SPOTS User Manual

Space Planning and Occupancy Tracking System

The University of North Carolina at Chapel Hill

Facilities Planning & Construction
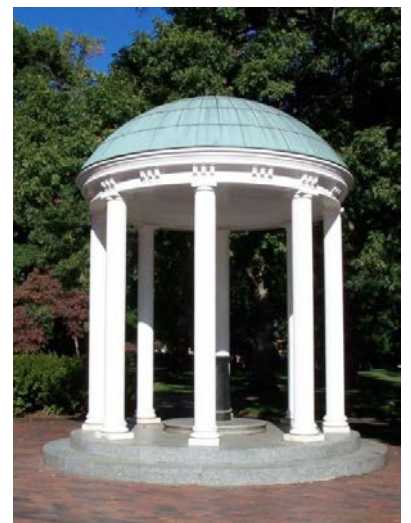
August 1, 2020

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Chapter 1

SPOTS History

The Space Planning and Occupancy Tracking System, SPOTS, has been developed to provide timely and more accurate building and space data across the University. SPOTS is a web application that serves as the University's canonical source to collect, maintain, and report space and occupancy data for all buildings and rooms owned, occupied, or otherwise used by the University.

In November 2005, the SPOTS project was initiated to select and implement a technical solution to better meet the University's strategic need for collecting, maintaining, and reporting space data in a timely manner. Based on information collected during focus groups for previous related projects (i.e., Occupancy Planning Initiative) and Stakeholder forums conducted during the selection phase of the SPOTS project, Archibus with OSIS were the technical solution selected to replace INSITE, the University's previous space management system. In 2009 a new version of SPOTS was developed to meet the requirements for the School of Medicine and others.

In 2012, another major upgrade was implemented based on recommendations by the coordinators and administrators. Changes were made to streamline the publishing of the floor plans to the web, to enable users to view these floor plans and maps without the need of additional software to be installed on their computers. Many areas became more intuitive and user friendly as the SPOTS 3.0 upgrade was released to the campus.

Now, in 2020 another major milestone is ready for release to campus. SPOTS system upgrade includes changes to the database including enhanced reporting, and visualization. Some changes that you will notice are as follows:

- Departments will have the ability to add occupants to rooms
- Enhanced ability to add Research PI assignments to rooms
- Added functionality to room occupancy and sub-division labeling to floor plans
- Ability to associate selected research grant data with space
- Addition of a subdivision level hierarchy based on the Connect Carolina Department tree
- Tracking of the room assignment changes and workspace transactions

University employees have individualized access (via their Onyen username and passwords) to SPOTS for viewing space and occupancy data relevant to their organization and responsibilities, while protecting sensitive data.

The Space Survey

The Space Survey is a process by which the University complies with several local, state, and national accounting and compliance requirements. Data from the survey is used to make decisions about UNC-CH's current situation and future planning. Users of this information include the Office of Sponsored

Research (OSR), UNC-CH Asset Accounting, Facilities Services, Information Technology Services (ITS), the Department of Public Safety, the University System Office, and University departments and community.

The Space Survey is managed by the Facilities Technology Group (FTG) Space Management staff. FTG is part of UNC's Facilities Planning and Construction. All University Departments are surveyed about how each room in each UNC owned or occupied building, including leased space, is used. These data are stored in the Facilities Database, maintained by the FTG Space Management team.

Accuracy on the survey is important, these data help UNC-CH meet State and Federal reporting requirements. The results of the survey affect the University in the following economic ways:

- The information is used to develop space usage standards which affect the University's funding for capital improvement projects.
- This data is reported to the North Carolina Commission on Higher Education, which compares UNC-CH with other Universities across the state and nation.
- Summaries of this data are also provided to NC state legislators for budget matters.
- This data is shared across university departments.
- Periodically, OSR must submit a Facilities and Administrative (F&A) Proposal to the Federal Government. This proposal, based in part on survey data, determines dollar amounts the University recovers from sponsoring agencies under research contracts and grants. The data used to prepare the F&A proposal are subject to audit.

The efficient use of campus facilities is of increasing concern to Universities around the world. This concern is partially a reflection of the high costs involved in constructing and maintaining buildings, but it also stems from a broader recognition of the importance of facilities planning. The effective allocation and utilization of space is essential if an institution of higher education is to maximize its resources in accomplishing its objectives in instruction, research, and public service.

All aspects of Carolina's mission—teaching, research, and service—benefit from accurate space usage data. Every survey cycle we appreciate the efforts by our departmental contacts in completing the Space Survey. It is an important document that will impact every department.

Goals and Objectives of the Space Survey

The goal of the Space Survey is to collect information to update the space data. Space data will be used for institutional planning and space utilization, by not only Carolina, but by our peer institutions across the country. The data reported by Departmental Space Coordinators is summarized and used for everything from determining custodial schedules to future student capacity and growth models. We share abstracts of our data with others to allow for comparisons of efficiency and efficacy around the country. This data is also summarized and sent to the University System Office for funding decisions for our campus and programs.

The Departmental Space Coordinators review and verify the following information:

- Compare available floor plans with your department space and let us know if there have been any changes
- Look for possible errors in square footage reported for each room.
- Update the Room Type and Master Program Codes for all spaces your department occupies and uses.
- Update the Capacity and Room Description for all spaces
- Add occupant names to their department spaces
- Add research faculty and associated grants, if applicable
- This survey should represent "as-is" conditions, i.e. How is my space currently being used?

Survey Frequency

The survey needs to be completed quarterly. Due to the dynamic business environment that is our University, timely and accurate data is needed to allow well-reasoned plans to be made about future space needs. SPOTS was designed to support this need.

Departmental Space Survey Coordinators have constant access to the SPOTS system. Data accuracy and timeliness is the responsibility of each department and their administrators. Because administrators will have open access to the system, departmental data may be read at any time and used to make decisions without a department being formally reminded to update their data.
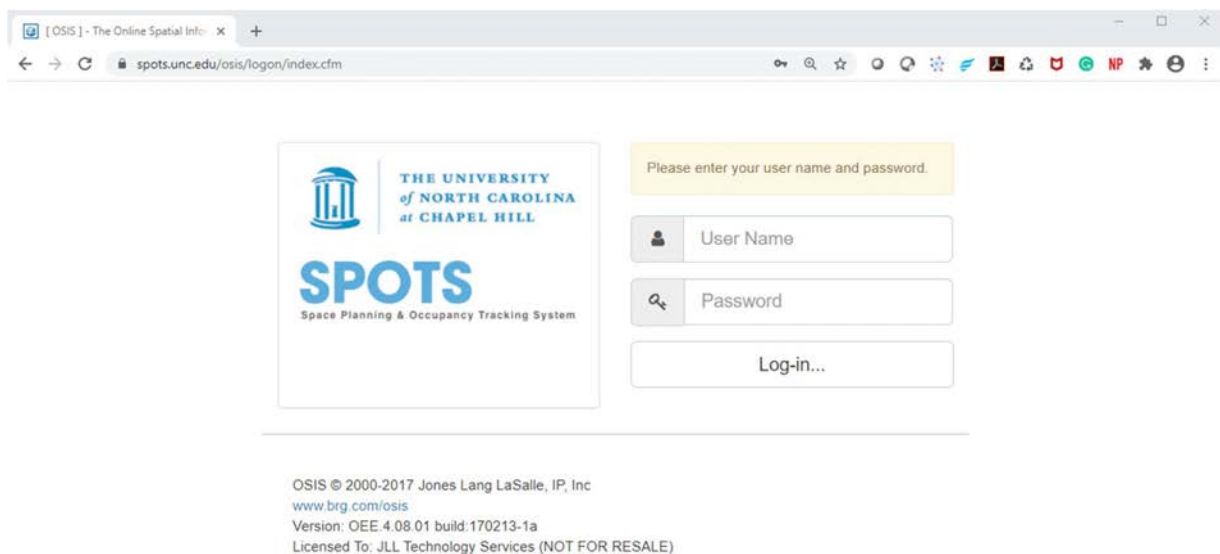
Note: The Space Management group and University administrators require that departments update their space data as usage changes and people move within their departments.

Chapter 2

How to Log into SPOTS - OSIS

1. To access the Space Planning and Occupancy Tracking System **(SPOTS)** you must first log in to the SPOTS website which is found at http://spots.unc.edu/logon/index.cfm?reason=1

The log in page will look like this:

2. Type in your UNC ONYEN in the Username box.

3. Type in your UNC ONYEN password in the Password box.

If you do not have an ONYEN or password, go to the website:
 https://its.unc.edu/onyen-services/ and work with ITS to get one.

SPOTS System Security is connected to the Campus ONYEN system. Only staff with an Onyen may access the SPOTS system.

After inserting your username and password, you will arrive at the Project lists screen which looks like this
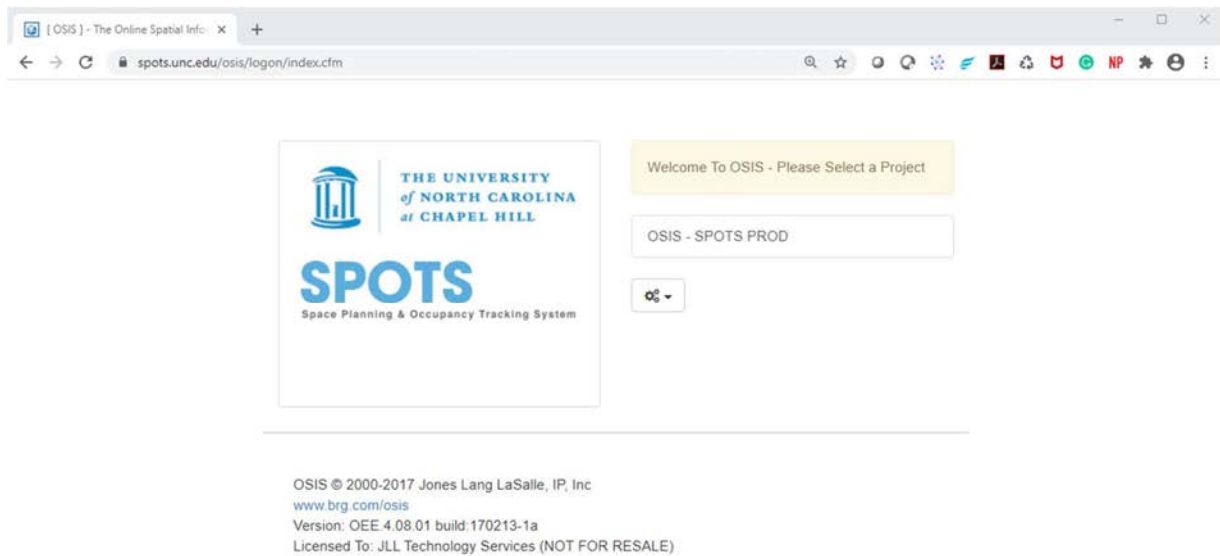
4. Click on the OSIS – SPOTS PROD located in the center of the page.

OSIS - SPOTS PROD

Chapter 3

OSIS Interface

Once you have logged in, you will see the OSIS interface which provides you with a view of all the buttons and frames associated with the SPOTS. OSIS stands for the **Online Spatial Information System**. It is the commercial product SPOTS is built upon. It was selected for its ability to communicate and visualize space data effectively to our users and to interface with UNC's Archibus Space database.

OSIS is the Web face of SPOTS.

General OSIS interface

The Main Menu Bar

Typical navigation within the SPOTS system goes from the **Main Menu Bar** which appears across the top of your screen, to the Navigational Window on the side, to the Main Frame Window in the center.   The Main Menu Bar contains a series of buttons which are selected by single clicking on them.

Main Menu Bar

 Selecting this button will take you to the main SPOTS interface.

 Selecting this button will open the list of buildings that are in the UNC SPOTS database. From this list, the user can open floor plans for each building they have access to.

 Selecting this button will open a list of maps that are in the UNC SPOTS database.

 Selecting this button will open a list of reports in the SPOTS database. Reports are subsets of data that a user might need to retrieve. For example, a report could be a room report that only displays the rooms within a specific building.

Chapter 4
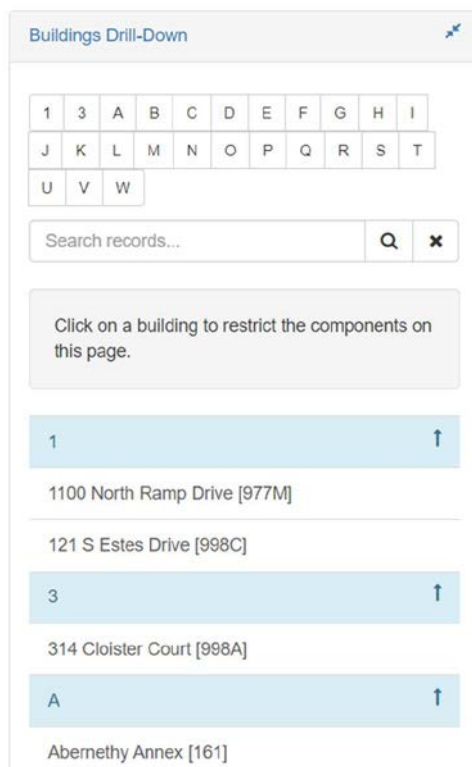
Floorplans

The **Floorplan** button is located at the top left-hand corner of the Main Menu Bar.

It allows the user access to the list of buildings in the university system. Click on the **Floorplans** button and the Building frame will appear in the right-hand side of your screen in your Navigational Window.

You can select the building that you want by either scrolling down to find it, by typing the name of the building in the blank space provided, or by selecting the first letter/number of the building name.

Once you select a building name, you will be shown a list of floors associated with that building. Select the one you need, and the floorplan will appear.

The Floor Plan Window

These buttons allow you to zoom in and out on the floor plan. You can also use the wheel on your mouse to achieve this action.

Second Floor (02) ▾
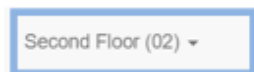
This is a drop-down menu that allows the user to easily switch between floors in a building. Using this navigation will keep the currently selected layer as you change floors, instead of moving back to the default layer.
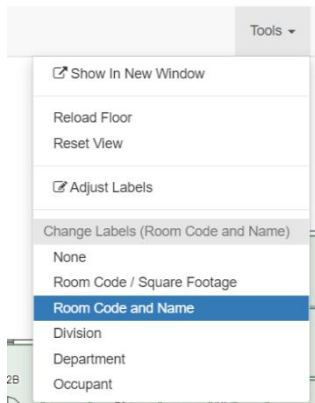
Tools Menu

Reload Floor – updates the shading on the plan if changes were made

Reset View – Puts the floor plan back in the original location on the screen

Adjust Labels – See section below on this option

Change Labels – This allows the user to see the most helpful information in each room for their need
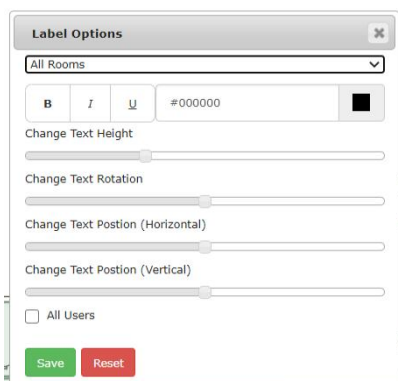
Adjusting the labels gives the user flexibility on what they see and how the floor plan will print.

You can change the appearance of the labels for "All Rooms" or you select individual rooms.
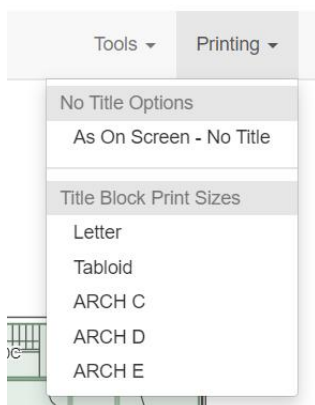
Print Menu

User can choose the appropriate size of paper to print their floor plan.

NEW – Large format sizes are now available for anyone with access to a plotter

ARCH C – 18x24 inches

ARCH D – 24x36 inches

ARCH E 30x42 inches
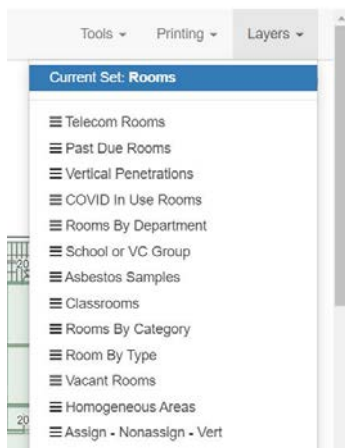
Layers

Floor plans are graphical representations of building layouts. The floor plans in SPOTS are maintained by the Facilities Technology Group. There are many layers, or pictorial views of data available to our users.

When you select a layer, you can click on the small arrow under the word layers in the menu to see the legend.
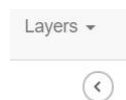
Chapter 5

Maps

We will now investigate the **Maps** button on the Main Menu Bar menu. It appears as the third button from the left.

Click on the Maps button.

The Maps main screen will then appear and looks like this
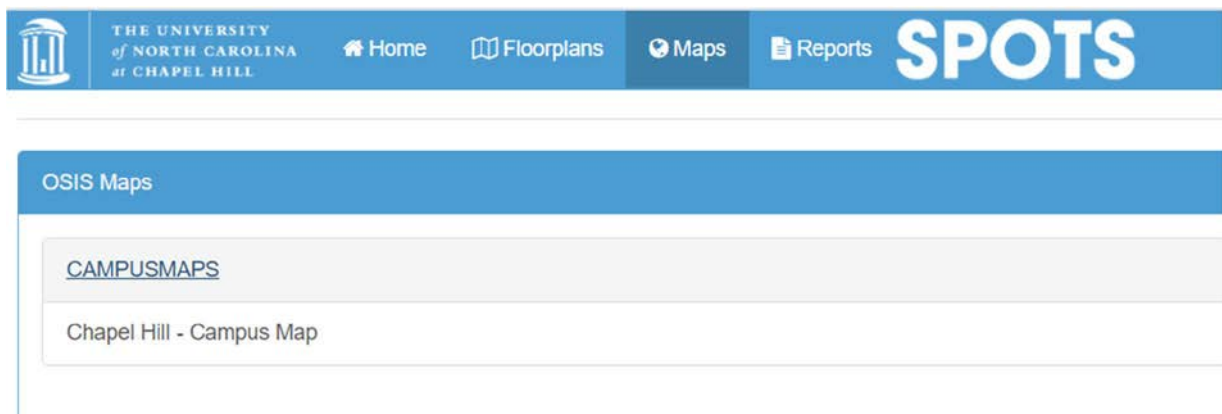
Click on the link for "CAMPUSMAPS" and the list of maps will appear. Currently, we only have one map loaded, so you will choose "Chapel Hill – Campus Map".
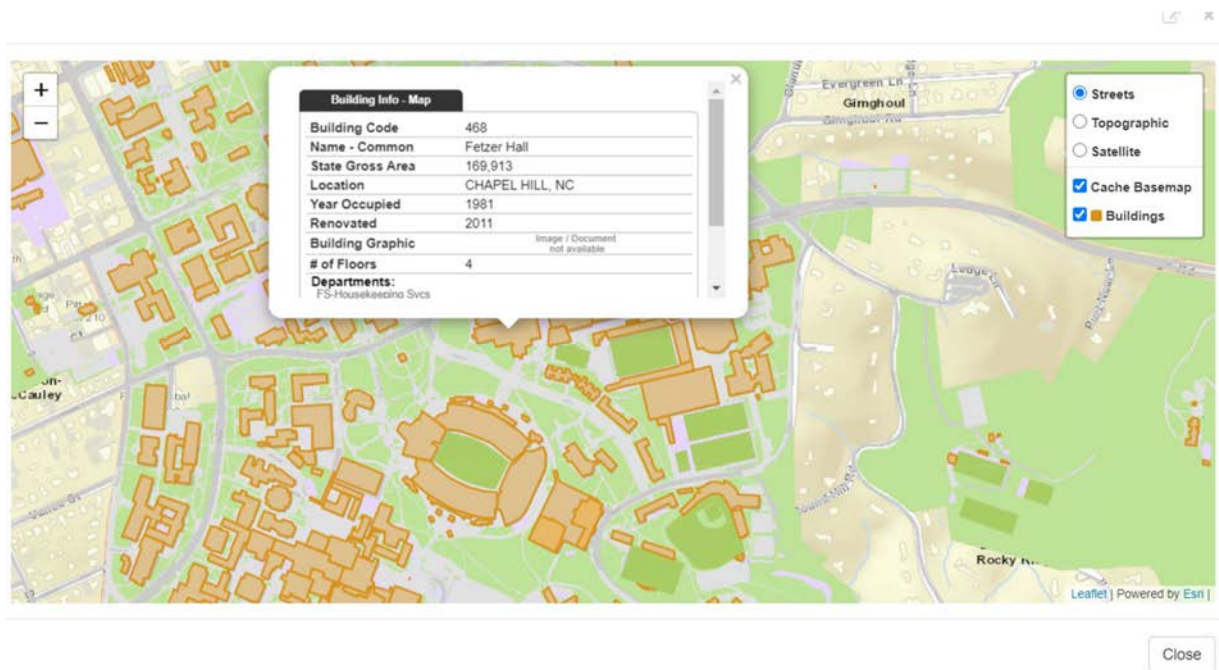
The map will show a base map of the campus buildings. If you click on a building, you will get the pop-up, like what is shown here, with information about the building.

Chapter 6

Reports

There are many reports available to our users. To access these reports, you will click on the 'REPORTS' button on the Main Menu Bar. A reports navigation pane will open along the side of your screen. There you will see an expandable folder called 'Space and Occupancy'. Expand this folder by clicking on the grey arrow to the side, and you'll see a list of additional folders or report groupings. Each report will be covered below, to help you find exactly what you are looking for to answer a particular question or need.

The SPOTS Administrative Team is also willing to create custom reports for you and your department. If there is a report that you would like to see, but cannot find, please let us know.

How to Apply a Filter

Advanced Filters - Filters are required on many reports within SPOTS. They are in place to simply limit the amount of information that a report returns to you. They allow you to specify what information you want to see in each report. For example, I want to see a room list, for a particular building. This would be a great time to use a filter. Let us look at how that is accomplished.
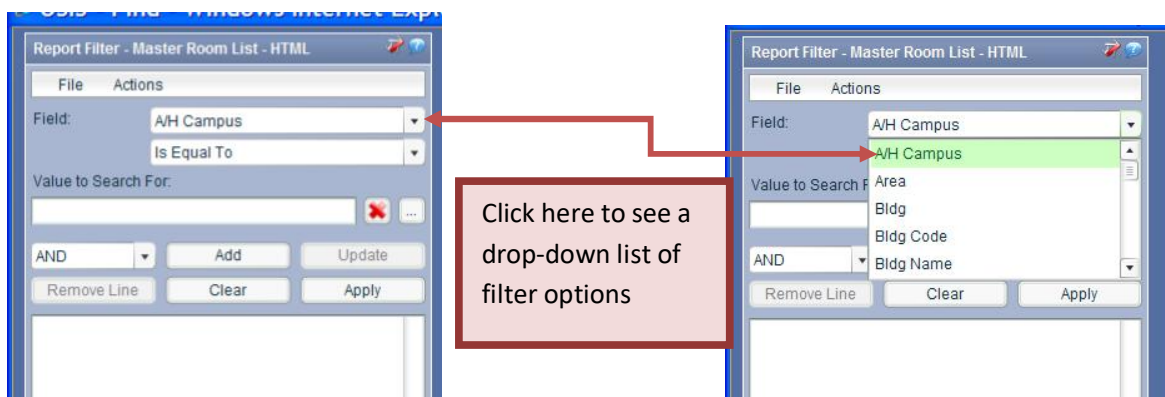
In the first picture above, you can see the Report Filter box as it first appears. Each report will have different Fields to choose from. These fields will determine how your report is restricted. The picture on the right shows a small sampling of fields available to us for the selected report.

Type the Value to search for in the box

Click ADD – a text string should appear

Click APPLY
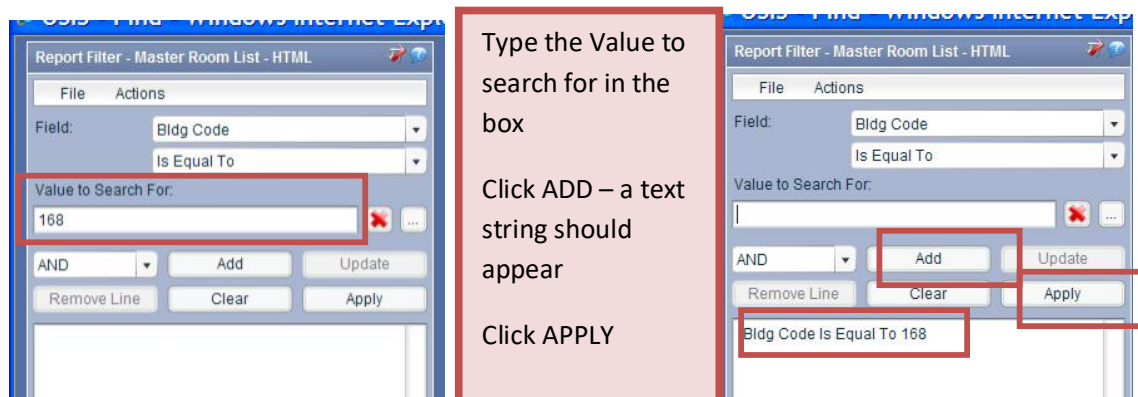
Above, you can see that we selected the field "Bldg Code". Then, in the Value to Search For: box we typed in the building code we wanted for the report, in this case it was 168. The key to a successful filter is making sure you "ADD" the filter to the report and then "APPLY" to run the report.

Quick Filters – These filters reduce the number of clicks and actions needed by the user before retrieving the desired information. Below is an example of what the quick filter looks like on the screen.
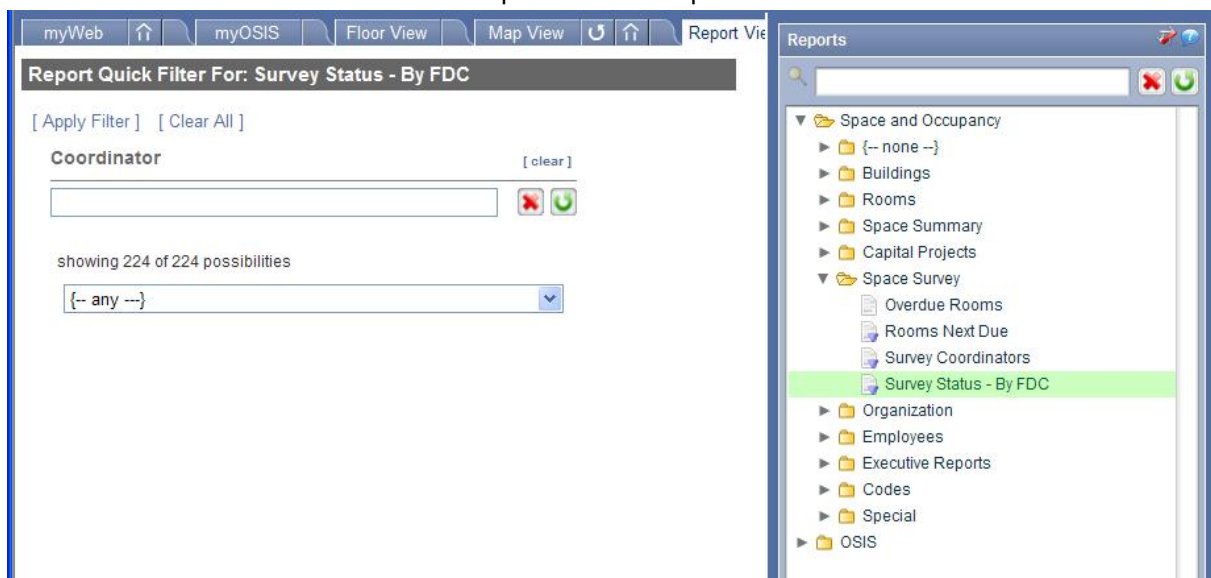
Now, you can type part of the name of the coordinator you are looking for. In this example, I will type in my last name, CANIPE.

 Next, you want to click on the green arrow, to do the 'pre-filter'. This will allow you to pick exactly the coordinator you want from the list, assuming there may be more than one with a particular last name. Once I click on that button, the possibilities returned will be reduced. I can then select the person I want to see. In my example it is easy, as there is only one CANIPE in the group.

Once your list is reduced, select the name you want, and then click on [Apply Filter].

Report Menu

There is a new menu on the reports now that will make things easier to navigate and achieve the desired outcome. Let us look at this menu now.

At the top of each report you will see a black menu bar like the one above.

Print – Clicking on this button will open your typical print dialog box.

Refresh – This simply refreshes the report.

Quick Filter – If a quick filter is available for a report, clicking this button would open it and allow you to change your filter criteria.

Advanced Filter – This filter type opens on the side of the screen and allows you to update or change the filter criteria.

New Window – This allows the user to open the selected report in a new window. This is very helpful if you need to have multiple reports open at the same time.

Email Me – This will email a copy of the report as a link, and image. You can then send the report to other people. If they have SPOTS access to the same data you do, then the live link will give them the most current version of the report. If they do not have this access, then the image will show them a static version of the report.

Chapter 7

The Space Survey Tool

This tool enables the University to collect space data from all our departments efficiently and accurately. There have been significant changes to the tool that will make it easier for our coordinators to verify and update their space. As a reminder to all coordinators, all spaces are required to be verified every 90 days, or as changes take place. This web tool is available 24/7 so the data should always be kept as 'near-live' as possible.

How to Access the Space Survey Tool

Once a designated space coordinator has logged into SPOTS, a link to the survey tool will appear in their 'My Shortcuts' portlet on the Home tab or in the dedicated Space Survey portlet. The name of this link is "Space Survey Tool". Once you see the link or blue button, click on it to launch the Survey Tool. The Survey Tool will open in a new tab.
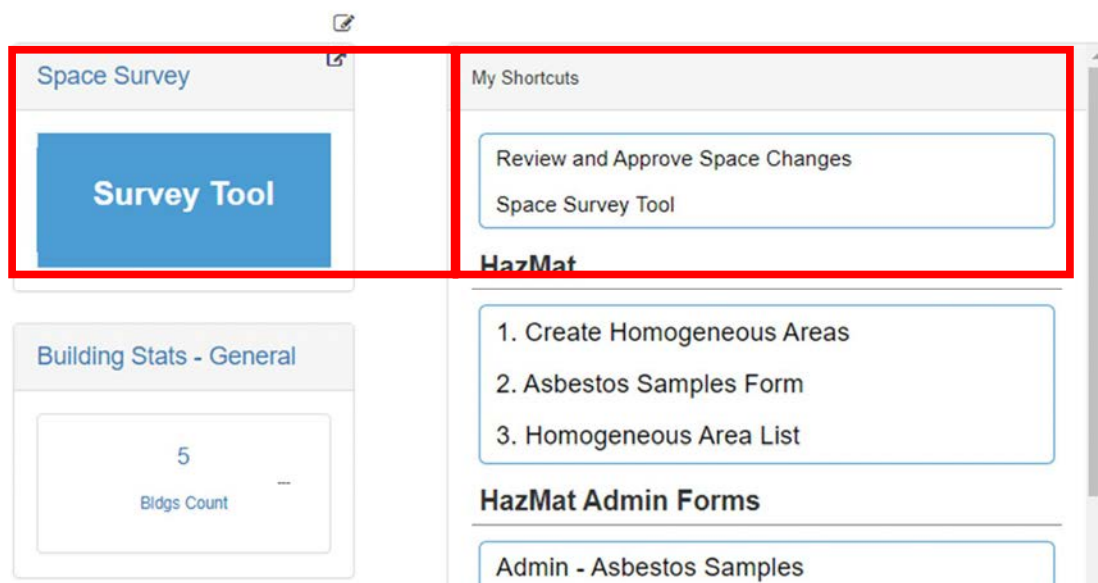
Space Survey Windows Overview

- You will notice that upon initial load, the Room Record List does not return any rooms. This will help many of our large departments not have the slow start up time they were previously experiencing.
- The *Lookup Form*, section 1 above, enables a user to search for a piece of information to restrict the returned Room Record List. Departments can use this to restrict their list from the very beginning to keep the system running quickly.
    - o If you only have a few rooms, you can click on the search button to show all your rooms
- The *Access Details & Additional Functions* areas are the same as before, with the addition of a Show Legend. These are in section 3.
    - o *Certify Multiple Rooms* is a feature which allows the user to certify many rooms at once as being accurate. This feature obeys the current filter criteria, so if you have filtered for a particular building or floor, only those rooms will be certified.
    - o *Export* is a feature that allows the user to export their current survey list to excel.
    - o
- The *Room Record List*, which is section 2, is where the user will update and/or verify the rooms that we have assigned to them. They can also Release rooms that do not belong to their department.
- Section 4 above, in the upper right-hand corner, gives the user the ability to:
    - o *Show / Hide Filters* is a toggle switch, and will remove the Lookup Form, and the Access Details & Additional Functions portions of the screen
    - o *Email SPOTS Administrators* is a feature in this section
    - o *Refresh Form* is also available

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Completing the Survey

Space Coordinators are expected to verify and/or update their space data every 90 days (3 months). This is important for the University to maintain a high level of accuracy within the system. We are heavily dependent on our coordinators and could not provide the level of detail that we do about our rooms without their help.

Above is a view of the survey tool with a set of rooms loaded. Let us take a moment and look at the different parts of the screen in depth, and how each section will enable you to work more quickly and efficiently, as you complete your survey.

There are many new and more user-friendly icons used in this version of SPOTS. To help you, we have included a Legend.
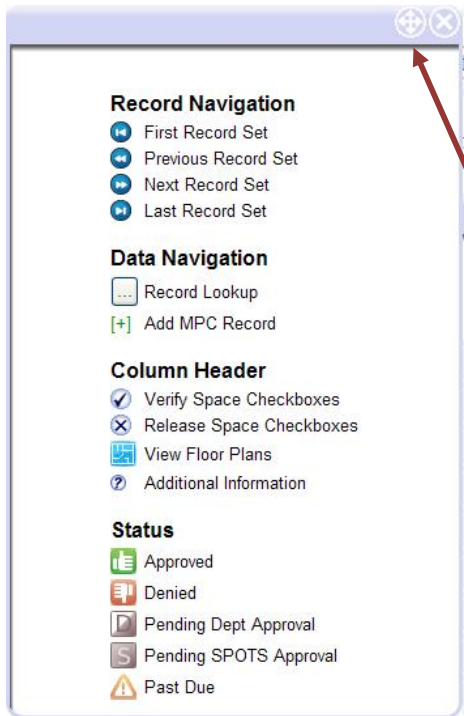
The Legend explains all the icons used on the various pages within the Survey Tool.

You can move the legend, and any of the popup windows around on the screen by clicking, holding, and dragging the window to the desired place on the screen. Click, hold, and drag the crosshair button to move the window around.

The Show Legend is located under Additional Functions.

How to Filter your Room List

The survey tool will load without any room records showing. This was a suggestion by our larger departments that were experiencing slow response at the start from the program. If you are a small department, you can see all your rooms without filtering by simply clicking on the Search button.

Filtering is a way to limit the amount of information returned to you. It will help reduce the number of records, and therefore increase the speed of the program. You can filter on any number of data elements.

Building: This will allow you to restrict your list of rooms to a particular building. If you are unsure of the building number, you can click on the ellipse button (…) to the right of the search box, and it will

provide you with a list of buildings in which your department has space. Double-click on a record to add it to the filter.

Floor: Once you have selected a building, you can choose a floor in that building if you want to restrict the list further.

Room: If you know the room number that you want to update, you can enter it here, after entering the building and floor, and the survey tool will take you right to it.

Description: This field looks at the free text description field in the survey tool. It is helpful if you have a specific room you are looking for, and know it is called "Magnolia Conference Room", but you do not know the room number. Caution: if Magnolia Conference Room is not what you have entered in the description field, it will not find it!

Status: There are five statuses in the system. You can filter on any of these and find the rooms which have that status.

1. *Approved* – this means a room is current.
2. *Denied* – this means that you have submitted a change, and it was returned to you for some reason. You will receive an email notification if this happens.
3. *Past Due* – this means a room has not been reviewed in more than 90 days.
4. *Pending Dept* – this means that you have made a change to a room and it is waiting on your departmental administrator to review the change. Not all departments will have this additional level of approval.
5. *Pending SPOTS* – this means that you have made a change to a room, and it is waiting on the SPOTS Administrator to approve it.

Type: This field looks at the type code. For example, if you wanted to see all rooms coded with 310 (Office), you would search for that here.

MPC: This field looks at the Master Program Code (MPC) field. For example, if you wanted to see all rooms with 22 (Research) taking place in them, you will filter here.

Department: This is for those coordinators responsible for more than one department.

There are two radio buttons you can select to see rooms that you either occupy or control. This is helpful to departments that control a lot of additional space because it is the occupying department that updates the room list.

Another way to quickly filter your list is to click on the Editable Only button. This will show you only rooms that you occupy, and therefore can edit.

Updating the Room Data

There are 7 pieces of data that our basic coordinators are required to review and update. On the survey form, they each have a blue header. You can simply type in the field the new value for that room.

The blue headers in the square above are the ones you are responsible for maintaining. Let's briefly discuss what each one means.

Occupants – The list of occupants included in this field are those that occupy or are assigned to a specified location or room. Many occupants may be assigned to one room.

Type – The Type code describes how the room is used. Is it an office? A Classroom? A research lab? Each type of room has a code, and you will find a list of those in the previous version of your manual, or you can see it online by clicking on the small question mark beside of the column header.

Capacity – The capacity is the number of stations in a room where work can be performed. So, in an office, it is typically the number of computer stations. In a classroom it is the number of chairs. In a conference room it is the number of chairs that fit around the table.

Description – This field is free text, so you can type in here whatever you would like to describe the room. The information needs to be helpful without a lot of abbreviated names. The description used should match the Type code chosen. So, for example, if you put the words Faculty Office in the description field, your Type code would need to be 310 (office).

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MPC – The Master Program Code describes what is being done in the room. What function is taking place in the room, is it research, instruction, academic administration? Each room can have up to 4 of these codes, and the percentages of time assigned to each one should add up to 100%. These codes are explained in the previous manual, and by clicking on the question mark beside the column header.

% - The percentages should add up to 100 for each room. The percentage is based on the amount of time a person spends on a function, not the amount of space used in a room.

TIP: To update the Capacity and Description fields, simply type the new value in the field, and hit Submit. In the Occupants, Type, and MPC double click in the cell, to get a list of values to choose from.

TIP: I would recommend submitting your changes after every 5-10 records, so you do not lose your work if something happens to the network.

How to Add an MPC Code

To add new MPC records to your room, click on the green plus sign beside the row. This will add a new row, so you can click it multiple times to add as many as you need, up to 4.

How to Remove an MPC Code

There will be times when you have multiple codes for a room already, but you only need one. Removing unwanted codes is easy. You will place a ZERO (0) in the MPC and % field for the records you no longer need. Blanking out the fields will not work.

The room above has 4 MPC/PCS codes listed, but it only needs one. To remove the unwanted codes, put a ZERO in the fields you do not need, and remember to update the percentages to equal 100 again.

The unwanted fields have been zeroed out above. The percentage of the remaining code is 100. It does not matter if the remaining code is the top row or any other row.

How to Add Research Data – Enhanced Survey Only

Some users will have access to an enhanced survey for the purpose of tracking research data such as Faculty, Grants, and Paid By employees. The Enhanced Survey view will have an extra field called Research Data and three buttons marked F (faculty), G (grants), and P (paid by). The buttons appear as red if no data has been linked and blue once data is linked.

To update the values, you will click on the buttons and select a value from the list provided. For example, after clicking on the Faculty button, a list appears for faculty matching the rooms controlling department. Use the green plus signs to add one or more faculty. Then click Apply.

After applying the change, the F button turns blue. Continue to add grants and paid by employees in the same way.

TIP: It is recommended to first link faculty, then grants, and finally paid by. After selecting faculty, the grants list will restrict to show all grants or awards that apply to the selected faculty. After selecting grants, the paid by employee listing will display all employees that are paid by the grants selected.

Change Department Details – Enhanced Plus Survey Only

Some users will have access to an enhanced plus survey for the purpose of updating the Controlling and Occupying Departments for a room. To update either the Controlling Department or Occupying Department, double click in the field for the room record you would like to update. Then, using the Department search, type in the new department code and click Search. Double-click on the new code and the field will update on the form.

Room Statistics and Paging

One of the most requested items from the coordinators was a better way to sort through their lists of rooms. The solution is paging. The new section of the screen looks like other web applications with the next and previous arrows. Another nice thing about this section is the level of room statistics provided. Let us look at the new section and discuss what the stats are representing.

Displaying – This number is counting the number of rows displayed, not necessarily the number of rooms.

Total Rooms – The total number of rooms a department has, that meet the criteria of the filters in place.

Overdue Rooms – The number of rooms in the filtered list that have not been reviewed in more than 180 days, and therefore have a status of Past Due.

TIP: It is important to keep in mind that the stats showing are based on the filters you have in place and may not be a complete picture of your room data.

Appendix A – Room Type Definitions

Definitions and Coding

Definition of a Room

For purposes of this manual, the term *space* will be used wherever the terms *space* and *room* could be used interchangeably. However, the term *room* is retained in most examples of use classifications provided in the definitions, for example, (e.g., dark room, laundry room, operating room).Where a room serves several purposes or users, UNC may choose to prorate and allocate the square footage between two or more Room Types, functions, organizational units, etc. For institutions with major sponsored research activities, proration of multiple use rooms may be necessary to identify accurately how each room is used. Proration can be done either based on relative time expended on each activity or on the basis of the proportion of the area in the room dedicated to each activity.

UNC prorates rooms by the insertion of "phantom walls" on floor plans, as artificial boundaries to separate adjacent uses or assignments. The use of phantom walls requires that each *space* (i.e., each part of the room) be given a unique space identifier, which can be accomplished by adding an additional digit or character to the existing space identifier, and individual room type categories and organizational assignments.

Coding Rooms

An accurate determination of the actual use of a space and its contained equipment should be made prior to coding. A space's actual use must meet the stated definition before an accurate coding can be made. For example, a "learning laboratory" may be either an Open Laboratory (220) or a Study Room (410), depending on whether the space contains discipline-restrictive equipment or configuration, as stated in the introduction to the Laboratory Facilities (200) series. If the learning laboratory contains computer stations, for example, the machines must be restricted by installed software or accessory devices to a discipline or discipline group before the space can qualify as a laboratory. If the machines are configured for general use by students in a variety of course subjects, the computers become synonymous with books as basic study tools and the Study Room (410) code is more appropriate.

Room Type List

100 CLASSROOM FACILITIES
110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES
210 Class Laboratory
215 Class Laboratory Service
220 Open Laboratory
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
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 Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other (All Purpose)

600 GENERAL USE FACILITIES
610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facility
635 Food Facility Service
640 Day Care
645 Day Care Service
650 Lounge
655 Lounge Service
660 Merchandising
665 Merchandising Service
670 Recreation
675 Recreation Service
680 Meeting Room
685 Meeting Room Service

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
755 Central Service Support

760 Hazardous Materials
770 Hazardous Waste Storage
775 Hazardous Waste Storage Service

800 HEALTH CARE FACILITIES
810 Patient Bedroom
815 Patient Bedroom Service
820 Patient Bath
830 Nurse Station
835 Nurse Station Service
840 Surgery
845 Surgery Service
850 Treatment/Examination
855 Treatment/Examination Service
860 Diagnostic Service Laboratory
865 Diagnostic Service Laboratory Support
870 Central Supplies
880 Public Waiting
890 Staff On-Call Facility
895 Staff On-Call Facility Service

900 RESIDENTIAL FACILITIES
910 Sleep/Study without Toilet or Bath
910X Sleep/Study without Toilet or Bath *MI
919 Toilet or Bath
919X Toilet or Bath *MI
920 Sleep/Study with Toilet or Bath
920X Sleep/Study with Toilet or Bath *MI
935 Sleep/Study Service
950 Apartment
950X Apartment *MI
955 Apartment Service
970 House

000 UNCLASSIFIED FACILITIES
010 Elevator
011 Men's Toilet *MI
012 Women's Toilet *MI
013 Unisex Toilet *MI
050 Inactive Area

060 Alteration or Conversion Area
070 Unfinished Area

NONASSIGNABLE AREA
J01 Janitor Room
M01 Utility/Mechanical Space
P01 Parking Paid/Permitted
T01 Telecommunication Service Area
W04 Loading Dock or Bridge/Tunnel
W05 Lobby
W06 Public Corridor
W07 Stairway
X03 Public Restroom (X03M, X03W, X03U)
Y01 Central Utility Plant

*MI = Designed/Equipped for the Mobility
Impaired

Room Type Code Definitions

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 rooms used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms which serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

110 Classroom

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

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms 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 room unsuitable for use by classes in other areas of study. A "distance learning" or "electronic" classroom is coded 110 if, as a primary use, individuals are usually present in the room receiving instruction. Thus, a room which electronically broadcasts instruction to a remote site should be coded 110 if it also presents to a local population within the room. If the room is used, primarily or exclusively, for transmission of instruction to a remote population, it should be classified as Media Production (530).

Limitations:

- This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210).
- Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction.)
- Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes).

- A class laboratory is distinguished from a classroom based on equipment in the room and by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

115 Classroom Service

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

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 rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc.
- A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 - Laboratory Facilities General

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties 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. Laboratory facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge.

210 Class Laboratory

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description: A 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 room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations:

- Does not include Classrooms (110).
- Does not include informally scheduled or unscheduled laboratories (see 220).
- This category does not include rooms generally defined as Research/Nonclass Laboratories (250).
- It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series).
- Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

215 Class Laboratory Service

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

Description: Includes any room which directly serves a class 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, etc., if they serve class laboratories.

Limitations:

- Does not include service rooms that support Classrooms (see 115), Open Laboratories (225), or Research/Nonclass Laboratories (255).

Animal Quarters (570) and Greenhouses (580) are categorized separately.

220 Open Laboratory

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

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) the use of such room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

Limitations:

- Laboratories with formally or regularly scheduled classes are Class Laboratories (210).
- This category also does not include rooms defined as Research/ Nonclass Laboratories (250).
- A room that contains equipment (e.g., typewriters, 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 a Study Room (410).

225 Open Laboratory Service

Definition: A space that directly serves one or more open laboratories as an extension of the activities in those rooms.

Description: Includes only those rooms which 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 rooms that support Classrooms (see 115), Class Laboratories (215), or Research/Nonclass Laboratories (255).
- Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

250 Research/Nonclass Laboratory

Definition: A room used primarily for laboratory experimentation, research or training in research methods; or 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 which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsorship) community (e.g., a presentation or publication). This category also includes labs which are used for experiments, testing, or "dry runs" in support of instructional, research, or public service activities. Nonclass public service laboratories which 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 Open Laboratory (220).
- A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use. Determination should also 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) which 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, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). 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 experiment

outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

Note: The Program Code should be used to make the distinction between Instruction (Program Code 10-series) and Research (Program Code 20-series) for these rooms. Not all Research/Nonclass Laboratories are research labs; i.e., some of these rooms directly support instruction. Thus a 250-Research/Nonclass Laboratory could take an 11 for the Program Code, although code 22 is much more common for this type of laboratory.

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 rooms.

Description: Includes only those rooms which 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 rooms that support Classrooms (115), Class Laboratories (215), or Open Laboratories (225). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

300 - Office Facilities

General Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. Included in this category are offices for academic, administrative, staff, secretarial, clerical, or student assistant offices, etc.

310 Office

Definition: A room 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 rooms, 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 room, rather than as offices.
- Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage.
- 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 room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315).
- A combination office, studio, or research/nonclass laboratory should be coded according to its primary use. A receptionist room which includes a waiting area should be coded as Office (310).
- Ticket offices or outlets serving multiple facilities or services should be coded Merchandising (660).

315 Office Service

Definition: A space that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and nondiscipline related) rooms, and private (restricted access) circulation areas.

Limitations:

- Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Office Service (315).
- A receptionist room which includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which 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 room serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference room 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 room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations:

Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

355 Conference Room Service

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

Description: Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

Limitations:

- Excluded are service rooms which support meeting rooms (see 685) or offices (see 315).

400 - Study Facilities General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) 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, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of Program Codes; for departmental libraries the Category (academic discipline) Code is also needed.

410 Study Room

Definition: A room or area used by individuals to study at their convenience and which is not 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 rooms which 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 microcomputers, typewriters, computer terminals, microform readers, or other multi-media equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their own convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations:

- Does not include Open Laboratories (220) 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.

420 Stack

Definition: A room 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, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

Limitations:

- Does not include general storage areas for materials which serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see 225), book storage rooms for classrooms (see 115), and music for general listening enjoyment (see 675).
- Also does not include collections of educational materials, regardless of form or type, which are for Exhibition (620) use as opposed to a study resource.

430 Open-Stack Study Room

Definition: A combination study room 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 rooms may include any of the educational material collections described under Stack (420).

Limitations:

- Does not include Study Rooms (410) which 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 410) and stack areas (see 420) into separate room 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 which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search 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 which 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 410, 420, 430).
- Does not include typical support rooms which serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455).
- Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

Definition: A room that directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas which support a primary study facilities room (see 410, 420, 430, 440).

Limitations:

- Does not include Processing Rooms (440) which house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 - Special Use Facilities General

This category includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room 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 rooms.

510 Armory (Military Support)
Definition: A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

Description: Spaces which 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 room use types such as Classrooms (110), Class Laboratories (210), 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 room 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:

- Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code (e.g., 115-Classroom Service, 215-Class Laboratory Service, 315-Office Service, and 455-Study Service).

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 gymnasia, 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 rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This Room Use Code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.

- Additional classification through Program Codes makes this distinction. Classroom Facilities (100 series), Laboratory Facilities (200 series), Office Facilities (300 series), and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building.
- Permanent spectator seating areas associated with athletic facilities are coded 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 area.
- Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670), if they are not used for instructional purposes.

523 Athletic Facilities Spectator Seating

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

Description: Includes indoor permanent or fixed seating areas in gymnasia, field houses, ice arenas, covered stadia, natatoriums, and cycling arenas.

Limitations:

- Does not include temporary or movable seating areas (e.g., movable bleachers).
- Outdoor permanent seating is not assignable space although it may contain assignable areas under it (e.g., locker rooms, offices, etc.).

525 Athletic or Physical Education Service

Definition: A room 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 rooms 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.
- Rooms which directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code.
- Cashiers' desks serving recreation facilities (see 670) are classified Recreation Service (675).
- Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 Media Production

Definition: A room used for the production or distribution of multimedia materials or signals.

Description: Includes rooms 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. This category also includes what are frequently called "electronic" or "distance learning classrooms" if they are primarily or exclusively used to transmit or otherwise broadcast instruction to a remote population.

Limitations:

- Does not include rooms which merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) rooms if serving the primary production or distribution room (see 530), or the appropriate service category for the room(s) they serve.
- Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210, 220).
- This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710).

535 Media Production Service
Definition: A room that directly serves a media production or distribution room as an extension of the activities in that facility.

Description: The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas which specifically serve a media production or distribution room (see 530).

Limitations:

- Those rooms containing media materials, equipment, or operations which serve a primary activity room other than a 530 should be assigned the appropriate corresponding service code.

540 Clinic
Definition: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities with the primary purpose of instruction of clients, research, and public service.

Description: Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Limitations:

- Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see 800 series).

- Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see 100 and 200 series); or testing or counseling rooms in non-health or non-discipline-related programs (see 315).

545 Clinic Service

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

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations:

- Does not include rooms which serve separately organized health care facilities (see 800 series).
- Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic or Physical Education Service, 645-Day Care Service).

550 Demonstration

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child-care or development, or home management or economics.

Description: The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and home economics or management houses, when these facilities are used for practice as a part of postsecondary training or instruction.

Limitations:

- Does not include day care and development centers which are not used as part of an instructional program (see 640).
- This category also does not include laboratories (see 200 series) which are used for direct delivery of instruction as opposed to practice.
- Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Service

Definition: A room 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 home demonstration facility, and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (see 550) are included in this category.

Limitations:

- Generally, the primary activity areas--such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasia 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) rooms.
- Kitchen and food preparation rooms 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; eating or training rooms for children are classified as primary activity areas (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 areas. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Limitations:

- Animal quarters directly supporting research or instructional laboratories should be coded 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 which house nonagriculture or nonfarm related vehicles (see 740).

570 Animal Facilities

Definition: A space that houses laboratory animals used for research or instructional purposes.

Description: Includes animal rooms, cage rooms, stalls, wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces and similar rooms for instruction and research.

- **Limitations:** Animal Quarters 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 560).

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.

580 Greenhouse

Definition: A building or space, usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

Limitations:

- 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 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 rooms or facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use, if used at all.

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. Together, general use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and day care) for the institutional and participant community populations.

610 Assembly

Definition: A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions which are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of multiple room records.

Limitations:

- Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220).
- Assembly facilities which are used primarily as instructional lecture halls are classified as Classroom (100) space.

615 Assembly Service

Definition: A room or area that directly serves an assembly facility 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, multi-media and telecommunications control rooms, etc.

Limitations:

- Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable (circulation) space.
- A concession stand in an assembly facility is classified as Merchandising (660).
- Lounge areas that are remote from the assembly area within an 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 which are used to display materials and items for viewing by both 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 in the laboratory (200) series.

Limitations:

- Displays which 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 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, which are for study resource (420) as opposed to exhibition use.

625 Exhibition Service

Definition: A room 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 620).

Limitations:

Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255).

Service areas for displays which are part of an instructional program are classified as classroom service (115) or laboratory service (215, 225, or 255) areas.

630 Food Facility

Definition: A room used for eating.

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 sit-down lunch or vending rooms 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) or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a 635-vending room serving a 630-dining hall).
- Lounges (650) with vending machines that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see 650).
- Break rooms serving specific office areas are classified as Office Service (315).
- Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550, 640); staff-only eating or break rooms in these facilities are classified as service areas (555, 645).

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 vending areas directly serving food facilities, or adjacent to an eating area.

Limitations:

- Does not include any type of food preparation room which does not serve a food facility or eating area (see 630).
- Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935).
- Service areas for vending rooms (see 660) are classified as Merchandising Service (665).
- Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555, 645).

640 Day Care

Definition: A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations:

- Does not include those support rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms (see 645).

- This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing collegiate practice as part of the instructional process (see 550).
- Also excluded from this category are those service areas classified as Central Service (750) and Laboratory Facilities (200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

Definition: A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room.

Description: Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.

Limitations:

- Does not include those rooms (e.g., child training rooms, playrooms-- see 640) where primary day care activities are conducted. Rest rooms designed for child training should be coded 640; staff-only rest rooms should be coded 645.
- Kitchen or food preparation areas in a day care facility are classified as service areas (see 645).
- Staff eating or break areas should be coded 645, whereas eating or training areas for children are classified as primary activity space (see 640).
- Staff office areas should be coded 310.

650 Lounge

Definition: A room 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, or carpeting, and may include vending machines. A general use lounge (650) differs from an office area or break room lounge (315) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing, and not for eating (see 630).

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 (X03) space.
- A room devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as a Merchandising (660).

- A lounge which directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 615-Assembly Service).
- A lounge differs from a lobby (W05) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking 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 880.

655 Lounge Service

Definition: A room that directly serves a general use lounge facility.

Description: Includes kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility (see 650).

Limitations:

- This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room use types (e.g., a small vending area serving a dining hall eating area should be classified as 635-Food Facility Service).

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 rooms, 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 room 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 (900 series).
- Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see 670, 675).
- Day care centers used for practice within an instructional program are classified as Demonstration (550).
- Day care centers which are not part of such a program are classified under Day Care (640).

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 rooms 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 room use type.

670 Recreation

Definition: A space used by students, staff, or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) 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 or amusement-type activity, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletic and intramural programs that typically require specialized configuration.

Limitations:

- Does not include gymnasia, basketball courts, weight 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, intramural, or intercollegiate athletic activities (see 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 rooms are also excluded from this category (see 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 which 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 service rooms (see 525) to those facilities.
- Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 Meeting Room

Definition: A room which 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 rooms because they are both primarily used for nonclass meetings. However, conference rooms 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 room is more available and open to study groups, boards, governing groups, community groups, various student groups, non-employees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet arm chairs, or a large table) in various combinations and arrangements.

Limitations:

- Rooms 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).
- Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical, or devotional activities, etc., should be classified as Assembly (610).

685 Meeting Room Service

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

Description: Includes kitchenettes, multi-media storage and control rooms, furniture storage rooms, and other support rooms which directly serve a meeting room.

Limitations:

- Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (355) or Assembly Facility (615).

700 - Support Facilities 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 (600 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, and 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 room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

Description: A Central Computer Facility or Telecommunications room may be one of a group of rooms which constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone, or modem access. Includes central rooms housing a computer or computers (e.g. large mainframe, minicomputers, etc.), peripheral input (e.g. data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Limitations:

- Does not include office space (see 310) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal.
- Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315).

- Personal computer or terminal work rooms and printer rooms which serve an office area should be coded Office Service (315).
- Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable Mechanical 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 assembly rooms that directly serve the central computer or telecommunications facility.

Limitations:

- Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see 310), primary equipment (computer, I/O device) rooms (see 710), and office areas containing data processing or networking office service equipment or materials (see 310, 315).
- Also does not include rooms directly supporting study rooms (see 455) or laboratories (see 215, 225, 255) that contain special computer equipment 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 room 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 rooms for scientific instruction and research are included in this category.

Limitations:

- Does not include instructional "shops" (i.e., industrial arts or vocational technical shops used for instruction), which should be classified as Laboratory Facilities (200 series).
- Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530).

- Architecture and engineering drafting rooms serving the physical plant operation are classified as Office (310).
- Blueprint storage rooms are classified as Office Service (315).
- Small, incidental equipment repair, assembly or cleaning rooms which directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code.
- This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution areas (see 535).
- Also excludes costume and scene "shops" serving theater areas (see 615).
- Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

Definition: 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 Class Laboratories (see 215) or Research/Nonclass Laboratories (see 255).
- Also does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (745).
- Blueprint storage rooms should be classified as Office Service (315).
- Rooms directly serving media production or distribution facilities are coded 535.
- Sit-down lunch or vending rooms which serve a shop facility are classified Food Facility (630).

730 Central Storage

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

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

Limitations:

- Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room which is clearly a service room). Also, this category also does not include nonassignable area (Circulation, Building Service, or Mechanical areas).
- Offices within warehouses or other central storage buildings are coded as Office (310).
- Centralized food stores and laundries are classified Central Service (750).

735 Central Storage Service

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

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

Limitations:

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

740 Vehicle Storage

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

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

Limitations:

- This category does not include unroofed surface parking lots.
- It also does not include structures that house or store farm vehicles and implements (see 560).
- Note: Parking areas in parking decks/garages are not classified as assignable space. Although the structure is placed on the Building Inventory with a Gross Area entry, only offices and other standard assignable areas in the structure should be placed on the Room Inventory and coded.

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) above (e.g., carpentry, plumbing, electrical, painting, etc.).
- Offices within a Vehicle Storage facility should be classified as such (see 310).

750 Central Service

Definition: A room or area which 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 which 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, recycling centers, central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations:

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

755 Central Service Support

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

Description: Central Service Support rooms are typically limited to extension storage rooms for supplies, parts, and moving or non-active equipment; and adjacent, directly supporting repair and maintenance areas.

Limitations:

- Offices within a central service area or complex should be coded Office (310).
- Centralized physical plant repair and maintenance facilities which do not directly support a Central Service (750) should be coded Shop (720).

760 Hazardous Materials

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

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

Limitations:

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

770 Hazardous Waste Storage

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

Description: Includes those 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 process or procedure and represent waste, the disposal of which is regulated by government environmental regulations.

Limitations:
- Does not include centralized storage of hazardous waste materials (see Hazardous Materials Storage – 760), or temporary unit storage adjacent to instructional or research facilities (see 215, 225, 255).

775 Hazardous Waste Storage Service

Definition: Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials.

Description: Hazardous waste materials services provides for distributed collections areas located near hazardous waste generators for the temporary storage or hazardous waste materials until relocated to the central hazardous waste storage or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities. May include work areas in which hazardous wastes are loaded into approved storage vessels while awaiting transfer to central hazardous waste storage/disposal area.

Limitations:
- Does not include centralized storage of hazardous waste materials (see Hazardous Materials Storage – 760), or temporary unit storage adjacent to instructional or research facilities (see 215, 225, 255).

800 - Health Care Facilities General

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

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

Description: This category includes general nursing care, acute care, 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 the 810 space or classified separately as 815. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations:

- Student residence quarters should be classified with the Residential Facilities (900 series) codes. Staff on-call rooms for resting and sleeping are coded 890.
- Does not include nonpatient animal shelters used for farm animals (see 560) or nonveterinary school laboratory animals (see 570).

815 Patient Bedroom Service
Definition: A space that directly serves one or more patient bedrooms as an extension of the activities in those rooms.

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

Limitations:

- Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space.

- Support areas which do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms that serve a nurse station (see 835).
- Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that a serve a laboratory animal quarters facility (see 575).
- Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

Limitations:

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

830 Nurse Station

Definition: A room or area used by nurses or other patient care staff who are supervising or administering health care services.

Description: This is the primary work station area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations:

- Rooms that are used as offices should be classified appropriately (see 310).

835 Nurse Station Service

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

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance

service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations:

- Rooms used as offices should be classified appropriately (see 310).
- Pharmacy and other central supply areas are classified Central Supplies (870).
- Areas directly serving patient bedrooms are coded 815.

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 rooms are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Limitations:

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

845 Surgery Service

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

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

Limitations:

- Storage and other support rooms which do not directly serve a Surgery (840) facility should be classified with the appropriate service room category.
- Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

850 Treatment/Examination

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, and ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations:

- Does not include rooms used for the more radically invasive treatment procedures of surgery (see 840).
- Treatment/Examination (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 Treatment/Examination Service
Definition: A space that directly serves a treatment/examination room as an extension of the activities in that facility.

Description: Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

Limitations:

- Does not include service areas for diagnostic service laboratories (see 860/865), which typically support the entire health care facility.
- Primary activity rooms which are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination (850).
- Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

860 Diagnostic Service Laboratory
Definition: A room used to provide diagnostic support services to an entire health care facility.

Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed canine, feline, poultry, bovine, or equine necropsy rooms in veterinary institutions.

Limitations:

- Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (200) series.
- Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination (850) facilities.

865 Diagnostic Service Laboratory Support

Definition: A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas which directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations:

- Does not include storage areas, dressing rooms, work preparation rooms, and other areas which support a patient treatment or examination room (see 855).

870 Central Supplies

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

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

Limitations:

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

880 Public Waiting

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

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

Limitations:

- Open lounges (see 650) and other service room lounges (e.g., patient lounge- 815) should be classified appropriately.
- Only areas specifically assigned to public waiting, for admission, treatment, or information, should be classified with this code.

890 Staff On-Call Facility

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

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

Limitations:

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

895 Staff On-Call Facility Service

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

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

Limitations:

- Does not include storage and other support rooms which serve patient bedrooms (see 815). Also excluded are central supply areas (see 870).

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), dining areas (see 630), recreational rooms (see 670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910 Sleep/Study without Toilet or Bath

Definition: A residential room for one or more 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 Room (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 630) that the food preparation area directly serves. The appropriate service code of 635 would then be applied.

910X Sleep/Study without Toilet or Bath Designed and Equipped to Accommodate the Mobility Impaired

See Definition, Description, and Limitations for 910.

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 which 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 room (see 920), Apartment (950), or House (970) are included in those respective categories.
- Private rest room areas which serve offices are Office Service (315).

919X Toilet or Bath Designed and Equipped to Accommodate the Mobility Impaired
See Definition, Description, and Limitations for 919.

920 Sleep/Study with 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), 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 which is private to the residents of the suite area. These areas are included as part of the Sleep/Study with Toilet or Bath (920) space.

Limitations:

- Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study (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.

920X Sleep/Study with Toilet Or Bath Designed and Equipped to Accommodate the Mobility Impaired.
See Definition, Description, and Limitations for 920.

935 Sleep/Study Service
Definition: A room that directly serves the occupants of sleep/study rooms.

Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities. Kitchen or food preparation rooms which serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as Sleep/Study Service (935).

Limitations:

- Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see 630), toilet/bath areas for occupants of Sleep/Study rooms (see 919), Recreation (670)

areas or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 Apartment

Definition: A complete living unit, with private cooking facilities, that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Also includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.

Limitations:

- Does not include single, freestanding structures (see 970) or any residential units which do not contain private cooking facilities (see 910, 920).

950X Apartment Designed and Equipped to Accommodate the Mobility Impaired.

See Definition, Description, and Limitations for 950.

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 which serve apartment facilities. Apartment service facilities may be located in a separate building which serves an apartment complex. Service rooms (laundry, storage, etc.) which are internal to an apartment unit are included in the Apartment (950) space.

Limitations:

- Does not include service rooms (laundry, mail, trunk, etc.) which directly serve residential facilities which have no internal cooking facilities (see 910, 920, 935).
- This category also excludes service rooms within a separate, freestanding residential unit (see 970).

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure.

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; fraternity and sorority houses which are owned or controlled by the institution are also included.

Limitations:

- Houses and other residential properties that are owned or controlled by an institution as commercial investments, and do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory.
- Does not include complete living units which are part of a larger structure (see 950).
- Houses used as office areas should be classified with the Office Facilities (300 series) codes.

000 - Unclassified Facilities

General Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state. In addition, four Room Use Codes are provided for special nonassignable areas which indicate a building's support of the mobility impaired. North Carolina includes these specific areas in the Room Inventory with an entry of zero assignable square footage in the Assignable Area field.

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

Limitations: Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area
Definition: Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Also includes areas which are out of use or scheduled for abandonment or termination.

Limitations: Rooms inactive or not completed at the time of the inventory are classified as Inactive Area (050) or Unfinished Area (070), respectively.

070 Unfinished Area
Definition: All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

Limitations: Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

010 Elevator
Definition: This category includes only passenger elevators.

011 Men's Restroom Equipped for Mobility Impaired
This category includes public men's restrooms which are both designed and equipped to accommodate mobility impaired persons.

012 Women's Restroom Equipped for Mobility Impaired
This category includes public women's restrooms which are both designed and equipped to accommodate mobility impaired persons.

013 Unisex Restroom Equipped for Mobility Impaired

This category includes public unisex restrooms which are both designed and equipped to accommodate mobility impaired persons.

Nonassignable Spaces

J01 Janitor Room

Definition: A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff. A space dedicated for use by janitorial staff. It may include a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.

Limitations:

- Similar areas in health care facilities should be coded as Treatment/ Examination Clinic Service (855).

M01 Utility/Mechanical Space

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

Limitations:

- Air inflow or outflow shafts within or immediately adjacent to the building, with a minimum ceiling height of 3 feet, fall under the nonassignable Room Type Shaft (Y03) and must be included in both gross area and nonassignable area calculations.

P01 Parking Paid/Permitted

Definition: An area reserved for parking vehicles. The parking must be revenue generating by pay-per-use or permit-only parking.

Limitations:

- This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (560).
- This does not include vehicle storage for university vehicles where parking permits are not required (740).

T01 Telecommunication Service Area

Definition: 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)

Limitations:

- This category does not include Central Computer Equipment Rooms serving multiple facilities (710).

W04 Loading Dock or Bridge/Tunnel

Definition: A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory. A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

Limitations:

- Any part of the platform area not covered is excluded from the building's gross, assignable, and nonassignable areas.
- Any area of a loading dock that is used for central storage of nonhazardous materials should be regarded as assignable area and coded as Central Storage (730).
- Ground-level covered passageways, walled or not, are coded as Public Corridors (W06).
- Any portion of the floor area of covered and walled bridges or tunnels used exclusively for housing utility services such as gas, steam, or water lines, should not be included in a space inventory.

W05 Lobby

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

Limitations:

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

W06 Public Corridor

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

Limitations:

- Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those Room Type categories as "Private Circulation," restricted/nonpublic circulation areas.

W07 Stairway

Definition: The covered internal or external space dedicated to provide non-mechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

Limitations:

- In stairways that pass through floor openings larger than themselves, the open area around the stairway's floor penetration is not counted as either gross area or usable area.

X03M, X03W, and X03U Public Rest Room

Definition: Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area.

Note: UNC Uses **X03M**, **X03W**, and **X03U** to code Men's, Women's and Unisex restrooms respectively.

Limitations:

- Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Office Service (315).
- Restrooms for the mobility impaired are coded separately (011, 012, or 013)

Y01 Central Utility Plant

Definition: A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, co-generation facilities, and electrical distribution facilities.

Limitations:

- Conventional Room Type types such as Offices (310), Office Service (315), Conference Rooms (350), and the like are designated as such, even though they are located in a central utility plant.

Appendix B – Master Program Code Definitions

Definitions and Coding

Master Program Codes

The Master Program Code Structure (MPC) is a set of categories and related definitions which allows its users to examine the operations of a postsecondary education institution as they relate to the accomplishment of that institution's objectives. The MPC arrays this information into programs, which are simply an aggregation of activities serving a common set of objectives. The MPCs consists of ten major program categories that describe these institutional missions or objectives.

Coding Rooms

Because the MPC codes are designed to describe actual intent instead of just primary intent, a room may be classified with more than one Master Program Code where multiple objectives are supported by the same activity or space. A room or area may therefore be assigned up to four prorations of Master Program Codes.

List of Cost Recovery, A21, Codes

The UNC Office of Sponsored Research uses Indirect Cost Recovery Codes for federal reporting. These codes are also known as OMB A21 Codes. Each Master Program Code has an associated Cost Recovery Code.

Indirect Cost Recovery, A21, Codes

IN .... Instruction
RE .... Organized Research
OI .... Other Institutional Activities
OS .... Other Sponsored Activities
LI .... Library Services
DA .... Departmental Administration
GA .... General Administration
SC .... Service Centers
SS .... Student Services
SP .... Sponsored Projects Administration
OM .... Operations and Maintenance
UN .... Unassigned

List of Master Program Codes

List of Codes with Indirect Cost Recovery Code in Parentheses

10   INSTRUCTION
11 General Academic Instruction (IN)
13 Requisite Preparatory/Remedial Instruction (IN)
14 General Studies (IN)
15 Occupational-related Instruction (IN)
19 Service Agreements (IN)

20   RESEARCH
21 Institutes and Research Centers (RE)
22 Individual or Project Research (RE)
23 Departmental Research – New Knowledge (IN)
24 Departmental Research – Instructional (IN)
26 Research Training (RE)

30   PUBLIC SERVICE
31 Direct Patient Care (OI)
32 Health Care Supportive Services (OI)
33 Community Services (OI)
34 Cooperative Extension Services (OI)
35 Public Broadcasting Services (OI)
36 Clinical Trials (OS)

40   ACADEMIC SUPPORT
41 Library Services (LI)
42 Museums and Galleries (OI)
43 Educational Media Services (DA)
44 Academic Computing Support (GA)
45 Ancillary Support (SC)
46 Academic Administration (DA)
47 Course and Curriculum Development (DA)
48 Academic Personnel Development (DA)
49 Research Support Service (SC)

50   STUDENT SERVICE
51 Student Service Administration (SS)
52 Social and Cultural Development (OI)
53 Counseling and Career Guidance (SS)
54 Financial Aid Administration (SS)
55 Student Auxiliary Services (OI)
56 Intercollegiate Athletics (OI)
57 Student Health/Medical Services (SS)

60   INSTITUTIONAL ADMINISTRATION
61 Executive Management (GA)
62 Financial Management and Operation (GA)
63 General Administration and Logistical Service (GA)
64 Administrative Computing Support (GA)
65 Faculty and Staff Auxiliary Services (OI)
66 Public Relations/Development (OI)
67 Student Recruitment and Admissions (SS)
68 Student Records (SS)
69 Sponsored Projects Administration (SP)

70   PHYSICAL PLANT OPERATIONS
71 Physical Plant Administration (OM)
72 Building Maintenance (OM)
73 Custodial Services (OM)
74 Utilities (OM)
75 Landscape and Ground Maintenance (OM)
76 Major Repairs and Renovations (OM)
77 Recycle Centers (OM)

80   PUBLIC SERVICE
81 Sponsored Direct Patient Care (OS)
82 Sponsored Health Care Supportive Services (OS)
83 Sponsored Community Service (OS)
84 Sponsored Cooperative Extension Service (OS)
85 Public Safety (OM)

90   INDEPENDENT OPERATIONS
91 Independent Operations/Institutional (OI)
92 Independent Operations/External Agencies (OI)

00   UNASSIGNED
01 Capable of Use (OI)
02 Incapable of Use (UN)
03 Building Service (UN)

Descriptions of Master Program Codes

10 - Instruction

11 - General Academic Instruction (Instruction - IN)
Space used for all *degree-related instructional activities offered by the University* through the school or department, including the teaching of graduate and undergraduate courses. This space includes areas set aside for teaching positions and instructional related support services (e.g. projection rooms, classrooms, offices, storage areas for supplies and equipment). General Academic Instruction is funded through the 101 purpose code in UNC's financial system.

Note:

Support personnel associated with the administration of instructional programs should be coded 46 - Academic Administration.

Spaces used for certificates, training, and educational service programs *offered by the University* (e.g. short courses and adult basic and continuing education programs) should be assigned program code 19 - Service Agreements.

Spaces used for certificates, training, and educational service programs *offered by some entity other than the University* (e.g. short courses and adult basic and continuing education programs) should be assigned program code 14 - General Studies (Nondegree).

13 - Requisite Preparatory/Remedial Instruction (Instruction - IN)
Space for instructional offerings carried out to provide the learner with the skills or knowledge required by the institution to undertake course work leading to a post-secondary degree or certificate. These offerings, supplemental to the normal academic program, typically are designated as preparatory, remedial, developmental, or special education services for students determined not adequately prepared for college level work in one or more subjects.

Examples:

Preparatory/remedial summer program offered for students accepted under a conditional admission agreement, foreign language offering provided specifically to satisfy doctoral level requirement.

14 - General Studies (Instruction - IN)
Space used for instructional offerings that *is not* part of one of the institution's formal post-secondary degree or certificate programs, and that are intended to provide the learner with knowledge, skills, or attitudes typically associated with an academic discipline

Examples:

Short courses, foreign language for travel, adult basic and continuing education programs).

15 - Occupational-Related Instruction (Instruction - IN)
Instructional offerings that are not carried out as part of a formal certificate or degree program, but that are offered to provide the learner with knowledge, skills, and background related to a specific

occupation or career. These offerings focus on the role of the individual as a worker rather than his or her role in society as opposed to a degreed curriculum

Examples:

Continuing education offerings for staff, physicians, nurses, and teachers; non-degree related career or vocational courses; professional review courses).

19 - Service Agreements (Instruction - IN)

Space used for Federally, State, and privately financed special training, educational, and/or other service programs that are subject to terms of contracts and grants and are designed to achieve identified goals. These include special training programs, summer institutes, professional or technical services to cooperating countries, development and introduction of new or expanded courses, and similar instruction-oriented undertakings, but excluding special research training programs.

Note:

Special Research Training programs should use Program Code 26 - Research Training. Space may also be occupied from outside entities and can include sponsorships from NSF, NIH K awards grants, NIH training grants, and clinician and young investigator awards.

20 - Research

21 - Institutes and Research Centers (Organized Research - RE)

Sponsored research activities conducted within the framework of a formal research organization, institute, or center, and includes only activities carried out for the purpose of creating new knowledge or reorganizing or applying existing knowledge. In order for an entity to be classified with this program code: (1) it should have an official name; (2) it should be funded separately from the department with which it is associated (i.e. it should have its own budget); and (3) it should meet the definition criteria for research as stated above.

Examples:

Center for Study of the Aging, Center for Behavioral Science, Social Science Research Center, Carolina Population Center, Frank Porter Graham Child Development, Divisional Research Centers, etc.

Note:

Excluded from this category definition are the federally funded research centers (for example, Environmental Protection Agency), which should be classified in program code 92 - Independent Operations/External Agencies.

22 - Individual or Project Research (Organized Research - RE)

The pursuit of new knowledge that is new to the academic community rather than to the individual conducting the "research." These activities break new ground within the academic community (and not merely for the practitioner or student), and might result in publication in a scientific journal. These research activities are separately budgeted and accounted for, have a stated goal or purpose, projected research outcomes, and are generally created for a specific time period under a contract or grant.

Individual or Project Research is separately budgeted and accounted for through the 110 budget purpose of UNC's financial system.

Note:

Sponsored research administration units should use Program Code 69 - Sponsored Projects Administration, departmental, administration units, should use Program Code 46 - Academic Administration. Research training projects should use Program Code 26 - Research Training.

23 -Departmental Research-New Knowledge (Instruction - IN)

Research, development and scholarly activities that are not individual or project research as stated above and are not sponsored, but do pursue new knowledge. These activities do not have formal protocols and may not have a reporting requirement. These activities do not go through a competitive process and are usually internally funded by the department.

24 - Departmental Research-Instructional (Instruction - IN)

Research and scholarly efforts that are carried out as part of an instructional activity. They are not sponsored and may have an absence of formal protocols, and may not have a reporting requirement. These activities are usually carried out for the pursuit of new knowledge at the student level, but not for the academic community.

26 - Research Training (Organized Research - RE)

Externally sponsored projects, almost always federal, designed for the sole purpose of training investigators in research techniques and methodologies.

30 - Public Service

31 - Direct Patient Care-institutional (Other Institutional Activities - OI)

Non-sponsored clinical activities carried out for the specific purpose of providing patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). More directly, this program code includes spaces where patients actually are, such as treatment rooms, patient bedroom, or surgery. Offices may sometimes apply if they are used directly in the diagnosis of patients' illnesses. In the post-secondary education setting, these services are typically rendered under the auspices of a teaching hospital or health-sciences center, and are provided for the benefit of a clientele in the community-at-large rather than for the university's own student body or faculty and staff.

Note:

Patient-care activities carried out solely for the benefit of the university's students or faculty and staff should be classified program 57 - Student Health/Medical Services.

Patient care activities supported by a sponsored agreement should be classified program 81 - Sponsored Direct Patient Care.

32 - Health Care Supportive Services-institutional (Other Institutional Activities - OI)

Non-sponsored activities that are unique to a teaching hospital, health-sciences center, or clinic and that directly support the provision of health care, but cannot legitimately be considered part of the provision of direct patient care.

Examples:

X-ray darkrooms, EEG, EKG, instrument sterilization, inpatient reception desks, medical records, admitting, patient charging and accounts, gift shops

Note:

Health care supportive services supported by a sponsored agreement should be classified program 82 - Sponsored Health Care Supportive Services.

33 Community Service-institutional (Other Institutional Activities - OI)

Non-sponsored activities that are established to provide general community services, excluding instructional activities. Community service activities are managed within the academic departments, or elsewhere within the school, and have been established to provide general public services to the community at large or special sectors within the community.

Community Service activities differ from Cooperative Extension Services (classified program 34), in that they are generally sponsored and controlled by the institution; whereas, cooperative extension services usually involve a sharing of programmatic and fiscal control with an outside agency.

Community service is concerned with making faculty/staff/student knowledge and skills available to the community or groups external to the institution.

Examples of community service activities may be consulting with businesses, public school systems, local government agencies; provisions of coaching for community summer camp, etc.

Community service accounts are generally coded with a 142 purpose code in the UNC accounting system.

Note:

Community Service supported by a sponsored agreement should be classified as program 83 - Sponsored Community Service.

34 - Cooperative Extension Services (Other Institutional Activities - OI)

Non-sponsored activities that make resources, services, and expertise available to the public that are conducted as cooperative efforts with outside agencies.

Excluded from this program are those instructional and research activities offered through an extension division. A distinguishing feature of the activities included in this program is that programmatic and fiscal control which are usually shared with one or more external agencies or governmental units.

An example would be the Agricultural Extension Service, which is partially funded by the U.S. Department of Agriculture.

Note:

Cooperative Extension Services supported by a sponsored agreement should be classified as program 84 - Sponsored Cooperative Extension Services.

35 - Public Broadcasting Services (Other Institutional Activities - OI)

Space used for the operation and maintenance of broadcasting services that are operated outside the context of the institution's instruction, research and support programs or primarily as a public service.

Note:

Excluded from this category are broadcasting services that are conducted primarily in support of instruction which should be classified in program 45 - Ancillary Support.

Broadcasting services that are primarily operated as a student broadcasting club should be classified in program 52 - Social and Cultural Development.

Activities that are independent operations should be classified in 91, Independent Operations/Institutional.

36 - Clinical Trials- (Other Sponsored Activities - OS)

Space associated with industry-sponsored agreements for research involving drugs, devices, or compounds utilizing human subjects.

Human volunteers are used to test the safety and/or efficacy of new pharmaceuticals, medical devices, products, or treatments. In addition, animals and human subjects are used to determine whether a drug, device, or compound is effective or dangerous. If the drug is determined to be safe and effective, an analysis of the effectiveness of the drug is performed on human subjects through sponsored agreements to determine the percentage of patients that benefit from the drug vs. the subjects which do not benefit.

Note:

Federally sponsored clinical trials should use Program Codes 21 - Institutes and Research Centers or Program Code 22 - Individual or Project Research.

40 - Academic Support

41 - Library Services (Library Services - LI)

Space that directly support the collection, cataloging, storage, and distribution of published materials in support of one or more of the institution's primary programs. To be included in this program, library services should be separately funded and part of the campus library network. This program code is reserved for the main supporting libraries of the University. Therefore, the purchase of books by a department from its general funds would not be classified with this code even though a "departmental library" is produced. Relatively small and minor reference areas such as this operating outside the network are excluded from this category and coded 46 - Academic Administration. Typically library services accounts are coded with a 15 purpose code in UNC-CH's accounting system.

42 - Museums and Galleries (Other Institutional Activities - OI)

Activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc., that support one or more of the institution's primary programs. Activities classified in this category should be separately funded. Thus, the purchase of objects by a department through its general funds would not be classified in this category even though a "departmental museum" is produced.

43 - Educational Media Services (Departmental Administration - DA)

Space devoted to making instructional aids for radio, television, or any other audio-visual medium that have been established to provide direct support for the university's instruction, research, and public service programs. This program includes only those activities intended to provide or make available media services.

Note:

Code 43 It does not, however, include simple instructional related storage rooms and service rooms containing slide projectors and related equipment that serves only the surrounding rooms, which should be coded 11-General Academic Instruction.

44 - Academic Computing Support (General Administration - GA)

Computer system service areas, including offices & study rooms, that provide direct operational, production or system support for academic disciplines.

Where only one academic discipline applies (such as a service area or study room dedicated for use by the biology department), program code 11- General Academic Instruction should be used with the service areas to the room coded 46 - Departmental Administration.

Examples:

Computing Operation/Production-data entry, production control, computer operations, data librarian, Computer System Support-development of operating systems, language compilers, generalized software packages, special systems for general use.

Except in the case of study rooms above, this program code's use should be limited to central computer rooms, *such as ATN*, which support a wider networking of computers and are dedicated to the

programming and user services of academic programs (similar to AIS that support general administrative operations) not rooms with one or two computer workstations.

Note:

If the computer system service area supports general administrative operations, such as AIS, use code 64 - Administrative Computing Support.

Additionally, computer support operations that charge a fee for services (recharge centers) should use Program Code 45 - Ancillary Support Centers

45 - Ancillary Support (Service Centers - SC)

Activities that contribute to the way the University carries out its primary programs, but cannot be related enough to be assigned directly to a primary mission or support program code. Ancillary support activities more or less provide a mechanism through which the university's mission is accomplished. This program code should be used only in rare circumstances.

This code should **not** be used for small service rooms such as a projection room that supports a single classroom which should reflect coding similar to the classroom. It should be used for more centralized types of support centers within departments that serve a broad area. Some of these type rooms may be referred to as a recharge center and charge a fee for services.

Note:

Larger self supporting support centers such as AIS or Printing and Duplicating departments should be coded in accordance with the activities that are being performed (i.e., 44 - Academic Computing Support, 46 - Academic Administration, 64 - Administrative Computing Support, 63 - General Administration and Logistical Services, 22 - Individual or Project Research)

Research support service centers that support research under the financial and compliance oversight of the Office of Sponsored Research should use Program Code 49 - Research Support Service

46 -Academic Administration (Departmental Administration - DA)

Space used in those activities that provide administrative and management support specifically for the university's academic programs. It includes space occupied by deans, departmental chairpersons, and their support staff. This program code includes activities carried out to obtain funding for research grants and contracts, academic program advising and developmental activities that are at a departmental level.

47 - Course and Curriculum Development- (Departmental Administration - DA)

Formal planning and development activities by faculty to improve or to add to the institution's curriculum, including activities that individual faculty members carry out to update and improve current course offerings. Only administrators that focus almost entirely on improving and expanding curricula should be included in this program.

Note:

In most cases these responsibilities are coded as part of 46 - Academic Administration. Only spaces used for institution level responsibility receive a 47 Program Code.

48 - Academic Personnel Development (Departmental Administration - DA)

Areas for activities that may provide the faculty with opportunities for personal and professional growth and development, as well as those activities intended to evaluate and reward the professional performance of the faculty. It should include departmental research activities when they are carried out for the express purpose of the professional and personal development of academic personnel. Academic personnel development may include start up funds for new faculty members.

Examples:

Professional meetings, publishing, recitals, in-service faculty-education programs, sabbaticals, faculty-development programs, monetary awards, faculty awards, awards banquets

Examples might also include offices responsible for arranging faculty sabbaticals or offices which focus on evaluating faculty through student surveys.

Note:

Most of the activities mentioned are conducted by people with other primary responsibilities and thus Program Code assignments which results in the 46 - Academic Administration code, in most cases, being appropriate.

Only spaces used for institution level responsibility receive a 48 Program Code.

49 - Research Support Service (Service Center - SC)

Research support operations (commonly referred to as recharge centers) that come under the financial compliance oversight of the Office of Sponsored Research.

Examples:

Electron microscope rooms, instrument facilities, graphics facilities, x-ray facilities, etc.

50 - Student Service

51 - Student Service Administration (Student Services - SS)

Administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This program includes only those administrative activities that provide central administrative services related to various student service functions for the entire University as a whole.

Examples:

Offices of student affairs, admissions, registrar, counseling, student placement services and associated administrative/support functions; including, student advisors, health and infirmary services, administration of special needs students.

Note:

Excluded from this program is the chief administrative officer for student affairs such as a Vice Chancellor whose activities are institution wide and should be classified as 61, Executive Management.

Also excluded from this program are those functions related to the student administration of a single department or school, which should be classified similarly to the department or school and more likely as 46 - Academic Administration.

52 - Social and Cultural Development (Other Institutional Activities - OI)

Activities primarily supported and controlled by the student body, cultural activities provided outside the student's educational experience, and general recreation activities for the student body. These activities may include fraternities and sororities, student clubs, student religious organizations, intramural athletics, and student government.

53 - Counseling and Career Guidance (Student Services - SS)

Formal placement, career guidance, and personal counseling services provided for the benefit of students. Activities to be included are ones related to personal and disciplinary counseling, vocational testing and counseling, as well as those carried out to assist students in obtaining employment upon leaving the university.

Note:

Specifically excluded from this program is faculty academic advising and counseling (which should be classified in 46 - Academic Administration) and student employment services provided as part of the financial aid program (which should be classified in 54 - Financial Aid Administration).

54 - Financial Aid Administration (Student Services - SS)

Those administrative activities carried out in support of the university's financial aid program. All space assigned to student financial aid, employment services, work study programs, scholarships, fellowships and loans are included. This code is limited to the University's main Financial Aid Office and not personnel within departments that may assist students.

Examples:

Counseling to provide information about educational costs, maintaining; updating, and storing financial records; assisting students, their spouses, and dependents in finding full- or part-time work; scholarships, fellowships and loans

55 - Student Auxiliary Services (Other Institutional Activities - OI)

Housing services, food services, retail services and concessions, as well as specialized services provided for students. A fee is usually charged for these services. When several groups (students, staff, faculty, etc.) benefit from the same auxiliary service (such as a central cafeteria or food service), a determination should be made of the primary group for which the service is intended and the service classified accordingly.

56 - Intercollegiate Athletics (Other Institutional Activities - OI)

Areas for team and individual sports activities that involve competition between two or more education institutions. This includes space for coaches, trainers, training table (dining facilities), recruitment, concessions, etc.

Note:

Intramural athletics should be classified as 52, Social and Cultural Development Scholarships and financial aid administration activities provided in conjunction with intercollegiate athletics should be 54 - Financial Aid Administration and the operation and maintenance of athletic facilities should carry an operations and maintenance code (70's series).

57 - Student Health/Medical Services (Student Services - SS)

Activities carried out for the specific purpose of providing health and medical services for the university's student body and/or faculty and staff.

60 - Institutional Administration

61 - Executive Management (General Administration - GA)

Executive-level activities concerned with the overall management of and long-range planning *for the entire university as a whole (not departmentally)*. Included within this program are the activities of the various administrators involved in policy formulation and executive direction, including those of the governing board, the chief executive officer, and the senior executive officers. Legal activities conducted on behalf of the university are also included here. Activities to be included in this program may be: Board of Trustees, Chancellor, Provost, full Vice Chancellors and Vice Provosts or anyone who reports directly to the Chancellor or Provost.

Note:

Associate and Assistant Vice Chancellors are not included in this program; they would receive the Program Code which represents their individual administrative areas i.e. Associate Vice Chancellor for Finance should be coded 62 - Financial Management and Operations.

Administrative activities that do not have an institution wide focus should be excluded from this program code.

62 - Financial Management and Operation (General Administration - GA)

Activities related to the day-to-day financial management and fiscal operations *for the entire university as a whole (not departmentally)*. Activities to be included in this program may be: Treasurer, Controller, Internal Auditing, Budget Office, Cashier, Payroll, Accounting, Investment Management, and Endowment Management.

Note:

Activities related to long-range financial planning and policy formulations should be included in 61 - Executive Management.

63 - General Administration and Logistical Services (General Administration - GA)

Activities related to the general administrative operations and services of the *university as a whole (not departmentally)* (with the exception of those activities related to financial operations, to administrative data processing, and to student records). Included in this program are activities related to personnel, facilities management, purchase and maintenance of supplies and materials, campus wide communication and transportation services, health and safety of the campus population.

Examples:

Affirmative Action Officer, Human Resources, Equal Opportunity, room scheduling, facilities records, facilities reporting, campus security, general liability insurance, purchasing, warehousing, motor pool services, parking services, campus mail services, copying services, telephone services

64 - Administrative Computing Support (General Administration - GA)

Computer and data processing services that have been established to provide administrative support for the *university as a whole (not departmentally)*. Administrative computing support activities may include programmers, data entry, computer operations, data librarian, operating and application system development.

Note:

Academically related central computing support should be included in program 44 - Academic Computing Support.

65 - Faculty and Staff Auxiliary Services (Other Institutional Activities - OI)

Support services that have been established primarily to serve the faculty and staff. A fee is often charged for these services. This program is the faculty/staff equivalent of program 55, which covers student services. Included are food and housing services (rental houses), day care and parking.

Note:

If the university provides the service for both students and faculty or staff, assignment of Program Code 55 or 65 should be based on the primary user group; prorating may also be used.

66 - Public Relations/Development (Other Institutional Activities - OI)

Activities established to maintain relations with the local community, the university's alumni, governmental entities, and the public in general, as well as those activities carried out to support the university(as a whole not departmentally) in fund raising and development efforts.

Note:

Activities involving the use of alumni in recruiting students should be classified program 67, Student Recruitment and Admissions. Also excluded from this program are activities as a public or community service rather than as a public relations activity (code 33). Development at the departmental or school level should be classified in the 46- Academic Administration.

67 - Student Recruitment and Admissions (Student Services - SS)

Activities related to the identification of prospective students, the promotion of attendance at the university, and the processing of applications for admission to the university.

68 - Student Records (Student Services - SS)

Activities the university carries out to maintain, handle, and update records for currently and previously enrolled students. These activities are typically associated with the registrar's office and include student record maintenance, correspondence related to student records, and maintenance of records for graduated students.

69 - Sponsored Projects Administration (Sponsored Projects Administration - SP)

Activities associated with administration of sponsored projects. Included in this are the Office of Sponsored Research, Office of Information and Communication, School of Medicine Sponsored Programs Office, Office of Human Resource Ethics, Animal and Care and Use Committee, University Research Council, Office of Research Development, areas supporting research compliance issues, and any separate organizations established primarily to administer sponsored projects.

70 - Physical Plant Operations

71 - Physical Plant Administration (Operations and Maintenance - OM)

Administrative activities in direct support of the university's physical plant operations. Included are Director of Physical Plant, campus architects, and construction engineers.

Note:

Physical Plant administrators who are responsible for particular aspects of the campus (building maintenance, housekeeping, utilities) should be assigned the specific plant operations Program Code 72 - 76.

72 - Building Maintenance (Operations and Maintenance - OM)

Activities related to routine repair and maintenance of the interior and exterior of buildings and structures of the university, including both normally recurring repairs and preventative maintenance.

73 - Custodial Services (Operations and Maintenance - OM)

Activities related to custodial services in the university's buildings or facilities. Office space for the director and other staff for custodial/housekeeping service should be shown under this program code. Larger custodial storage and supply rooms and locker rooms should also be shown under this program code.

74 - Utilities (Operations and Maintenance - OM)

Activities related to heating, cooling, light and power, gas, water and any other utilities necessary for the university's utilities, i.e. power plant, sewage disposal, central air conditioning, etc.

75 - Landscape and Grounds Maintenance (Operations and Maintenance - OM)

Activities related to the operation and maintenance of the university's landscape and grounds.

76 - Major Repairs and Renovation (Operations and Maintenance - OM)

Activities related to major repairs, maintenance, and renovation projects. Major projects are defined as those costing in excess of $10,000 and not a part of routine maintenance. This program is assigned to space used by members of the physical plant staff who are responsible for major building repair, maintenance, and renovation projects.

Note:

Routine maintenance activities should use Program Code 72.

77 - Recycle Centers (Operations and Maintenance - OM)

Activities related to the separation and collection of recyclable materials. This code should be limited to isolated areas or separate rooms dedicated to the collection and separation of recyclable materials.

80 - Student Financial Support

81 - Sponsored Direct Patient Care- (Other Sponsored Activities - OS)

Activities as described in 31 - Direct Patient Care (please see that description on a previous page); however, this type of space would be used for patient care being supported by a *sponsored agreement*. This type of space usually supports (but not all inclusive) sponsored Direct Patient Care grants having a 401 purpose code.

82 - Sponsored Health Care Supportive Services (Other Sponsored Activities - OS)

Non-sponsored activities that are unique to a teaching hospital, health-sciences center, or clinic and that directly support the provision of health care, but cannot legitimately be considered part of the provision of direct patient care.

Examples:

X-ray darkrooms, EEG, EKG, instrument sterilization, inpatient reception desks, medical records, admitting, patient charging and accounts, gift shops.

Note:

Health care supportive services not supported by a sponsored agreement should be classified program 32 - Sponsored Health Care Institutional.

83 - Sponsored Community Service-(Other Sponsored Activities - OS)

Sponsored activities that are established to provide general community services, excluding instructional activities. Community service activities are managed within the academic departments, or elsewhere within the school, and have been established to provide general public services to the community at large or special sectors within the community.

Community service is concerned with making faculty/staff/student knowledge and skills available to the community or groups external to the institution.

Examples of community service activities may be consulting with businesses, public school systems, local government agencies; provisions of coaching for community summer camp, etc.

Community service accounts are generally coded with a 142 purpose code in the UNC accounting system.

Note:

Community Service not supported by a sponsored agreement should be classified as program 33 - Sponsored Community Service.

84 - Sponsored Cooperative Extension Services (Other Sponsored Activities - OS)

Sponsored activities that make resources, services, and expertise available to the public that are conducted as cooperative efforts with outside agencies.

Excluded from this program are those instructional and research activities offered through an extension division. A distinguishing feature of the activities included in this program is that programmatic and fiscal control is usually shared with one or more external agencies or governmental units.

Note:

Cooperative Extension Services supported by a non-sponsored agreement should be classified as program 34 - Sponsored Cooperative Extension Services.

85 - Public Safety (Operations and Maintenance - OM)

Activities related to the security and safety of the university's population and facilities.

90 - Independent Operations

91 - Independent Operations/Institutional (Other Institutional Activities - OI)

Operations that are owned or controlled by the university but that are unrelated to or independent of the university's mission.

Note:

Excluded from this program are those operations managed as investments of the university's endowment funds. Examples may be airport, bowling alley, radio station, hotel, commercial rental property, and conference center.

92 - Independent Operations/External Agencies (Other Institutional Activities - OI)

Operations that are controlled or operated by outside agencies, but that are housed or otherwise supported in some way by the university. Specifically included here are federally funded research centers such as the EPA Building.

Note:

This program code differs from 91 in that the university does not use the space.

00 - Unassigned

01 - Capable of Use (Other Institutional Activities - OI)

Inactive or unassigned rooms that are not in use but are capable of use at the time of the update. Engineering Information Services uses this code frequently when adding new space to the database that is awaiting departmental verification of the program coding and may therefore appear on departmental reports.

02 - Incapable of Use (Unassigned - UN)

Rooms that are under renovation or have been declared structurally unsafe.

03 - Building Service - For Nonassignable Areas Only (Unassigned - UN)

Rooms and other areas to facilitate accessibility of space to mobility impaired persons. Includes elevators and public toilets that can accommodate the mobility impaired.

Note:

Most departmental facility reports will not show these spaces as they are not assigned to departments and are building service.

Appendix C – Abbreviations and Glossary

A21 Code – US Office of Management and Budget's space function and categorization methodology.

Archibus – The core software and data structures used for SPOTS.

AutoCAD – Architectural computer assisted drafting software used by Space management to draw and describe the floorplans of the University campus.

Building ID – The state standard identifier assigned to all building on the UNC Campus. This ID is usually a 3-digit number or a 3-digit plus one letter identifier. These IDs are permanent and are used across University systems to identify buildings.

Department ID – The 4-digit accounting ID assigned by UNC Institutional Research to each campus department. This is not the same as the Campus Box number.

Employee Headcount – Number of Positions, not people, in a particular department or organizational unit.

Floor ID – The unique identifier of the building level the room is on. Floor codes are usually 2-characters such as 01, 02, and 03, PH, BT, or MZ.

MPC – Master Program Code. A unique identifier that combines the A-21 Room Usage coding system with the Program Classification Structure, PCS, coding system. This allows users to enter a single code to fulfill multiple coding requirements.

ONYEN - UNC's network user ID. The Onyen is used to authenticate your identity and associates your name to PID for data requests. Onyen is an acronym for the "**o**nly **n**ame **y**ou'll **e**ver **n**eed." See http://onyen.unc.edu for more information.

Occupancy – The data listing of what organization occupies a room.

OSIS – Online Spatial Information System, the software platform that the SPOTS Website is built upon.

OSR – The University's Office of Sponsored Research department.

Room Code – The room number or other unique identifier assigned to define spaces in the SPOTS system.

Space Survey – The Engineering Information Services process of collecting information about the current room usage on campus.

SPOTS – UNC's Space Planning and Occupancy Tracking System. UNC's Canonical space tracking system.

SPOTS_DEV – The testing and training environment for SPOTS support and users. Access to SPOTS_DEV is limited.

SPOTS_PROD – Live SPOTS environment where current data is updated and shared across campus systems.