



# USG Facilities Inventory Classification Manual – Room Use Code Supplement

## 5 October 2012

*This document is intended to supersede Section 4.3 of the [NCES Postsecondary Education Facilities Inventory Classification Manual 2006 Edition \(NCES FICM \(2006\)\)](#) with a set of assignable space use codes and associated definitions, descriptions, and limitations specific to use in USG Facilities Inventory applications. Also provided is supplementary information about current unclassified assignable and non-assignable codes used in USG the Facilities Inventory data taxonomy that are partially inconsistent with the non-assignable taxonomy contained in section 3.2 of the NCES FICM (2006).*

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### **Space Use Categories – Assignable Space**

All assignable space should be classified into 1 of the 9 major assignable use categories. Each of these major categories encompasses several subcategories of more specialized uses (e.g., different types of laboratories or circulation areas). Coding of spaces is normally done at the level of subcategories and, as necessary, aggregated to the more general categories. The numerical codes along with the detailed uses are provided later in this chapter.

#### **Classrooms (100 series)**

General purpose classrooms, lecture halls, seminar rooms, and other spaces used primarily for scheduled non-laboratory instruction.

#### **Laboratory Facilities (200 series)**

Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.

#### **Office Facilities (300 series)**

Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.

#### **Study Facilities (400 series)**

Study rooms, open computer labs, stacks, open-stack reading rooms, and library processing spaces.

#### **Special Use Facilities (500 series)**

Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.

#### **General Use Facilities (600 series)**

Performance venues, General Assembly spaces, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff, or the public than are special use areas.

#### **Support Facilities (700 series)**

Computing facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of a campus.

#### **Health Care Facilities (800 series)**

Facilities used to provide patient care (human and animal).

#### **Residential Facilities (900 series)**

Housing facilities for students, faculty, staff, and visitors to the campus.



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### **Assignable Space Use Codes Listing**

Space use codes represent the recommended core concepts for classifying the assignable space, **by use**, within campus facilities.  
<Editor's Note – in the following list, space use coding changes discussed under "mandatory coding changes" in 2012 space inventory validation meetings are in *red font*>

#### **100 Classroom Facilities**

- 110 Classroom (new code and mandatory coding change for Fall 2012)*
- 115 Classroom Service

#### **200 Laboratory Facilities**

- 211 Discipline Class Laboratory (new description and mandatory coding change for Fall 2012)*
- 212 Computer Classroom (new description and mandatory coding change for Fall 2012)*
- 213 Distance Learning Classroom (new code and mandatory coding change for Fall 2012)*
- 215 Class Laboratory Service
- 221 Discipline Open Laboratory (new code and mandatory coding change for Fall 2012)*
- 222 Testing/Services Laboratory (new code and mandatory coding change for Fall 2012)*
- 225 Open Laboratory Service
- 250 Research/Nonclass Laboratory
- 255 Research/Nonclass Laboratory Service

#### **300 Office Facilities**

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

#### **400 Study Facilities**

- 410 Study Room
- 411 Open Computing Laboratory (new code and mandatory coding change Fall 2012)*
- 412 Learning Support Laboratory (new code and mandatory coding change Fall 2012)*
- 420 Stack
- 430 Open-Stack Study Room
- 440 Processing Room
- 455 Study Service

#### **500 Special Use Facilities**

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 523 Athletic Facilities Spectator Seating
- 525 Athletic or Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Field Building
- 570 Animal Facilities
- 575 Animal Facilities Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Other



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### 600 General Use Facilities

- 611 Performance Venue (*new code and mandatory coding change Fall 2012*)
- 612 General Assembly (*new code and mandatory coding change Fall 2012*)
- 616 Venue Related Service (*new code and mandatory coding change Fall 2012*)
- 617 Assembly Related Service (*new code and a mandatory coding change Fall 2012*)
- 620 Exhibition
- 625 Exhibition Service
- 630 Food Facility
- 635 Food Facility Service
- 650 Lounge
- 655 Lounge Service
- 660 Merchandising
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service
- 690 Locker Room (for other than PE/Athletics)

### 700 Support Facilities

- 710 Central Computer or Telecommunications
- 715 Central Computer or Telecommunications Service
- 720 Shop
- 725 Shop Service
- 730 Central Storage
- 735 Central Storage Service
- 740 Vehicle Storage
- 745 Vehicle Storage Service
- 750 Central Service
- 760 Hazardous Materials Storage
- 770 Hazardous Waste Storage
- 775 Hazardous Waste Service

### 800 Health Care Facilities

- 810 Patient Bedroom
- 820 Patient Bath
- 830 Nurse Station
- 840 Surgery
- 850 Treatment/Examination Clinic
- 860 Diagnostic Service Laboratory
- 870 Central Supplies
- 880 Public Waiting
- 895 Health Care Service

### 900 Residential Facilities

- 910 Sleep/Study Without Toilet or Bath
- 919 Toilet or Bath
- 920 Sleep/Study With Toilet or Bath
- 935 Sleep/Study Service
- 950 Apartment
- 955 Apartment Service
- 970 House



## Assignable Space Use Codes: Definitions, Descriptions, and Limitations

### 100 Classroom Facilities

#### General

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

Institutions may use extension codes to distinguish control over classroom areas, discipline use, type of instruction, contained equipment, or other classroom variables (e.g., Codes 120 and 125, Departmental Classroom and Departmental Classroom Service). These extension codes should be capable of aggregation to total Classroom Facilities (100) as needed.

#### 110 Classroom

- *Definition:* A room or space used primarily for scheduled instructional sections and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- *Description:* Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.
- *Limitations:* This category does not include Conference Rooms (350), Meeting Rooms (680), Performance Venues (611), General Assembly (612), Discipline Class Laboratories (211), or Computer Classrooms (212).
  - Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction).
  - Performance Venues and General Assembly spaces are large rooms with seating oriented toward some focal point and are distinguished from classrooms based on primary use. If such a room is primarily used for dramatic or musical productions in support of academic programs, it is a Performance Venue (611) (e.g. theaters with fly and trap features; concert halls with orchestra pits). If it is used primarily for a variety of Assembly functions (such as graduations, speakers, convocations, films) it is an General Assembly (612) facility (e.g., an auditorium normally used for purposes other than scheduled classes).
  - Computer Classrooms are distinguished from classrooms due to the presence of a computer at each student station.
  - Discipline Class Laboratories are distinguished from classrooms due to their inherent restriction to a single discipline or closely related group of disciplines due to the presence of special equipment or configuration.
  - A computer classroom is distinguished from a classroom due to the presence of a computer at each student station

#### 115 Classroom Service

- *Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.
- *Description:* Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.
- *Limitations:* Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, General Assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as General Assembly Service (617).



## 200 Laboratory Facilities

### General

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.

The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space.

Laboratory facilities can be subdivided into three categories: instructional (21x), open (22x), and research (25x). A class laboratory is used for **scheduled** instruction. An open laboratory supports instruction but is not formally scheduled. A research laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research/nonclass laboratories through the use of extension or special codes.

Note: Within comprehensive research universities, it is difficult to draw precise lines between instruction and research activities. At institutions with medical and health science programs, it is even more complicated because of the difficulty in distinguishing between patient care and instruction or research activities. The problem of joint activities makes the classification of space more difficult.

The complexity of “research” and how it may affect space use classification decisions needs discussion at the institutional level. In general, there are four categories of research activities: externally budgeted or funded projects or centers; separately organized centers or projects that are funded from institutional resources; departmental research activities that are neither separately budgeted or organized; and creative and intellectual activities of faculty in some disciplines that are the equivalent of departmental research (e.g., visual and performing arts are common examples).

When this complexity exists, institutions may elect to use standard space use codes for laboratories, office space, etc., and rely upon the actual activities of the faculty and staff housed within the space to determine the distinction between instruction and research. The space inventory data elements include a designation of function as a separate code for each space. If combined with financial and activity information, the combination of function and space use code can accurately represent allocations of space for research more effectively and accurately than reliance upon only the space use code.

### 211 Discipline Class Laboratory

- *Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
- *Description:* A Discipline Class Laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space’s use by unrelated disciplines. Included in this category are spaces generally called instructional science laboratories (wet and dry), instructional shops, band rooms, choral rooms, (group) music practice rooms, (group) language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional nursing and health science laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally and regularly scheduled sections.
- *Limitations:* Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see Discipline Open Laboratory -221). Does not include rooms primarily used for testing and other student academic services (see Open Laboratory, Testing/Services – 222). Does not include Research Laboratories (250). It does not include gymnasias, pools,



drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (5xx series). Does not include Open Computer Laboratories (411) or Learning Support Laboratories (412).

### 212 Computer Classroom

- *Definition:* A room or space used primarily for formally or regularly scheduled classroom instruction that contains a standard computer and peripherals at each station.
- *Description:* A computer classroom is furnished with a computer workstation at every instructional station to serve the needs of disciplines that require simultaneous, interactive computer work by all students during the scheduled class section. While computer classrooms may in practice be multidisciplinary or limited to individual disciplines, the Computer Classroom is not inherently discipline-specific and not precluded from use by unrelated disciplines due to its configuration, computer hardware, peripherals, or other characteristics.
- *Limitations:* Does not include Classrooms (110). Does not include Discipline Class Laboratories (211) that are used for scheduled instruction on computer stations with specialized computers, monitors, and peripherals.

### 213 Distance Learning Classroom

- *Definition:* A room or space used primarily for classroom instruction using multi-location videoconference technology for curriculum delivery and communication.
- *Description:* The distinguishing characteristic of this room type is the presence specialized technology for curriculum delivery and high-quality audio visual communication among multiple locations, and primary use for classroom instruction as opposed to general meetings or other uses. A distance learning classroom may either be used for instruction in single or multiple disciplines.
- *Limitations:* Does not include Classrooms (110). Does not include Discipline Class Laboratories (211), Conference Rooms (350), Meeting Rooms (680), or other room types, even if they are equipped with videoconference technology.

### 215 Class Laboratory Service

- *Definition:* A space that directly serves one or more instructional laboratories or computer classrooms as an extension of the activities in those spaces.
- *Description:* Includes any space that directly serves a class laboratory or computer classroom. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve instructional laboratories.
- *Limitations:* Does not include service spaces that support Classrooms (see 115), Open Laboratory (see 225), or a Research/Nonclass Laboratory (see 255).

### 221 Discipline Open Laboratory

- *Definition:* A laboratory used primarily for individual or group instruction in a specific discipline that is used on an informally scheduled or open basis.
- *Description:* An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, and 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories. Also included are computer laboratories involving specialized restrictive software and specialized peripherals at each workstation, as illustrated by the following examples:
  - a. An open laboratory with CAD and GIS software at each computer station, requiring multiple monitors and extensive specialized peripherals at each station
  - b. An open laboratory with standard computers and specialized physical configuration that is limited to MBA students required to do computer work collaboratively in mandatory (but independently scheduled) small group settings



- c. An open organic chemistry laboratory dedicated to independent experimentation and lab exercises that are required in addition to laboratory sections that are regularly scheduled in Discipline Class Laboratories (211);

would all be classified as Open Discipline Laboratories because of the restricted usage of the space due to equipment and/or pedagogical characteristics that are inherently specialized.

Spaces containing computer equipment that is not inherently restricted to a specific discipline or discipline group are classified as Open Computer Laboratories (411) unless the primary intent is to function as a site for structured group learning activities within a discipline rather than individual study or work.

- *Limitations:* Laboratories with formally or regularly scheduled classes in specific disciplines are classified as Discipline Class Laboratories (211). This category also does not include spaces defined as Research/Nonclass Laboratory (250). A space that is primarily used by students for learning at their convenience, which has computers at each station that are not inherently restricted to a specific discipline, should be classified as Open Computing Laboratory (411), regardless of access limitations established by unit managers.

### 222 Testing/Services Laboratory

- *Definition:* A laboratory used primarily for testing of individuals or groups that is used on an open and/or occasionally scheduled basis.
- *Description:* A testing/services laboratory is designed to support a variety of testing needs for a variety of potential and current students. Typical uses include COMPASS placement and exit tests, Regents Test, SAT/ACT, proctored exams for hybrid and online courses, and other occasional exams.
- *Limitations:* Individual student testing rooms or spaces that serve a specific office or office area should be coded as Office Service (315). Laboratories with formally or regularly scheduled classes are classified as Discipline Class Laboratories (211). Does not include Computer Classrooms (213). A space that contains equipment (e.g., microcomputers), which does not restrict use to a specific discipline or discipline group and which is typically used at a student's convenience, should be classified as Open Computing Laboratory (411).

### 225 Open Laboratory Service

- *Definition:* A space that directly serves one or more open laboratories as an extension of the activities in those spaces.
- *Description:* Includes only those spaces that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (see 115), Class Laboratory (see 215), or Research/Nonclass Laboratory (see 255).

### 250 Research/Nonclass Laboratory

- *Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
- *Description:* A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or "dry runs" in support of instructional, research, or public service activities. Nonclass public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.





- *Limitations:* Student practice activity rooms should be classified under Discipline Open Laboratory (221). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution’s Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Discipline Class Laboratories (211) or Discipline Open Laboratories (221). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

#### **255 Research/Nonclass Laboratory Service**

- *Definition:* A space that directly serves one or more research/nonclass laboratories as an extension of the activities in those spaces.
- *Description:* Includes only those spaces that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (115), Class Laboratory (215), or Open Laboratory (225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.



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#### 300 Office Facilities

##### General

Office facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university.

##### 310 Office

- *Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
- *Description:* An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices.
- *Limitations:* Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage within different room codes. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a space with a computer intermittently used by one or more people having a separately assigned office should be coded as Office Service (315). A combination office, studio, or research/nonclass laboratory should be coded according to its primary use if multiple space use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office (310).

##### 315 Office Service

- *Definition:* A space that directly serves an office or group of offices as an extension of the activities in those spaces.
- *Description:* Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms (assessment, nonhealth, non-discipline-related) rooms, and open circulation areas that are not accessible to the public.
- *Limitations:* Waiting and interview spaces should be coded Office Service (315) if they serve a specific office or office area and not a class laboratory or clinic. If individual student testing rooms or spaces serve a specific office or office area, they should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges that serve specific office areas and that are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

##### 350 Conference Room

- *Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.
- *Description:* A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (111, 112) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge (650) is intended for relaxation and casual interaction. This category includes teleconference spaces.
- *Limitations:* Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-111,112), auditoria (see General Assembly-612), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).



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#### 355 Conference Room Service

- *Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.
- *Description:* Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.
- *Limitations:* Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).



## 400 Study Facilities

### General

Study space is classified into six categories: study room, open computing laboratory, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, typewriters, records and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room (410) or Open Computing Laboratory may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

### 410 Study Room

- *Definition:* A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
- *Description:* Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).
- *Limitations:* Does not include Open Laboratories (221) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

### 411 Open Computing Laboratory

- *Definition:* A room or area used by individuals to study and work on fixed computer workstations at their convenience, with the space and equipment not inherently restricted to a particular subject or discipline.
- *Description:* Includes open computer rooms located in libraries, residential facilities, academic, student service, or other campus facilities. Computer stations may be grouped, as in a library reading room, or individualized, as in a carrel. Individual study stations include computer workstation, while other shared peripherals such as printers, scanners, etc. may be located within the room or in adjacent support spaces (455). Open computer laboratories are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g. department, college) for reasons other than specialized equipment or configuration.
- *Limitations:* Does not include Discipline Open Laboratories (221) that are restricted to a particular discipline or discipline group due to equipment and/or pedagogical characteristics that are inherently specialized. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

### 412 Learning Support Laboratory

- *Definition:* A room or area used by individual students that are seeking academic assistance or enrolled in learning support programs to study and work, independently and with tutoring, in a supportive environment with appropriate technology, media, and resources.
- *Description:* Includes study areas that are designated for learning support and tutoring programs, often within student success centers, libraries, and other academic support buildings.
- *Limitations:* Does not include Discipline Class Laboratories (211) or Testing/Services Laboratories (222), even if those rooms are used primarily or exclusively for learning support instruction. Does not include Study Rooms (410) or Open Computing Laboratories (411) that are open to general student population.



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#### 420 Stack

- *Definition:* A space used to house arranged collections of educational materials for use as a study resource.
- *Description:* Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.
- *Limitations:* Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service- 115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

#### 430 Open-Stack Study Room

- *Definition:* A combination study space and stack, generally without physical boundaries between the stack and study areas.
- *Description:* Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).
- *Limitations:* Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see Study Room-410) and Stack areas (see Stack-420) into separate space records. As with Stack (420) and Processing Rooms (440), Open- Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

#### 440 Processing Room

- *Definition:* A room or area devoted to processes and operations in support of library functions.
- *Description:* A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.
- *Limitations:* Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

#### 455 Study Service

- *Definition:* A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.
- *Description:* Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominant use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.
- *Limitations:* Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).



# USG Facilities Inventory Classification Manual – Room Use Code Supplement

## 5 October 2012

### 500 Special Use Facilities

#### General

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

#### 510 Armory

- *Definition:* A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
- *Description:* Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.
- *Limitations:* Conventional space use types such as Classrooms (111, 112), Discipline Class Laboratories (211), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

#### 515 Armory Service

- *Definition:* A space that directly serves an armory facility as an extension of the activities in that facility.
- *Description:* This category includes supply rooms, weapons rooms, and military equipment storage rooms.
- *Limitations:* Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).

#### 520 Athletic or Physical Education

- *Definition:* A room or area used by students, staff, or the public for athletic or physical education activities.
- *Description:* Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.
- *Limitations:*
  - This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.
  - Classroom Facilities (1xx series), Laboratory Facilities (2xx series), Office Facilities (3xx series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

#### 523 Athletic Facilities Spectator Seating

- *Definition:* The covered seating area used by students, staff, or the public to watch athletic events.
- *Description:* Includes covered permanent or fixed seating areas in gymnasias, field houses, ice arenas, stadia, natatoria, and cycling arenas.
- *Limitations:* Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).



### 525 Athletic or Physical Education Service

- *Definition:* A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.
- *Description:* Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.
- *Limitations:* Does not include public rest rooms, which should be classified as nonassignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### 530 Media Production

- *Definition:* A space used for the production or distribution of multimedia materials or signals.
- *Description:* Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.
- *Limitations:* Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces primarily used for teaching broadcasting to students should be coded as laboratories (see Discipline Class Laboratory (211) or Discipline Open Laboratory (221)). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).

### 535 Media Production Service

- *Definition:* A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- *Description:* The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).
- *Limitations:* Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

### 540 Clinic

- *Definition:* A space used for providing diagnosis, consultation, treatment, or other services to patients, clients, or subjects with a primary purpose of instruction, research, or public service.
- *Description:* Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.
- *Limitations:* Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see 1xx and 2xx series), counseling or testing rooms in non-health or non-discipline-related programs (see Office Service- 315), or Health Care Facilities (see 8xx series).

### 545 Clinic Service

- *Definition:* A space that directly serves a clinic as an extension of the activities in that space.
- *Description:* Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.
- *Limitations:* Does not include spaces that serve health care facilities (see 8xx series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g., Athletic or Physical Education Service (525).



### 550 Demonstration

- *Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
- *Description:* The key criterion here is practice activity within an instructional program that closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses when these facilities are used for practice as a part of postsecondary training or instruction.
- *Limitations:* This category also does not include laboratories (see 2xx series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

### 555 Demonstration Service

- *Definition:* A space that directly serves a demonstration facility as an extension of the activities in that facility.
- *Description:* Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.
- *Limitations:* Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)— should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (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 and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.
- *Limitations:* Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

### 570 Animal Facilities

- *Definition:* A space that houses laboratory animals used for research and/or instructional purposes.
- *Description:* Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.
- *Limitations:* Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

### 575 Animal Facilities Service

- *Definition:* A space that directly serves an animal quarters facility as an extension of the activities in that facility.
- *Description:* Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.





- *Limitations:* Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

#### 580 Greenhouse

- *Definition:* A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that 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 other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).
- *Limitations:* Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

#### 585 Greenhouse Service

- *Definition:* A space that directly serves a greenhouse facility as an extension of the activities in that facility.
- *Description:* Includes equipment or materials storage areas and rooms generally called headhouses.
- *Limitations:* Excludes storage areas that do not directly serve greenhouses.

#### 590 Other

- *Definition:* A category of last resort.
- *Description:* Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.
- *Limitations:* Should have very limited use, if used at all.



## USG Facilities Inventory Classification Manual – Room Use Code Supplement

### 5 October 2012

#### 600 General Use Facilities

##### General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., performance, General Assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

##### 611 Performance Venue

- *Definition:* A space designed and equipped for the General Assembly of many persons and used primarily for such live performance events as drama, music, dance, livestock fairs, and rodeos.
- *Description:* Includes theaters, concert halls, and livestock judging pavilions that are used primarily for scheduled live performances. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the General Assembly space.
- *Limitations:* Stage areas used **primarily** for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 211, 221).

##### 612 General Assembly

- *Definition:* A space designed and equipped for the General Assembly of many persons and used primarily for such general events as lectures, convocations, commencement, movies, and devotional activities.
- *Description:* Includes auditoria, cinemas, and chapels that are used primarily for general presentations and lectures (speakers), films, and devotional services. Seating areas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the General Assembly space. This category also includes chapels located in health care, residential, or other facilities.
- *Limitations:* General Assembly facilities that are used primarily as instructional lecture halls are classified as Classrooms (110).

##### 616 Venue Related Service

- *Definition:* A room or area that directly serves a performance venue as an extension of the activities in that facility.
- *Description:* Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.
- *Limitations:* Entrance lobbies and other circulation areas outside of the primary General Assembly room are not classified as assignable space. A concession stand in a performance venue is classified as Merchandising (660). Lounge areas that are remote from the seating area within a performance venue are classified by the appropriate service code or the Lounge (650) code.

##### 617 General Assembly Related Service

- *Definition:* A room or area that directly serves an General Assembly facility as an extension of the activities in that facility.
- *Description:* Includes check rooms, coat rooms, ticket booths, projection booths, multimedia and telecommunications control rooms, etc.
- *Limitations:* Entrance lobbies and other circulation areas outside of the primary General Assembly room are not classified as assignable space. A concession stand in an General Assembly facility is classified as Merchandising (660). Lounge areas that are remote from the General Assembly area within an General Assembly facility are classified by the appropriate service code or the Lounge (650) code.

##### 620 Exhibition

- *Definition:* A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.



- *Description:* Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified as Laboratory Facilities (2xx series).
- *Limitations:* Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

### 625 Exhibition Service

- *Definition:* A space that directly serves an exhibition facility as an extension of the activities in that facility.
- *Description:* Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).
- *Limitations:* Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see 2xx series).

### 630 Food Facility

- *Definition:* A space used for eating with some form of accommodation such as seating, counters and/or tables.
- *Description:* Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sitdown lunch or vending spaces that serve a shop facility are included in this category.
- *Limitations:* Vending areas **not** provided with seating, counters, or tables are classified as Merchandising (660).
- *Limitations:* Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315).

### 635 Food Facility Service

- *Definition:* A space that directly serves a food facility as an extension of the activities in that facility.
- *Description:* Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.
- *Limitations:* Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchens in residential facilities that are not located within residential units and do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration are classified as service areas for those facilities (see Demonstration Service-555).

### 650 Lounge

- *Definition:* A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.
- *Description:* A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.
- *Limitations:* A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction **and** its public availability. A



lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving a performance venue is classified Performance Venue Service-616). A lounge differs from a nonassignable lobby in placement, use, and intent. A non-assignable lobby is generally located at a major entrance with openings to multiple corridors or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

### 655 Lounge Service

- *Definition:* A space that directly serves a general use lounge facility.
- *Description:* Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).
- *Limitations:* This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

### 660 Merchandising

- *Definition:* A space used to sell products or services.
- *Description:* Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.
- *Limitations:* Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (9xx series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550).

### 665 Merchandising Service

- *Definition:* A space that directly serves a merchandising facility as an extension of the activities in that facility.
- *Description:* Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.
- *Limitations:* Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

### 670 Recreation

- *Definition:* A space used by students, staff, or the public for recreational purposes.
- *Description:* Includes general exercise and fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.
- *Limitations:* Does not include gymnasiums, basketball courts, weight rooms, cardio rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building



space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

### 675 Recreation Service

- *Definition:* A space that directly serves a recreation facility as an extension of the activities in that facility.
- *Description:* Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.
- *Limitations:* Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### 680 Meeting Room

- *Definition:* A room that is used by the institution or the public for a variety of nonclass meetings.
- *Description:* The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category.
- Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables (large and small) and chairs, lounge-type furniture, tablet armchairs) in various combinations and arrangements.
- *Limitations:* Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the primary uses of musical, dance, and dramatic performance should be classified as Performance Venue (611). Spaces designed to be used primarily for the General Assembly of persons for general lectures, movies, devotional activities, etc. should be classified as General Assembly (612).

### 685 Meeting Room Service

- *Definition:* A space that serves a meeting space as an extension of the activities in that space.
- *Description:* Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.
- *Limitations:* Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350), Performance Venue (611) or General Assembly (612) facility.

### 690 Locker Room (for other than PE/Athletics)

- *Definition:* A locker room that is in support of spaces other than PE/Athletic facilities.
- *Description:* Includes locker rooms that support health care and non-PE instructional uses. This category is not contained in the NCES FICM (2006), and rooms fitting this description should be coded appropriately as service spaces related to the uses they support.
- *Limitations:* Does not include locker rooms that support Athletics or Physical Education facilities, which should be coded Athletic or Physical Education Support (525). The use of this code should be avoided in favor of service codes appropriate to the primary use supported by locker rooms.



### 700 Support Facilities

<Editor's Note October 2012 – the current USG taxonomy for 700 Support diverges from NCES FICM (2006). The intent is to update USG data for consistency with the NCES FICM (2006). Since 700 Support is not a focus of Phase II utilization analysis in Fall 2012, necessary updates to Banner MODS and Academic Data Collection methodology will not be completed in time for collection during Fall 2012. Institutions should utilize the existing codes in 700 Support until further notice from the System Office.>

#### General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (6xx series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

### 710 Central Computer or Telecommunications

- *Definition:* A space used as a data 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 or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering 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 spaces 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 remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces 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 and hubs, including central spaces 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 (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (Discipline Class Laboratory-211, Discipline Open Laboratory-221, Open Computing Laboratory-411), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should not be classified as assignable space.

### 715 Central Computer or Telecommunications Service

- *Definition:* A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
- *Description:* Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and General Assembly rooms that directly serve the central computer or telecommunications facility.
- *Limitations:* Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-



315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see 2xx series) that contain special computer equipment used for study, instruction, or research. A nonoffice 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 Study Service (455).

### 720 Shop

- *Definition:* A space used for the manufacture, repair, or maintenance of products or equipment.
- *Description:* Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces 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 (2xx series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, General 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 Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service- 535). Also excludes costume and scene **shops** serving theaters (see Performance Venue Service-616). Greenhouses used for campus physical maintenance or improvements should be coded Greenhouse-580.

### 725 Shop Service

- *Definition:* A space that directly serves a shop facility as an extension of the activities in that facility.
- *Description:* Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.
- *Limitations:* Does not include service areas for Discipline Class Laboratories (211) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

### 730 Central Storage

- *Definition:* A space or building that is used to store equipment or materials and that serves multiple space 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 spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer 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 space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.
- *Limitations:* Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the non-assignable spaces such as Custodial Supply Closets used to store small quantities of janitorial supplies, or any other category codes within the nonassignable Circulation Areas, Building Service Areas, 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). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.



### 735 Central Storage Service

- *Definition:* A space that directly serves a central storage facility as an extension of the activities in that facility.
- *Description:* Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.
- *Limitations:* Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

### 740 Vehicle Storage

- *Definition:* A space or structure that is used to house or store vehicles.
- *Description:* Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.
- *Limitations:* This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Field Building-560).
- *Additional Information:* For more detailed information on the classification of parking decks, see NCES FICM section 3.2.10.

### 745 Vehicle Storage Service

- *Definition:* A space that directly serves a vehicle storage facility as an extension of the activities in that facility.
- *Description:* Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).
- *Limitations:* Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (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 spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a common laundry room in a residential facility should be coded as Sleep/Study Service (935) or Apartment Service (955); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

### 760 Hazardous Materials Storage

- *Definition:* A **centralized** facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.
- *Description:* Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants, leftovers, or byproducts from other work activities. This category of space is separate from hazardous waste storage (770).





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- *Limitations:* Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775).

### 770 Hazardous Waste Storage

- *Definition:* A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- *Description:* This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.
- *Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see Codes 215, 225, 255, 760, 775).

### 775 Hazardous Waste Service

- *Definition:* Small storage areas distributed throughout the institution used for **temporary** storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
- *Description:* Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.
- *Limitations:* Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770) (see Codes 215, 225, 255, 760, 770).



### 800 Health Care Facilities

<Editor's Note October 2012 – the USG taxonomy for 800 Health Care diverges from the NCES FICM (2006), which includes several specifically itemized support categories and a category for 890 Staff On-Call Facility. The intent is to update USG FIR for consistency with the NCES FICM (2006). Since 800 Health Care is not a focus of Phase II utilization analysis in Fall 2012, necessary updates to Banner GA MODS and Academic Data Collection methodology will not be completed in time for collection during Fall 2012. Institutions should utilize existing codes in 800 Health Care until further notice from the System Office. >

#### General

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

### 810 Patient Bedroom

- *Definition:* A room equipped with one or more beds and used for patient care.
- *Description:* This category includes general nursing care, acute care, semiconvalescent 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 Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.
- *Limitations:* Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include nonpatient animal shelters used for farm animals (see Field Building- 560) or nonveterinary school laboratory animals (see Animal Facilities-570).

### 820 Patient Bath

- *Definition:* A room containing patient bath and toilet facilities.
- *Description:* Included in this category are toilet and bath facilities adjoining or in proximity to 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 Surgery Service-845).
- *Limitations:* Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-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:* Spaces that are used as Offices (310) should be so classified.

### 840 Surgery

- *Definition:* A room used for surgery.
- *Description:* Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces 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 spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

### 850 Treatment/Exam Clinic

- *Definition:* A space used for examinations, diagnosis, consultation, or 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 and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.
- *Limitations:* Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

### 860 Diagnostic Service Laboratory

- *Definition:* A space used to provide diagnostic support services to an entire health care facility.
- *Description:* Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed "animal necropsy rooms" in veterinary institutions.
- *Limitations:* Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (Code 200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination Clinic (850) facilities.

### 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. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.
- *Limitations:* Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

### 880 Public Waiting

- *Definition:* A space used by the public to await admission, treatment, or information within a health care facility.
- *Description:* Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms
- *Limitations:* Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

### 895 Health Care Service



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- *Definition:* A space that directly serves health care spaces.
- *Description:* A roll-up category that contains all support spaces related to Health Care facilities (8xx). For further reference, see the NCES FICM (2006) definitions, descriptions, and limitations for Patient Bedroom Service (NCES 815), Surgery Service (NCES 845), Treatment/Examination Clinic Service (NCES 855), and Diagnostic Service Laboratory Service (NCES 865).
- *Limitations:* Does not include Central Supply areas (870) that support Health Care facilities.



# USG Facilities Inventory Classification Manual – Room Use Code Supplement

## 5 October 2012

### 900 Residential Facilities

#### General

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

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), Open Computer Labs (411), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

#### 910 Sleep/Study Without Toilet or Bath

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **without** an internally connected bath or toilet.
- *Description:* Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.
- *Limitations:* Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded 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 Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (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 for the public.
- *Description:* Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.
- *Limitations:* Does not include public rest rooms. Bathrooms internal to a Sleep/Study With Toilet or Bath (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 (Suite Style Room)

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **with** an internally connected bath or toilet.
- *Description:* Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified 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 spaces 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 Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms,



serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

- *Limitations:* Does not include Offices (310), Lounges (650), Study Rooms (410), Open Computer Laboratories (411), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-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 freestanding dwelling.
- *Description:* This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room 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. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.
- *Limitations:* Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (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) space.
- *Limitations:* Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

### 970 House

- *Definition:* A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity 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 bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. 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 Apartment-950). Houses used as office areas should be classified as Office (3xx series).



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### Space Use Categories – Unclassified Assignable Space

#### **000 Unclassified Assignable Space**

##### **General**

These codes are only for new rooms or renovated rooms with new physical configurations. These codes should be used only if the future room use has not been determined. Do not include rooms that are usable and have been assigned in the past.

##### **050 Inactive Area**

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

##### **060 Alteration or Conversion Area**

- *Definition:* Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

##### **070 Unfinished Area**

- *Definition:* All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of facilities inventory submission.



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## 5 October 2012

### 000 Nonassignable Area Categories

<Editor's Note October 2012 – This part of the manual is currently included along with the assignable spaces for clarification of a minor incompatibility between the USG's current non-assignable space codes and the nonassignable space taxonomy in section 3.2.3 of the NCES FICM (2006). Attention and modification to the USG nonassignable coding structure may be necessary in the future to ensure full support of institutional and system practices and analytical needs>

#### General

- *Definition:* The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building.
- *Basis for Measurement:* Nonassignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than 3-foot clear ceiling height unless the criteria of a separate structure are met. Measured in terms of Nonassignable Area,

*Nonassignable Area = Sum of the Areas Designated as the Custodial Area, Circulation Area, and Mechanical Area*

- *Description:* Included should be space subdivisions of the three nonassignable area use categories—custodial area, circulation area, and mechanical area—that are used to support the building's general operation.
- *Limitations:* Deductions should not be made for necessary building columns and projections. These small areas are excluded as they represent an insignificant percentage of the total area of an average-sized space. Capturing their area would be unduly burdensome relative to the very small contribution they would make toward precision. Areas defined as assignable should not be included.
- *USG FIR Dependencies:* Nonassignable areas require the use of Program Class code 90 and CIP code 000000.

#### 010 Custodial Area

- See NCES FICM (2006) Section 3.2.4 on "Building Service Area"

#### 020 Circulation Area

- See NCES FICM (2006) Section 3.2.5 on "Circulation Area"

#### 030 Mechanical Area

- See NCES FICM (2006) Section 3.2.6 on "Mechanical Area"

### 000 Structural Area Category

#### 040 Structural Area

- See NCES FICM (2006) Section 3.2.8 on "Structural Area"