Definition: A complete living unit, with private cooking facilities that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.
Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedrooms(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff or students. Should include fraternity and sorority houses only if owned by the institution.
Limitations: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution’s primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the office facilities (300 series) codes.
975 HOUSE SERVICE
Definition: An area that directly serves a house.

WWW CIRCULATION
Non-assignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

W02 ELEVATOR
Definition: The structural shaft built to accommodate one or more elevator cabs. The entire cross-section shaft area is to be inventoried at each floor level through which it passes.

Limitations: Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

W04 LOADING DOCK
Definition: A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform’s covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.

Limitations: Any part of the platform area not covered is excluded from the building’s gross, assignable, and nonassignable areas. Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).

W05 LOBBY
Definition: A circulation area used to transition from the floor’s external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

Limitations: A Lobby differs from an assignable Lounge (650) in furniture placement, use, and intent.

W06 PUBLIC CORRIDOR
Definition: A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.

Limitations: Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit’s suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories, or earn a separate service subcategory of “Private Circulation,” for example (see Description under 315 Office Service).
W07 STAIRWAY
Definition: The covered internal or external space dedicated to provide non-mechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 6-foot 6-inch ceiling height is included.
Limitations: In stairways that pass through floor openings larger than themselves, the open area around the stairway’s floor penetration is not counted as either gross area or usable area. In an enclosed stairway, that area beneath the stairway structure that is accessible and has a 6-foot 6-inch ceiling height or greater should be included as both gross area and usable area in the inventory.

XXX BUILDING SERVICE
Nonassignable spaces used to support a building’s cleaning and public hygiene functions.

X01 CUSTODIAL SUPPLY CLOSET
Definition: A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.
Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

X02 JANITOR ROOM
Definition: A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.
Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

X03 PUBLIC REST ROOM
Definition: Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility’s area. For planning purposes, some may wish to provide subcategories of this space that identifies gender- or non-gender-specific rest rooms, handicapped accessibility, etc.
Limitations: Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Office Service (315). The use of the subcategory Private Rest Room within the Office Service code is an option to further delineate these types of spaces.

X04 TRASH ROOM
Definition: A space for the temporary storage of nonhazardous waste awaiting disposal or removal.
Limitations: Room or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770).
**YYY MECHANICAL**

Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

**Y04 UTILITY/MECHANICAL**

Definition: Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a “mechanical” floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.

**Y30 GENERAL BUILDING MECHANICAL**

Definition: The area designed to house mechanical equipment, utility services, and non-private toilet facilities.

Description: Mechanical areas in central utility plants, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and non-private toilet rooms (custodial and public).

Limitations: Deductions should not be made for columns and projections necessary to the building.

**SUBUSE CODE DEFINITIONS**

**1102 SEMINAR**

Definition: Classroom equipped with tables and chairs for discussion type instruction (usually with a capacity of 20 or less).

**1104 CLASSROOM**

Definition: Classroom that does not require specialized equipment but may include a lectern and projector (capacity 21-64).

Description: General, Audio/Visual equipment, Flex room divider.

**1106 LECTURE HALL**

Definition: Large classroom generally having sloped floor, fixed seating and lectern or demonstration area (usually with a capacity of over 65).

Description: Lecture, Lec-dem, Lec-aud, AV lecture, TV monitors.

**1108 ACTIVE LEARNING CLASSROOM**

Definition: A classroom equipped with furniture and/or technology designed to foster group learning activities in a non-traditional (lecture style) format.

**1110 MEDIATED CLASSROOM**

Definition: A classroom equipped with technology (audio, visual, computing).
2200 WET LABORATORY
Definition: Laboratory containing hook-ups for gas/water, etc. Use only in the absence of a more precise description.

2202 DRY LABORATORY
Definition: Classroom with lab equipment. Use only in absence of more precise description. Includes
Description: Remedial read, Urban Affairs, Accounting, Drafting.

2208 PRACTICE LAB
Definition: Laboratory meant for practicing professional skills in a realistic setting. Includes former subuse codes: Language Lab, Writing Lab, Music Lab, Group Practice, Individual Practice, Courtroom, Laboratory School and Pre-School Nursery.
Description: Simulated patient room, Law Moot Court, Language Lab, Drama Rehearsal.

2209 WRITING LABORATORY
Definition: Room with specialized equipment for development of writing skills.

2210 GROUP PRACTICE
Definition: Specialized room for practice by more than one individual.
Description: Music Ensemble, Drama Rehearsal

2211 MUSIC LABORATORY
Definition: Class or special class lab for music instruction.
Description: Choral Room, Band Room, App Music Lab

2212 MUSIC STUDIO
Definition: Small room used for individual or small group instruction or research, often combined with an office.
Description: Office/Studio, Organ Studio, Voice Studio

2214 DANCE STUDIO
Definition: Special room for small group or individual dance instruction or research.

2216 ART STUDIO
Definition: Small room for individualized or small group instruction or research in art, often combined with an office.
Description: Office/Studio, Ceramic Studio, Painting Studio

2217 MACHINERY LABORATORY
Definition: Room equipped with large machines or instruments usually for Engineering, Industrial Education, Agriculture, Agricultural Engineering, etc.
Description: Welding Shop-ME, Machine Lb-Ag E, Fluids Lab-E Tech, Dairy Lab-Ag S

**2218 INDIVIDUAL PRACTICE**
Definition: A small room used by one student for practice or study (instructor not present as in a studio), or multi-station room setup for individual study.
Description: Mus Practice Room, Mus Grand Piano, Psych Carrel

**2219 BEHAVIORAL LABORATORY**
Definition: A room equipped for study of the behavioral patterns of humans or animals.
Description: Audio Tutorial, Clinical Lab, Animal Lab

**2220 COURTROOM**
Definition: Simulated courtroom used by law students or campus police.
Description: Law Moot Court

**2222 PLANETARIUM/OBSERVATORY**
Definition: A building or room used to house optical devices to project or study celestial images.
Description: Planetarium, Observatory

**2223 COMPUTER LABORATORY**
Definition: A room with multiple personal computers whose primary function is to provide scheduled or unscheduled computer utilization for instructional purposes. May include any of the following items: minicomputers, microcomputers, terminals, keypunch equipment, digitizers, printers, and/or plotters. Excludes computers in offices and dorms and classrooms or labs where the primary function is not computer usage.

**2224 AQUARIUM**
Definition: A room in which living aquatic plants or animals are kept.
Description: Biology Aquarium, Indoor Research Lake

**2225 HERBARIUM**
Definition: A room containing a collection of dried plant specimens.
Description: Biology, Botany

**2230 INCUBATION**
Definition: Room maintained at conditions favorable for growth of organisms.
Description: Biochem Incub C, Gen Incub C

**2234 COLD ROOM**
Definition: Area with below average temperature where people work or where things are stored, does not include rooms that are below 32 degrees.
**2236 PLANT GROWTH**
Definition: Small scale growth chamber for rearing plants under special conditions (Use 5590 for Greenhouse).
Description: Growth Chamber, Botany Plant Growth.

**2238 CULTURE**
Definition: A room with specialized conditions for the growth of organisms.
Description: Biochemistry micro-Organisms, Medical Bacteria Culture, Incubation.

**2240 TRANSFER**
Definition: Room where one form of matter is changed to another.
Description: Medical Transfer, Biology Transfer.

**2242 ISOLATION**
Definition: A room used to separate diseased humans, plants or animals from healthy ones.
Description: Isolation Chamber, Isolation Ward.

**2244 CONTROLLED ENVIRONMENT**
Definition: A room with regulated temperature, humidity, lights, etc., usually for research purposes.
Description: Biotron, Environmental Studies Controlled Environment.

**2246 PREPARATION**
Definition: Room in which materials are assembled prior to use in a lab for instruction or research.
Description: Chemistry, Biology, Allied Health.

**2252 DRYING ROOM**
Definition: Room with humidity/temperature controls conducive to eliminating moisture.
Description: Specimen Drying, Pottery Curing, Physical Education Drying Room.

**2254 INSTRUMENT**
Definition: Service room in which sophisticated, and often delicate, instruments are stored.
Description: Chem Microscope, Med Instruments, Mus Band Storage, Phy Testing, Electron-Micro

**2256 LABORATORY EQUIPMENT**
Definition: Service room containing general laboratory equipment and materials and more sophisticated instruments (not in lab), includes former subuse instrument room and equipment room.
Description: Glass Storage, Bunsen Burners, Instruments.

**2258 DISTRIBUTION**
Definition: Room used to hand out equipment or supplies.
Description: Towel Distribution, Equip Distribution, Book Distribution.

2260 AUTOCLAVE/STERILIZATION
Definition: Chamber where conditions can be regulated to kill organisms.

2262 EQUIPMENT CLEANING
Definition: An area containing washing or other machines for cleaning laboratory equipment and cages (Excludes Physical Plant equipment - 9900).
Description: Physics, Chemistry, Cage cleaning.

2264 CAGE CLEANING
Definition: An area containing washing or other machines specifically for the cleaning of cages (Excludes Physical Plant equipment - 9900).

2266 COLD STORAGE
Definition: Area for the storage of material, usually between freezing and room temperature.

2268 ISOTOPE ROOM
Definition: Radioactive chamber.
Description: Chemical Isotope Lab, Medical Isotope Lab.

2270 LIQUID/GAS STORAGE
Description: Gas Storage, Chemical Storage, Photo Processing Chemical Storage.

2271 MAP STORAGE
Description: Map Storage, Map Repair

2272 TAINTED MATERIAL STORAGE
Definition: Specialized area to hold material that is contaminated and requires specialized disposal procedures.
Description: Radioactive Materials, Research Lab Service, Animal Waste, Hospital Waste.

2274 CLEAN ROOM
Definition: Dust-free, nasty organism free; a room that needs a sterile environment (or as close to one as it can get).

2290 EQUIPMENT CORRIDOR
Definition: Locked hallway where equipment for research, often freezers or refrigerators, are stored.

3100 PRIVATE OFFICE
Definition: An office designed to occupy one person; however more than one occupant can be residing in it. This office has doors that can close/lock and is generally between 100 and 200 assignable square feet.
**3101 OPEN OFFICE**
Definition: A big open area used primarily as an office; equipped with any combination of cubicles, desks, or tables. This room can also contain general work spaces or circulation areas and is generally larger than 200 assignable square feet.

**3102 WORK STATION OFFICE**
Definition: An individual work station or cubicle office without a door. It is usually less than 100 assignable square feet.

**3300 FACULTY OFFICE**
Definition: Teaching Faculty Office and academic staff offices. If administrator level, see subcategory code 3301 below.

**3301 ADMINISTRATOR OFFICE**
Definition: Non-teaching faculty, academic staff, or civil service office at the Assistant Dean or Assistant Director’s level and higher.
Description: Chanc Off-Adm, Dean’s Off-Adm

**3302 CLASSIFIED STAFF OFFICE**
Definition: A room equipped with office furniture to house civil service, limited term, or other staff not classified as faculty, student, or outside agency.

**3303 ACADEMIC STAFF OFFICE**

**3304 GRAD STUDENT OFFICE**
Definition: An office occupied by a Level III or IV student, usually on the University payroll.
Description: Res Asst. Off

**3306 STUDENT OFFICE**
Definition: An office occupied by a Level I or II student on the University payroll.

**3308 NON-INSTITUTION OFFICE**
Definition: Space assigned to non-university personnel for a designated period of time: e.g., ROTC staff, residence hall space leased to state personnel, etc.
Description: ROTC-Fac Off, Res Hall Fd Serv, State Agencies.

**3310 EMERITUS PROFESSOR OFFICE**

**3315 OFFICE AUTOMATION**
Definition: An office workstation containing a terminal, microcomputer or word processor with at least a keyboard and a monitor that requires a separate space in addition to a desk.
3320 CONFERENCE
Definition: Room serving an office complex and used primarily for staff meetings and departmental activities other than instruction.
Description: Chancellor Conference Room, Inter-department Conference Room.

3322 INTERVIEW ROOM
Definition: Conference type room, usually formal in structure.
Description: Placement, Personnel, Psychology

3323 COUNSELING/INTERVIEW
Definition: Conference type room, usually formal in structure, may be used for advising services.
Description: Placement, Personnel, Psychology, Medical Counseling Room.

3340 COMMONS
Definition: Area used by faculty and staff for snacks.
Description: Coffee Room, Kitchen, Lunchroom.

3342 WORKROOM
Definition: Room used by faculty, staff or students to prepare, repair, or organize material. Includes former subuse code Processing/Acquisitions.
Description: Faculty, Costume, Newspaper, Duplicating.

3344 STORAGE
Definition: Room used for the safekeeping of goods. Combines former subuse categories: map storage, cold storage, closet, central stores, file room, towel room, pantry and linen storage.
Description: Office Service, Chemistry Stockroom, Physical Education Equipment, Music.

3346 VAULT
Description: Business Office Vault, Regent Vault.

3348 CLOSET
Description: Coat Closet, Broom Closet

3360 RECEPTION
Definition: Area usually adjacent to or part of an office where people can wait or meet with individuals.
Description: Business Office Reception Area, Union Reception Room, Chancellor Reception.

3362 DUPLICATING
Definition: Room used to reproduce material
Description: Dupl Zerox, Interdept Mimeo
3364 FILE ROOM
Definition: Room used primarily to store files. Do not prorate office for this purpose.
Description: Registrar Files, Personnel Files, Regent Files

3366 MAILROOM
Description: Physical Plant Mail, Inter-department Mail, Residence Hall Mail.

3380 WASHROOM
Definition: Room containing sink.
Description: Workroom Washroom, Mechanical Engineering Washroom, Physical Plant Washroom.

3382 TOILET
Definition: Room with a single stool and lavatory. Usually serves an office, conference, or support area rather than the public.
Description: Chancellor Restroom, Dean's Restroom, Private Toilet.

4401 LIBRARY STUDY
Definition: A room that provides access to both print and digital library information as well as other study needs. The area is typically an open environment with a mix of seating, stacks, and public computers.

4402 STUDY
Definition: A room with seating for the purpose of individual study (no shelving with books or magazines or public computers). Includes former subuse codes carrel and faculty study.

4403 GROUP STUDY
Definition: Conference or seminar type rooms, usually in a library, where students can study in groups, speak out loud, and practice presentations.

4404 READING
Definition: A room with seating and bookshelves or magazine racks for browsing or reading, often a very informal space.
Description: Library Reading Room, Department Reading Room.

4406 FACULTY STUDY
Definition: Usually locked carrel reserved for faculty research.
Description: Fac Res Carrel

4408 CARREL
Definition: A small area equipped with a fixed table for independent study (may or may not be enclosed).
Description: Library Carrel
4409 OPEN STACKS
Definition: A room combining stack and reading areas, usually without physical boundaries between the areas.
Description: O Stk Reading R

4410 STACKS
Definition: A room or area that shelves books or other library material.
Description: General Stacks, Document Storage, Reference Area.

4411 RESERVE AREA
Definition: A room or area that houses only reserved library materials.

4412 MEDIA EQUIPMENT
Definition: An area where audio/visual playback equipment is set-up.
Description: Microfiche Readers, Recorders, Listening Room.

4414 ARCHIVES
Definition: A room used to house inactive university records which have permanent administrative and/or historical value.

4416 CARD CATALOG

4417 CIRCULATION DESK
Definition: An area in the library where books and other library material may be checked out or in.

4418 SPECIAL COLLECTION
Definition: A room in a library used to house a group of material consisting of, but not limited to, rare books, special editions of noted works, valuable or historical material.
Description: F.D. Roosevelt Collection, rare books, special collection.

4420 PROCESSING/ACQUISITIONS
Definition: Area where library material is received, cataloged and processed.
Description: Receiving Area, Catalog Area, Bk Repair-Bindg.

5502 ARENA
Definition: Enclosed area used for public entertainment or exposition. May have a dirt floor.
Description: Stock Pavilion, Sports Arena.

5510 LABORATORY SCHOOL
Definition: Room used to simulate a teaching experience for education students. Pupils are elementary or secondary school level.
5512 PRE-SCHOOL NURSERY
Definition: Room used for the care of preschool children, primarily for the purpose of training university students in their care and learning skills.

5514 DAY CARE
Definition: Room used for the care of preschool children as a convenience to their parents, not for research purposes.

5520 FIRST AID
Definition: Area equipped with emergency supplies to administer initial medical attention.

5522 LOCKER ROOM
Description: Student Lockers, Physical Plant Lockers, Project Lockers.

5523 TRAINING ROOM
Definition: Room in the Physical Education area for illustrating and explaining activities, viewing movies, etc.

5524 SHOWER
Description: Men's Shower, Women's Shower.

5526 TUB ROOM
Definition: Room containing whirlpool bath.
Description: Physical Education Tub Room, Medical Whirlpool.

5527 TOWEL ROOM
Definition: Room for the storage and distribution of PE towels.

5528 DRESSING ROOM
Definition: Area designated for dressing.
Description: Physical Education Dressing Room, Clothes Fitting.

5529 EQUIPMENT ROOM
Definition: Room for the storage and distribution of PE equipment.

5530 GYMNASIUM
Description: Regulation Size, Women's Gym, Men's Gym, Corrective Gym.
5532 SWIMMING POOL

5533 SAUNA

5534 MULTIPURPOSE
Definition: Large room in a Student Center or Physical Education facility used for a variety of activities such as lunch room, study/lunch area, gym, ballroom, banquet room, etc.

5535 WEIGHT LIFTING

5536 FIELDHOUSE

5540 TRACK
Definition: Room containing lanes laid out especially for running.
Description: Synthetic Turf, Dirt Track.

5542 COACH/TEAM ROOM
Definition: Room used primarily for intercollegiate athletics where a coach instructs the team.
Description: Coaches Rm, Team Rm

5544 HANDBALL COURT

5546 TENNIS COURT

5548 SQUASH COURT

5549 EXERCISE ROOM
Definition: Small room used primarily for calisthenics, does not necessarily contain lots of equipment.

5550 ICE ARENA

5562 PRESS BOX
Definition: Area reserved for media personnel at sports events. Combines former subuse code communication booth.

5564 COMMUNICATIONS BOOTH
Definition: An enclosed area in a stadium for television cameras or announcers.
Description: Comm Booth, Spotters Booth.

5565 CAMERA BOOTH
Definition: An enclosed area housing the photographic equipment as in a stadium.

5566 DARK ROOM
Definition: Room for developing photographic pictures or slides.
Description: Physics Dark Room, AV Dark Room, Student Organization Dark Room

5568 PHOTO STUDIO
Definition: Room designed to take pictures or study the art of taking pictures.
Description: AV Photo Studio, Graphics, Journalism.

5570 GRAPHIC STUDIO
Definition: Room specially equipped to reproduce printed or photographic material.
Description: Graphic Arts Press, Graphic English, Graph Lab.

5572 FILM VIEWING
Definition: Room designed for viewing films for instructional or recreational purposes.

5574 PROJECTION ROOM
Definition: Room that houses audio visual projection equipment.
Description: AV Projection Storage, AV/TV Storage.

5575 TV STUDIO
Definition: Room equipped with TV cameras and props for the production of live AV programs or instructional tapes.

5576 RECORDING STUDIO
Definition: Room containing electronic equipment to produce records of sound effects.

5577 MEDIA STUDIO
Definition: Room containing electronic equipment to produce TV, broadcasts or other recordings. May include microphones, playback equipment, and TV cameras.
Description: Sound Production, Broadcast Studio, TV Studio, Announcing Booth.

5578 BROADCAST STUDIO
Definition: Room equipped with microphones, playback equipment, etc. for the production of radio programs.
Description: Broadcast Studio, Radio Studio.

5580 ANNOUNCING BOOTH
Definition: Room or booth where audio announcements are made.

5582 SOUND PRODUCTION
Definition: Room containing equipment for creating sound effects.
Description: AV Sound Prod., Journal Sound Pr.
5584 TELETYPE
Definition: Room containing a teletype machine.
Description: AV Teletype, Teletypewriter

5586 CONTROL ROOM
Definition: Room containing equipment to regulate sound, lights or other mechanical equipment located in remote locations.
Description: Auditorium Control, Heating Plant Control.

5587 MEDIA STORAGE
Definition: Area designed to store tapes, slides, film, microfiche (Does not include the viewing machines set up for use – 4412).
Description: AV Film Storage, Comp Tape Stor, Lib Microf Stor, Radio Film Storage.

5588 SOUND/LIGHT LOCK
Definition: Darkened entrance to a dark room or acoustical blocking of sound.
Description: Physical Sound Lock, AV Light Lock.

5590 GREENHOUSE

5592 HEADHOUSE
Definition: The room adjacent to a greenhouse used to transplant, arrange or care for plants.

5594 ANIMAL EXPERIMENTAL
Definition: A room for research or instruction using animals.
Description: Monkey House, Rat Cages, Psychology Animal Room.

5596 ANIMAL STALL
Definition: An area for housing large animals within a building.
Description: Cattle Stall, Horse Stall

5597 ANIMAL HOUSING
Definition: A holding area for housing small or large animals within a building, also includes the units/area where the animals are fed.

5598 ANIMAL RETENTION
Definition: A holding area for animals prior to or immediately after treatment.
Description: Animal Science Holding P, Monkey Area
6600 AUDITORIUM
Definition: Large room with fixed seats, sloped floor and a stage. Does not have the acoustics or elaborate projection or control equipment found in a theater (6602).

6601 BALCONY
Description: Auditorium Balcony, Drama Balcony Storage, Physical Education Pool Balcony.

6602 THEATRE
Definition: Large room with sloped floor and fixed seats designed for viewing movies or musical productions.
Description: Fine Arts Theater, Union Theater.

6603 BACKSTAGE
Definition: Back portion of a theater or auditorium that is behind the curtain, includes storage, costumes, green room and acting stage wings.

6604 STAGE
Definition: Raised portion of the theater or auditorium between the proscenium and the rear.
Description: Revolving Stage, Thrust Stage.

6605 LIGHT BOOTH
Definition: Enclosed area housing theater light controls.

6606 PROJECTION BOOTH
Definition: Small area at rear of theatre for projecting the picture.
Description: Proj Booth, Theatre Proj B

6607 COSTUMES
Definition: Room for the storage of wardrobe for dramatic performances.
Description: Costume Storage, Wardrobe

6608 GREEN ROOM
Definition: An area in a theatre or auditorium where performers wait prior to appearing on stage.
Description: Aud Green Room, Theatre Gr Room.

6609 SCENE SHOP
Definition: A room used for the construction and repair of theatre stage scenery.
Description: Drama Scene Shop, Property Storage

6610 DISPLAY
Definition: Area set up for showing temporary exhibits.
Description: Human Ecology Display Case, Display Area, Science Display Area.

6611 ART GALLERY
Description: Fine Arts Gallery, Union Gallery.

6612 COLLECTION
Definition: Area used for an accumulation of objects gathered for study, comparison or exhibit. Includes former subuse codes Map Storage, Archives, Special Collection and Media Storage, Herbarium.
Description: Rock Collection, Fossil Collection, Bird Collection, Herbarium.

6614 MUSEUM

6629 FREEZER
Definition: Enclosed area with temperatures below 32 degrees.
Description: Food Service Freezer, Dairy Science Neat.

6630 DINING

6632 SERVING LINE
Definition: Cafeteria line or area where food is served.
Description: Union Cafeteria.

6634 FOOD PREPARATION
Description: Union Kitchen, Residence Hall Kitchen, Housing Management Kitchen.

6636 PANTRY
Definition: Room for the storage of food at room temperature.
Description: Storage, Dry Foods, Canned Goods

6638 DISHWASHING
Definition: Room equipped with a sink or dishwasher for washing dishes.

6640 LAUNDRY
Definition: An area containing equipment for the cleaning or maintenance of clothing, towels, linens, etc.
Description: Food Service Towels, Physical Educations Towels/Univ., Residence Hall Laundry.

6642 LINEN
Definition: Room for storing bedding, table linens and towels.
Description: Hosp Linen Stor, Nurs, Linen Stor, Rd. Sv Linen St
6644 TICKET BOOTH

6650 LOUNGE
Definition: Room used for rest and relaxation typically equipped with upholstered furniture, draperies, and carpeting.
Description: Student Lounge, South Lounge.

6651 SPECIAL LOUNGE
Definition: Room used for socializing of a more formal type, can both be reserved and be open for student use.
Description: Memorial Union Theater Lounge.

6652 SEATING
Definition: Area used primarily to seat audience or spectators.
Description: Pool Seating, Gym Movable Seating.

6654 CHECK ROOM
Definition: Room with an attendant in charge.
Description: Aud Coat Check, Union Coat Room, PE Swim Baskets

6655 LACTATION STATION

6656 LOBBY
Definition: The entrance to a building or room.
Description: Auditorium Lobby, Gym Lobby, Lobby.

6657 COAT ROOM
Definition: Area for hanging coats without an attendant or a fee.
Description: Coat Room, Food Service Coat Room, Check Room.

6660 MERCHANDISING
Definition: A room used for activities for which user fees are collected. (Use only in the absence of a more precise description.)
Description: Movie Theater, Bookstore.

6661 CONCESSION/VENDING
Definition: An area with vending machines or concession stand(s).
Description: Residence Hall Vending, Concession Stand.
6662 CASHIER
Definition: Checkout area as in a cafeteria, student center, etc. for collecting user fees (do not prorate a room for this category). Includes former subuse code Ticket Booth.

6663 INFORMATION AREA
Definition: Includes former subuse codes Circulation Desk and Reference Desk.

6666 BOOKSTORE

6668 TELEPHONE
Definition: A public telephone area.

6670 RECREATION
Definition: Room used by students, staff, and/or public for recreational activities that are not more precisely described by another category.
Description: Pool Room, Game Room.

6674 STUDENT ORGANIZATION
Definition: An office or meeting room assigned primarily to a student organization.
Description: Student Senate office, Fraternity or Sorority Room, Yearbook/Paper.

6675 STUDENT PAPER/YEARBOOK
Definition: A room used primarily for the production of the student newspaper or yearbook. If the room is used only incidentally for this purpose, use the major classification.

6676 LISTENING ROOM
Definition: A room designed with record or tape playback equipment primarily for music listening. Do not include multiuse lounge areas that contain such electronic devices.
Description: Music Listening, Record Listening

6680 MEETING ROOM

7700 COMPUTER ROOM
Definition: Room housing the computer and associated data processing hardware. Includes the former category computer support and computer terminal.
Description: Administrator Computer, Instructor Comp, Research Computer.

7701 SERVER ROOM
Definition: Room that holds network and other large computer equipment that hosts more wide spread computing and researching needs. Often includes air conditioning and backup power supplies.
Description: Mechanical Engineering Server Room, Data Center.
7706 COMPUTER TERMINAL
Definition: Room equipped with electronic data processing device used to communicate with a remotely located computer.
Description: Cathode Ray Tube, Printer

7710 COMPUTER SUPPORT
Definition: A room used for a variety of computer support activities. (Do not include office or areas better described by another subuse category)

7720 SHOP
Definition: Room used not exclusively physical plant for the maintenance, repair and construction of products and equipment. Includes former subuse codes Scene Shop, Equipment/Machine Repair.
Description: Grounds Maintenance, Building Maintenance, Janitor Repair Shop.

7721 EQUIPMENT/MACHINE REPAIR
Definition: Instructional research or office small and special equipment repair.
Description: Phys Elec Equip, AV Equip Repair, Office Machines

7722 TELEPHONE SWITCHBOARD

7730 CENTRAL STORES
Definition: Warehouse type area for campus wide storage and distribution of materials to departments.
Description: Warehouse, Distribution

7740 GARAGE
Definition: Covered structure for the storage of vehicles.
Description: Vehicle Storage, Fleet Garage.

7741 PARKING
Definition: Includes both parking ramps and surface lots.

7742 BOATHOUSE
Definition: Covered structure for storing boats and other water equipment.

7744 HANGAR
Definition: Covered structure for airplanes and related equipment.

7780 BARN
Definition: Enclosed areas for large farm animals including attached storage areas.
Description: Milking Parlor, Hay Storage, Sheep Barn.
7782 SILO
Description: Corn Silo, Chopped Hay Silo.

7786 FEED UNIT
Definition: Area designed for feeding animals.
Description: Pig Troughs, Feeding Bunder

8800 OBSERVATION
Definition: An area, sometimes equipped with one-way glass, for observing activities in adjoining room or space.
Description: Student Teaching, Human Behavior, Surgery.

8802 TESTING
Definition: Area reserved for administering tests (academic and medical).

8804 WAITING ROOM
Definition: Area, often but not necessarily lounge type, here patient or individuals can wait for an appointment.
Description: Hospital Waiting, Personnel Waiting.

8806 TREATMENT/EXAM
Definition: Room used for the detection and/or treatment of human or animal physical or mental disorders.
Description: Nurse's Office, General Practice Office, Psychology Office, Hearing Exam Room.

8808 THERAPY
Definition: Room containing special equipment to aid in the physical and mental recovery of patients.
Description: Physical Therapy Room, Occupational Therapy Room, Heart Patient Exam.

8810 IMAGING
Definition: A room where X-rays, MRIs, CAT scans and other similar exams are performed and/or read.

8822 SURGERY
Definition: A room where operations are performed on humans or animals.
Description: Human Surgery Room, Animal Surgery Room.

8824 AUTOPSY/NECROPSY
Definition: Room for the examination of a body of either humans or animals after death to determine the cause of death.
**8825 NECROPSY**
Definition: A room for conducting the autopsy of an animal.

**8826 ON-CALL ROOM**
Definition: Special area, usually in a hospital, research or physical plant watchman's area, equipped with lounge type furniture or sleeping quarters.

**8828 RECOVERY**
Definition: Area specially equipped to monitor human patients immediately after surgery.
Description: Medical Recovery Room.

**8830 NURSE STATION**
Definition: Areas within a hospital or clinic manned by a nurse where medical records are kept and medication is distributed.

**8832 DRUG ROOM**
Definition: Room for storage and dispensing of medicines and other drugs.
Description: Medical Pharmacy, Biochemistry Drug Storage.

**8836 CLINIC**
Definition: Area for the examination, observation and treatment of physical or mental reactions. May or May not be graduate doctors. Often associated with, but not part of a hospital. Also includes hearing clinics, speech clinics, and psychology clinics.
Description: Psych Clinic Room, Sppch Clinic, Hearing Clinic

**8850 SINGLE ROOM**
Definition: Sleeping or sleep/study room for one person.

**8852 DOUBLE ROOM**
Definition: Sleeping or sleep/study room for two people.
Description: Double-Women, Double-Men, Hospital Double Bed Room.

**8853 TRIPLE ROOM**
Definition: Sleeping or sleep/study room for three people.

**8854 WARD**
Definition: Sleeping room for more than three people.
Description: 6 Bed Room-Heart, 4 Bed Room-General.
8855 HOUSEFELLOW QUARTERS
Definition: Usually a larger room or apartment reserved for the graduate student or staff responsible for the residence hall floor.
Description: Housefellow, Floor Counselor.

8858 GUEST ROOM
Definition: Sleeping quarters reserved for paying or nonpaying guests or short-term patrons.

8870 HOUSE
Description: Chancellor House, Staff Residence, Caretaker's House.

8874 STUDENT APARTMENT
Definition: Sleeping, eating, living and bath contained in one room for students
Description: Efficiency Apartment.

8876 ONE BEDROOM APARTMENT
8878 TWO BEDROOM APARTMENT
8880 THREE BEDROOM APARTMENT

9900 JANITOR ROOM
Definition: Area reserved for the custodial staff such as janitor's closet, rest areas, office/supply room, etc.
Description: Janitor Closet, Janitor's office, Custodial Lounge.

9902 INCINERATOR
Definition: Area equipped for burning trash.
Description: Physical Plant Incinerator.

9904 TRASH ROOM
Definition: Area for storing waste materials before disposing of them.
Description: Physical Plant Trash.

9920 STAIR

9922 ELEVATOR
Description: Passenger Elevator, Freight Elevator.

9923 LIFT
Description: Small, manually controlled platform that moves between two levels of a building that is at different elevators but not between floors. Often used in place of a ramp for those that cannot use stairs separating two levels of a single floor.
Description: Science Hall First Floor Lift.

**9924 DUMB WAITER**
Definition: A small manually operated elevator for moving things between different levels of a building.
Description: Food Service Dumbwaiter.

**9926 CORRIDOR**
Definition: A passageway into which rooms open.
Description: Central Corridor, Entry Corridor, Bathroom Corridor.

**9928 VESTIBULE**
Definition: Passage, hall or room between the outer door and the interior of a building.
Description: Vestibule, Foyer.

**9930 MATERIALS RECEIVING**
Definition: Enlarged area usually adjacent to the loading dock where incoming or outgoing parcels are deposited prior to being distributed or shipped.
Description: General Receiving Area.

**9940 MECHANICAL EQUIPMENT**
Definition: Room containing mechanical equipment not more precisely described by another room use subcategory.
Description: Pool Equipment, Plumbing Equipment, Meter Room.

**9941 METER ROOM**
Definition: Area containing measuring gauges.
Description: Water Meters, Elec Meters, Meter Room

**9942 ELECTRICAL EQUIPMENT**
Definition: Room containing electrical equipment not more precisely described by another room use subcategory.
Description: Generators, Electrical Switchboard, Electrical Controls.

**9943 TRANSFORMER ROOM**
Definition: Part of an electrical substation.

**9944 TELECOMMUNICATIONS**
Definition: An area containing telephone equipment other than switchboard or telephone booth.

**9945 GENERATOR ROOM**
Definition: A room containing a backup generator used during electricity failure.
9946 ELEVATOR EQUIPMENT
Definition: Area housing the mechanical devices for operating elevators.
Description: Elevator Equipment Room, Elevator Penthouse.

9947 FIRE CONTROL
Definition: Area housing the fire control devices and hookups for a building.

9948 COMPRESSOR ROOM
Definition: Room containing mechanical equipment for the compression of liquids and gases.
Description: Air Conditioning Compressor.

9950 FAN ROOM
Definition: Room containing fans for the circulation of air.

9952 FURNACE/BOILER
Definition: Room housing boilers, furnaces or other large heat generation devices.

9954 PIPE SPACE
Definition: Enclosed area containing heating and ventilating pipes.

9960 PUBLIC REST ROOM
Definition: Lavatory and stool area used by students or public.

9962 TOILET/BATH
Definition: Bathroom found in an apartment, house or residence facility that is not used by the general public.

9965 INCLUSIVE RESTROOM
Definition: A single-stall, single occupancy, lockable, wheel chair accessible (universal design) restroom that has an infant changing table and that can be used by and person(s).

9965 WOMEN’S REST ROOM
DEFINITION: LAVATORY AND STOOL USED BY FEMALE STUDENTS OR PUBLIC.9967 MEN’S REST ROOM
Definition: Lavatory and stool used by male students or public.

9980 REMODEL
Definition: Area undergoing conversion that is not available for assigned use (will become available at the completion of project).
Description: Lab Remodeling, Classroom Remodeling.
9982 UNASSIGNED
Definition: Area available for use but not currently being used.

9984 UNFINISHED
Definition: Area that is not completely finished because of lack of funds, no immediate need, etc.
Description: Non-floored Basement, Attic Area.

9986 INACTIVE

9986 UNKNOWN

9990 NONUSABLE
Definition: Space that does not meet building code requirements and will not be returned to active use.
Description: 3rd Floor Condemned, Attic Nonusable, Code Violation.

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