



Space Classification Manual

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Facility Information Services

<https://www.userservices.umn.edu/space-facilities-analytics>

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000 - Unclassified

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.

010 Unknown

Definition: A temporary space classification for the AutoCAD floor plan intake process.

Description: A temporary space classification for the AutoCAD floor plan intake process.

Limitations: For system use only.

Space Class Level 3 List:

- No Level 3 Space Classes

040 Decommissioned Area

Nonassignable Area

Definition: A space unavailable for assignment due to the decommissioning of the building or facility conditions that prevent the space from being used.

Description: An unclassified space unavailable for assignment due to facility conditions or University strategic direction for decommissioning the building or a portion of the building.

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

Space Class Level 3 List:

- No Level 3 Space Classes

050 Inactive Area

Definition: An unclassified space available for assignment to an organizational unit or activity.

Description: An unclassified space available for assignment to an organizational unit or activity. Renovation or recommissioning may be required.

Limitations: Rooms that are not actively in use but are otherwise suitable for use are assigned the function code “Capable of Use”. Rooms that are not allocated to an organizational unit are assigned to the department for Unassigned Space. These rooms are classified according to the most recent active use and design intent. Rooms being modified or not completed are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

Space Class Level 3 List:

- No Level 3 Space Classes

060 Alteration or Conversion Area

Definition: Spaces under renovation.

Description: Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated.

Limitations: Shell spaces or rooms that are otherwise incomplete, but not under renovation, are classified as Unfinished Area (070).

Space Class Level 3 List:

- No Level 3 Space Classes

070 Unfinished Area

Definition: Unfinished spaces not under renovation.

Description: All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished.

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

Space Class Level 3 List:

- No Level 3 Space Classes

100 - Classrooms

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

110 Classroom

Definition: A centrally controlled room for academic classes not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes lecture hall, lecture-demonstration room, seminar room, or other general-purpose classrooms.

Description: A centrally controlled room or space used primarily for academic classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with fixed or flexible furniture including tablet armchairs, tables, chairs, or similar types of seating. These spaces may contain display monitors, projector screens, or other audio and video equipment. A classroom may be furnished with special equipment (e.g., musical instruments, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), Class Laboratories (210), or Departmental Classrooms (120). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). 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 space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application. Departmental Classrooms (120) are distinguished by assignment to a specific department or division, rather than the classroom management unit designated for each system campus.

Space Class Level 3 List:

- No Level 3 Space Classes

115 Classroom Service

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

Description: A room or space that directly serves one or more general-purpose classrooms as an extension of the activities in that space. Includes projection rooms, audio and video control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

Space Class Level 3 List:

- No Level 3 Space Classes

120 Departmental Classroom

Definition: A room assigned to a department or college for academic classes not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes lecture hall, lecture-demonstration room, seminar room, or other general-purpose classrooms.

Description: A room or space assigned to a department or college used primarily for academic classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with fixed or flexible furniture including tablet armchairs, tables, chairs, or similar types of seating. These spaces may contain display monitors, projector screens, or other audio and video equipment. A classroom may be furnished with special equipment (e.g., musical instruments, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), Class Laboratories (210), or General Purpose Classrooms (110). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). 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 space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application. General Purpose Classrooms (110) are distinguished by assignment to the classroom management unit designated for each system campus, rather than a specific department or division.

Space Class Level 3 List:

- No Level 3 Space Classes

125 Departmental Classroom Service

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

Description: A room or space that directly serves one or more departmental classrooms as an extension of the activities in that space. Includes projection rooms, audio and video control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve departmental classrooms.

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces 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).

Space Class Level 3 List:

- No Level 3 Space Classes

200 - Laboratories

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

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

Laboratory facilities can be subdivided into three categories: 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 that supports the extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research/nonclass laboratories through the use of an extension or special codes.

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

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

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

210 Class Laboratory

Definition: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special-purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description: A room or space designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, 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 and 120). Does not include informally scheduled or unscheduled laboratories (see Open Laboratory-220). This category does not include spaces generally defined as Research Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

Space Class Level 3 List:

- 210.01 - Class Laboratory - Wet
- 210.02 - Class Laboratory - Dry
- 210.03 - Class Laboratory - Computational
- 210.04 - Class Laboratory - Studio
- 210.05 - Class Laboratory - Anatomy Autopsy

215 Class Laboratory Service

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

Description: Includes any space that 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 spaces that support a Classroom (see 115 and 125), Open Laboratory (see 225), or a Research Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

Space Class Level 3 List:

- 215.01 - Class Laboratory Service - Preparation
- 215.02 - Class Laboratory Service - Storage
- 215.03 - Class Laboratory Service - Equipment
- 215.04 - Class Laboratory Service - Environment Controlled
- 215.99 - Class Laboratory Service - Internal Circulation

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) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, 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 space for a particular discipline or discipline group.

Limitations: Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (210). This category also does not include spaces defined as Research Laboratory (250). Spaces containing computer equipment that is not restricted to a specific discipline and which is typically used at a student's convenience should be classified as a Study Room (410).

Space Class Level 3 List:

- 220.01 - Open Laboratory - Wet
- 220.02 - Open Laboratory - Dry
- 220.03 - Open Laboratory - Computational
- 220.04 - Open Laboratory - Studio

225 Open Laboratory Service

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

Description: Includes only those spaces that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities if they serve open laboratories.

Limitations: Does not include service spaces that support a Classroom (see 115 and 125), Class Laboratory (see 215), or Research Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

Space Class Level 3 List:

- 225.01 - Open Laboratory Service - Preparation
- 225.02 - Open Laboratory Service - Storage
- 225.03 - Open Laboratory Service - Equipment
- 225.04 - Open Laboratory Service - Environment Controlled
- 225.99 - Open Laboratory Service - Internal Circulation

250 Research Lab

Definition: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

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

Limitations: Student practice activity rooms should be classified under Open Laboratory (220). A combination of office/music or art studio or combination office/research laboratory should be coded according to its primary use. Determination also should be made whether the “studio” or “research lab” component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Does not include testing or monitoring facilities (e.g., seed sampling, water, or environmental testing rooms) that are part of an institution’s Central Service (750) system. Also does not include the often unstructured, spontaneous, or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) 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 experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

Space Class Level 3 List:

- 250.01 - Research Lab - Wet
- 250.02 - Research Lab - Dry
- 250.03 - Research Lab - Computational
- 250.04 - Research Lab - Studio
- 250.05 - Research Lab - Behavior/Interview
- 250.06 - Research Lab - Clean
- 250.07 - Research Lab - Physical Testing
- 250.08 - Research Lab - Procedural
- 250.09 - Research Lab - Special Equipment

255 Research Lab Service

Definition: A space that directly serves one or more research/nonclass laboratories as an extension of the activities in those spaces.

Description: Includes only those spaces that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities if they serve research/nonclass laboratories.

Limitations: Does not include service spaces that support Classrooms (see 115), Class Laboratory (see 215), or Open Laboratory (see 225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

Space Class Level 3 List:

- 255.01 - Research Lab Service - Preparation
- 255.02 - Research Lab Service - Storage
- 255.03 - Research Lab Service - Equipment Corridor
- 255.04 - Research Lab Service - Environment Controlled
- 255.05 - Research Lab Service - Sound Controlled
- 255.06 - Research Lab Service - Observation/Control Room
- 255.07 - Research Lab Service - Clean Room
- 255.08 - Research Lab Service - Dark Room
- 255.09 - Research Lab Service - Microscope
- 255.10 - Research Lab Service - Autoclave/Dishwash
- 255.11 - Research Lab Service - Tissue/Cell Culture
- 255.12 - Research Lab Service - Chemical Storage
- 255.13 - Research Lab Service - Tank Storage
- 255.14 - Research Lab Service - Temporary Hazardous Waste Room
- 255.15 - Research Lab Service - Waiting Room
- 255.16 - Research Lab Service - Toilet/Shower/Locker
- 255.17 - Research Lab Service - Laundry
- 255.99 - Research Lab Service - Internal Circulation

300 - Office Space

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

310 Office

Definition: An enclosed workspace with fixed walls for faculty, staff, or students working at desks, chairs, or tables.

Description: An office is an individual or shared workspace that is fully enclosed with fixed walls and a door. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment.

Limitations: Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office or workstation. A combination office, studio, or research/nonclass laboratory should be coded according to its primary use. A receptionist room that includes a waiting area should be coded as 310 - Office or 311 - Workstation.

Space Class Level 3 List:

310.01 - Office - Faculty

310.02 - Office - Graduate Assistant

310.03 - Office - Staff

310.04 - Office - Support Staff

310.05 - Office - Emeritus

310.06 - Office - Shared

310.07 - Office - Treatment/Exam

311 Workstation

Definition: An open or partially enclosed individual workspace for faculty, staff, or students working at a desk or table with a chair.

Description: A workstation is an individual or shared space that is not fully enclosed. It can be fully open or surrounded by flexible partitions. It may be equipped with a desk, chair, table, bookcases, filing cabinets, or other office equipment.

Limitations: Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office or workstation. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to designate workstations and calculate square footage. A combination office, studio, or research/nonclass laboratory should be coded according to its primary use. A receptionist room that includes a waiting area should be coded as Office (310).

Space Class Level 3 List:

- 311.01 - Workstation - Faculty
- 311.02 - Workstation - Graduate Assistant
- 311.03 - Workstation - Staff
- 311.04 - Workstation - Support Staff
- 311.05 - Workstation - Emeritus
- 311.06 - Workstation - Shared

312 Open Plan Office

Definition: A room or space with multiple workstations for faculty, staff, or students working at a desk or table with a chair.

Description: An open plan office is a space with multiple workstations that can be fully open or differentiated with flexible partitions. Workstations within the open plan office may be assigned or shared by multiple staff, faculty, or student employees. Common equipment may include desks, chairs, tables, bookcases, filing cabinets, or other office equipment. As a suite, the open-plan office may include circulation space, workstations, and office service spaces.

Limitations: Open plan office should only be applied to rooms or spaces containing multiple workstations, where individual workstations and office service areas have not been differentiated with a room boundary and distinct room number in the space system. In cases where a boundary and room number have been designated for the workstation or service area in the space system, the appropriate workstation (311) or office service (315) space classification should be assigned.

Space Class Level 3 List:

- No Level 3 Space Classes

315 Office Service

Definition: A room or space that directly serves offices or workstations as an extension of the activities in those spaces.

Includes copy room, file and records room, private toilet, closet or supply room, waiting area, or internal circulation.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private restrooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms, and testing (assessment, non-health, non-discipline-related) rooms, and open and private (restricted/nonpublic) circulation areas.

Limitations: Waiting, interview, and testing spaces are included as Office Service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310) or Workstation (311). Lounges that serve specific office areas and that are not generally available to the public should be coded as Office Service (315). Centralized mailrooms, 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).

Space Class Level 3 List:

- 315.01 - Office Service - Workroom
- 315.02 - Office Service - Private Toilet/Shower/Locker
- 315.03 - Office Service - Reception/Waiting
- 315.04 - Office Service - Breakroom/Kitchenette
- 315.05 - Office Service - Storage
- 315.06 - Office Service - Personal Use
- 315.99 - Office Service - Internal Circulation

350 Office Conference Room

Definition: A space serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-110), auditoria (see Assembly-610), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).

Space Class Level 3 List:

- No Level 3 Space Classes

355 Conference Room Service

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

Description: Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces. If a space serves both conference rooms and office spaces or workstations, then the space should be classified according to its principal use.

Limitations: Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

Space Class Level 3 List:

- No Level 3 Space Classes

400 - Study Facilities

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 space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, typewriters, records, and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of department allocation and functional categories.

410 Study Room

Definition: A room or area used by individuals to study at their own convenience, which is not restricted to a particular subject or discipline by contained equipment.

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel, and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations: Does not include Open Laboratories (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.

Space Class Level 3 List:

- No Level 3 Space Classes

420 Stack

Definition: A space used to house arranged collections of educational materials for use as a study resource.

Description: Stacks typically appear in the central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

Space Class Level 3 List:

- No Level 3 Space Classes

430 Open Stack Study Room

Definition: A combination of a study room and stack space, generally without physical boundaries between the stack and study areas.

Description: A combination of a study room and stack space. Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).

Limitations: Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in the central, branch, and departmental libraries.

Space Class Level 3 List:

- No Level 3 Space Classes

440 Processing Room

Definition: A room or space devoted to processes and operations in support of library functions.

Description: A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.

Limitations: Areas that serve both as office stations and processing rooms should be coded according to the primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see Codes 410, 420, and 430). Does not include typical support spaces that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type spaces (see Code 455). Acquisitions work areas with a primary office use should be classified as Office (310).

Space Class Level 3 List:

- No Level 3 Space Classes

455 Study Service

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

Description: Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominant use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.

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

Space Class Level 3 List:

- No Level 3 Space Classes

460 Tutoring Room

Definition: A room used for tutoring students in a particular subject or a broad range of subjects in general.

Description: A room used for tutoring students in a particular subject or a broad range of subjects in general.

Limitations:

Space Class Level 3 List:

- No Level 3 Space Classes

465 Tutoring Service

Definition: A room or space that directly serves tutoring spaces as a direct extension of the activities in those spaces.

Description:

Limitations:

Space Class Level 3 List:

- No Level 3 Space Classes

500 - Special Use Facilities

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

510 Armory

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

Description: Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional space use types such as Classrooms (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).

Space Class Level 3 List:

- No Level 3 Space Classes

515 Armory Service

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

Description: This category includes supply rooms, weapons rooms, and military equipment storage rooms.

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

Space Class Level 3 List:

- No Level 3 Space Classes

520 Athletics/Physical Education

Definition: A room or area used by students, staff, or the public for athletic, physical education, or fitness activities.

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.

Limitations: This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the **Definition** of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

Space Class Level 3 List:

- 520.01 - Athletics/Physical Education - Gymnasium
- 520.02 - Athletics/Physical Education - Multi-Purpose
- 520.03 - Athletics/Physical Education - Swimming Pool
- 520.04 - Athletics/Physical Education - Racquet Sports Court
- 520.05 - Athletics/Physical Education - Exercise Room
- 520.06 - Athletics/Physical Education - Ice Rink
- 520.07 - Athletics/Physical Education - Boathouse
- 520.08 - Athletics/Physical Education - Indoor Sports Field

523 Athletic Spectator Seating

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

Description: Includes covered permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

Limitations: Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).

Space Class Level 3 List:

- No Level 3 Space Classes

525 Athletics/Physical Education Services

Definition: A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

Description: Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

Limitations: Does not include public restrooms, which should be classified as nonassignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

Space Class Level 3 List:

- 525.01 - Athletics/Physical Education Services - Equipment Room
- 525.02 - Athletics/Physical Education Services - Lockers
- 525.03 - Athletics/Physical Education Services - Showers
- 525.04 - Athletics/Physical Education Services - First Aid
- 525.05 - Athletics/Physical Education Services - Sauna
- 525.06 - Athletics/Physical Education Services - Restroom

530 Media Production

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

Description: Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.

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

Space Class Level 3 List:

- No Level 3 Space Classes

535 Media Production Service

Definition: A space that directly serves a media production or distribution space as an extension of the activities in that facility.

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

Limitations: Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

Space Class Level 3 List:

- No Level 3 Space Classes

540 Clinic (Non-Health)

Definition: A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

Description: Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

Limitations: Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in non-health or non-discipline-related programs (see Office Service-315), or Health Care Facilities (see Code 800 series).

Space Class Level 3 List:

- No Level 3 Space Classes

545 Clinic Service (Non-Health)

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

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

550 Demonstration Room

Definition: A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science.

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

Limitations: Does not include daycare and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, daycare centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

Space Class Level 3 List:

- No Level 3 Space Classes

555 Demonstration Service

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

Description: Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration daycare center (see Demonstration-550) are included in this category.

Limitations: Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) daycare center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration daycare facility are classified as service areas. Eating or break rooms for staff in demonstration daycare centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

Space Class Level 3 List:

- No Level 3 Space Classes

560 Field Building

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

Description: Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements and observation platforms or pavilions. Service areas that support field buildings are classified within this category.

Limitations: Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

Space Class Level 3 List:

- 560.01 - Field Building - Animal Shelter
- 560.02 - Field Building - Silo
- 560.03 - Field Building - Shed
- 560.04 - Field Building - Feed Storage
- 560.05 - Field Building - Vehicle/Implement Storage
- 560.06 - Field Building - Accessory Building
- 560.07 - Field Building - Observation Platform/Pavilion
- 560.08 - Field Building - Well Pump

570 Animal Quarters

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

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

Limitations: Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

Space Class Level 3 List:

- 570.01 - Animal Quarters - Small Animal
- 570.02 - Animal Quarters - Large Animal
- 570.03 - Animal Quarters - Stalls
- 570.04 - Animal Quarters - Procedure
- 570.05 - Animal Quarters - Operating
- 570.06 - Animal Quarters - Isolation
- 570.07 - Animal Quarters - Quarantine

575 Animal Quarters Service

Definition: A space that directly serves an animal quarters facility as an extension of the activities in that facility.

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

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

Space Class Level 3 List:

- 575.01 - Animal Quarters Service - Equipment Storage
- 575.02 - Animal Quarters Service - Bedding Storage
- 575.03 - Animal Quarters Service - Food Storage
- 575.04 - Animal Quarters Service - Food Preparation
- 575.05 - Animal Quarters Service - Cage Wash
- 575.06 - Animal Quarters Service - Temperature Controlled Room
- 575.07 - Animal Quarters Service - Diagnostic Service
- 575.08 - Animal Quarters Service - Euthanasia Chamber
- 575.09 - Animal Quarters Service - Laundry
- 575.10 - Animal Quarters Service - Necropsy
- 575.11 - Animal Quarters Service - Surgery
- 575.12 - Animal Quarters Service - Ante Room
- 575.13 - Animal Quarters Service - Autoclave
- 575.14 - Animal Quarters Service - Shower
- 575.15 - Animal Quarters Service - Dairy Parlor
- 575.99 - Animal Quarters Service - Internal Circulation

580 Greenhouse

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

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

Limitations: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

Space Class Level 3 List:

- No Level 3 Space Classes

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.

Space Class Level 3 List:

- No Level 3 Space Classes

600 - General Use Facilities

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, daycare) 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 that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, 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.

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

Space Class Level 3 List:

- 610.01 - Assembly - Theater
- 610.02 - Assembly - Auditorium
- 610.03 - Assembly - Concert Hall
- 610.04 - Assembly - Orchestra Pit
- 610.05 - Assembly - Arena
- 610.06 - Assembly - Livestock Pavilion
- 610.07 - Assembly - Seating
- 610.08 - Assembly - Aisle
- 610.09 - Assembly - Stage

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, makeup rooms, costume and scenery shops and storage, green rooms, multimedia, and telecommunications control rooms, etc.

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable Lobby (W05). A concession stands 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.

Space Class Level 3 List:

- 615.01 - Assembly Service - Check Room
- 615.02 - Assembly Service - Coat Room
- 615.03 - Assembly Service - Ticket Booth
- 615.04 - Assembly Service - Dressing Room
- 615.05 - Assembly Service - Projection Booth
- 615.06 - Assembly Service - Equipment Storage
- 615.07 - Assembly Service - Shop
- 615.08 - Assembly Service - Control Room

620 Exhibition

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

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use. Does not include non-public or limited collections (210/220/250).

Space Class Level 3 List:

- No Level 3 Space Classes

625 Exhibition Service

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

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).

Limitations: Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

Space Class Level 3 List:

No Level 3 Space Classes

630 Food Facility

Definition: A space 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 spaces that serve a shop facility are included in this category.

Limitations: Vending areas not provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall). Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or daycare facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

Space Class Level 3 List:

- 630.01 - Food Facility - Dining Hall
- 630.02 - Food Facility - Cafeteria
- 630.03 - Food Facility - Bar/Restaurant
- 630.04 - Food Facility - Pavilion

635 Food Facility Service

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

Description: Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Limitations: Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or daycare facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).

Space Class Level 3 List:

- 635.01 - Food Facility Service - Kitchen
- 635.02 - Food Facility Service - Food Retail
- 635.03 - Food Facility Service - Cold Storage
- 635.04 - Food Facility Service - Dishwashing Room

640 Day Care

Definition: A space 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 spaces 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 spaces). 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 spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for post-secondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

Space Class Level 3 List:

- No Level 3 Space Classes

645 Day Care Service

Definition: A space that directly serves a primary activity space in a daycare facility as an extension of the activities in that space.

Description: Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas, and restrooms, and other typical service spaces that support a primary activity area.

Limitations: Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary daycare activities are conducted. Restrooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

Space Class Level 3 List:

- No Level 3 Space Classes

650 Lounge

Definition: A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public restroom is included with the restroom as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a nonassignable lobby in placement, use, and intent. A Lobby (W01 - Public Area) is generally located at a major entrance with openings to either hallway on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880). A lounge with access limited to certain departments for staff or faculty use should be classified as 315.04 - Office Service - Breakroom/Kitchenette.

Space Class Level 3 List:

- 650.01 - Lounge - Personal Use

655 Lounge Service

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

Description: Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

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

Space Class Level 3 List:

- No Level 3 Space Classes

660 Merchandising

Definition: A space used to sell products or services.

Description: Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Daycare centers used for practice within an instructional program are classified as Demonstration (550). Daycare centers that are not part of such a program are classified under Day Care (640).

Space Class Level 3 List:

- 660.01 - Merchandising - Retail
- 660.02 - Merchandising - Vending

665 Merchandising Facility 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 restrooms, and other support spaces if they directly serve a Merchandising (660) facility.

Limitations: Storage rooms, sorting rooms, and private restrooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

Space Class Level 3 List:

- No Level 3 Space Classes

670 Recreation

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

Description: Includes bowling alleys, billiards rooms, game, and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

Limitations: Does not include exercise and general fitness rooms, gymnasias, 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 or other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other non-enclosed areas are also excluded because they are not building space. This category also does not include dance rooms or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

Space Class Level 3 List:

- 670.01 - Recreation - Billiards
- 670.02 - Recreation - Game Room
- 670.03 - Recreation - Bowling Alley
- 670.04 - Recreation - Media Room

675 Recreation Service

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

Description: Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education

(520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

Space Class Level 3 List:

- No Level 3 Space Classes

680 Meeting Room

Definition: A room that is used by the institution or the public for a variety of nonclass meetings.

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category. Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical, or devotional activities, etc., should be classified as Assembly (610).

Space Class Level 3 List:

- No Level 3 Space Classes

685 Meeting Room Service

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

Description: Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

Space Class Level 3 List:

- No Level 3 Space Classes

700 - Support Facilities

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 (Code 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, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer or Telecommunications

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

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

Limitations: Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal workspaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable mechanical space (see Utility/Mechanical Space-Y04).

Space Class Level 3 List:

- No Level 3 Space Classes

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 (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A nonoffice workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general-purpose terminal room in a dormitory should be classified as Study Service (455).

Space Class Level 3 List:

- No Level 3 Space Classes

720 Shop

Definition: A space used for the manufacture, repair, or maintenance of products or equipment.

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

Limitations: Does not include instructional shops (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

Space Class Level 3 List:

- No Level 3 Space Classes

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 non-public areas that serve the shop facility should be included.

Limitations: Does not include service areas for Class Laboratories (210) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified as Food Facility (630).

Space Class Level 3 List:

- No Level 3 Space Classes

730 Central Storage

Definition: A dedicated storage area, space, or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings. May be under the direct control and management of a specific unit.

Description: A dedicated storage unit or location typically remote from the controlling unit's workspace and under its direct control and management to store materials and equipment related to and in support of the unit's particular program and activities. Dedicated storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).

Limitations: Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the nonassignable Custodial Supply Closet (X01) used to store small quantities of janitorial supplies, or any other category codes within the nonassignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified as Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

Space Class Level 3 List:

- No Level 3 Space Classes

735 Central Storage Service

Definition: A space that directly serves a dedicated storage facility (730) as an extension of the activities in that facility.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

740 Vehicle Storage

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

Description: Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The **Definition** of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). (See Parking Structure, section 3.2.10, for suggested classification of parking structures.)

Space Class Level 3 List:

- No Level 3 Space Classes

745 Vehicle Storage Service

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

Description: Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

Limitations: Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).

Space Class Level 3 List:

- No Level 3 Space Classes

750 Central Service

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

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

755 Central Service Support

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

Description: Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A 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).

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

Space Class Level 3 List:

- No Level 3 Space Classes

760 Centralized Hazardous Materials Storage

Definition: A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

Description: Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).

Limitations: Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Central/Unit Storage (730).

Space Class Level 3 List:

- No Level 3 Space Classes

765 Satellite Hazardous Materials Storage

Definition: A satellite facility for the temporary storage of hazardous materials planned for future use.

Description: Small storage areas distributed throughout the institution used for the temporary storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste (see Hazardous Waste Storage-770); or dedicated Central/Unit Storage (730). Offices within a central hazardous materials facility should be coded as Office Space (300 series).

Space Class Level 3 List:

- No Level 3 Space Classes

770 Hazardous Waste Storage

Definition: A storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

Description: This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations. Includes collection areas distributed throughout the institution used for the temporary storage of materials.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); does not include satellite storage locations within research laboratories (255) or dedicated Central/Unit Storage (730).

Space Class Level 3 List:

- No Level 3 Space Classes

800 - Health Care

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

810 Patient Bedroom

Definition: A room equipped with one or more beds and used for patient care.

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

Limitations: Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include non-patient animal shelters used for farm animals (see Field Building-560) or non-veterinary school laboratory animals (see Animal Facilities-570).

Space Class Level 3 List:

- No Level 3 Space Classes

815 Patient Bedroom Service

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

Description: Included are linen closets, patient lounges, children's playrooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space. Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

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

Space Class Level 3 List:

- No Level 3 Space Classes

820 Patient Bathroom

Definition: A room containing patient bath and toilet facilities.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

830 Nurse Station

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

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

Limitations: Spaces that are used as Offices (310) or Workstations (311) should be so classified.

Space Class Level 3 List:

- No Level 3 Space Classes

835 Nurse Station Service

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

Description: Includes nurse lounges or break rooms, locker rooms, private staff restrooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other workrooms 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: Spaces used as Offices (310) or Workstations (311) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

Space Class Level 3 List:

- No Level 3 Space Classes

840 Surgery

Definition: A room used for surgery.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

845 Surgery Service

Definition: A space 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, and clean and dirty utility areas if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.

Limitations: Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified as Surgery (840).

Space Class Level 3 List:

- No Level 3 Space Classes

850 Treatment/Examination Room

Definition: A space used for examinations, diagnosis, consultation, or treatment.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

855 Treatment/Examination Service

Definition: A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.

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, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

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

Space Class Level 3 List:

- No Level 3 Space Classes

860 Diagnostic Service Laboratory

Definition: A space used to provide diagnostic support services to an entire health care facility.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

865 Diagnostic Service Laboratory Service

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, lockers, scrub-up, and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations: Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

Space Class Level 3 List:

- No Level 3 Space Classes

870 Central Supplies

Definition: A room used centrally to store health care supplies in a healthcare 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 healthcare facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms and dispensary areas.

Limitations: Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

Space Class Level 3 List:

- No Level 3 Space Classes

880 Public Waiting Room

Definition: A space used by the public to await admission, treatment, or information within a healthcare facility.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

885 Health Care Service

Definition: A space used for housekeeping, linen storage, and handling. Includes housekeeping storerooms, closets, and locker rooms.

Description:

Limitations:

Space Class Level 3 List:

- No Level 3 Space Classes

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 healthcare facility.

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, night 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 Lounge-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 as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

Space Class Level 3 List:

- No Level 3 Space Classes

895 Staff On-Call Facility Service

Definition: A space that directly serves as 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 spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

Space Class Level 3 List:

- No Level 3 Space Classes

900 - Residential

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 Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

910 Sleep/Study without Toilet or Bath

Definition: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

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

Space Class Level 3 List:

- No Level 3 Space Classes

919 Resident Toilet or Bath

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

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

Limitations: Does not include public restrooms. Bathrooms internal to a Sleep/Study with Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private restroom areas that serve offices are Office Service (315).

Space Class Level 3 List:

- 919.01 - Resident Toilet or Bath - Women
- 919.02 - Resident Toilet or Bath - Men
- 919.03 - Resident Toilet or Bath - Undesignated

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

Limitations: Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

Space Class Level 3 List:

- 920.01 - Sleep/Study with Toilet or Bath - Bedroom
- 920.02 - Sleep/Study with Toilet or Bath - Common Area
- 920.03 - Sleep/Study with Toilet or Bath - Bathroom

935 Sleep/Study Service

Definition: A room that directly serves the occupants of sleep/study rooms.

Description: This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study with Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry, and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

Limitations: Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

Space Class Level 3 List:

- 935.01 - Sleep/Study Service - Mail Room
- 935.02 - Sleep/Study Service - Storage
- 935.03 - Sleep/Study Service - Laundry
- 935.99 - Sleep/Study Service - Internal Circulation

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 restroom facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

Limitations: Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920).

Space Class Level 3 List:

- 950.01 - Apartment - Bedroom
- 950.02 - Apartment - Living/Dining Room
- 950.03 - Apartment - Kitchen
- 950.04 - Apartment - Bathroom
- 950.05 - Apartment - Storage

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, mailrooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms Without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

Space Class Level 3 List:

- No Level 3 Space Classes

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.

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

Space Class Level 3 List:

- 970.01 - House - Bedroom
- 970.02 - House - Living/Dining Room
- 970.03 - House - Kitchen
- 970.04 - House - Bathroom
- 970.05 - House - Storage

WWW - Circulation Area

Nonassignable spaces are required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

W01 Public Area

Nonassignable Area

Definition: A circulation area available to general building occupants and visitors.

Description: Includes lobbies, corridors, bridges, skyways, and tunnels. The use of phantom walls is recommended to identify portions of passageways or lobbies 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: Corridors and lobbies within buildings subject to secure entry or access restrictions may be included in W01 - Public Areas. Corridors and lobbies with additional internal access restrictions or areas used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories or earn a separate service subcategory of "Internal Circulation," for example (see 315 - Office Service). 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 as they are considered infrastructure and should be dealt with accordingly. Does not include lounge areas assigned to an organizational unit (650).

Space Class Level 3 List:

- No Level 3 Space Classes

W02 Elevator

Nonassignable Area

Definition: The structural shaft built to accommodate one or more elevator cabs.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

W03 Escalator

Nonassignable Area

Definition: A moving passageway that carries passengers from one floor level to another, or along a level path over some distance.

Description: A moving passageway that carries passengers from one floor level to another, or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.

Limitations: The escalator equipment itself is considered as fixed equipment and may be inventoried as a fixed asset. The overall dimensions of that equipment may be smaller than the floor area penetration inventoried for a space inventory.

Space Class Level 3 List:

- No Level 3 Space Classes

W04 Loading Dock

Nonassignable Area

Definition: A covered area of a platform used to load or off-load goods or materials.

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

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

Space Class Level 3 List:

- No Level 3 Space Classes

W07 Stairway

Nonassignable Area

Definition: A covered internal or external vertical circulation area.

Description: The covered internal or external space dedicated to providing nonmechanically 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. In an unenclosed stairway, that area beneath the stairway structure that is accessible and has a 3-foot ceiling height or greater should be included as both gross area and usable area in the inventory.

Space Class Level 3 List:

- No Level 3 Space Classes

W08 Vestibule

Nonassignable Area

Definition: An enclosed space that separates the interior of a building from the exterior.

Description: An enclosed space that separates the interior of a building from the exterior, leading into a larger space, such as a lobby, entrance hall, passage, etc.

Limitations:

Space Class Level 3 List:

- No Level 3 Space Classes

XXX - Building Service Area

Nonassignable spaces used to support a building's cleaning and public hygiene functions.

X01 Custodial Room

Nonassignable Area

Definition: A small area or closet for daily use by custodial staff.

Description: A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff. It may include a sink room for wet mop activities or a temporary trash collection area for non-hazardous waste materials

Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855). clothes changing area, clothes lockers, a shower facility, a small eating, and relaxing space, a desk for completing paperwork. Does not include clothes hanging areas, lockers, shower facilities, lounges, or office workstations for custodial staff.

Space Class Level 3 List:

- X01.01 - Custodial Room - With Sink
- X01.02 - Custodial Room - No Sink

X02 Personal Room

Nonassignable Area

Definition: A quiet, flexible space for personal use, that is made available to the general public.

Description: A quiet, flexible space for personal use, located within the public areas of a building and not controlled by a specific department. Includes spaces for prayer, meditation, lactation, or other rest and reflection. Equipment varies with each location and may include a washing station, microwave or refrigerator, comfortable seating, tables.

Limitations: Does not include departmentally controlled personal use spaces with limited access. See 315.01 for office service or 650.01 for areas broadly available to students and the university community.

Space Class Level 3 List:

- No Level 3 Space Classes

X03 Public Restroom

Nonassignable Area

Definition: Toilet facilities for general public use.

Description: 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 restroom are also included as part of the toilet facility's area.

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).

Space Class Level 3 List:

- X03.01 - Public Restroom - Women
- X03.02 - Public Restroom - Men
- X03.03 - Public Restroom - Undesignated
- X03.04 - Public Restroom - Child

YYY - Mechanical Area

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

Y01 Central Utility Plant

Nonassignable Area

Definition: A facility that primarily houses utilities or distribution equipment serving more than one facility on campus.

Description: 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, cogeneration facilities, and electrical distribution facilities.

Limitations: Conventional space use 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.

Space Class Level 3 List:

- No Level 3 Space Classes

Y02 Fuel Room

Nonassignable Area

Definition: A room or area within a building in which fuel for the heating/cooling of the building is stored.

Description: A room or area within a building in which fuel for the heating/cooling of the building is stored.

Limitations: Underground tanks adjacent to the building that do not fulfill the **Definition** of a building should be treated as infrastructure.

Space Class Level 3 List:

- No Level 3 Space Classes

Y03 Shaft

Nonassignable Area

Definition: A space that houses utility pipes and cables or to distribute air and other utilities within the building.

Description: Included are accessible or inaccessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

Limitations: Shafts that house elevator cabs are to be coded as Elevator (W02).

Space Class Level 3 List:

- No Level 3 Space Classes

Y04 Building Utilities

Nonassignable Area

Definition: A space housing networking or utility equipment and fire hose/metering closets, located within the building served by the equipment.

Description: Included are covered and walled areas that house one or more utility, mechanical, and/or data 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.

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 space use Shaft (Y03) and must be included in both gross area and nonassignable area calculations.

Space Class Level 3 List:

- Y04.01 - Building Utilities - Electrical
- Y04.02 - Building Utilities - Mechanical
- Y04.03 - Building Utilities - Data Closet and Telecommunications

ZZZ - Non-Gross Area

Spaces excluded from the usable and gross area of the building

Z01 Roof Area

Non-Gross Area

Definition: Unoccupied, uncovered space on a roof level that does not count toward the usable or gross area of a building.

Limitations: For system use only.

Space Class Level 3 List:

- No Level 3 Space Classes

Z02 Open to Below

Non-Gross Area

Definition: Floor opening that does not count toward the usable or gross area of a building.

Description: Includes the open area around a stairway where the stairway passes through a floor opening larger than itself.

Limitations: For system use only. Shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building are to be coded as Shaft (Y03). Shafts that house elevator cabs are to be coded as Elevator (W02).

Space Class Level 3 List:

- No Level 3 Space Classes

Revision Notes

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
1	000 - Unclassified	00 - Unused Space	Revised ID and Name
2	010 - Unknown	??? - Unknown	Revised ID
2	040 - Decommissioned Area	040 - Decommissioned Area	No Change
2	050 - Inactive Area	050 - Inactive Area	No Change
2	060 - Alteration or Conversion Area	060 - Alteration or Conversion Area	No Change
2	070 - Unfinished Area	070 - Unfinished Area	No Change
1	100 - Classrooms	01 - Classrooms	Revised ID
2	110 - Classroom	110 - Classroom	No Change
2	115 - Classroom Service	115 - Classroom Service	No Change
2	120 - Departmental Classroom	120 - Departmental Classroom	No Change
2	125 - Departmental Classroom Service	125 - Departmental Classroom Service	No Change
1	200 - Laboratories	02 - Laboratories	Revised ID
2	210 - Class Laboratory	210 - Class Laboratory	Added space classification level 3 details.
3	210.01 - Class Laboratory - Wet	-	New
3	210.02 - Class Laboratory - Dry	-	New
3	210.03 - Class Laboratory - Computational	230 - Computer Class Laboratory	2012 Use Code 230 - Computer Class Laboratory re-assigned to new ID and level within hierarchy.
3	210.04 - Class Laboratory - Studio	-	New
3	210.05 - Class Laboratory - Anatomy Autopsy	-	New
2	215 - Class Laboratory Service	215 - Class Laboratory Service	Added space classification level 3 details. Now includes spaces previously classified as 2012 Use Code 235 - Computer Class Laboratory Service.
-	-	235 - Computer Class Laboratory Serv	Removed. See Space Class 215 - Class Laboratory Service.
3	215.01 - Class Laboratory Service - Preparation	-	New
3	215.02 - Class Laboratory Service - Storage	-	New
3	215.03 - Class Laboratory Service - Equipment	-	New
3	215.04 - Class Laboratory Service - Environment Controlled	-	New
3	215.99 - Class Laboratory Service - Internal Circulation	-	New
2	220 - Open Laboratory	220 - Open Laboratory	Added space classification level 3 details.
3	220.01 - Open Laboratory - Wet	-	New
3	220.02 - Open Laboratory - Dry	-	New
3	220.03 - Open Laboratory - Computational	240 - Computer Study Laboratory	2012 Use Code 240 - Computer Study Laboratory re-assigned to new ID and level within hierarchy.
3	220.04 - Open Laboratory - Studio	-	New
2	225 - Open Laboratory Service	225 - Open Laboratory Service	Added space classification level 3 details. Now includes spaces previously classified as 2012 Use Code 245 - Computer Study Laboratory Service.
-	-	245 - Computer Study Laboratory Serv	Removed. See Space Class 225 - Open Laboratory Service
3	225.01 - Open Laboratory Service - Preparation	-	New
3	225.02 - Open Laboratory Service - Storage	-	New
3	225.03 - Open Laboratory Service - Equipment	-	New
3	225.04 - Open Laboratory Service - Environment Controlled	-	New
3	225.99 - Open Laboratory Service - Internal Circulation	-	New
2	250 - Research Lab	250 - Research Laboratory	Added space classification level 3 details.
3	250.01 - Research Lab - Wet	-	New

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
3	250.02 - Research Lab - Dry	-	New
3	250.03 - Research Lab - Computational	-	New
3	250.04 - Research Lab - Studio	-	New
3	250.05 - Research Lab - Behavior/Interview	-	New
3	250.06 - Research Lab - Clean	-	New
3	250.07 - Research Lab - Physical Testing	-	New
3	250.08 - Research Lab - Procedural	-	New
3	250.09 - Research Lab - Special Equipment	-	New
2	255 - Research Lab Service	255 - Research Laboratory Service	Added space classification level 3 details.
3	255.01 - Research Lab Service - Preparation	-	New
3	255.02 - Research Lab Service - Storage	-	New
3	255.03 - Research Lab Service - Equipment Corridor	-	New
3	255.04 - Research Lab Service - Environment Controlled	-	New
3	255.05 - Research Lab Service - Sound Controlled	-	New
3	255.06 - Research Lab Service - Observation/Control Room	-	New
3	255.07 - Research Lab Service - Clean Room	-	New
3	255.08 - Research Lab Service - Dark Room	-	New
3	255.09 - Research Lab Service - Microscope	-	New
3	255.10 - Research Lab Service - Autoclave/Dishwash	-	New
3	255.11 - Research Lab Service - Tissue/Cell Culture	-	New
3	255.12 - Research Lab Service - Chemical Storage	-	New
3	255.13 - Research Lab Service - Tank Storage	-	New
3	255.14 - Research Lab Service - Temporary Hazardous Waste Room	-	New
3	255.15 - Research Lab Service - Waiting Room	-	New
3	255.16 - Research Lab Service - Toilet/Shower/Locker	-	New
3	255.17 - Research Lab Service - Laundry	-	New
3	255.99 - Research Lab Service - Internal Circulation	-	New
1	300 - Office Space	03 - Office Space	Revised ID
2	310 - Office	n/a -	New description and added space class level 3.
3	310.01 - Office - Faculty	310 - Faculty Office	Re-assigned to new ID and level within hierarchy.
3	310.02 - Office - Graduate Assistant	311 - Graduate Assistant Office	Re-assigned to new ID and level within hierarchy.
3	310.03 - Office - Staff	312 - Staff Office	Re-assigned to new ID and level within hierarchy.
3	310.04 - Office - Support Staff	313 - Support Staff Office	Re-assigned to new ID and level within hierarchy.
3	310.05 - Office - Emeritus	314 - Emeritus Office	Re-assigned to new ID and level within hierarchy.
3	310.06 - Office - Shared	-	New
3	310.07 - Office - Treatment/Exam	-	New
2	311 - Workstation	-	New
3	311.01 - Workstation - Faculty	-	New
3	311.02 - Workstation - Graduate Assistant	-	New
3	311.03 - Workstation - Staff	-	New
3	311.04 - Workstation - Support Staff	-	New
3	311.05 - Workstation - Emeritus	-	New
3	311.06 - Workstation - Shared	-	New

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
2	312 - Open Plan Office	-	New
2	315 - Office Service	315 - Office Service	Added space classification level 3 details.
3	315.01 - Office Service - Workroom	-	New
3	315.02 - Office Service - Private Toilet/Shower/Locker	-	New
3	315.03 - Office Service - Reception/Waiting	-	New
3	315.04 - Office Service - Breakroom/Kitchenette	-	New
3	315.05 - Office Service - Storage	-	New
3	315.06 - Office Service - Personal Use	-	New
3	315.99 - Office Service - Internal Circulation	-	New
2	350 - Office Conference Room	350 - Office Conference Room	No Change
2	355 - Conference Room Service	355 - Conference Room Service	No Change
1	400 - Study Facilities	04 - Study Facilities	Revised ID
2	410 - Study Room	410 - Study Room	No Change
2	420 - Stack	420 - Stack	No Change
2	430 - Open Stack Study Room	430 - Open Stack Study Room	No Change
2	440 - Processing Room	440 - Processing Room	No Change
2	455 - Study Service	455 - Study Service	No Change
2	460 - Tutoring Room	460 - Tutoring Room	No Change
2	465 - Tutoring Service	465 - Tutoring Service	No Change
1	500 - Special Use Facilities	05 - Special Use Facilities	Revised ID
2	510 - Armory	510 - Armory	No Change
2	515 - Armory Service	515 - Armory Service	No Change
2	520 - Athletics/Physical Education	520 - Sports Activities	Added space classification level 3 details.
3	520.01 - Athletics/Physical Education - Gymnasium	-	New
3	520.02 - Athletics/Physical Education - Multi-Purpose	-	New
3	520.03 - Athletics/Physical Education - Swimming Pool	-	New
3	520.04 - Athletics/Physical Education - Racquet Sports Court	-	New
3	520.05 - Athletics/Physical Education - Exercise Room	-	New
3	520.06 - Athletics/Physical Education - Ice Rink	-	New
3	520.07 - Athletics/Physical Education - Boathouse	-	New
3	520.08 - Athletics/Physical Education - Indoor Sports Field	-	New
2	523 - Athletic Spectator Seating	523 - Athletic Spectator Seating	No Change
2	525 - Athletics/Physical Education Services	525 - Sports Activities Service	Added space classification level 3 details.
3	525.01 - Athletics/Physical Education Services - Equipment Room	-	New
3	525.02 - Athletics/Physical Education Services - Lockers	-	New
3	525.03 - Athletics/Physical Education Services - Showers	-	New
3	525.04 - Athletics/Physical Education Services - First Aid	-	New
3	525.05 - Athletics/Physical Education Services - Sauna	-	New
3	525.06 - Athletics/Physical Education Services - Restroom	-	New
2	530 - Media Production	530 - Media Production	No Change
2	535 - Media Production Service	535 - Media Production Service	No Change
2	540 - Clinic (Non-Health)	540 - Clinic (Non-Health)	No Change
2	545 - Clinic Service (Non-Health)	545 - Clinic Service (Non-Health)	No Change

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
2	550 - Demonstration Room	550 - Demonstration Room	No Change
2	555 - Demonstration Service	555 - Demonstration Service	No Change
2	560 - Field Building	560 - Field Building	Added space classification level 3 details.
3	560.01 - Field Building - Animal Shelter	-	New
3	560.02 - Field Building - Silo	-	New
3	560.03 - Field Building - Shed	-	New
3	560.04 - Field Building - Feed Storage	-	New
3	560.05 - Field Building - Vehicle/Implement Storage	-	New
3	560.06 - Field Building - Accessory Building	-	New
3	560.07 - Field Building - Observation Platform/Pavilion	-	New
3	560.08 - Field Building - Well Pump	-	New
2	570 - Animal Quarters	570 - Animal Quarters	Added space classification level 3 details.
3	570.01 - Animal Quarters - Small Animal	-	New
3	570.02 - Animal Quarters - Large Animal	-	New
3	570.03 - Animal Quarters - Stalls	-	New
3	570.04 - Animal Quarters - Procedure	-	New
3	570.05 - Animal Quarters - Operating	-	New
3	570.06 - Animal Quarters - Isolation	-	New
3	570.07 - Animal Quarters - Quarantine	-	New
2	575 - Animal Quarters Service	575 - Animal Quarters Service	Added space classification level 3 details.
3	575.01 - Animal Quarters Service - Equipment Storage	-	New
3	575.02 - Animal Quarters Service - Bedding Storage	-	New
3	575.03 - Animal Quarters Service - Food Storage	-	New
3	575.04 - Animal Quarters Service - Food Preparation	-	New
3	575.05 - Animal Quarters Service - Cage Wash	-	New
3	575.06 - Animal Quarters Service - Temperature Controlled Room	-	New
3	575.07 - Animal Quarters Service - Diagnostic Service	-	New
3	575.08 - Animal Quarters Service - Euthanasia Chamber	-	New
3	575.09 - Animal Quarters Service - Laundry	-	New
3	575.10 - Animal Quarters Service - Necropsy	-	New
3	575.11 - Animal Quarters Service - Surgery	-	New
3	575.12 - Animal Quarters Service - Ante Room	-	New
3	575.13 - Animal Quarters Service - Autoclave	-	New
3	575.14 - Animal Quarters Service - Shower	-	New
3	575.15 - Animal Quarters Service - Dairy Parlor	-	New
3	575.99 - Animal Quarters Service - Internal Circulation	-	New
2	580 - Greenhouse	580 - Greenhouse	No Change
2	585 - Greenhouse Service	585 - Greenhouse Service	No Change
1	600 - General Use Facilities	06 - General Use Facilities	Revised ID
2	610 - Assembly	610 - Assembly	Added space classification level 3 details.
3	610.01 - Assembly - Theater	-	New
3	610.02 - Assembly - Auditorium	-	New
3	610.03 - Assembly - Concert Hall	-	New
3	610.04 - Assembly - Orchestra Pit	-	New
3	610.05 - Assembly - Arena	-	New
3	610.06 - Assembly - Livestock Pavilion	-	New
3	610.07 - Assembly - Seating	-	New

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
3	610.08 - Assembly - Aisle	-	New
3	610.09 - Assembly - Stage	-	New
2	615 - Assembly Service	615 - Assembly Service	Added space classification level 3 details.
3	615.01 - Assembly Service - Check Room	-	New
3	615.02 - Assembly Service - Coat Room	-	New
3	615.03 - Assembly Service - Ticket Booth	-	New
3	615.04 - Assembly Service - Dressing Room	-	New
3	615.05 - Assembly Service - Projection Booth	-	New
3	615.06 - Assembly Service - Equipment Storage	-	New
3	615.07 - Assembly Service - Shop	-	New
3	615.08 - Assembly Service - Control Room	-	New
2	620 - Exhibition	620 - Exhibition	No Change
2	625 - Exhibition Service	625 - Exhibition Service	No Change
2	630 - Food Facility	630 - Food Facility	Added space classification level 3 details.
3	630.01 - Food Facility - Dining Hall	-	New
3	630.02 - Food Facility - Cafeteria	-	New
3	630.03 - Food Facility - Bar/Restaurant	-	New
3	630.04 - Food Facility - Pavilion	-	New
2	635 - Food Facility Service	635 - Food Facility Service	Added space classification level 3 details.
3	635.01 - Food Facility Service - Kitchen	-	New
3	635.02 - Food Facility Service - Food Retail	-	New
3	635.03 - Food Facility Service - Cold Storage	-	New
3	635.04 - Food Facility Service - Dishwashing Room	-	New
2	640 - Day Care	640 - Day Care	No Change
2	645 - Day Care Service	645 - Day Care Service	No Change
2	650 - Lounge	650 - Lounge	Added space classification level 3 details.
3	650.01 - Lounge - Personal Use	-	New
2	655 - Lounge Service	655 - Lounge Service	No Change
2	660 - Merchandising	660 - Merchandising	Added space classification level 3 details.
3	660.01 - Merchandising - Retail	-	New
3	660.02 - Merchandising - Vending	-	New
2	665 - Merchandising Facility Service	665 - Merchandising Facility Service	No Change
2	670 - Recreation	670 - Recreation	Added space classification level 3 details.
3	670.01 - Recreation - Billiards	-	New
3	670.02 - Recreation - Game Room	-	New
3	670.03 - Recreation - Bowling Alley	-	New
3	670.04 - Recreation - Media Room	-	New
2	675 - Recreation Service	675 - Recreation Service	No Change
2	680 - Meeting Room	680 - Meeting Room	No Change
2	685 - Meeting Room Service	685 - Meeting Room Service	No Change
1	700 - Support Facilities	07 - Support Facilities	Revised ID
2	710 - Central Computer or Telecommunications	710 - Server or Other Data Room	Revised name. Now includes spaces previously classified as 2012 Use Code 711 - Data Center.
-	-	711 - Data Center	2012 Use Code 711 merged with 710 - Central Computer or Telecommunications.
2	715 - Central Computer or Telecommunications Service	715 - Data or Telecom Service	Revised name. OIT managed data closets reassigned to Y04.03.
2	720 - Shop	720 - Shop	No Change
2	725 - Shop Service	725 - Shop Service	No Change
2	730 - Central Storage	730 - Central Storage	No Change
2	735 - Central Storage Service	735 - Central Storage Service	No Change
2	740 - Vehicle Storage	740 - Vehicle Storage	No Change
2	745 - Vehicle Storage Service	745 - Vehicle Storage Service	No Change

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
2	750 - Central Service	750 - Central Service	No Change
2	755 - Central Service Support	755 - Central Service Support	No Change
2	760 - Centralized Hazardous Materials Storage	760 - Hazardous Materials	No Change
2	765 - Satellite Hazardous Materials Storage	765 - Hazardous Materials Service	No Change
2	770 - Hazardous Waste Storage	-	New
1	800 - Health Care	08 - Health Care (Human/Animal Medical Facilities)	Revised ID and Name
2	810 - Patient Bedroom	810 - Patient Bedroom	No Change
2	815 - Patient Bedroom Service	815 - Patient Bedroom Service	No Change
2	820 - Patient Bathroom	820 - Patient Bathroom	No Change
2	830 - Nurse Station	830 - Nurse Station	No Change
2	835 - Nurse Station Service	835 - Nurse Station Service	No Change
2	840 - Surgery	840 - Surgery	No Change
2	845 - Surgery Service	845 - Surgery Service	No Change
2	850 - Treatment/Examination Room	850 - Treatment/Examination Room	No Change
2	855 - Treatment/Examination Service	855 - Treatment/Examination Service	No Change
2	860 - Diagnostic Service Laboratory	860 - Diagnostic Service Laboratory	No Change
2	865 - Diagnostic Service Laboratory Service	865 - Diagnostic Service Laboratory	No Change
2	870 - Central Supplies	870 - Central Supplies	No Change
2	880 - Public Waiting Room	880 - Public Waiting Room	No Change
2	885 - Health Care Service	885 - Health Care Service	No Change
2	890 - Staff On-Call Facility	890 - Staff On-Call Facility	No Change
2	895 - Staff On-Call Facility Service	895 - Staff On-Call Facility Service	No Change
1	900 - Residential	09 - Residential	Revised ID
2	910 - Sleep/Study without Toilet or Bath	910 - Sleep/Study Without Toilet/Bat	No Change
2	919 - Resident Toilet or Bath	919 - Toilet/Bath	Added space classification level 3 details.
3	919.01 - Resident Toilet or Bath - Women	-	New
3	919.02 - Resident Toilet or Bath - Men	-	New
3	919.03 - Resident Toilet or Bath - Undesignated	-	New
2	920 - Sleep/Study with Toilet or Bath	920 - Sleep/Study with Toilet/Bath	Added space classification level 3 details.
3	920.01 - Sleep/Study with Toilet or Bath - Bedroom	-	New
3	920.02 - Sleep/Study with Toilet or Bath - Common Area	-	New
3	920.03 - Sleep/Study with Toilet or Bath - Bathroom	-	New
2	935 - Sleep/Study Service	935 - Sleep/Study Service	Added space classification level 3 details.
3	935.01 - Sleep/Study Service - Mail Room	-	New
3	935.02 - Sleep/Study Service - Storage	-	New
3	935.03 - Sleep/Study Service - Laundry	-	New
3	935.99 - Sleep/Study Service - Internal Circulation	-	New
2	950 - Apartment	950 - Apartment	Added space classification level 3 details.
3	950.01 - Apartment - Bedroom	-	New
3	950.02 - Apartment - Living/Dining Room	-	New
3	950.03 - Apartment - Kitchen	-	New
3	950.04 - Apartment - Bathroom	-	New
3	950.05 - Apartment - Storage	-	New
2	955 - Apartment Service	955 - Apartment Service	No Change
2	970 - House	970 - House	Added space classification level 3 details.
3	970.01 - House - Bedroom	-	New
3	970.02 - House - Living/Dining Room	-	New
3	970.03 - House - Kitchen	-	New
3	970.04 - House - Bathroom	-	New
3	970.05 - House - Storage	-	New

Level	2020 Space Class Name	2012 Use Code Name	Revision Notes
-	-	10 - Non-Assignable Areas	Removed. See WWW - Circulation Area, XXX - Building Service Area, YYY - Mechanical Area.
1	WWW - Circulation Area	-	New. Includes spaces previously classified as 2012 Use Code 10 - Non-Assignable Areas.
2	W01 - Public Area	WWW - Public Areas	Revised ID, name and definition. Spaces previously classified as 2012 Use Code WWW - Public Areas should be reassigned to new WWW space classifications (e.g. Elevator, Escalator, Loading Dock, Stairway, Vestibule) where appropriate.
2	W02 - Elevator	-	New
2	W03 - Escalator	-	New
2	W04 - Loading Dock	-	New
2	W07 - Stairway	-	New
2	W08 - Vestibule	-	New
1	XXX - Building Service Area	-	New. Includes spaces previously identified as 2012 Use Code 10 - Non-Assignable Areas.
2	X01 - Custodial Room	XX2 - Custodial Room	Revised ID. Added space classification level 3 details.
3	X01.01 - Custodial Room - With Sink	XX1 - Custodial Room (With Sink)	Revised ID and level within hierarchy.
3	X01.02 - Custodial Room - No Sink	-	New
2	X02 - Personal Room	-	New
2	X03 - Public Restroom	-	New
3	X03.01 - Public Restroom - Women	YY1 - Public Toilet (Women)	Revised ID and level within hierarchy.
3	X03.02 - Public Restroom - Men	YY2 - Public Toilet (Men)	Revised ID and level within hierarchy.
3	X03.03 - Public Restroom - Undesignated	YY3 - Public Toilet (Undesignated)	Revised ID and level within hierarchy.
3	X03.04 - Public Restroom - Child	YY4 - Public Toilet (Child)	Revised ID and level within hierarchy.
1	YYY - Mechanical Area	-	New. Includes spaces previously identified as 2012 Use Code 10 - Non-Assignable Areas.
2	Y01 - Central Utility Plant	-	New
2	Y02 - Fuel Room	-	New
2	Y03 - Shaft	-	New
2	Y04 - Building Utilities	YYY - Mechanical Area	Revised name and ID. Added space classification level 3 details.
3	Y04.01 - Building Utilities - Electrical	-	New
3	Y04.02 - Building Utilities - Mechanical	-	New
3	Y04.03 - Building Utilities - Data Closet and Telecommunications	-	New. Includes OIT managed data closets previously identified as 2012 Use Code 715 - Data or Telecom Service
1	ZZZ - Non-Measured Area	-	New
2	Z01 - Roof Area	-	New
2	Z02 - Open to Below	-	New