

University of California San Diego

Space Classification Guidelines

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Facilities and Services Information
Management

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1. Introduction

Text background

This update, the 11th since 2019, is provided by [Facilities and Services Information Management \(ucsd.edu\)](#) (FSIM) supports evolving space management practices, and draws from the 1992 Systemwide Facilities Information Guide (FIG). Classifications are based on UC Systemwide Room Use Codes ([RoomStandard-CPEC-SpceClassCrossReference.pdf \(ucsd.edu\)](#)).

Local additions to the system's framework aim to improve capacity, utilization, and work environments while maintaining consistency with corporate standards for analysis, reporting, and state fund allocation. Local text has been refined, updated, and modified to reflect campus-specific preferences, recommendations, and practices, while remaining consistent with the core FIG document.

Local evolving space management trends

Campus culture - Shared governance and distributed space management

The campus uses a distributed administrative approach, with departments managing their activities whenever possible. However, space management strategies vary across Vice-Chancellor areas, ranging from centralized to decentralized approaches. Data classification and maintenance responsibilities are customized to fit each organization's unique needs and structure.

Changing work location expectations and interior design principles

Before COVID-19, the campus was exploring changing administrative space concepts in furniture, interior design, and construction. COVID-19 accelerated adoption of flexible work arrangements and shared spaces.

Aligning space management with statutory requirements.

Following California's passage of AB-119 (2017) and SB-270 (2021), the University of California expanded reporting requirements to all staff. In response, UC San Diego's Resource Management and Planning, Human Resources, Labor Relations, and ITS-RMP collaborated to collect and utilize Work Location information for space management. For further context, see [Work Location Form \(blink.ucsd.edu\)](#).

For instructions, see [Employee Work Location \(FSIM\)](#) for guidance on how to use the form.

Live Density Sensors

The Live Density program has evolved over time. Initially a pilot to identify study spaces during finals, it has since expanded to include instructional spaces (installed during COVID-19) and is now being extended to academic, administrative, and research spaces.

For more details, see [Space Planning Live Density Program \(ucsd.edu\)](#)

Facilities Activity Hub

FSIM is creating Cognos business intelligence reports in the [Facilities Activity Hub \(ucsd.edu\)](#) as part of the campus [Enterprise Systems Renewal \(ucsd.edu\)](#), enabling real-time cross-domain reporting and analysis.

Terminology changes

UCSD has adopted new terminology to better convey evolving space management concepts.

Rooms and spaces

In this document, 'room' and 'space' are often used interchangeably. The term 'Space Classification' has replaced 'Room Use Code' since 'rooms' no longer cover all types of spaces that need tracking, management, reporting, and analysis

Collaboration, Flexible, Focus, Modular

To adapt to evolving office space use, we've adopted new terms for greater precision. Details follow.

New UC San Diego sub-classifications

UCSD uses additional space classifications to support campus management, operations, and analysis. These classifications, which include distinctions between enclosed, open, and modular offices, as well as office support and flex spaces, complement the OP framework. They align with the University of California's space classification framework and are compatible with annual CEFA submissions to the Office of the President.

Floor Plan Updates

Facilities and Services Information Management provides accurate space management floor plans to the campus. We offer walls, windows, doors, space IDs, and space polylines for precise SF calculations. For floor plans that don't match existing configurations, including open areas without physical boundaries, consult us.

To request changes to floor plans, contact Facilities and Services Information Management here:

rmpfeedback@ucsd.edu.

2. Expanded campus classifications and definitions

Core (Office of the President) office categories

UC San Diego's local sub-classifications are based on three core office categories: Research, Academic, and Administrative ('Other') offices. These categories aim to capture the diverse types of office activities at a university.

Research Offices

See assignable definition section 7, page 49.

Academic Offices

See assignable definition section 7, page 58.

Administrative Offices

See assignable definition section 7, page 60.

These office types provide the foundation for local, more specific space classes

Office construction types - enclosed, open, or modular wall

General office categories for Research (211), Academic (310) and Other/Administrative (320) must be classified at UCSD as Enclosed, Open, or Modular (modular walls).

Enclosed

The work area is fully enclosed with drywall and beam walls enclosing 51% or more of the space.

Open

Open work areas may have cubicles, benching, and/or tables (Figures 1 and 2). They are often defined by moveable furniture. Partitions, if present, are typically under 6' high.



Figure 1

Open office polylines

The campus is tracking individual workspaces to improve space management. Benches, tables, cubicles, etc. are designated with polylining for individual assignment where appropriate.

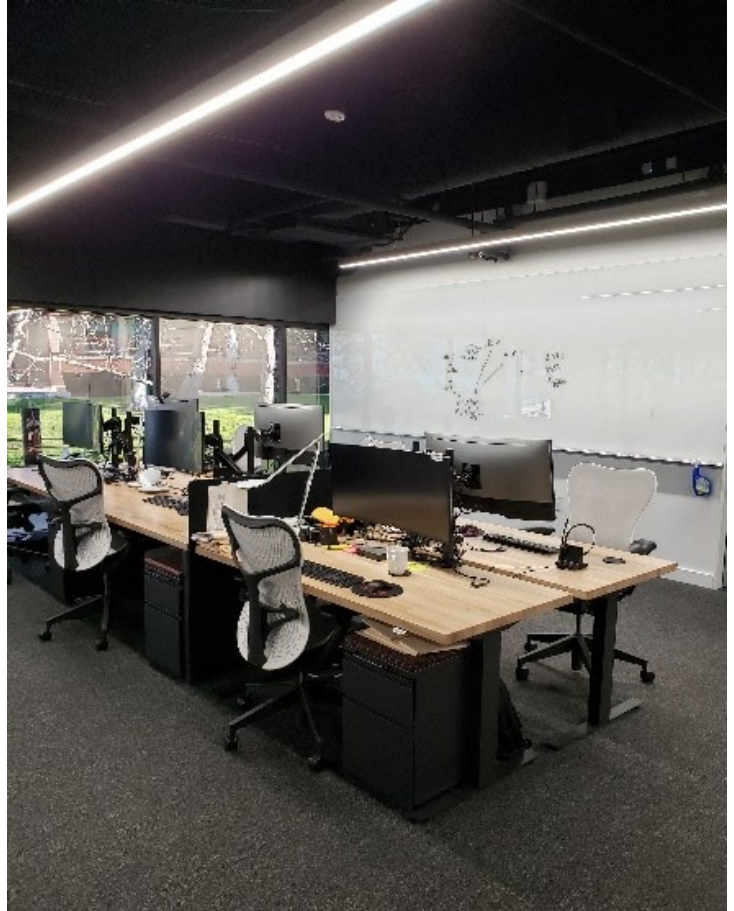


Figure 2

Modular

The work area is enclosed 51% or more by fixed walls that are sturdier than cubicle furniture but less permanent than traditional stud construction. The walls can be removed and reassembled elsewhere. Enclosures are built with modular walls and provide less sound privacy than traditional construction but more acoustic privacy than open office furniture. "Telephone booth" enclosures with open tops and modular walls above 6' high are common.

Modular wall construction

Modular walls are sturdier than cubicle furniture partitions and can be used in various contexts. They have stronger construction and attachment points, making them more difficult to relocate and assemble.

Modular offices

May stand alone or be in a series. Here are examples of grouped modular offices with sliding doors. Note that the walls almost reach the ceiling, offering more privacy than open office cubicle furniture configurations (Figures 3, 4).



Figure 3



Figure 4

Modular telephone booth

May stand alone or be in a series (Figures 5, 6, below). Walls are above 6' high but may have a larger gap between the top of the modular wall and the ceiling than those of modular offices. Although the enclosure is open at the top, the high walls offer a measure of privacy more than that of open offices, but less than enclosed offices.

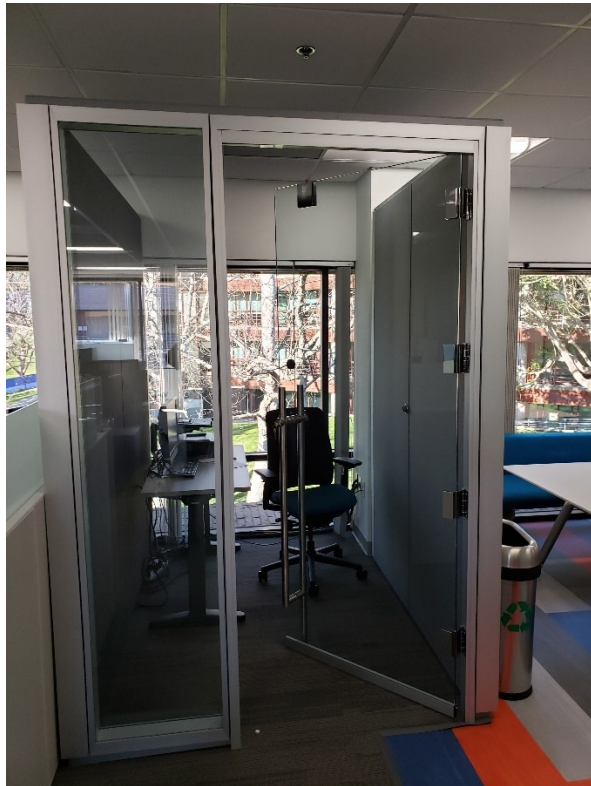


Figure 5



Figure 6

When modular walls are not classified as modular spaces

Modular wall construction will not always define a space as “Modular.” To be classified as modular, at least 51% of the space must be enclosed by only modular walls.

Embedded modular wall (not classified as modular space)

Here (Figure 7, right), a modular wall is embedded in a traditionally constructed wall. If this were an office (the photo shows conference rooms), it would be considered “Enclosed” instead of “Modular,” because most of the enclosing walls are not modular, but traditional construction.



Figure 7

“Storefront” modular wall (not classified as modular space)

Here (Figures 8, 9) are “storefront” modular components used to enclose an office. As with the embedded modular wall example (Figure 6, above), these offices are not considered modular, since the majority of the enclosing walls are traditional construction, and not modular.

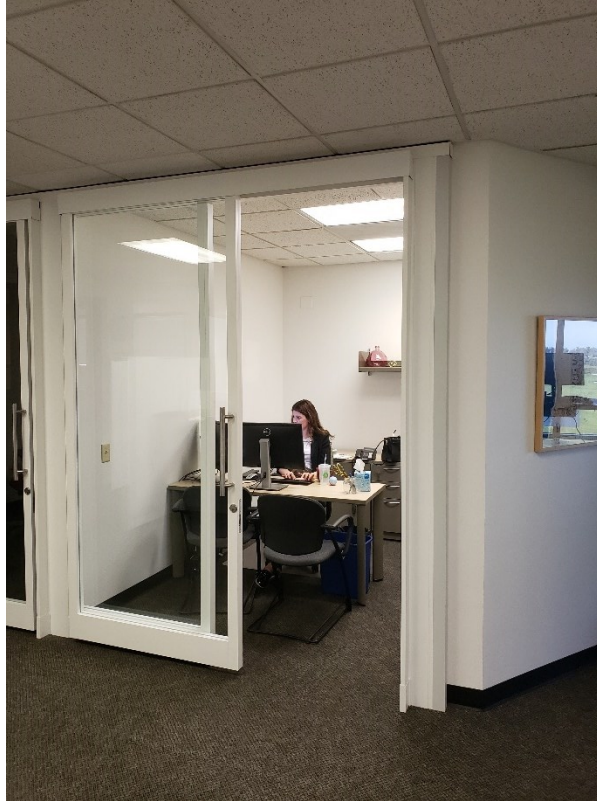


Figure 8



Figure 9

Additional space classification granularity

Assignable, nonassignable, and covered unenclosed (enclosed uncovered) areas benefit from additional precise definitions. Details are found below and are defined in the appropriate definition sections (7 (assignable), 8 (nonassignable), and 9 (covered-unenclosed)).

Special Class Lab

Differentiate restricted Special Class Labs from others.

Office usages

Distinguish Reception, Hotel, and Touchdown offices from others.

Service areas

Optional, additional precise codes for service corridors, office waiting, break rooms, lactation, print, interior loading dock, etc.

Covered Unenclosed

Added exterior Loading Dock subclass.

3. Hybrid and flexible office spaces

Introduction

UCSD has created custom sub-classifications for flex office spaces, which are designed to accommodate changing work needs and employee preferences. These spaces, not explicitly covered in the UC OP framework, support mobile work modes and include areas for meetings and collaboration. See sections 7 and 8 for detailed definitions and examples.

Physical characteristics

These flexible workspaces may deviate from traditional offices by incorporating hot desking, touchdown spaces, or lounge areas. They're not assigned to specific employees as a primary work location but can be scheduled, used temporarily, or used opportunistically. They support individual concentration or collaboration and may be used for short-term work. Associated terms include Focus Room, Breakout, Hot Desk, Hotel, Huddle, Lounge, Touchdown, Work Lounge, and Workroom. Due to their variety, these spaces don't have a single classification and are aligned with the closest existing space classification.

Enclosed or Modular Flex Spaces

Flex spaces can be used for focused or collaborative work. They may have modular walls or be physically similar to traditional offices and conference rooms but offer more privacy than open-plan spaces. The space classification depends on the primary use. If the space is mainly for focus work (hot desking, touchdown, workroom), it's classified as an office. If it's mainly for collaborative work (breakout, huddle), it's classified as a conference room.

Huddle – small conference room (340) for Collaboration

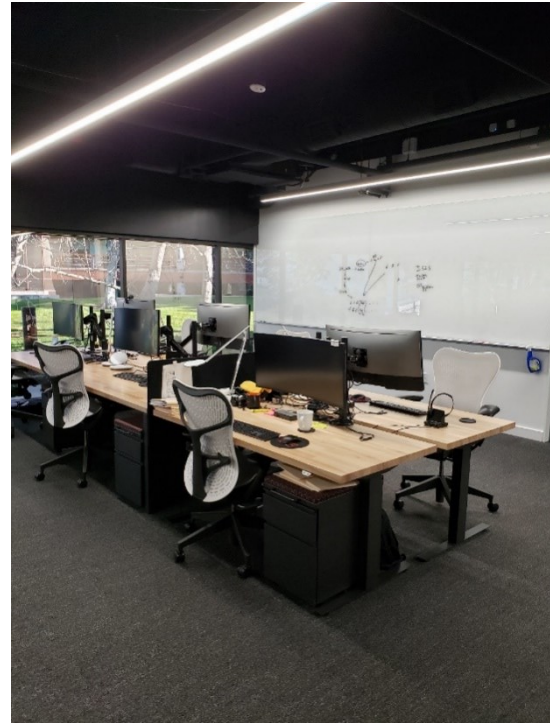
Huddle rooms (Figure 10, right) are small collaboration spaces primarily intended for no more than 5 people at a time. Usually used as drop-in spaces, they may be equipped with a monitor, a small table, and an interactive whiteboard.



Figure 10

Open Office (direct assignment) vs Open Flex (Hotel, Touchdown)

The space in Figure 11 is an open office area with assigned workstations. If the workstations were not assigned to specific employees and were instead made available to multiple users on a temporary basis, the space would be considered either a Hotel (scheduled) or Touchdown (first-come, first-served) space.



Open Office “Work Lounges”

A work lounge consists of department-allocated space and accommodates flexible, opportunistic, mobile work and collaboration (see Figures 12-17, below).

These work lounge spaces are classified as Office Service (335) and usually have at least two of these features:

- Wi-Fi or Ethernet connections
- Counters or tables (for tablets, notebooks, or smartphones)
- Furniture to support working while sitting or standing (booths, couches, chairs with and without tablet desk surfaces, or tables, short file cabinets with cushions to sit on, etc.)

Figure 11

Work Lounge space is treated similarly to Touchdown spaces, and is not intended for direct assignment to specific individuals.

The examples on the next page are of some Work Lounge instances at UC San Diego and are not comprehensive. Other spaces not illustrated may fit the definition.



Figure 12



Figure 13

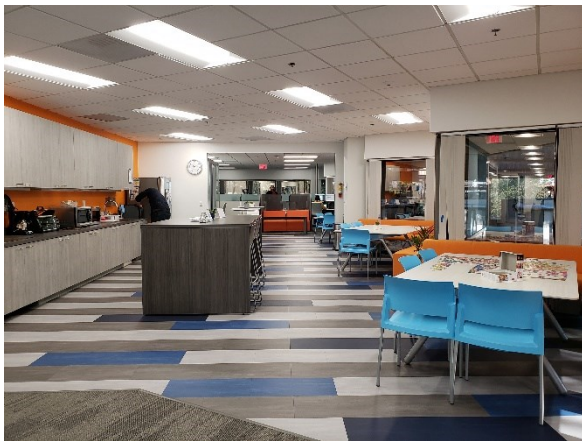


Figure 14



Figure 15



Figure 16



Figure 17

Office Service/Work Lounge Examples

Work lounges or breakout areas (Figures 12-17) are allocated to specific departments and are typically open-plan, but may have partial boundaries such as file cabinets, partitions, or a pivoting wall (Figure 15). These spaces are not assigned to specific employees and may blend with kitchenettes or other office services. They are classified as 338 Office Service - Work Lounge (335 subclass) or 335 Office Service.

Public flexible office workspaces

Public workspaces are open to the public, unassigned, and often located near public areas like dining or study spaces. They offer amenities like public Wi-Fi, flexible furniture, and counters or tables, supporting temporary mobile work. Unlike Office Service - Work Lounges (338), public workspaces are not allocated to specific departments or employees and have unrestricted access.

Optional Office Support (335) Sub-Classifications

Office Service (335) encompasses various activities. For clarity, some of these activities can be classified into subcategories (see below). However, when it's not necessary to distinguish these uses for campus or staff purposes, Office Service (335) remains a valid classification. See Section 7 for further details.

Office and Lab Corridors – Unlike 'General Circulation' (nonassignable, open to the public) this refers to department-specific, internal, or restricted circulation spaces. Other assignable corridor classifications include Research Lab/Studio Service – Corridor (227) and Research Office Service – Corridor (228).

Print – dedicated print areas.

Lactation – dedicated lactation areas.

Kitchenette/break room –Intended to support breaks and dining in an office setting.

Work Lounge – Supports mobile work: Designed for independent work or collaboration away from dedicated spaces or offices.

Office Supply – Limited to smaller groups for day-to-day supply consumption.

4. Capacity, occupancy, and utilization calculations

Station and workpoint introduction

Space management capacity and utilization data are tracked to serve two parallel purposes:

- 1) Stations – used by the UC System to look at major categories of capacity planning
- 2) Workpoints and non-workpoints – used for local space management to calculate capacity and utilization, mostly for administrative office space management.

Domain	UC Office of the President		UC San Diego campus	
Data Point	Stations - Required	Optional	Workpoints	Non-workpoints
Focus	Statutory and corporate reporting compliance; State and Office of the President allocation and budget support.		Work Location occupancy and vacancy calculations	
Applies to	Instructional (110, 130) Classroom, Seminar Room (260-261) Class Laboratory, Special Class Laboratory (270, 271) Open Laboratory Conference/Assembly (340) Conference Room (650) Assembly Hospital/Medical (810-818) Patient Bedrooms (830) Nurse Station (845) Surgical Labor Room (847) Surgical Recovery Room (852) Treatment - Doctor (860) Diagnostic Service Laboratory Residential (910-916) Residence Halls/Dormitories (960-968) House (980-984) Apartment	<i>All other space classes have optional station counts.</i>	Includes shared and total shared capacity and occupancy of enclosed, open, and modular offices. Office - Hotel (scheduled) and Office – Touchdown are exempt from occupancy calculations, but their capacity is required.	<i>All other non-office spaces are exempt from occupancy and vacancy calculations.</i>
Location in Tririga space form	General tab, Space Allocation section , (scroll to the right side, sometimes Stations are hidden)		General tab, Occupancy section	
Utilization calculations	OP requires official classroom utilization only for instructional spaces based on prior annual fall space and enrollment submittal for OP. EVC-AA uses 3Q average. See Institutional Research for details on Instructional Utilization reporting.		Office utilization is approximated using primary and secondary HC assignments against the total shared capacity.	

Office Occupancy terms and definitions

Stations

Ensure station counts are accurate for the UC Systemwide-required room uses (identified in the table above and section 6, sub-section “Station Counts,” page 35.

Work Location types – Primary, Secondary, and Check-in

Assign employees to their on-campus work locations, primarily interior offices, in accordance with AB-119, UC System, and UCSD protocols. Employees self-report their work locations and arrangements, which are then verified and updated by supervisors, HR contacts, and space administrators for campus space management purposes. For more details, see [Employee Work Location \(ucsd.edu\)](https://ucsd.edu/employee-work-location)

Total Shared Capacity

Update the Total Shared Capacity in the Space form to reflect the actual number of people sharing an office, even if it exceeds the physical design capacity. For example, if an office is designed for 2 people but 5 individuals will use it at different times, set the Total Shared Capacity to 5. This ensures accurate space utilization tracking and avoids incorrect 'overallocated' flag

Occupancy Status

Spaces are flagged as Vacant, Occupied, Partially Occupied, and Overallocated based on the difference between (Primary HC + Secondary HC) and Total Shared Capacity. Hoteling and Touchdown spaces are exempt and flagged separately. Occupancy status is visible in FIM/Tririga in the following locations:

1. FIM/Tririga Space form, General tab, Occupancy section.
2. FIM/Tririga Floor Plan, Person theme
3. FIM/Tririga Occupancy reports.

Office occupancy status - configuration and calculation rules

Occupancy classification configurations

Current space class

Every space is classified with space class (room use code in OP jargon). Space classes can be marked as workpoint, reservable, and touchdown. Spaces classified with the “reservable” space class can be configured for reservation functionality in FIM and made available as a resource in the FIM Reservation module.

Reservation

In instances where space is configured for the FIM Reservation module, Reservation Classification (Reservable, Requestable, Private) will be listed as part of occupancy status to enhance visual reporting on floorplans

Occupancy rule application sequence and results:

1. Space is not classified as “workpoint” - Occupancy status is set to “N/A”
2. Space is classified as “workpoint” and reservable - Occupancy status is set to “Hotel”
3. Space is classified as “workpoint” and touchdown - Occupancy status is set to “Touchdown”

4. Space is classified as a “workpoint” - Occupancy status is calculated from the difference between the Total Shared Capacity and the number of Primary and Secondary occupants in the space. (“Vacant” (0%), “Partially Occupied” (<100%), “Occupied” (100%), “Over Allocated” (>100%))
5. If the space classified as a workpoint is configured for reservations in FIM, the assigned Reservation Classification will be appended to the calculated occupancy status. For example, based on rule 2, the calculated status will always be “Hotel” and the newly calculated value would for example be “Hotel (Reservable)”.

5. Context - Building Area Overview

Within the context of the Corporate Equipment and Facilities System, information on buildings is developed to provide a database of building physical and functional characteristics and measurements. Appendix C is intended to provide the definitional and procedural framework within which building areas of various kinds are to be calculated and descriptive information is to be recorded so that building data can be accumulated and reported for basic space inventory and analysis purposes.

In addition to building area measurements which are required input (e.g., basic gross area, covered unenclosed gross area) to the corporate facilities building file, several other building area measurements (e.g., mechanical area, custodial area) are described and recommended for maintenance in campus records to permit a systematic determination and reporting of the required data elements and to provide a more comprehensive and uniform database of overall building area measurements.

Definition of "Building"

A "building" is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. The building inventory may encompass many different types of structures, including marine and space structures (e.g., satellites, whether staffed or not); research vessels; aquarium structures; and trailers that are not on wheels and are used for offices, research, residences, storage, etc.

Buildings to be Included

The inventory should include buildings that are under the jurisdiction or control of the institution's governing board, regardless of their location. (See next section for buildings to be excluded.) Where the institution occupies space in buildings not owned by the institution or that is shared with other tenants, include in the inventory only that portion of the building leased or controlled by the institution and its prorated share of the gross, assignable area, and nonassignable area (see definitions below).

Institutions will normally exclude various minor structures from their inventory based on various criteria (e.g., insignificant size, unusable condition). Separate, minor structures should be included in the inventory if *all* of the following criteria are met:

- 1) They are attached to a foundation;
- 2) They are roofed;
- 3) They are serviced by a utility, exclusive of lighting; and,
- 4) They are a source of significant maintenance and repair activities.

Following these guidelines, an example of a minor structure to be included in a building inventory is a traffic control or information booth, roofed, attached to a concrete pad, with lights and at least one other utility service (e.g., electrical outlet for heater or computer, telecommunications service), and on a regular maintenance schedule. An example of a separate structure not meeting the above criteria is a bus shelter, roofed, and attached to the concrete sidewalk, but with only lights.

Institutions may choose to include certain separate, minor structures that do not meet all of the above criteria in their inventories because of requirements to manage and maintain such facilities. (An example would be a covered, unenclosed field building which is used as a hay shed.) The inclusion of such facilities permits the space to be assignable to specific functions, disciplines, and organizational

units (see also *Building Measurement Terms and Definitions*, below).

Buildings to be Excluded

The following types of buildings are excluded from the inventory:

- 1) Regents' assets (e.g., property holdings used as investments);
- 2) Hospitals not owned by the institution, except for any space in the hospital leased or controlled by the institution;
- 3) Public schools not owned by the institution, but used for practice teaching;
- 4) Federal contract research centers (e.g., Livermore Lab);
- 5) Overseas campuses;
- 6) Facilities on wheels (e.g., mobile clinics). "Fixed" mobile facilities, however, are reportable (e.g., relocatable buildings, "mobile homes" on blocks);
- 7) Marine vessels (Exception: Marine vessels are included in the building file with '1' Basic Gross Square Foot when required to account for equipment assigned to them.)

Other Plant Assets

For management purposes, institutions are encouraged to inventory all physical plant assets, including infrastructure components, in the Plant Asset file, which is broader in scope than the facilities inventory database. Examples include utility distribution systems (e.g., heating, cooling, power, water, wells, and waste disposal) and support facilities which provide access or safety-related services (e.g., roads, campus lighting).

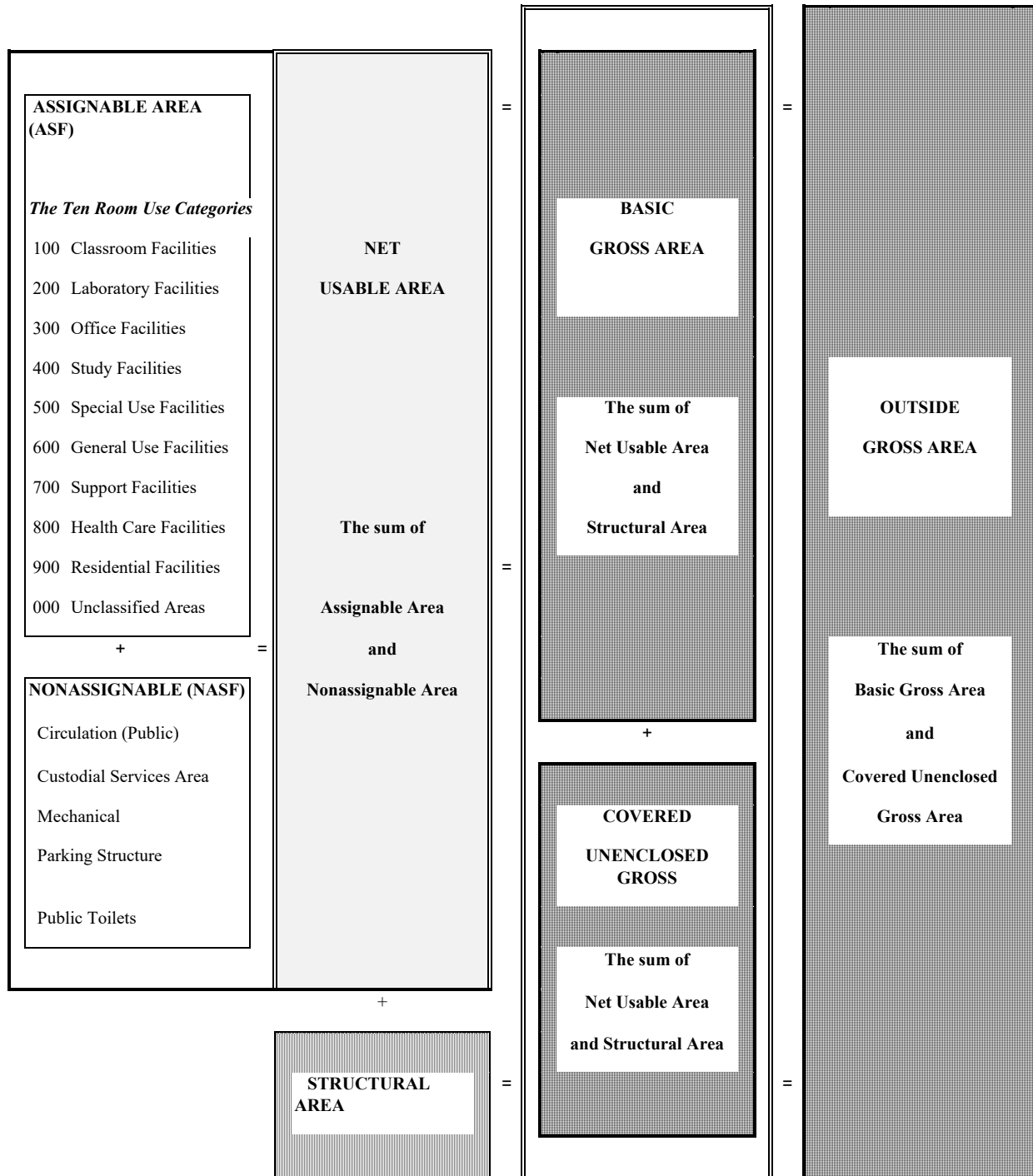
Degree of Accuracy Conventions

The following degree-of-accuracy conventions apply to all facilities area computations:

Area of Dimension	10 feet 7-1/4 inches by 32 feet 7-1/2 inches
Round to	10 feet 7 inches by 32 feet 8 inches
Computed square feet	10.58 feet x 32.67 feet = 345.65 feet
Reportable square feet	346 feet

Building overview - measurements, terms, and definitions

In a building inventory, it is important to be able to determine the amount of space that can be assigned to people or programs (i.e., assignable area). However, buildings necessarily contain other types of space as well (e.g., nonassignable area, structural area). The sum of assignable area, nonassignable area, and structural area, plus any covered unenclosed area, equals a building's outside gross area. The relationships between these types of space are illustrated below and defined in the following pages.



Primary Building Data Elements

Net Usable Area	Not a corporate requirement. <i>Net Usable Area</i> is the sum of Assignable and Nonassignable Areas.
Assignable Area	Required corporate building file data element. Areas assigned or allocated to a department or program.
Nonassignable Area	Required corporate building file data element. <i>Nonassignable Area</i> is the sum of custodial, public toilet, circulation, mechanical, and interior private vehicle parking (parking structure) areas.
<i>Custodial Services Area</i>	Not a corporate requirement but required as part of the Janitorized Area; campuses should maintain data locally.
<i>Public Toilet Area</i>	Not a corporate requirement but required as part of the Janitorized Area; campuses should maintain data locally.
<i>Circulation Area</i>	Not a corporate requirement but required as part of the Janitorized Area; campuses should maintain data locally.
<i>Mechanical Area</i>	Not a corporate requirement but required as part of Janitorized Area; campuses should maintain data locally.
<i>Private Vehicle Parking Area</i>	Not a corporate requirement but is required as part of Unrelated Gross Area; campuses should maintain data locally.
Structural Area	Not a corporate requirement. <i>Structural Area</i> is Basic Gross Area less Net Usable Area. Structural Area is also known as Construction Area.
Outside Gross Area	Not a corporate requirement; the system calculates Outside Gross Area using campus-supplied Basic Gross and Covered Unenclosed Gross data.
<i>Basic Gross Area</i>	Required corporate building file data element. <i>Basic Gross Area</i> is the sum of Assignable, Nonassignable, and Structural Areas.
<i>Covered Unenclosed Gross Area</i>	Required corporate building file data element.
Nonassignable Parking Structure Area	Required corporate building file data element and is used for calculation of Maintained Area. <i>The nonassignable Parking Structure Area</i> is the sum of the interior Private Vehicle Parking Area plus its prorated share of the Structural Area.

Although not all the data elements defined in this appendix are required corporate data elements, these

definitions are included to clarify and provide guidelines for the most commonly used types of data collected and compiled on buildings. These guidelines are intended to establish a common standard for the recommended minimum amount of data to be included in a campus building inventory in order to provide a database that is usable for both intra-institutional and inter-institutional purposes. These guidelines do not preclude local campus collection of additional building data or the inclusion of other types of structures in the facility's inventory.

Net Usable Area

Net Usable Area is defined as the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or the nonassignable areas necessary for the general operation of a building. In other words, the aggregate interior area of a building which is known as the *Net Usable Area*, is the sum of the Assignable Area (the sum of the ten assignable major room use categories) and Nonassignable Area (the sum of custodial, public toilet, circulation, mechanical, and private vehicle parking areas).

Gross Areas

Gross areas combine different areas to calculate various aspects of a building.

Basic Gross Area

Definition: The sum of all areas, finished and unfinished, on all floors of an enclosed structure (that is, within the environmentally controlled envelope), for all stories or areas which have floor surfaces.

Description: In addition to all the internal floored spaces covered above, basic gross area should include the following: excavated basement areas and developed attics; mezzanines and penthouses; garages and parking structures; enclosed porches; inside balconies (used for operational functions); vertical circulation with and without floors (counted at each floor); mechanical and electrical shafts (counted at each floor); piers (structures only; count surface area of decking); and unfinished areas (e.g., unfinished basements or attics with floor surfaces).

Basis for Measurement: Basic Gross Area is computed by physically measuring or scaling measurements from the *outside* faces of exterior walls, disregarding architectural and structural projections (e.g., cornices, pilasters, buttresses) that extend beyond the wall face. Within the envelope, the vertical circulation area, whether floored or not, and vertical mechanical and electrical shafts should be counted at each floor. Vertical mechanical and electrical shafts located outside the envelope should be included as though they were inside the envelope. Also included are *parking structures*; include the top, unroofed floors of parking structures *only if* used for parking. (See architectural drawing of Basic Gross Area on next page.)

Exclusions:

Excludes covered unenclosed areas. Also excludes basements or attics without floor surfaces; all areas open to the weather (such as patios, uncovered porches or balconies, courts, lightwells, surface parking lots, playing fields); portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height; areas having less than a six-foot six-inch (6'6") clear ceiling height unless they can be properly designated and used as mechanical or custodial areas or the criteria of a separate structure are met. (See the section on *Buildings to be Included*, page C.1, in this appendix.)

Note: For leased facilities, report the amount of square feet contained in the lease agreement as the Basic Gross Area. Typically, the square footage in the lease agreement will be the Net Rentable Square Feet, which includes the Assignable Area being leased, plus a prorated share of the nonassignable area (e.g., public circulation areas, restrooms).

Structural Gross Area

Definition: The sum of all areas on all floors of a building that cannot be occupied (assignable) or put to general building operations use (nonassignable) because of structural building features. Structural Area is also known as *Construction Area*.

Description: The difference between the exterior of the building and the interior or Net Usable Area is the *Structural Area*, the floor area upon which the exterior and interior walls sit, and the unusable areas in attics and basements. Examples of building features normally classified as structural areas include exterior walls, firewalls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as excavated basement areas.

Basis for Measurement: Precise computation by direct measurement is not possible under these definitions. Structural area may be calculated as Gross Area less the Net Usable area of a building. (See architectural drawing of the Structural Area below - the grey and black walls are the structural areas.)

Covered Unenclosed (and Enclosed Uncovered) Gross Area

Definition: The sum of all covered or roofed areas of a building located *outside* of the enclosed structure; i.e., the environmentally controlled envelope, for all stories or areas which have floor surfaces.

Description: Includes covered, unenclosed corridors, walkways, porches, balconies, loading docks, bridges and arcades. The covered, unenclosed gross area of a building may contain nonassignable areas (i.e., custodial, public toilet, circulation, or mechanical areas) or assignable areas (e.g., central storage, central receiving). An example of a covered unenclosed gross area with a *nonassignable* area contained therein would be a covered, unenclosed walkway entrance to a building. The interior portion (or area within the *phantom* walls) of the structure would be recorded in the campus system as Circulation Area. The Circulation Area plus the Structural Area would equal the Covered Unenclosed Gross Area. An example of a covered unenclosed gross area with an *assignable* area contained therein would be a covered-unenclosed central campus receiving area. The interior portion (or area within the *phantom* walls) of the structure would be recorded in the room file with the measured amount of assignable area and with the area classified as Room Code 760-Central Service.

Basis for Measurement: Covered unenclosed area is computed by measuring from the *outside* faces of the envelope and the outside faces of the building or edge of roof canopies provided floor surface or pavement extends to the drip line. Deductions shall not be made for free-standing columns or architectural and structural projections.

Exclusions: Parking structures or the portion of buildings for which there are private vehicle parking areas are not considered Covered Unenclosed Gross Area. Campuses should report private vehicle parking areas as part of Basic Gross Area and Unrelated Gross Area.

Covered Unenclosed (Enclosed Uncovered) Loading Dock sub-classification.

Outside Gross Definitions

Basic Gross and Covered-Unenclosed/Enclosed-Uncovered areas are combined to result in Outside Gross Area. Outside Gross Area is a system calculation based on campus-supplied Basic Gross Area and Covered Unenclosed Gross Area data. The corporate facilities database maintains two methods for calculating Outside Gross Area: *OGSF100* and *OGSF50*.

OGSF100

OGSF100 known as the *Federal* method, is used for data verification and editing purposes (e.g., to ensure the total assignable area of a building does not exceed the total gross area of a building) and for responding to Federal facilities surveys and inter-institutional data exchanges. Measured in terms of outside gross square feet:

$$OGSF100 = \text{Basic Gross} + 100\% \text{ Covered Unenclosed Area}$$

OGSF50

OGSF50 is the method most often used by the University of California to report Gross Area. This data element is used when reporting Gross Area for capital and space planning and design purposes (e.g., development of capital budgets and preparation of project planning guides), for calculating Maintained Area for operation and maintenance of plant purposes, and for responding to State reporting requirements. Measured in terms of outside gross square feet:

$$OGSF50 = \text{Basic Gross Area} + 50\% \text{ of the reported Covered Unenclosed Area}$$

Terms Related to Gross and Outside Gross

Efficiency Ratio

A primary use of Outside Gross Area data by capital planners and architects is for computing the *Efficiency Ratio* of a building. The Efficiency Ratio may be defined as the ratio of the total Assignable Area to the total Outside Gross Area of a building. It is calculated by dividing the Assignable Area by OGSF50 (OGSF50 = Basic Gross Area plus one-half of the reported value for Covered Unenclosed Gross Area).

$$\text{Efficiency Ratio} = \text{Assignable Area} / (\text{Basic Gross} + 50\% \text{ Covered Unenclosed Gross})$$

or

$$\text{Efficiency Ratio} = \text{Assignable Area} / (\text{OGSF50})$$

See the section, *Building Area Calculation Tables* (Tables 1A, 1B, and 2), in this appendix for sample calculations of Outside Gross Area, Net Usable Area, Structural Area, and Efficiency Ratio.

Unfinished Gross Area

Definition: The sum of all floor areas of an enclosed structure (i.e., within the environmentally controlled envelope) that are not usable or assignable in their present state of completion.

Description: Unfinished Gross Area is a part of and is to be included in Basic Gross Area. Includes unfinished floors or portions of floors; unfinished basements with floor surfaces.

Basis for Measurement: Unfinished Gross Area is computed by measuring from the outside faces of the envelope and the inside faces of walls and partitions.

Exclusions: Unfinished spaces with less than 6'6" clear headroom; unfinished basements without floor surfaces.

Note: Unfinished areas are where construction is unfinished and incomplete. It excludes unclassified assignable spaces (010 Inactive, 020 Unfinished, and 030 Alteration). Unexcavated areas are completely excluded from the building gross and are not to be counted within any facility category.

Unrelated Gross Area

Definition: The total measure of any gross floor area which is associated with private vehicle access, circulation, and parking. This required corporate facilities data element is used to calculate the Maintained Area.

Description: Unrelated Gross Area is the portion of Outside Gross Area that is associated with private vehicle parking areas and the prorated share of Structural Area. Unrelated Gross may refer to an entire structure, where the structure is used primarily for private vehicle access, circulation, and parking (i.e., parking structures), or to portion(s), level(s), or area(s) of any building, where private vehicle parking areas are incidental to the predominant use of the building.

Basis for Measurement: Unrelated Gross Area is computed by measuring from the *outside* face of walls that enclose floor areas used for private vehicle parking. In other words:

$$\text{Unrelated Gross Area} = \text{Private Vehicle Parking Area} + \text{Prorated Structural Area}$$

For CEFA reporting purposes, parking structures containing *no* assignable areas are reported *only* in the facilities building file. In this case, the Unrelated Gross Area will equal the Outside Gross Area of the building. For mixed-use buildings that contain assignable, nonassignable, and private vehicle parking areas, the Unrelated Gross Area will be the portion (or subset) of the Outside Gross Area related to the Private Vehicle Parking Area and its prorated share of structural area. Refer to Sample Tables 3A and 3B in this appendix for the calculation of Unrelated Gross Area.

Exclusions: Institutional vehicle maintenance and service areas, as well as areas for storage of physical plant or farm operations service vehicles and motorized equipment, are counted as assignable area (see Room Use Codes 570-Field Building and 750/755-Vehicle Storage). Surface parking lots contiguous or related to buildings are not reportable as Unrelated Gross Areas. Deductions shall not be made for free-standing columns or architectural or structural projections.

Maintainable Gross Square Footage (MGSF)

Operations and Maintenance of Plant MGSF

At UC San Diego, MGSF is most frequently used in the Operations and Maintenance of Plant (O&MP) context where parking is excluded and eligibility is calculated on a building-by-building prorated basis from the department ASF occupancy percentage of the building.

$$MGSF = (\text{Basic Gross Area} + 50\% \text{ of the reported Covered Unenclosed Area}) - \text{Interior Parking}$$

Or

$$\text{State-Eligible (OMP) MGSF} =$$

$$((\text{Basic Gross Area} + 50\% \text{ of the reported Covered Unenclosed Area}) - \text{Interior Parking}) \times \% \text{ of eligible department ASF}$$

The OMP MGSF numbers are used by the UC System to allocate OMP funds aggregated at the campus level. Campuses are then able to allocate funds internally as they wish. UC San Diego tends to align actual funding and recharge operations generally with the OMP MGSF framework, with occasional exceptions.

Different MGSF numbers

MGSF is a popular measurement of plant facilities. When facilities administrators want to convey the amount of space that they maintain at their campus and the effort to keep multiple buildings clean and operational, MGSF is the most common SF unit of measure.

When discussing MGSF it is important to establish which type of MGSF. Some base MGSF on OGSF100, while others use OGSF50 when discussing the plant.

6. Classification Guidelines for Assignable Areas

The following pages contain the list of valid room use codes, along with complete room use names and room standard codes. Space class definitions for each assignable space class follow in section 4, where the "data value name" provides the valid data field value for the name of each Room Use Code.

Principles

The room use classification structure is based on the following principles:

1. The categories should encompass all types and uses of assignable areas found in campus buildings. Although some uses of space may be of less interest than others, the omission of any space may lead to the inadvertent exclusion of important data. The 740-Miscellaneous Room code has been retained, but only as a category of last resort *and* requires prior approval from the Office of the President (Capital Planning).
2. This room use classification structure is compatible with the national (NCES) room classification structure and has been modified and expanded, in part, to respond to State, Federal, and other reporting requirements.
3. The coding system should provide meaningful and comparable summary data; i.e., the definitions of room use should be sufficiently specific to give reasonable assurance that all campuses will be able to classify or crosswalk comparable rooms to the NCES category used for external reporting purposes.
4. The coding scheme should be sufficiently flexible to allow for alternative or expanded (through subcategories) coding systems that track more specific areas of assignable and (if desired) non-assignable space; these schemes may be developed and applied by the campuses according to campus-specific needs. The coding system should also be sufficiently definitive to support logical collapsing, translation, or cross-walking from these optional room-use classifications.
5. The room use classification structure provides a dimension of standardization and compatibility for comparisons across campuses, institutions, and states. It, therefore, is a standard yardstick for use in state and federal surveys with inter-institutional investigations.
6. The focus of the definitions is on the actual primary or predominant *use* of the room at the time the inventory is taken. The room's "intent," "design," "type," or name, or the organizational unit using the room, or the equipment in the room, do not, therefore, affect the room classification unless it is compatible with actual use.

Primary Use

Since the room file can use only one room use code for a room or area, the principle of primary use is applied. Thus, for a room which is used as both an office (310) and a research laboratory or studio (210), a single determination according to primary use should be made. It is recommended here that "primary" be evaluated in terms of time, the human activity element that focuses on *use*, rather than characteristics of the space. If the time of use is not available, the amount of space for each use should be the deciding factor.

Special Restrictions on Room Use Codes

Although primary use should be the determining factor in assigning room codes, special consideration is given to rooms in facilities departments in instructional programs which are regarded as *standard*

programs (program code series 1.1 and 1.2). New room codes have been developed to comply with reporting categories established by the California Postsecondary Education Commission. Some rooms, such as 250-Scholarly Activity and 410-Study rooms, share many of the same characteristics and are used for similar purposes; however, the new room code, 250-Scholarly Activity, creates a distinction between study rooms tied to instructional programs and study rooms associated with campus-wide libraries and non-instructional programs. Thus, when selecting a room using code and name to identify a room, the reviewer must, in some cases, consider both the program (function) with which the room is associated and the primary use of the room.

Service Codes

To the extent possible, revisions have been made to room codes such that *service room codes* end in "5" to represent support space for a "primary activity" area, with a corresponding code ending in "0" (e.g., 345 serves 340). It is, in fact, this system of reducing the hundreds of support room use types to a small set of service codes which has provided both power and flexibility to the current room use classifications.

Many of the room uses that are new since the last update are simply service areas for already existing primary activity rooms.

Distinguishing "primary activity" from "service" areas may occasionally be difficult. Because it is impractical to describe for each code the many examples of primary and service areas, a few "grey" areas for decisions will inevitably emerge with unlisted or "new" room names, designs, and uses. Two paths to the decision are suggested:

1. A very close reading of the definition, description, and limitations for both the primary (e.g., 510) and service (e.g., 515) codes. A thorough study of any examples listed could be especially helpful, by revealing room relationships and function or use similarities.
2. Determining whether the existence of a particular room, with its specific functions and uses, is dependent upon, or justified by, another (usually nearby) room and its specific use. If this is not the case (the room is non-dependent), the primary activity code is logically appropriate (e.g., a room containing a mainframe computer would be coded 510). If a significant degree of dependency exists (i.e., the room is largely justified only by the existence of another room), the service code is appropriate (e.g., a printout or tape storage room should be coded 515). In such cases, a focus on room relationships can help clarify room use definitions and descriptions.

Room Name

A descriptive or colloquial room name, as opposed to the data element *Room Use Name*, can be very useful to institutional users of the facilities inventory. It can, however, lead to deception in assigning correct room use codes. A "balance room," for example, can take any of three laboratory service codes (225, 265, 275) depending on the room it serves; "storage" areas can fall into virtually any service code category for the same reason and are only occasionally limited to the 720, 721, or 722 Storage codes. Another example is a room that might be known colloquially as the "Old Physics Lab." Conceivably, one might code this room as a laboratory because its colloquial name contains the word "Lab;" however, this room should be coded as a laboratory *only* if it is used as a laboratory; if it is used, however, as an office storage area, then the room should be coded as 335-Office Service. In all of these examples, the room's *actual use* must meet the stated definition before an accurate coding can be made.

Station Counts

The data element *Stations* is defined as the number of actual workstations (e.g., seats, beds) that will adequately accommodate users in a particular room. For corporate facilities inventory purposes, station counts for the following room use categories should be reported. Campuses, however, may find the recording of station counts for room use categories other than those listed below (e.g., offices, research facilities, carrels, dining areas, etc.) useful in assigning or scheduling the space.

110, 130	Classroom, Seminar Room
260-261	Class Laboratory, Special Class Laboratory
270	Open Laboratory
340	Conference Room
650	Assembly
810-818	Patient Bedrooms
830	Nurse Station
845	Surgical Labor Room
847	Surgical Recovery Room
852	Treatment - Doctor
860	Diagnostic Service Laboratory
910-916	Residence Halls/Dormitories
960-968	House
980-984	Apartment

Room Standard Code

The *Room Standard Code* indicates whether a room is covered ("standard") or not covered ("nonstandard") by State space standards. A standard room is considered to be one in which the typical activities of instruction and research (and their support) take place. The *Room Standard Code*, in combination with the *Program Standard Code*, identifies space that is assigned to general campus departments of instruction and research as being *Standard Space* or *Nonstandard Space*. *Standard Space* is defined as *both* the Room Standard Code and Program Standard Code being "S" (Standard), and therefore, subject to analysis with the State space standards. The analysis of all instructional and research space in the University-wide system is presented in an annual report to the Joint Legislative Budget Committee and the Department of Finance as set forth by Item 359 of the 1973 Budget Conference Committee's Supplemental Report.

Local Options for Additional Codes

The room use codes presented here represent the recommended central or core concepts for classifying the assignable space, by use, within our campus facilities. They do not attempt to meet the varied local institutional needs for tracking or defining space by physical design or characteristics, contained special equipment, a specific person or organizational unit assignment, control authority, or discipline orientation. For example, no distinction is made between:

- centrally controlled versus departmentally controlled classrooms
- locker rooms serving a gym versus locker rooms serving a shop

- private restrooms serving an office versus storage rooms serving the same office

Campuses may meet these special needs by creating additional codes; however, campuses must be able to map or crosswalk optional campus codes into valid Corporate Equipment and Facilities System room use codes before the updated annual building and room files are transmitted to the Office of the President (Information Resources and Communications). This update of the coding structure provides flexibility for additional coding and encourages this practice. It may be useful to modify the 410 code through the addition of an expanded room code of 411 or 410M, for tracking study rooms that are based on the (very expensive) microcomputers that are used as study tools. These additional codes may be aggregated back to the 410 as needed. A globally assigned suffix (e.g., "M") may even be used to flag every room use type containing one or more microcomputers. Locker rooms and private restrooms, which are service areas with special physical characteristics, may just as easily be earmarked by selected additional codes according to particular campus needs.

Additional code structures have long been in place (e.g., program classification codes) for more specific classification of rooms in these areas, and reference to these classification structures is made in this manual. Special physical characteristics and degrees of room suitability are also more appropriately defined in separate classification systems (campus options). It is recommended that those campuses which have developed "use" codes that tie to or include meanings within any of these separate classification systems, develop and maintain a means of mapping or cross-walking to the core use codes presented here. This recommendation, in the interest of standardization for inter-institutional comparisons and surveys, applies also to those campuses that have implemented coding extensions or completely alternative coding systems for classification by room use.

List of Valid Office of the President Space Classifications

Category	Code and Name	Room Standard
000 - Unclassified Facilities		
	010 Inactive	S
	020 Unfinished	N
	030 Alteration	N
100 - Classroom Facilities		
	110 Classroom	S
	125 Classroom Service	S
	130 Seminar	S
200 - Laboratory Facilities		
	210 Research Laboratory or Studio	S
	211 Research Office	S
	225 Research Laboratory or Studio Service	S
	226 Research Office Service	S
	250 Scholarly Activity	S
	255 Scholarly Activity Service	S
	260 Class Laboratory	S
	261 Special Class Laboratory	S
	265 Class Laboratory Service	S
	270 Open Laboratory	N
	275 Open Laboratory Service	N
300 - Office Facilities		
	310 Academic Office	S
	320 Other Office	S
	335 Office Service	S
	340 Conference Room	S
	345 Conference Room Service	S
400 - Study Facilities		
	410 Study Room	N
	430 Open Stack Study Room	N
	455 Stack	N
	455 Study Service	N
	460 Processing Room	N
	470 Tutorial/Training Room	N
	475 Tutorial/Training Room Service	N

Category	Code and Name	Room Standard
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500 - Special Use Facilities

510 Central Computer/Telecommunications	S
515 Computer/Telecommunications Service	S
520 Athletics	N
525 Athletics Service	N
530 Armory	N
535 Armory Service	N
540 Clinic (Non-Health)	N
545 Clinic (Non-Health) Service	N
550 Demonstration	N
555 Demonstration Service	N
560 Media Production	S
565 Media Production Service	S
570 Field Building	N
580 Animal Quarters	N
585 Animal Quarters Service	N
590 Greenhouse	N
595 Greenhouse Service	N

600 - General Use Facilities

610 Food Facility	N
615 Food Facility Service	N
620 Recreation	N
625 Recreation Service	N
630 Commons	N
635 Commons Service	N
640 Merchandising	N
645 Merchandising Service	N
650 Assembly	N
655 Assembly Service	N
660 Exhibit	N
665 Exhibit Service	N
670 Day Care	N
675 Day Care Service	N

700 - Support Facilities

710 Shop - General and Research	S
711 Shop - Teaching Laboratory	S
715 Shop Service - General and Research	S
716 Shop Service - Teaching Laboratory	S
720 Storage - General and Research	S
721 Storage - Teaching Laboratory	S
722 Storage - Office	S
740 Miscellaneous (requires UCOP approval)	N

Category	Code and Name	Room Standard
	750 Vehicle Storage	N
	755 Vehicle Storage Service	N
	760 Central Service	N
	765 Central Service Support	N
800 - Hospital Facilities		
	810 Patient Bedroom - Regular	N
	811 Bedroom Coronary Care	N
	812 Bedroom Intensive Care	N
	813 Bedroom Neonatal Intensive	N
	814 Bedroom Hemodialysis Care	N
	815 Bedroom Psychiatric Care	N
	816 Bedroom Maternity Care	N
	817 Bedroom Nursery Care	N
	818 Bedroom Pediatric Care	N
	819 Patient Bedroom Service	N
	820 Patient Bath and Toilet	N
	821 Patient Toilet	N
	822 Patient Bath or Toilet	N
	830 Nurse Station	N
	832 Nurse Station Service	N
	834 Patient-Moving Equipment Storage	N
	838 Staff On-Call Room	N
	839 Staff On-Call Room Service	N
	840 Surgical Operating Room	N
	842 Surgery Service	N
	844 Surgical Special Procedure Room	N
	845 Surgical Labor Room	N
	846 Surgical Delivery Room	N
	847 Surgical Recovery Room	N
	848 Surgical Cardiac Catheterization Room	N
	850 Treatment/Examination Room - General	N
	852 Treatment/Examination Room - Doctor	N
	854 Treatment/Examination Room Service	N
	855 Radiological Service Diagnostic	N
	856 Radiological Service Therapeutic	N
	857 Radiological Control Room	N
	858 Radiological Film Processing	N
	859 Radiological Film Viewing	N
	860 Diagnostic Service Laboratory	N
	862 Diagnostic Service Laboratory Support	N
	870 Supplies	N
	880 Public	N
	890 Custodial	N

Category	Code and Name	Room Standard
900 - Residential Facilities		N
	910 Residence Hall Bedroom	N
	911 Bedroom-1 occupant	N
	912 Bedroom-2 occupants	N
	913 Bedroom-3 occupants	N
	914 Bedroom-4 occupants	N
	915 Bedroom-5 occupants	N
	916 Bedroom-6 or more occupants	N
	920 Residential Service	N
	922 Bathroom - Private	N
	924 Bathroom - Shared	N
	926 Bathroom - Gang	N
	960 House-Studio	N
	961 House-1 bedrooms	N
	962 House-2 bedrooms	N
	963 House-3 bedrooms	N
	964 House-4 or more bedrooms	N
	968 House-Chief Campus Officer	N
	980 Apartment-Studio	N
	981 Apartment-1 bedrooms	N
	982 Apartment-2 bedrooms	N
	983 Apartment-3 bedrooms	N
	984 Apartment-4 or more bedrooms	N
	985 Apartment Service	N

7. Assignable Space Class Definitions

The former term “Room Use Code” has been replaced by the term “Space Classification” because rooms no longer consistently define all of the different types of spaces that need to be tracked, managed, and analyzed. The terms “room” and “space” may generally be considered interchangeable in this document.

Assignable Areas

Definition: The sum of all floor or surface areas of a building assigned to, or available for assignment to, an occupant or user, including every type of space functionally usable by an occupant or user.

Description: The amount of space that can be used for programs (functions) or assigned to occupants is known as the *Assignable Area*. The Assignable Area of a room is the area measured within the interior walls of the room. Included are the space subdivisions of the ten major room use categories for assignable space that are used to accomplish the institution's mission: classrooms, laboratories, office facilities, study facilities, special use facilities, general use facilities, support facilities, health care facilities, residential facilities, and unclassified areas. See Appendix B, *Room Use Codes and Definitions*, for room code values and definitions; Appendix C, *Building Area Overview*, for discussion of the relationship between assignable and other building areas; and Appendix D, *Definitions Checklist*, for specific and unusual situations.

Measured in terms of assignable square feet (ASF),

Total Assignable Area = Sum of the Ten Room Use Categories of Assignable Space

Basis for Measurement: Assignable area is computed by physically measuring or scaling measurements from the *inside* faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch (6'6") clear ceiling height unless the criteria of a separate structure are met (refer to the section on *Buildings to be Included*, page C.1.) (See architectural drawing of Assignable Area on next page.)

Exclusions: Deductions should not be made for necessary free-standing columns or architectural and structural projections. Areas defined as custodial, public toilet, circulation, and mechanical are excluded.

000 - Assignable Areas Not in Current Use (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 INACTIVE AREA

Data Value Name: INACTIVE
Room Standard Code: S (Standard)
Stations to be reported: None

Definition: A room available for assignment to an organizational unit or activity but unassigned at the time of the current inventory reporting period.

Exclusions: Rooms being modified or not completed at the time of the inventory are classified as Alteration (030) or Unfinished Area (020). Includes all rooms that are physically available but not currently scheduled for use.

020 UNFINISHED AREA

Data Value Name: UNFINISHED
Room Standard Code: N (Nonstandard)
Stations to be reported: None

Definition: All potentially assignable areas in new buildings, shell space, or additions to existing buildings left unfinished at the time of the inventory.

Description: This category typically includes areas that are part of a larger structure; e.g., a floor or basement area which was not finished off along with the remainder of the building. Unfinished area is distinguished from projects under construction as follows: *projects under construction* implies the structural elements and the internal components of the project are under construction (i.e., not complete); *unfinished area* refers to the internal components of a completed construction project that have been deferred as part of the capital (or construction) plan. The unfinished area is reported as assignable and charged to the proprietary department. The area is measured in the same way as open-loft-type space and adjustments are made to reflect the actual construction of partitions, quarters, etc., only when the interior is finished off. If an area is being used for any assignable purpose, whether or not it is unfinished space, it is to be classified according to the appropriate primary or service code; e.g., an unfinished area used as classroom storage should be coded as Classroom Service (125).

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

030 ALTERATION

Data Value Name: ALTERATION
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Rooms in this category are reported in the inventory as being assigned to the proprietary department.

Exclusions: Rooms inactive or not completed at the time of the inventory are classified as Inactive Area (010) or Unfinished Area (020), respectively.

100 - Classroom Facilities

Classroom facilities are institution-wide resources and the need for this type of space should be evaluated for the entire campus even though these areas may fall under different levels of organizational control (i.e., general assignment versus departmental control). The *use* of a room, rather than *ownership*, is more important in determining the appropriate room use code to be assigned for instructional facilities. The term "classroom facility" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms (e.g., discussion rooms) used primarily for scheduled non-laboratory instruction. Classroom facilities include any support rooms that serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multi-media or telecommunications equipment) that do not tie the room to instruction in a specific subject or discipline (see 200 series - Laboratory Facilities).

110 CLASSROOMS

Data Value Name: CLASSROOM
Room Standard Code: S (Standard)
Stations to be Reported: Student stations only.

In the case where extra chairs have been placed in the room beyond the designed capacity of the room, count only the number of additional seats that could be added without exceeding the maximum seating capacity allowed by the appropriate building and fire codes *and which* are intended to be included in the room permanently (rather than for a single course or single quarter or term).

Definition: A room used for classes that are also not tied to a specific subject or discipline by equipment in the room or the configuration of the room, *and* which is predominantly used for regularly or formally scheduled instructional activities such as lectures, discussions, and televised instruction.

Description: Includes rooms generally used for scheduled instruction and which require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms (including science demonstration rooms), and general-purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement) or similar types of seating. These rooms may contain computer, multimedia, telecommunications, or other equipment. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study, *if* this equipment does not render the room unsuitable for use by classes in other areas of study. The room may have a bench or podium area where demonstrations are made to supplement the lecture activity.

Exclusions: A teaching laboratory (class or open laboratory) is distinguished from a

classroom based on the type of activity for which it is used (e.g., laboratory, studio). A teaching lab is used for student participation, and as such, generally has equipment for student use or observation, requires set-up time to provide materials and equipment for student use or observation, and/or has a room configuration or special equipment that restricts the room to a single or closely related group of disciplines (260, 261, 270). Tutorial or training rooms that are not in instructional programs (program codes 1.1 and 1.2) are coded 470. This category also does not include conference rooms (340), which are primarily used for meetings, or assembly facilities (650). Auditoria are distinguished from lecture rooms based on predominant use. A large room with seating oriented toward some focal point that is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes.

125 CLASSROOM SERVICE

Data Value Name: CLASSRM SV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., *if* they serve classrooms (110) or seminar rooms (130).

Exclusions: Does not include rooms that serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as an Assembly Service (655).

130 SEMINARS

Data Value Name: SEMINAR
Room Standard Code: S (Standard)
Stations to be Reported: Student stations only.

In the case where extra chairs have been placed in the room above the designed capacity of the room, count only the number of additional seats that could be added without exceeding the maximum seating capacity allowed by the appropriate building and fire codes *and which* are intended to be included in the room permanently (rather than for a single course or single quarter or term).

Definition: A room used primarily for scheduled instructional activities (e.g., typically for the

small group discussion type) and which are used for classes that are not tied to a specific subject or discipline solely by the equipment in the room or the configuration of the room.

Description: Includes rooms generally used for scheduled instruction, which require no special, restrictive equipment or configuration. The distinction between a classroom and a seminar room is that a seminar room typically is equipped with a large table surrounded by chairs or the equivalent. A seminar room may contain computer, multi-media, telecommunications, or other equipment, or be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study *if* this equipment does not render the room unsuitable for use by classes in other areas of study.

Exclusions: This category does not include classrooms (110), conference rooms (340), assembly (650), teaching laboratories (260, 261, 270), tutorial or training rooms (470), or scholarly activity rooms (250). A scholarly activity room (250) is distinguished from a seminar room by its primary use for unscheduled study or discussion activities, often adjacent to research laboratories, research studios, or research offices. Conference rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms (340). Assembly rooms are distinguished from seminar rooms based on primary use. A large room with seating oriented toward some focal point that is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes. A teaching laboratory is distinguished from a seminar room based on its primary use for student observation, practice, or experimentation, and by the need for special equipment and set-ups required for such activities. A tutorial or training room (470) is distinguished from a seminar room by its primary use for staff training or individualized tutorial activities that are not tied to departments in instructional programs.

200 - Research and Teaching Laboratory Facilities

Laboratories and their related areas are used for activities associated with research, scholarly activity, and teaching that require student observation, practice, or experimentation. A laboratory is a facility characterized by special-purpose equipment or a specific room configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, engineering, etc. Laboratory facilities can be subdivided into four categories: research laboratories, scholarly activity rooms, class and special class laboratories, and open laboratories. A research laboratory is used for research, experimentation, observation, research training, or structured creative activity that supports the extension of a field of knowledge. A research laboratory or office also serves as a venue for graduate and undergraduate students to participate in investigative or creative efforts, in the form of individualized instruction, serving as an extension of their formal academic requirements. Scholarly activity rooms are rooms in facilities departments in instructional programs (program codes 1.1 and 1.2) which are used by both students and faculty for study, discussion, library, and collections repositories. Class and special class laboratories are used for *scheduled* instruction. An open laboratory supports instruction or learning but is not formally scheduled (except in the Performing Arts of Dance, Music, and Drama).

Research Sub-Classifications (212-214, 271)

212-214 – Definitions for
Enclosed, Open, Modular Offices.

271 - Restricted Open Lab
distinguishes between
open/general campus labs, and
open labs that are both (1)
restricted to a specific
department or major(s) and (2)
have some form of access
control (codes, assigned keys,
etc.).

Details in the Research and
Teaching Laboratories
definitions, below.

210 RESEARCH LABORATORY OR STUDIO

Data Value Name: RESEARCH
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room used for laboratory experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program, *if* the setting requires equipment, activity areas for special performance or practice (art, dance, music, drama), or structural support beyond that of an office.

Description: A research laboratory or studio 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 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. They do not include those practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended to do so to a broader academic (or sponsorship) community (e.g., a presentation or publication). This category also includes labs which are used for experiments or "dry runs" in support of both instructional and research activities. Includes facilities for human subject observation *if* the activity in which they are participating is primarily one of research. Includes research art studios which may have requirements for high ceilings, additional ventilation, or special provisions for water or electricity. Also includes research performance facilities that require large stages or performance areas.

Exclusions: Excludes rooms in which the primary activities are not for research purposes. Rooms used primarily for student practice, experimentation, and observation activities that do not contribute to the extension of a field of knowledge are Class or Open Laboratories (260, 261, 270). Rooms used for research that does not require specific additional infrastructure support, physical design, fixed equipment, or special set-ups are coded as Research Office (211) or Academic Office (310). Research facilities of unusually large size (e.g., wind tunnels, linear accelerators) may, with prior approval from the Office of the President (Capital Planning), be classified as Miscellaneous (740). Does not include testing or monitoring facilities (e.g., seed sampling, blood testing, water or environmental testing rooms) which are part of an institution's central service system (760). Autopsy rooms and morgues in the campus Police, Fire, or Environmental Health and Safety departments are part of the central campus service system and are, therefore, more appropriately coded as Central Service (760). Autopsy rooms and morgues that are related to separately organized healthcare facilities (e.g., student infirmary, campus hospital, or clinic) are coded with the appropriate healthcare facilities room codes (see 800 series).

211 RESEARCH OFFICE

Data Value Name: RESRCH OFC
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room used for experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program, and which primarily contains office-type accommodations.

Description: Includes offices or similar rooms in which professional and staff researchers and graduate students engage in desk, computer, or "tabletop" research which do not require additional or specific infrastructure support such as built-in equipment, ventilation, water or electrical provisions, or additional performance space.

Exclusions: Excludes the faculty member's primary office (if this can be determined) and

postdoctoral scholar's office, which are more appropriately coded as 310-Academic Office. Departmental library study rooms and informal discussion or meeting rooms for students and faculty are more appropriately coded as Scholarly Activity (250).

Required sub-classifications: Offices that fit the 211-space classification must be defined further as Enclosed (212), Open (213), or Modular (214). Optional further classifications of Hotel and Touchdown are available but not required. All Research Office sub-classifications will be reported to the UC Office of the President OP as 211. See below for definitions.

212 Research Office - Enclosed (work point)

Offices that fit the definition for space classification 211 (above), and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam). These are subject to Work Location occupancy and vacancy calculations.

218 Research Office - Enclosed Hotel (non-work point)

Enclosed research offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

219 Research Office - Enclosed Touchdown (non-work point)

Enclosed research offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

213 Research Office - Open (work point)

Offices that fit the definition for space classification 211 (above), and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6' high. Partitions are easily disassembled and reassembled.

215 Research Office - Open Hotel (non-work point)

Open research offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

216 Research Office - Open Touchdown (non-work point)

Open research offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

214 Research Office - Modular (work point)

Offices that fit the definition for space classification 211 (above), and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions, and are often fixed to the ceiling and/or floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6' in height. Some of examples include "telephone booths" or enclosed furniture offices.

220 Research Office - Modular Hotel (non-work point)

Modular research offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

221 Research Office - Modular Touchdown (non-work point)

Modular research offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

For modular construction examples – see section 2, pages 14-16

225 RESEARCH LABORATORY OR STUDIO SERVICE

Data Value Name: RSCH LABSV

Room Standard Code: S (Standard)

Stations to be Reported: None

Definition: A room that directly serves one or more primary research laboratory or studio facilities as an extension of the activities in those rooms and which is not intended as a permanent work station area.

Description: Includes only those rooms that directly serve a research laboratory or research studio. Included are projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, tissue culture rooms, locker rooms, showers, and similar facilities, if they serve research laboratories or studios. May include media production and computer facilities which primarily support research laboratories or studios.

Exclusions: Does not include service rooms that support research offices (226). Also, does not include service rooms that support classrooms (125), class laboratories (265), or open laboratories (275). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized. Does not include long-term storage areas used to house infrequently used or inactive research equipment and materials; these areas would more appropriately be coded as Storage-General and Research (720). Does not include media production (560) or computer facilities (510) which *primarily* support central campus operations; however, if these types of facilities primarily support a research laboratory or studio, they would be coded as Research Laboratory/Studio Service (225). Shops providing equipment, design, and repair services primarily to research may be coded as Research Lab Service (225) or Shop-General and Research (710).

227 Research Lab/ Studio – Corridor (optional sub-classification)

Corridor rooms and spaces that directly serve research labs and studio.

226 RESEARCH OFFICE SERVICE

Data Value Name: RSCH OFCSV

Room Standard Code: S (Standard)

Stations to be Reported: None

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

Description: Includes only those rooms that directly serve a research office. Included are coatrooms, supply and storage areas, records rooms, private (restricted access) circulation areas, etc., if they serve research offices.

Exclusions: Does not include service rooms that support research laboratories or studios (225). Also, does not include service rooms that support classrooms (125), class laboratories (265), open laboratories (275), or offices (335). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized.

228 Research Office – Corridor (optional sub-classification)
Corridor rooms and spaces that directly serve research offices.

250 SCHOLARLY ACTIVITY

Data Value Name: SCHOLAR AC
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room that supports the study needs of faculty, staff, students, and others who are involved in research.

Description: Includes departmental study rooms that provide materials or study space for faculty, researchers, and students. Includes departmental libraries not associated with the campus library. May include collections for use and review by faculty, staff, and students in the department, or be used for presentation and exhibit of student materials. The room may be equipped with terminals, carrels, shelved books and materials for use in the room, and audio-visual equipment for in-room use. Includes common areas used primarily by graduate students and other researchers for informal research, individual and group study, or consultation and discussion.

Exclusions: Excludes exhibit rooms (660) that primarily serve a public audience. Scholarly Activity rooms are distinguished from Conference rooms (340) by their primary use, which is to meet departmental study needs, and are not intended for formal gatherings or meetings. Excludes study facilities (see 400 series) which are primarily associated with the central campus and branch (non-departmental) libraries.

255 SCHOLARLY ACTIVITY SERVICE

Data Value Name: SCHOLAR SV
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room that directly serves a scholarly activity room as an extension of the activities in those rooms.

Description: Includes storage areas, records rooms, equipment issue rooms, coatrooms, closets, etc., if they serve scholarly activity rooms (250).

Exclusions: Does not include service rooms that support offices (335); research laboratories, studios, or offices (225, 226); conference rooms (345); or study rooms (455) in central or branch libraries.

260 CLASS LABORATORIES

Data Value Name: CLASS LAB

Room Standard Code: S (Standard)

Stations to be Reported: The number of students that can be accommodated in the room at one time.

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

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly or formally scheduled classes throughout the academic year. The design of the space or equipment in the room normally limits or precludes its use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, (group) studios, specialized health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in regular or formally 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 regularly scheduled classes.

Exclusions: A teaching laboratory is a Special Class Laboratory (261) if its design or permanently installed specialized equipment or set-up makes the room unsafe, impractical or expensive for use by courses not requiring such equipment or set-up. A teaching laboratory which is available *predominantly or exclusively for informal, individual or unscheduled instruction, or scheduled instruction in the Performing Arts (Dance, Music, Drama)* is an Open Laboratory (270). Does not include classrooms (110) or seminar rooms (130). This category does not include rooms generally defined as Research Laboratories (210). Does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (see 500 series). Rooms for tutoring or training not tied to facilities departments in instructional programs (program codes 1.1 and 1.2) are coded as Tutorial or Training Rooms (470).

261 SPECIAL CLASS LABORATORIES

Data Value Name: SPEC CLSLB
Room Standard Code: S (Standard)
Stations to be Reported: The number of students that can be accommodated in the room at one time.

Definition: A room used primarily for regularly or formally scheduled instruction for student participation, observation, experimentation, or practice in a field of study, but for which the configuration, set-up, or equipment makes its use unsafe, expensive, or otherwise inappropriate for use by courses that do not require such equipment or set-up.

Description: A special-class laboratory is characterized by the fact that its specialized equipment, design, or set-up are generally permanent features of the room, intended to meet the curricular needs of very limited program offerings. The nature of such a room makes it inappropriate to schedule other courses that do not need its special features, due to the expense of relocating equipment, the potential for harm to the equipment or the students, or the inconvenience that would be experienced by students or the instructor in not having certain amenities available, such as writing surfaces. It is expected that the utilization of such a room would be lower than that of a Class Laboratory (260) because of the limited amount of course offerings that could make use of the room's features. Furthermore, the room does not lend itself to other activities, such as unscheduled instruction, research, or other gatherings. A Special Class Laboratory is similar to a Class Laboratory in its use for regularly or formally scheduled instruction, but differs from a Class Laboratory in the degree of specialization that makes its availability and utilization extremely limited. It is distinguished from an Open Laboratory (270) in that the latter is primarily used for unscheduled (but required) individual instructional practice, observation, participation, or experimentation, or for any laboratory-type instruction in the Performing Arts (Dance, Music, Drama).

Exclusions: Does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, or non-health clinics. Rooms for tutoring or training that are not tied to facilities departments in instructional programs (program codes 1.1 and 1.2) are coded as Tutorial or Training Rooms (470).

265 CLASS LABORATORY SERVICE

Data Value Name: CLS LAB SV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes any room that directly serves a class laboratory. Includes projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Exclusions: Does not include service rooms that support classrooms (125), open laboratories (275), research facilities (225, 226), or tutorial or training rooms (475). Service areas that support teaching laboratories for I&R Performing Arts (Drama, Music, Dance) are coded as Open Lab Service (275). Animal quarters (580) and greenhouses (590) are separately categorized. Storage of infrequently used or inactive class laboratory materials and equipment may be coded either as Class Laboratory Service (265) or Storage-Teaching Laboratory (721). Shop facilities serving class laboratories with equipment design and repair may be coded as Class Laboratory Service (265) or Shop-Teaching Laboratory (711).

270 OPEN LABORATORIES

Data Value Name: OPEN LAB
Room Standard Code: N (Nonstandard)
Stations to be Reported: The number of students that can be accommodated in the room at one time.

Definition: A laboratory used primarily throughout the academic year for individual or group instruction that is informally scheduled, unscheduled, or open; or a laboratory used for scheduled or unscheduled instruction in the Performing Arts (Dance, Music, or Drama).

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, and which meets one of the following criteria: (1) the use of such room is not formally or regularly scheduled, or (2) the room is used for practice in the Performing Arts (Dance, Music, or Drama). Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios (for music, dance, or film production), individual laboratories, self-paced computer laboratories, and self-instructional multi-media laboratories.

Exclusions: Laboratories with regularly or formally scheduled classes are class laboratories (260) or special class laboratories (261). This category also does not include rooms defined as research facilities (210, 211, 250). Scholarly Activity (250) and Study (410) rooms differ from an Open Lab and typically do not have the instructional study materials available for student use, even though the room may be set up similarly, with computers or carrels, for example. Scholarly Activity rooms are also frequently multi-purpose rooms used for discussion, conferences, and study.

271 Open Laboratory - Restricted (optional sub-classification)

This sub-classification distinguishes between open/general campus labs and open but restricted labs intended to serve the needs of a single department. These labs may be restricted to a

specified department or major(s), and have access control (codes, assigned keys) to limit users. If the room is accessible to the general student population, then it should be coded 270.

275 OPEN LABORATORY SERVICE

Data Value Name: OPEN LABSV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes only those rooms that directly serve an open laboratory. Includes projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

Exclusions: Does not include service rooms that support classrooms or seminar rooms (125), class or special class laboratories (265), research facilities (225, 226), or scholarly activity areas (255). Animal quarters (580), greenhouses (590), and central service facilities (760) are separately categorized.

300 - Office Facilities

Office facilities are space resources specifically assigned to each of the various academic, administrative, and service functions of a college or university for carrying out desk-based activities and the support of those activities. While some campuses may wish to classify offices as Academic Office (310) or Other Office (320), others may wish to differentiate, through additional codes, administrative, staff, secretarial, clerical, teaching assistant, or other offices.

Summary of Local Campus Office Sub-Types

The below describes additional local campus distinctions in tracking sub-types of office space.

Offices - Enclosed, Open, Modular Wall (classification required)

All offices - academic, administrative, and research – must be classified at UCSD as one of the following:

Enclosed

The work area is 51% or more bounded by constructed walls.

Open

The work area is mostly unbounded by constructed or modular walls. Spaces are defined by furniture walls or implied by office furniture and movement patterns.

Modular Wall

The work area is 51% or more bounded by fixed walls that are not considered furniture or traditional stud construction but can be removed and reassembled elsewhere. Modular walls usually reach the ceiling, but in some cases may not. “Modular walls” refer to enclosures built fully or partially with walls that are less fixed, and provide less sound privacy than traditional construction, and yet are significantly more robust and much harder to move than typical open office furniture.

For modular examples – see section 2, pages 14-16

Open Shared Workspaces and “Work Lounges”

Shared, flexible workspaces are usually allocated to departments for use by their personnel and clients; Public Workspaces are available to anyone, including non-affiliated individuals. However, both are similar in that the space is not given to specific individuals, and is characterized by informal and or ad-hoc use.

These spaces typically consist of an area with more informal furniture (sofas, lounges, task chairs, low tables) and Wi-Fi access.

See Sections 2 and 4 for more examples.

Optional Office Service (335) Granularity

In addition to the “work lounge” spaces described above, there are several other support spaces. Below are several examples under review for probable addition to The FIM system.

Corridor – distinct from “General Circulation,” this is usually department or restricted circulation space. Often behind a door, primarily used by department staff as a part of the department workspace and

managed footprint. It is very difficult to describe with a fixed set of rules and frequently requires assessment and interpretation.

Lactation – dedicated lactation areas

Print – dedicated print areas

Office Supply – dedicated office supply closets or rooms. If a larger, centralized distribution area (similar to shipping/receiving), use Storage – Office (722).

Kitchenette/break room – typically includes some of the following: sink, refrigerator, coffee maker, cabinets/drawers for mugs and utensils, water cooler, tables and chairs, and counters for food preparation. Intended for staff use. Student lounge areas (Commons - 630), commercial food preparation (Food Facility - 610), and/or areas primarily used for vending (Merchandising - 640) are excluded.

310 ACADEMIC OFFICE

Data Value Name:	ACAD OFF
Room Standard Code:	S (Standard)
Stations to be Reported:	None

Definition: A room used by faculty, department chairs, deans who are equivalent to department chairpersons, other academic instructional appointees (e.g., lecturers, instructors, specialists), teaching assistants, emeriti, or postdoctoral scholars working at one or more desks, tables, or work stations for their desk-based academic work.

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer work stations, microcomputers, or other office equipment. May include a piano or work table to accommodate light boxes or artifacts, or space for other research activities that can be conducted in the faculty member's primary office. Included are offices used by academic staff which serve as an individual study for faculty members, department chairs, teaching assistants, or postdoctoral scholars. *This room is the primary office of the faculty member.* If the academic staff has an additional office, it is coded as Research Office (211), *if used for research*, or Other Office (320), if used for administrative duties. The 310-room code is also used for areas intended to cover the activities of teaching assistants, even if the room does not physically resemble or function as an office (i.e., there may be no assigned workstations or desks).

Exclusions: Offices for graduate students or other professional and staff researchers are coded as Research Office (211). Offices for deans, division heads, or directors are coded as Other Office (320). Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., that incidentally contain a desk space for a faculty member are classified according to the primary purpose of the room, rather than as offices. An office is differentiated from Office Service (335) by the latter's use as a casual or intermittent

work station or service room. For example, a space with a microcomputer(s) used by one or more people assigned to an office should be coded as Office Service (335).

Sub-classifications: Offices that fit the 310-space classification must be defined further as Enclosed (312), Open (313), or Modular (314). These sub-classifications (312,313, 314) will be reported to the UC Office of the President OP as 310. See below for definitions.

312 Academic Office - Enclosed (work point)

Offices that fit the definition for space classification 310, and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam)

311 Academic Office - Enclosed Hotel (non-work point)

Enclosed academic offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

317 Academic Office - Enclosed Touchdown (non-work point)

Enclosed academic offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

313 Academic Office - Open (work point)

Offices that fit the definition for space classification 310, and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6' high. Partitions are easily disassembled and reassembled.

315 Academic Office - Open Hotel (non-work point)

Open academic offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

316 Academic Office - Open Touchdown (non-work point)

Open academic offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

314 Academic Office - Modular (work point)

Offices that fit the definition for space classification 310, and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions and are often fixed to the ceiling and/or floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6' in height. Some examples include "telephone booths" or enclosed furniture offices.

318 Academic Office - Modular Hotel (non-work point)

Modular academic offices can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

319 Academic Office - Modular Touchdown (non-work point)

Modular academic offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

For modular construction examples – see section 2, pages 14-16

320 OTHER (ADMINISTRATIVE) OFFICE

Data Value Name: OTHER OFF
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room used by administrative staff, including academic administrative staff (e.g., administrative deans, provosts, and directors), to perform their desk-based administrative work.

Description: An office is typically assigned to one or more persons with specific workstations or desk areas available for work. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment.

Exclusions: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room rather than as offices. Office areas need not have visible physical boundaries, such as an open landscaped office or an open reception area. In such cases, logical physical boundaries may be assigned to calculate square footage. An office is differentiated from Office Service (335) by the latter's use as a casual or intermittent work station or service room. For example, a space with a microcomputer(s) used by one or more people assigned to an office should be coded as Office Service (335). A receptionist room that includes a small waiting area should be coded as 320-Other Office.

Sub-classifications: Offices that fit the 320-space classification must be defined further as Enclosed (322), Open (323), or Modular (324). These and other sub-classifications (322,323, 324) will be reported to the UC Office of the President OP as 320. See below for definitions.

322 Administrative Office - Enclosed (work point)

Offices that fit the definition for space classification 320, and are fully enclosed. 51% or greater of the bounding walls are traditionally constructed walls (drywall and beam)

321 Administrative Office - Enclosed Hotel (non-work point)

Enclosed administrative offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

327 Administrative Office - Enclosed Touchdown (non-work point)

Enclosed administrative offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

330 Administrative Office – Enclosed Reception (work point)

Enclosed offices that function as an office reception or similar service area. This is the enclosed portion of a reception area staffed by the department and may have a glass, plastic or similar window or opening to the waiting area. Usually a primary destination for in-person interaction with a department's staff or services. Subject to Work Location (direct assignments) and occupancy calculation and utilization. May be accompanied by a small Office Service – Reception Waiting (332) area, but not required.

323 Administrative Office - Open (work point)

Offices that fit the definition for space classification 320, and are open. This applies to open or bench areas as well as work areas bounded by furniture walls below 6' high. Partitions are easily disassembled and reassembled.

325 Administrative Office - Open Hotel (non-work point)

Open administrative offices that can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

326 Administrative Office – Open Touchdown (non-work point)

Open administrative offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

331 Administrative Office – Open Reception (work point)

Open that function as an office reception or similar service area. This is the open or partially enclosed portion of a reception area staffed by the department and may have a glass, plastic or similar window or opening to the waiting area. Usually a primary destination for in-person interaction with a department's staff or services. Subject to Work Location (direct assignments) and occupancy calculation and utilization. May be accompanied by a small Office Service – Reception Waiting (332) area, but not required.

324 Administrative Office - Modular (work point)

Offices that fit the definition for space classification 320, and are mostly enclosed. 51% or greater of the bounding walls are considered modular construction. These are typically much more robust than cubicle/furniture partitions and are often fixed to the ceiling and floor. In some cases, the walls will be not fixed to the ceiling but typically will exceed 6' in height. Some examples include "telephone booths" or enclosed furniture offices.

321 Administrative Office - Modular Hotel (non-work point)

Modular administrative offices can be reserved and scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

327 Administrative Office - Modular Touchdown (non-work point)

Modular administrative offices that are not directly assigned to specific individuals nor scheduled using the Tririga Reservations application. These are exempt from Work Location occupancy and vacancy calculations.

For modular construction examples – see section 1, pages 11-13

335 OFFICE SERVICE

Data Value Name: OFFICE SRV
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room, usually without permanent work stations, that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, mailrooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private restrooms, records rooms, office supply rooms, and private (restricted access) circulation areas.

Exclusions: Waiting, interview, and testing rooms are included as office service if they serve a specific office area, not a classroom or laboratory. A receptionist room which includes a small waiting area should be coded as an Other Office (320). Lounges that serve specific office areas and which are not generally available to the public should be coded as Office Service (335). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that are Campus-wide or serve several buildings should be coded as Central Service (760). Storage of infrequently used or inactive records or equipment may be coded as 335-Office Service or 722-Storage-Office.

Sub-classifications: Spaces that fit the 335-space classification have optional sub-classifications to clarify important functions within the 335 classification. All Office Service classifications (333-339) will be reported to the UC Office of the President OP as 335. See below for definitions.

332 Office Service – Reception Waiting (optional sub-classification)

The “client” area is where people are seated or waiting for interaction in an administrative or non-medical area. Frequently paired with 330 Administrative Office – Enclosed Reception or 331 Administrative Office – Open Reception.

Exceptions to 332 Office Service – Reception Waiting: If in a medical setting, use 880 Public Waiting. If used as an informal work area assigned to a department, use 338 Office Service – Work Lounge. If used as an informal work area not assigned to a department, classify as a Public Work Lounge. If used primarily as a lobby or circulation area not assigned to a department, where informal work is not usually performed and where waiting is infrequent, classify as Public Circulation.

333 Office Service – Corridor (optional sub-classification)

Distinct from “General Circulation,” Office Service – Corridor is usually department-controlled or restricted circulation space. Usually behind a door, it provides access to space primarily used by a department as a part of the department workspace and department-managed footprint. It is very difficult to describe explicitly with a fixed set of rules and frequently requires assessment, interpretation, and judgment.

334 Office Service - Print (optional sub-classification)

Dedicated print spaces.

336 Office Service - Lactation (optional sub-classification)

Spaces dedicated to lactation activity.

337 Office Service – Kitchenette/Break Room (optional sub-classification)

Spaces typically include some of the following: sink, refrigerator, coffee maker, cabinets/drawers for mugs and utensils, water cooler, tables and chairs, and counters for food preparation. Intended for staff use. Intended to support dining in an office setting. Excludes student lounge areas (Commons - 630), commercial food preparation (Food Facility - 610), and/or areas primarily used for vending (Merchandising - 640).

338 Office Service – Work Lounge (optional sub-classification)

Intended to support mobile and other work away from dedicated collaborative spaces (such as conference rooms) or offices. Typically, a more informal area is immediately adjacent to more traditional work areas and designed to allow workers people a change of location, the ability to have a working lunch or to engage in focused or collaborative in a more informal furniture setting.

339 Office Service - Supply (optional sub-classification)

Spaces dedicated to office supply storage, are usually limited to smaller groups for their day-to-day consumption of office supplies. If the room is a larger, centralized distribution area (similar to shipping/receiving), use Storage – Office (722).

340 CONFERENCE ROOM

Data Value Name: CONFERENCE

Room Standard Code: S (Standard)

Stations to be Reported: The total existing number of seats available in the room. May include a reasonable allowance for seating apart from the table within the design standard of the room.

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

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area for scheduled or unscheduled group meetings.

Exclusions: Does not include classrooms (110), seminar rooms (130), scholarly activity rooms (250), tutorial or training rooms (470), or commons (630). The primary difference between conference rooms and other similar rooms is one of *use*, not room configuration. A seminar room is used primarily for scheduled instruction, even though it may be used

occasionally for unscheduled or informal meetings or gatherings. A scholarly activity room may resemble a conference room; however, its primary use is for unscheduled use by students, faculty, and researchers for study and discussion in departments in instructional programs (program codes 1.1 and 1.2). A tutorial or training room is used primarily for staff instruction or student tutoring in departments, which are not tied to instructional programs. A commons area is used primarily for informal gatherings or private relaxation and is characterized by its relatively easy access or availability to the general public; commons areas may also be found in student residence halls.

Sub-classifications: Spaces that fit the 340-space classification can be defined further and will be reported to the UC Office of the President OP as 340. See below for definitions.

341 Huddle / Small Collaboration Room (optional sub-classification)

Offices that fit the definition for space classification 340. These are small, intimate collaboration spaces usually equipped with a monitor, whiteboard, and small table, and fit no more than 5 people. Intended primarily for drop-in/breakout discussions, they are classified as Conference Rooms (340) when reported to the Office of the President.

342 Staff Training /Tutorial (optional sub-classification)

These offices are used for training administrative staff and similar activities not tied to instructional or academic programs.

345 CONFERENCE SERVICE

Data Value Name: CONF SERV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

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

Exclusions: Excluded are service rooms that support classrooms and seminar rooms (125), scholarly activity rooms (255), offices (335), tutorial or training rooms (475), or commons (635).

400 - Study Facilities

Study space is classified into five categories: study room, stack, open-stack study room processing room, and study service. Graduate study and reading rooms in departments tied to instructional programs (program codes 1.1 and 1.2) are coded as Scholarly Activity (250). Offices used for library activities are classified as office facilities. A study room may contain equipment or materials that aid the study or learning process (e.g., microcomputers, computer terminals, multi-media carrels, typewriters, records, and tapes) that do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in virtually any type of building on campus (e.g., academic, residential, student service), Stacks (440), Open Stack Study Rooms (430), and Processing Rooms (460) are typically located in, but not limited to central or branch libraries. Identification of library space should be made through the use of program codes and departmental space through the use of academic discipline codes.

410 STUDY ROOM

Data Value Name: STUDY ROOM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes study or reading rooms, "learning labs," or "computer labs" located in libraries, residential facilities, student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, or similar multi-media equipment. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit.

Exclusions: This does not include study rooms associated with an instructional program or departmental library (see 250-Scholarly Activity). Does not include open labs (270) which are restricted to a particular discipline or discipline group. This category also does not include commons (630) which are intended for relaxation and casual interaction.

430 OPEN STACK STUDY ROOM

Data Value Name: OPEN STACK
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A combination study room and stack, generally without physical boundaries

between the stack and study areas.

Description: Seating areas include those types of stations and seating arrangements described under 410-Study Room. The stack areas of these rooms may include any of the educational material arrangements described under Stack (440). Includes rooms generally referred to as open stack study rooms or carrels. The room would ordinarily contain multiple rows of doubled-faced shelving units as opposed to single-faced units against the wall or serving as partitions.

Exclusions: Does not include study rooms that are associated with departments in instructional programs (program codes 1.1 and 1.2) or departmental libraries; such rooms are more appropriately coded as Scholarly Activity (250). This does not include Study Rooms (410) which have no stack areas. Those stack areas, which have only a few incidental chairs or other seating, and are without a formally arranged study seating area, should be coded as 440-Stack. This category is not used if the area can be prorated to study room and stack categories at the time of the physical inventory. Campuses may wish to separate and code the seating or study areas (410) and stack areas (440) into separate room records. As with Stack (440) and Processing (460) rooms, Open Stack Study rooms appear primarily in central or branch libraries.

440 STACK

Data Value Name: STACK
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used to house arranged collections of educational materials.

Description: Stacks typically appear in central or branch libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials (e.g., soil collections). Includes circulation areas within the stacks including stairways, lifts, etc. If accessibility is relatively unimportant, the area is coded as 720-Storage-General and Research.

Exclusions: Does not include stacks associated with departmental libraries or study rooms in departments in instructional programs (program codes 1.1 and 1.2); such areas would be coded as Scholarly Activity (250). Also does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (275), book storage rooms for classrooms (125), and music for general listening enjoyment (625). Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, museum collections, soil samples), which are for *exhibition* use (see 660, 665) as opposed to a *study resource*. Audio-visual film and tape libraries, which generally serve groups rather than individuals, are classified as Media Production Services (565). Tape storage for language laboratories is classified as Open Laboratory Service (275).

455 STUDY SERVICE

Data Value Name: STUDY SERV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes storage rooms, copy rooms, closets, locker rooms, coatrooms, and other typical service areas, which support a primary study facilities room (see 410, 430, 440, 460).

Exclusions: Does not include service rooms that support Scholarly Activity rooms (255). Does not include Processing Rooms (460) which house specific library support processes and operations (e.g., bookbinding rooms, and multi-media processing rooms).

460 PROCESSING ROOM

Data Value Name: PROCESS RM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: A Processing Room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and online catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multi-media materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

Exclusions: Does not include processing rooms in departmental libraries (255). Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary use room category (410, 430, 440, 460). Does not include typical support rooms which serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (455).

470 TUTORIAL OR TRAINING ROOM

Data Value Name: TUTORIAL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room or area used primarily for tutoring or training in departments other than those in instructional programs.

Description: Includes rooms used for providing training or supplemental instruction to students and staff in departments not tied to instructional programs (program codes 1.1 and 1.2). May be equipped with tablet armchairs, tables, and chairs, or similar types of seating. These rooms may contain computer, multi-media, telecommunications, or other equipment. These rooms are typically used to support training programs for administrative staff (e.g., a room in an office complex or building dedicated to training staff on personnel procedures or computer applications) or for students seeking supplemental instruction outside the core curriculum, often through a student services administered program.

Exclusions: Does not include classrooms (110), seminar rooms (130), or teaching laboratories (260, 261, 270) which are tied to departments in instructional programs (program codes 1.1 and 1.2). Rooms which are used for instruction in basic or remedial writing or math programs are within the scope of instructional programs and therefore, these rooms should be coded as Classrooms (110), Seminar Rooms (130), Class Laboratories (260, 261), or Open Laboratories (270).

475 TUTORIAL OR TRAINING ROOM SERVICE

Data Value Name: TUTORL SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room that directly serves one or more tutorial or training rooms as an extension of the activities in such a room.

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, supply rooms, etc., if they serve as tutorial or training rooms.

Exclusions: Does not include service rooms that support classrooms and seminar rooms (125), teaching laboratories (265, 275), scholarly activity rooms (255), offices (335), or conference rooms (345).

500 - Special Use Facilities

This category includes several room types that are sufficiently specialized in their primary activity, function, or design to merit a unique room code. Areas and rooms for centralized computer data processing and telecommunications, military training, athletic activity, media production, clinics (non-health), demonstration, agricultural field activities, animal quarters, and greenhouses are included here. Although many of these special use facilities provide service to other areas, their special use, design, or configuration dictates that these areas not be coded as service rooms.

510 CENTRAL COMPUTER OR TELECOMMUNICATIONS

Data Value Name: CMPTR TCOM
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: A central computer or telecommunications facility is often one of a group of rooms that constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing "primary activity" of this category is tied more closely to equipment than human activity, these areas require technical support staff and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone, or modem access. Includes rooms housing a center's computer(s) (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data-reading equipment, etc.), and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex that is primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including rooms housing satellite signal reception or transmission equipment, should be assigned the 515-Central Computer service code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Exclusions: Does not include computer facilities serving research facilities (225). Does not include office space (320) assigned to programmers, analysts, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include teaching laboratories and study rooms equipped with personal computers or terminals (see 260, 261, 270, 410) or offices with data processing equipment used as office tools (310,

320). Personal computer or terminal workrooms and printer rooms that serve an office area should be coded as 335-Office Service.

515 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

Data Value Name: CMPTR SERV
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes paper and forms storage, off-line tape and disk storage, separate control and 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 which directly serve the central computer or telecommunications.

Exclusions: Does not include office areas for personnel (e.g., technicians, analysts, programmers) assigned to the central computer facility (320), primary equipment (computer, I/O device) rooms (510), and office areas containing data processing or networking office service equipment or materials (310, 320). Also does not include rooms directly supporting study rooms (400 series) or laboratories (200 series) which contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal which is part of an office area, and not the central computer facility, should be coded as Office Service (335). A printer serving a general-purpose terminal room in a dormitory should be classified as Study Service (455).

520 ATHLETICS

Data Value Name: ATHLETICS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and fieldhouses. This category includes rooms used to teach dancing and bowling, only if they are part of a physical education instructional program. Includes permanent spectator seating areas associated with athletic facilities.

Exclusions: This room use code does not distinguish instructional from intercollegiate or intramural use of these areas. Additional classification through program codes makes this distinction. Classroom (100 series), laboratory (200 series), office (300 series), and other primary

room use types are coded as such, even though these areas may be located in an athletic or physical education building. Outdoor (unenclosed) 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 areas that should not be included in the facilities inventory. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys (non-instructional), table tennis rooms, ballrooms (non-instructional), chess and card playing rooms, and hobby and music listening areas (non-instructional) are classified as Recreation (620).

525 ATHLETICS SERVICE

Data Value Name: ATHLET SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes locker rooms, shower rooms, non-office "coaches" rooms, ticket booths, dressing rooms, and rooms for equipment, supply, storage, first aid, skate sharpening, towels, etc.

Exclusions: Does not include public restrooms which are nonassignable spaces. Rooms that directly serve offices, classrooms, laboratories, etc. are classified with the appropriate corresponding service code. Cashier's desks serving recreation facilities (620) are coded as Recreation Service (625). Central ticket outlets serving multiple facilities or services are coded as Merchandising (640).

530 ARMORY

Data Value Name: ARMORY
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room or area equipped or designed for use by Reserve Officer Training Corps (ROTC) and ancillary units.

Description: Rooms that are 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.

Exclusions: Conventional room use types such as classrooms (110), seminar rooms (130), teaching laboratories (260, 261, 270), and offices (310, 320) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded as Armory Service (535).

535 ARMORY SERVICE

Data Value Name: ARMORY SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code; e.g., classroom service (125), class laboratory service (265), open laboratory service (275), and office service (335).

540 CLINIC (NONHEALTH)

Data Value Name: CLINIC
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: For use by "general campus" programs only. A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized healthcare facilities related to medicine, veterinary medicine, dentistry, or student health care.

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

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

545 CLINIC SERVICE (NONHEALTH)

Data Value Name: CLINIC SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes waiting rooms, observation rooms, control rooms, records rooms, equipment issue rooms, instrument rooms, and similar supporting rooms.

Exclusions: Does not include rooms that serve health care facilities (800). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic Service).

550 DEMONSTRATION

Data Value Name: DEMONSTRN
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: The key criterion here is *practice* activity within an instructional program that closely simulates a real-world or occupational setting. These facilities support the training of the college-level students involved as (certified) teachers. Includes demonstration day care and development centers, laboratory schools, and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Exclusions: Does not include daycare and development centers that are not used as part of an instructional program (670). This category also does not include laboratories (see 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, daycare centers, and home management houses in which students serve as the subjects for a research study are coded as 210-Research Laboratory or Studio, or 211-Research Office.

555 DEMONSTRATION SERVICE

Data Value Name: DEMO SERV

Room Standard Code: N (Nonstandard)

Stations to be Reported: None

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

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

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

560 MEDIA PRODUCTION

Data Value Name: MEDIA PROD

Room Standard Code: S (Standard)

Stations to be Reported: None

Definition: A room used for the *production* or *distribution* of multi-media materials or signals.

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audiocassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room.

Exclusions: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Service (565) if serving the primary production or distribution room (560), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be classified as teaching laboratories (260, 261 270). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 510).

565 MEDIA PRODUCTION SERVICE

Data Value Name: MEDIA SERV

Room Standard Code: S (Standard)

Stations to be Reported: None

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

Description: The primary criterion here is that the room should serve as a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or origination room (560).

Exclusions: Those rooms containing media materials, equipment, or operations that serve a primary activity room other than a Media Production Room (560) should take the appropriate corresponding service code.

570 FIELD BUILDING

Data Value Name: FIELD BLDG

Room Standard Code: N (Nonstandard)

Stations to be Reported: None

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

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

Exclusions: Animal quarters directly supporting research or instructional laboratories should be coded as 580-Animal Quarters. The primary distinction between field buildings and animal quarters (580) is that animal quarters typically are subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AAALAC requirements). The location of a building, on or off the main campus, is not sufficient justification for the classification of a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house non-agriculture or non-farm-related vehicles (see 750). Does not include athletic fieldhouses (525) or central

campus or chemical storage areas (765).

580 ANIMAL QUARTERS

Data Value Name: ANIM QTRS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms used for the holding, feeding, or housing of animals which are used for instruction and research. Includes rooms generally referred to as vivaria, apiaries, aviaries, aquaria, animal holding rooms, etc.

Exclusions: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AAALAC requirements). Does not include areas for the treatment of veterinary patient animals (see 800 series). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (570).

585 ANIMAL QUARTERS SERVICE

Data Value Name: ANIM Q SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room 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, non-patient surgery rooms, casting rooms, or instrument rooms.

Exclusions: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see 800 series).

586 Animal Quarters Service – Corridor (optional sub-classification)

Distinct from “General Circulation,” Animal Quarters Service – Corridor is usually access-restricted department circulation space.

590 GREENHOUSE

Data Value Name: GREENHOUSE
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program.

Exclusions: 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 as Storage-General and Research (720).

595 GREENHOUSE SERVICE

Data Value Name: GREENHS SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room 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.

Exclusions: Excludes storage areas that do not directly serve greenhouses.

600 - General Facilities

A broader availability to faculty, students, staff, or the public characterizes general-use facilities than special-use areas (500 series), which are typically limited to a small group or special population. Together, general use facilities comprise a campus general service or functional support system (food facilities, recreation, relaxation, merchandising, assembly, exhibits, and daycare) for the institutional and participant community populations. Except for assembly facilities (650, 655), general-use facilities are not available for assignment to rooms in departments in instructional programs (program code series 1.1 and 1.2).

610 FOOD FACILITY

Data Value Name: FOOD FACIL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a food facility area (610) is the availability of some form of accommodation (seating, counters, tables) for eating and drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables are included in this category.

Exclusions: Vending areas, that are *not* provided with seating, counters, or tables are coded as 640-Merchandising or the appropriate service code (e.g., a 615-vending room serving a 610-dining hall) if the vending directly supports or is adjacent to a specific room for consuming the products.

Lounges or commons areas (630) with vending machines that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as 635-Commons Service if separate from and directly supporting the main lounge facility (see 630). Break rooms serving specific office areas are coded as 335-Office Service. Eating rooms for children in demonstration or daycare facilities are classified as primary activity categories within these respective areas (see 550-Demonstration or 670-Day Care). Staff-only eating or break rooms in these facilities are classified as service areas (555, 675).

615 FOOD FACILITY SERVICE

Data Value Name: FOOD SERV
Room Standard Code: N (Nonstandard)

Stations to be Reported: None

Definition: A room 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 vending areas that directly serve food facilities, as well as vending rooms adjacent to an eating area.

Exclusions: Does not include any type of food preparation room that does not serve a food facility or eating area (610). Kitchenettes in residence facilities, that do not serve a dining area, are coded as Residential Service (920). Service areas for vending rooms (640) are coded as Merchandising Service (645). Kitchens and food preparation areas in demonstration or daycare facilities are classified as service areas to those facilities (see 555, 675).

620 RECREATION

Data Value Name: RECREATION
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card-playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms which are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxing, amusement-type activity, whereas athletic or physical education facilities (520) are typically used for the more vigorous pursuits within physical education, intercollegiate athletic, and intramural programs.

Exclusions: Does not include 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 or intramural or intercollegiate athletic activities (520). Outdoor athletic and physical education fields, courts, and other unenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as scholarly activity (250) or study rooms (410) are also excluded from this category.

625 RECREATION SERVICE

Data Value Name: RECREAT SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room 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, and other support areas that directly serve a recreation facility (620).

Exclusions: Does not include kitchens, snack bars, or other food facilities (610) and food facility service (615) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving athletic and physical education facilities (520) are classified as service rooms (525) to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising (640).

630 COMMONS

Data Value Name: COMMONS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for rest that is not restricted to a specific group of people, units, or areas, and which may be used for informal discussions and gatherings.

Description: A commons or lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A commons area (630) differs from an office area "break room" lounge (335) or conference room (340) by its public availability and informal function. If a room is open for use by people visiting or passing through a building or area, it is coded as Commons (630). Such a room may have vending machines if the primary use of the room is for rest, relaxation, or informal socializing and not for eating (610). Includes living rooms in residence halls.

Exclusions: Rooms coded as Scholarly Activity (250), located in instructional programs (program codes 1.1 and 1.2) are excluded from the category of Commons. A commons area (630) is distinguished from a conference room (340), which is intended for formal meetings, by its more informal function of rest, relaxation or casual interaction, *and* its general public availability. A lounge area ("cot room") associated with a public restroom is included with the restroom as a nonassignable space. A room devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (640). 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 as Assembly Service (655). A lounge differs from a lobby (nonassignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other healthcare facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room, which includes a waiting area, should be classified as an Other Office (320).

635 COMMONS SERVICE

Data Value Name: COMMONS SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes kitchenettes, storage areas, and vending rooms which directly serve a general use lounge or commons facility (630).

Exclusions: This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room use types; e.g., a small vending area serving a dining hall eating area should be classified as 615-Food Facility Service.

640 MERCHANDISING

Data Value Name: MERCHANDIS
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used to sell products or services.

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

Exclusions: Does not include dining rooms, restaurants, snack bars, and similar food facilities (610). A vending machine room that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code, whereas a vending machine area within a general-use lounge is included in the 630-Commons space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as 610-Food Facility. Cashiers' desks, which serve a specific recreational facility or area, are classified as service space for that area (625). Daycare centers used for practice within an instructional

program are classified as 550-Demonstration. Daycare centers, which are not part of such a program, are classified under 670-Day Care.

640 MERCHANDISING SERVICE

Data Value Name: MERCH SERV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room 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 rooms if they directly serve a merchandising facility.

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

650 ASSEMBLY

Data Value Name: ASSEMBLY
Room Standard Code: N (Nonstandard)
Stations to be Reported: The audience seating capacity of the area circumscribed by the proscenium arch, and side and rear walls. For assembly facilities lacking a proscenium arch (e.g., modern music hall), the stations equal the normal audience seating capacity for the entire room.

Definition: A room 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, rather than for instruction as the primary function. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health, residential, or other facilities.

Exclusions: Stage areas that are used *primarily* for instruction or practice (e.g., dance, music, or drama) are typically coded separately as 270-Open Laboratory. Assembly facilities which are used primarily as instructional lecture halls are classified as 110-classroom spaces.

655 ASSEMBLY SERVICE

Data Value Name: ASMBLY SRV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room or area that directly serves an assembly facility as an extension of the activities in that facility.

Description: Includes checkrooms, coatrooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, multi-media and telecommunications control rooms, etc.

Exclusions: Entrance lobbies and other circulation areas surrounding or adjacent to the outside of the primary assembly room are classified as nonassignable (circulation) spaces. A concession stand in an assembly facility is classified as Merchandising (640). Lounge areas, which are remote from the assembly area within an assembly facility, are classified by the appropriate service code; e.g., 655-Assembly Service or primary 630-Commons space.

660 EXHIBIT

Data Value Name: EXHIBIT
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by *both* the institutional population *and* the public.

Exclusions: Displays and exhibits in departments in instructional programs (program codes 1.1 and 1.2) that are intended for use by students and faculty for study and informal instruction are coded as Scholarly Activity (250). Excludes departmental displays (e.g., anthropological, botanical, or geological specimens) which should be classified as laboratory or laboratory service (see 200 series) or Scholarly Activity (250). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also, does not include collections of educational materials in central campus or branch libraries, regardless of form or type (e.g., books, tapes, plant specimens, soils collections), which are for *study resources* (see 440) as opposed to *exhibition* use.

665 EXHIBIT SERVICE

Data Value Name: EXHIBIT SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes preparation workrooms, storage rooms, vaults, etc., which serve general exhibition areas (660).

Exclusions: Research areas in museums are classified as Research Laboratory (210) or Research Laboratory Service (225). Service areas for displays, which are part of an instructional Programs are classified as Classroom Service (125) or Laboratory Service (265, 275) areas.

670 DAY CARE

Data Value Name: DAY CARE
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children and adults; e.g., play areas, non-staff eating areas, and child training rooms. This type of facility serves as a central service center for faculty, staff, and students with members of the community being served as needed. Institutionally controlled space, which is used to provide an elementary school for children of faculty, staff, or students (and which may also serve the community) is also to be classified with this code. This is not a medical care facility; i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid in case of an accident.

Exclusions: Does not include those rooms typically used as service rooms (675); e.g., storage rooms, closets, and pantries. This category also does not include demonstration houses or facilities with a primary function of providing collegiate *practice* as part of the instructional process (550). Also excluded from this category are those service areas classified as 760-Central Service, and laboratories (200 series) which directly support instruction (e.g., early childhood education).

675 DAY CARE SERVICE

Data Value Name: DAY CAR SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Does not include those rooms where primary daycare activities are conducted; e.g., child training rooms, and playrooms (670). Restrooms designed for child training should be coded 670; staff-only restrooms should be coded 675. Kitchen or food preparation areas in a daycare facility are classified as service (675) areas. Staff eating or break areas should be coded 675, whereas eating or training areas for children are classified as primary activity (670) space. Staff office areas should be coded as 320-Other Office.

700 - Support Facilities

Support facilities, which provide centralized space for various auxiliary support systems and services on campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (600), these areas provide a continuous indirect support system primarily to faculty, staff, and students. 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 shop services, general storage and supply, vehicle storage, and central services (e.g., printing and duplicating, mail, shipping and receiving, waste handling, environmental testing or monitoring, laundry, food stores, materials storage, and treatment).

710 SHOP - General and Research

Data Value Name: SHOP
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room used for the manufacture, repair, or maintenance of products or equipment for the central campus (i.e., physical plant) or research laboratories.

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category is intended primarily for *centralized* shops for the construction or repair of research or instructional equipment and repair and maintenance of multi-media equipment and devices. Special purpose shops (e.g., glass blowing, machining, and computer repair) supporting multiple rooms for scientific instruction and research are coded either as Research Laboratory Service (225) or Shop-General and Research (710).

Exclusions: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction, which should be classified as laboratories (see 260, 270). If the shop primarily supports the instructional activities found in teaching laboratories, then the shop would be coded as Teaching Laboratory Service (265, 275) or Shop-Teaching Laboratory (711). Centralized facilities used for producing and distributing multi-media materials and signals are classified as Media Production (560). Architecture and engineering drafting rooms serving the physical plant operation are classified as Other Office (320). Blueprint storage rooms are classified as Office Service (335). 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 (750).

711 SHOP - Teaching Laboratory

Data Value Name: SHOP-TLAB
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A teaching laboratory service room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category is intended for shops that primarily serve the instructional activities found in teaching laboratories. These rooms may be coded as 711-Shop-Teaching Laboratory or 265-Class Lab Service or 275-Open Lab Service. Shops for I&R Performing Arts programs should be coded as 275-Open Lab Service.

Exclusions: Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction, which should be classified as laboratories (see 260, 270). Shops serving the central campus and special purpose shops (e.g., glass blowing, machining, computer repair) supporting multiple rooms for scientific instruction and research are included as 710-Shop-General and Research.

715 SHOP SERVICE - General and Research

Data Value Name: SHOP SERV
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room that directly serves a central campus (i.e., physical plant) or research Laboratory shop facility as an extension of the activities in that facility.

Description: Includes tool storage rooms, materials storage rooms, similar equipment or material supply or storage rooms, locker rooms, shower areas and similar non-public areas that serve the central campus or research laboratory shop facility. Shop service areas that support research laboratories may be coded as 225-Research Laboratory Service or 715-Shop-General and Research.

Exclusions: Shop service areas primarily supporting teaching laboratories should be coded as 265-Class Lab Service, 275-Open Lab Service, or 716-Shop Service-Teaching Lab. Blueprint storage rooms should be classified as 335-Office Service. Rooms directly serving multi-media production or distribution facilities are coded as 565-Multi-media Production Service. Sit-down lunch or vending rooms, which serve the shop facility, are classified 610-Food Facility.

716 SHOP SERVICE - Teaching Laboratory

Data Value Name: SHOP SV-TL
Room Standard Code: S (Standard)
Stations to be Reported: None

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

Description: Includes tool storage rooms, materials storage rooms, similar equipment or material supply or storage rooms, locker rooms, shower areas, and similar non-public areas that serve the teaching laboratory shop facility. Shop service areas that support teaching laboratories may be coded as 265-Class Lab Service, 275-Open Lab Service or 716-Shop Service-Teaching Laboratory. Shop service areas, which support I&R Performing Arts programs, should be coded as 275-Open Lab Service.

Exclusions: Shop service areas for central campus shops are coded as 715-Shop-General and Research. Shops supporting programs in research are coded as 225-Research Laboratory Service or 715-Shop-General and Research. Does not include vehicular repair facilities (garages) classified as 755-Vehicle Storage Service.

720 STORAGE - General and Research

Data Value Name: STORAGE
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room or building which is used to store equipment or materials and which serves a campus-wide or research laboratory service function.

Description: The concept of "central" or "general" is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 125, 225, 335, 455, etc.) which directly support a primary activity room or room group; e.g., a paper storage room (335) can serve several offices (310, 320) in an area. Service storage rooms are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as service to the primary room type. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive or dead storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area which serve multiple room use types and which are used for general or surplus (e.g., furniture, equipment) collection or storage. This code may be used for all storage areas that do not qualify as service rooms. The typical storage area, which serves a research laboratory, may be coded as 225-Research Laboratory Service or 720-Storage-General and Research. Stored museum collections may be coded either as 720-

Storage-General and Research or 665-Exhibit Service.

Exclusions: Storage facilities for materials, supplies, equipment or furniture used primarily in teaching laboratories are coded as Teaching Laboratory Service (265, 275) or 721-Storage-Teaching Laboratory. If the storage space is serving only open laboratories (e.g., costume storage for the Performing Arts), then the room should be coded as 275-Open Laboratory Service. Space for office storage is coded as 335-Office Service or 722-Storage-Office. Does not include a storage room directly serving a primary room use type or group of such rooms; i.e., a room which is clearly a service room (e.g., a storage room supporting an office is coded as 335-Office Service). This category also does not include nonassignable janitor's sink closets. Offices within warehouses or other central storage buildings are coded as 320-Other Office. Centralized food stores and laundries are classified as 760-Central Service.

721 STORAGE - Teaching Laboratory

Data Value Name: STORAGE-TL
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room or building which is used to store equipment or materials serving teaching laboratories.

Description: The vast majority of storage rooms supporting teaching laboratories are service rooms (i.e., 265, 275). Campuses may exercise the option to use the 721-room code to distinguish storage facilities from other service room codes, which support teaching laboratories. If the storage space is serving only open laboratories (e.g., costume storage for the Performing Arts), then the room should be coded as 275-Open Laboratory Service.

Exclusions: Storage rooms which support campus-wide operations are coded as 720-Storage-General and Research; storage rooms which support research laboratories are coded as 225-Research Laboratory Service or 720-Storage-General and Research; storage rooms which support offices are coded as 335-Office Service or 722-Storage-Office.

722 STORAGE - Office

Data Value Name: STORAGE-OF
Room Standard Code: S (Standard)
Stations to be Reported: None

Definition: A room or building which is used to store equipment or materials serving or supporting office activities.

Description: The vast majority of storage rooms supporting offices are service rooms (i.e.,

335). Service storage rooms are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as service to the primary room type. The typical storage area, which serves an office complex, should be coded as 335-Office Service. However, a large storage facility that consists of several thousand square feet; contains office files, records, or furniture; and is not located in the immediate or adjacent area to the office complex it serves, may be coded as 722-Storage-Office.

Exclusions: Does not include a storage room directly supporting central campus operations (720), or research laboratories (225 or 720), or teaching laboratories (265, 275, 721). This category also does not include nonassignable janitor's sink closets. Offices within warehouses or other central storage buildings are coded as 320-Other Office.

740 MISCELLANEOUS

Data Value Name: MISCELLAN
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room or structure for which no other room use is applicable; a category of last resort.

Description: *Prior approval must be obtained by the Office of the President (Budget Office) when using this code.* This category is reserved for highly unusual rooms used in instruction or research in that these rooms require extreme amounts of space to accommodate procedures or equipment (e.g., wind tunnels, accelerators, nuclear reactor). It is not enough that it is the only room of its type to be called *Miscellaneous*. It must have unusually large dimensions, which exceed the maximum space standards by many times. Excludes the service rooms that are part of the complex, as well as the general purposes primary activity and related service rooms (e.g., offices, research laboratories).

750 VEHICLE STORAGE

Data Value Name: VEH STORAG
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room or structure that is used to house or store vehicles which are owned or controlled by the institution.

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

Exclusions: This category does not include housing or storage areas for vehicles that are not owned or controlled (e.g., leased) by the institution. Conventional parking garages, surface parking lots, decks, or structures for temporary parking of vehicles owned by faculty, students, staff, or the public are excluded from this category. It also does not include structures that house or store farm vehicles and implements (570).

755 VEHICLE STORAGE SERVICE

Data Value Name: VEH STO SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room 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 defined in Vehicle Storage (750) above. Access control areas are also included.

Exclusions: Does not include shops as defined in Shop (710, 711) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage Facility should be classified as Other Office (320).

760 CENTRAL SERVICE

Data Value Name: CENTRAL SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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 which serve the occupants or activities of more than one building. Also includes central printing and duplicating services, central mail facilities, central shipping and receiving areas, central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Also includes morgues and autopsy rooms, which are tied to Police, Fire, and Environmental Health and Safety departments. Most of these centralized areas have a campus-wide service scope.

Exclusions: Does not include those rooms providing the above listed functions if they

support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (615); a laundry room in a residence hall should be coded as Residential Service (920); a copy or mailroom in an office area is coded as 335-Office Service. Media production or distribution facilities (560) and computer-based data processing and telecommunications equipment centers (510) are coded separately. Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded as Shop (710). Central storage or supply facilities (720) and vehicle storage facilities (750) also have separate codes. Morgues and autopsy rooms, which are associated with separately organized health care facilities (e.g., student infirmary, hospital, or clinic), are more appropriately coded as health care facilities (see 800 series).

765 CENTRAL SERVICE SUPPORT

Data Value Name: CENT SVSUP
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Offices within a central service area or complex should be coded as Other Office (320). Centralized physical plant repair and maintenance facilities which do not directly support a Central Service (760) should be coded as Shop-General and Research (710).

766 Central Service Support – Loading Dock (optional sub-classification)

Interior portion of loading dock service areas dedicated to shipping, receiving, and similar delivery activity. Exterior spaces are classified as Covered Unenclosed – Loading Dock ().

800 - Health Care Facilities

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

810 PATIENT BEDROOM-REGULAR

Data Value Name: BED REGPAT
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room equipped with a bed and used for patient care. *Campuses may use one of the more specific patient bedroom codes defined below (811-818).*

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 are included. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Exclusions: Student residence quarters should be classified with the Residential Facilities (see 900 series) codes. Staff on-call rooms for resting and sleeping are coded 838. Does not include non-patient animal shelters used for farm animals (570) or non-veterinary school laboratory animals (580).

811 BEDROOM-CORONARY CARE

Data Value Name: BED CCU
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for coronary care patients as a bedroom.

812 BEDROOM-INTENSIVE CARE

Data Value Name: BED ICU
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for intensive care bedrooms or units, emergency bed care or observation bed care.

813 BEDROOM-NEONATAL INTENSIVE

Data Value Name: BED NIU
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for Neonatal Intensive care patients as a bedroom.

814 BEDROOM-HEMODIALYSIS CARE

Data Value Name: BED HEMODI
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for hemodialysis care patients as a bedroom.

815 BEDROOM-PSYCHIATRIC CARE

Data Value Name: BED PSYCH
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for psychiatric care patients as a bedroom.

816 BEDROOM-MATERNITY CARE

Data Value Name: BED MATERN
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for maternity care patients as a bedroom.

817 BEDROOM-NURSERY CARE

Data Value Name: BED NURSRY
Room Standard Code: N (Nonstandard)
Stations to be Reported: Crib, bassinet, and incubator-patient capacity.

Definition: A room used for special care nurseries and infant general care and incubator patients as a bedroom.

818 BEDROOM-PEDIATRIC CARE

Data Value Name: BED PEDIAT
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: A room used for child patients as a bedroom.

819 PATIENT BEDROOM SERVICE

Data Value Name: BED PAT SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Included are linen closets, patient lounges, children's playrooms and any other service areas that are used primarily by patients as opposed to staff. Also includes small anterooms to the patient bedrooms if these areas are not aggregated with the 810-818 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

Exclusions: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810-818 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 (832). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (585). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (832).

820 PATIENT BATHROOM AND TOILET

Data Value Name: BATH
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room containing patient bath and toilet facilities. *Campuses may use one of the more specific bathroom codes defined below (821, 822).*

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes (see also 821, 822). Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (842).

Exclusions: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 335, 839) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (832). Animal groom rooms should be coded as Patient Bedroom Service (819).

821 PATIENT TOILET

Data Value Name: BATH TOILT
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Rooms containing patient toilet facilities only, adjoining or in conjunction with patient bedrooms.

822 PATIENT BATH OR TOILET

Data Value Name: BATH OTHER
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: All toilet, shower or tub rooms not adjoining or in conjunction with patient bedrooms. Includes all staff bathrooms and baths in treatment areas.

Exclusions: Excludes staff baths and toilets that directly serve Staff On-Call Facilities (839).

830 NURSE STATION

Data Value Name: NURSE STAT
Room Standard Code: N (Nonstandard)
Stations to be Reported: Number of permanent workstations.

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

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

Exclusions: Rooms that are used as offices should be classified appropriately (320).

832 NURSE STATION SERVICE

Data Value Name: NRS STA SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other 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.

Exclusions: Rooms used as offices should be classified appropriately (320). Pharmacy and other central supply areas are coded as Central Supplies (870). Areas directly serving patient bedrooms are coded as Patient Bedroom Service (819). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

834 PATIENT-MOVING EQUIPMENT STORAGE

Data Value Name: PT MOV EQP
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A patient-related interim storage area used to place patient-moving equipment such as gurneys, wheelchairs, stretchers, code blue carts and other similar equipment.

838 STAFF ON-CALL FACILITY

Data Value Name: STF ONCALL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Staff on-call rooms or quarters differ from open and service areas lounges (see 630) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded 810-818; student residence quarters should be classified with the Residential Facilities (900 series) codes.

839 STAFF ON-CALL FACILITY SERVICE

Data Value Name: STF ONCLSV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Does not include storage and other support rooms that serve patient bedrooms (819). Also excluded are central supply areas (870).

840 SURGICAL OPERATING ROOM

Data Value Name: SURG OP RM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for surgery. *Campuses may use one of the more specific surgical operating room codes defined below (844, 846).*

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

Exclusions: Does not include the various surgery support rooms that are used as a direct extension of surgery activities (842). Also does not include rooms used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Surgery Service codes).

842 SURGERY SERVICE

Data Value Name: SURGERY SV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room that directly serves a surgery room as an extension of the activities in that facility. *Campuses may use one of the more specific surgery service room codes defined below (845, 847, 848).*

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, post-operative and operating room repair rooms, and clean and dirty linen areas if these rooms serve the surgery facility.

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

844 SURGICAL SPECIAL PROCEDURE ROOM

Data Value Name: SURG SP PR
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Procedure/surgery room used for special procedures such as urology, ENT, sigmoidoscopy and similar work-ups.

845 SURGICAL LABOR ROOM

Data Value Name: SURG LABOR
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: Room designated as a Labor room.

846 SURGICAL DELIVERY ROOM

Data Value Name: SURG DELIV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Room designated as a Delivery room.

847 SURGICAL RECOVERY ROOM

Data Value Name: SURG RECOV
Room Standard Code: N (Nonstandard)
Stations to be Reported: Bed-patient capacity

Definition: Room designated as a General Surgical recovery room; does not include specialized intensive care recovery/monitoring rooms.

848 SURGICAL CARDIAC CATHETERIZATION ROOM

Data Value Name: SURG CARDC
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Room designated as a cardiac catheterization room.

850 TREATMENT OR EXAMINATION ROOM

Data Value Name: TREAT EXAM
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: A room used for diagnostic and therapeutic treatment.

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

Exclusions: Excludes combined doctor's office and treatment/examination rooms (852). Also excludes, in veterinary institutions, rooms used for small or large animal X-ray (855, 856).

852 TREATMENT-DOCTOR

Data Value Name: TREAT DOC
Room Standard Code: N (Nonstandard)
Stations to be Reported: Professional staff only.

Definition: Combined doctor's office and treatment/consultation room.

854 TREATMENT SERVICE

Data Value Name: TREAT SERV
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

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

855 RADIOLOGICAL SERVICE DIAGNOSTIC

Data Value Name: RAD SV DIA
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Rooms used away from the surgical room/suites for diagnostic x-ray procedures using radio imaging devices, chest x-raying fluoroscopy, angiography and scanners.

856 RADIOLOGICAL SERVICE THERAPEUTIC

Data Value Name: RAD SV TH
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Rooms used for therapeutic treatment purposes. Will include all radiation therapy equipment with a rating above 250 kilovolts, cobalt, etc.

857 RADIOLOGICAL CONTROL ROOM

Data Value Name: RAD CONTRL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Room or area designated for principal use as operator control region for operating RX and DX x-ray equipment; patient monitoring while being x-rayed. May serve as a secondary film processing area not covered by the Radiological Film Processing Room (858) below.

858 RADIOLOGICAL FILM PROCESSING

Data Value Name: RAD FLM PR
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Room designated for film processing only.

859 RADIOLOGICAL FILM VIEWING

Data Value Name: RAD FLM VW
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Room designated and devoted to film viewing by Radiology staff and located directly adjacent or contiguous to the radiological area. This does not include rooms used primarily or under multi-function which are equipped with view boxes or walls.

860 DIAGNOSTIC SERVICE LABORATORY

Data Value Name: DIA SV LAB
Room Standard Code: N (Nonstandard)
Stations to be Reported: Number of permanent workstations.

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

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

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

862 DIAGNOSTIC SERVICE LABORATORY SUPPORT

Data Value Name: DIA LB SUP
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms,

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

Exclusions: Does not include storage areas, dressing rooms, work preparation rooms and other areas that support a patient treatment or examination room (855).

870 SUPPLIES

Data Value Name: SUPPLIES
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

Description: This classification, which serves a *central* storage or supply function similar to the central 720-Storage-General and Research classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms.

Exclusions: 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 720-Storage-General. Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 PUBLIC WAITING

Data Value Name: PUBLIC
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

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

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

Exclusions: Open lounges (630) and other service room lounges (e.g., 819-patient lounge) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.

890 CUSTODIAL

Data Value Name: CUSTODIAL
Room Standard Code: N (Nonstandard)
Stations to be Reported: None

Definition: Rooms used for housekeeping, linen storage and handling; includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation. Excludes mechanical and equipment rooms.

Exclusions: Does not include housekeeping rooms for residential halls (920).

900-984 Residential Facilities

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, 320), teaching laboratories (260, 261, 270), conference rooms (340), lounges and commons areas (630), study rooms (410), dining areas (610), recreational rooms (see 620), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Residential Service (920) description.

Note: Residential room types are divided into three categories of reporting:

910-926 Residence Halls/Dormitories and Bathroom Facilities

960-968 House (Single Dwelling Units)

980-985 Apartment (Multiple Dwelling Units including duplexes, etc.)

In counting the assignable areas in residence halls or dormitories, each individual room or separately identifiable area is to be made a separate room entry. For single and multiple dwelling units, a single entry for each apartment unit or house is to be made with the assignable area reported as the total interior floor area measured from the inside surfaces or the principal perimeter walls. Such measurements will have the effect of including the area of interior partitions, stairwells and other vertical shafts at each floor upon which they occur. Include closets in room assignable area if the clearance is greater than 6'6". Ancillary space in support of residence halls and dormitories is 920-Residential Service; service areas for apartment complexes is 985-Apartment Service.

910-916 RESIDENCE HALLS AND DORMITORIES

<u>Room Use Code and Name</u>	<u>Data Value Name</u>	<u>Room Standard</u>
910 RESIDENCE HALL BEDROOM	RES BEDRM	N (Nonstandard)
911 BEDROOM-1 OCCUPANT	BEDRM 1	N
912 BEDROOM-2 OCCUPANTS	BEDRM 2	N
913 BEDROOM-3 OCCUPANTS	BEDRM 3	N
914 BEDROOM-4 OCCUPANTS	BEDRM 4	N
915 BEDROOM-5 OCCUPANTS	BEDRM 5	N
916 BEDROOM-6 OR MORE OCCUPANTS	BEDRM 6+	N

Stations to be Reported: The number of single student occupants the room was designed to accommodate. If the room was designed to house two students, but due to campus housing shortages,

the room currently accommodates three students, report the station count as '2'. For dormitory-type housing for staff (e.g., housing provided for researchers at an off-campus site), report the number of beds the room was designed to accommodate.

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

Description: These are the rooms typically found in dormitories or residence halls. Includes single or multiple sleep/study rooms and may contain a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. 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.

Exclusions: 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 410-Study Room. Residential quarters equipped with internal cooking facilities are coded as Apartment (980-984). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as 920-Residential Service unless there is an accompanying eating area (see 610) that the food preparation area directly serves (e.g., residential dining commons area). The appropriate service code of 615-Food Facility Service would then be applied.

920 RESIDENTIAL SERVICE

Data Value Name:	RESID SERV
Room Standard Code:	N (Nonstandard)
Stations to be Reported:	None

Definition: A room that directly serves the occupants of residence halls and dormitories (910-916).

Description: This is the service code for the 910-916 residential facilities. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of Residence Hall facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 610) are also classified as 920-Residential Service.

Exclusions: Does not include Offices (310, 320), Lounges or Commons areas (630), Study Rooms (410), eating or dining areas (see 610), or toilet/bath areas for occupants of Residence Hall facilities (see 922-926) in any residential facility, including institutionally controlled hotels or motels.

921 Residential Service - Corridor (optional sub-classification)

Distinct from “General Circulation,” Residential Service – Corridor is usually Housing and Dining controlled or access-restricted circulation space primarily used by only the immediate occupants. Building- or facility-wide corridors are usually nonassignable public/general circulation, unless access-restricted by HDH.

922-926 RESIDENTIAL BATHROOM FACILITIES

<u>Room Use Code and Name</u>	<u>Data Value Name</u>	<u>Room Standard</u>
922 BATHROOM-PRIVATE	BATH PRIV	N (Nonstandard)
924 BATHROOM-SHARE	BATH SHARE	N
926 BATHROOM-GANG	BATH GANG	N

Stations to be Reported: None

Definition: A toilet or bathroom intended only for the occupants of the residential facilities (e.g., residence halls, and dormitories), rather than for the public.

Description: Includes common or shared bathroom facilities which may consist of full or half-bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area. Bathrooms internal to a sleep/study room are coded as 922-Private Bathroom. A bathroom for use by the occupants of a suite of residential bedroom units is coded as 924-Shared Bathroom. A common or shared bathroom facility which may consist of full or half-baths, showers, or toilet and shower combinations, for use by the occupants of residential facilities and which is accessible from a corridor or general circulation area is coded as 926-Bathroom-Gang.

Exclusions: Does not include public rest rooms that are nonassignable space.

960-968 HOUSE (Single Dwelling Units)

<u>Room Use Code and Name</u>	<u>Data Value Name</u>	<u>Room Standard</u>
960 HOUSE-STUDIO	HSE STUDIO	N (Nonstandard)
961 HOUSE-1 BEDROOM	HSE 1 BDRM	N
962 HOUSE-2 BEDROOMS	HSE 2 BDRM	N
963 HOUSE-3 BEDROOMS	HSE 3 BDRM	N
964 HOUSE-4 OR MORE BEDROOMS	HSE 4+BDRM	N
968 HOUSE-CHIEF CAMPUS OFFICER	HSE CCO	N

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

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

Exclusions: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 980-984). Houses used as office areas should be classified with the Office Facilities (310, 320) codes.

Stations to be Reported: For single student housing, report the number of students the unit was designed to accommodate. For communal staff housing (e.g., housing provided to researchers located at a remote off-campus site), report the number of beds the house was designed to accommodate. For housing for married students, faculty, staff, guests, *and* their families, report a station count of '1' per house regardless of the number of bedrooms available in that unit.

980-984 APARTMENT (Multiple Dwelling Units)

<u>Room Use Code and Name</u>	<u>Data Value Name</u>	<u>Room Standard</u>
980 APARTMENT-Studio	APT STUDIO	N (Nonstandard)
981 APARTMENT-1 BEDROOMS	APT 1 BDRM	N
982 APARTMENT-2 BEDROOMS	APT 2 BDRM	N
983 APARTMENT-3 BEDROOMS	APT 3 BDRM	N
984 APARTMENT-4 OR MORE BEDROOMS	APT 4+BDRM	N

Stations to be Reported: The number of students, faculty, staff, or guest occupants that the unit was designed to accommodate. For single student housing, report the number of students the unit was designed to accommodate. For housing for married students, faculty, married students, faculty, staff, guests, *and* their families, report a station count of '1' per house regardless of the number of bedrooms available in that unit.

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 rooms(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment because it is not a separate, freestanding structure.

Exclusions: Does not include single, freestanding structures (see 960-968) or any residential units

that do not contain private cooking facilities (910-916).

985 APARTMENT SERVICE

Data Value Name: APT SERV

Room Standard Code: N (Nonstandard)

Stations to be reported: None

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (980-984) space.

Exclusions: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities, which have no internal cooking facilities (see 910-920). This category also excludes service rooms within a separate, freestanding residential unit (see 960-968).

986 Apartment Service - Corridor (optional sub-classification)

Distinct from “General Circulation,” Apartment Service – Corridor is usually Housing and Dining controlled or access-restricted circulation space primarily used by only the immediate occupants. Building- or facility-wide corridors usually nonassignable public/general circulation, unless access-restricted by HDH.

8. Nonassignable space class definitions

Nonassignable Areas

There are various kinds of areas within a building that are essential but which are not assigned directly to support programs: Custodial Services Area, Public (General Access) Toilet Area, Circulation (Public) Area, Mechanical Area, and Parking Structure Area. These five building area measurements, which are required corporate facilities system input specifications, constitute *Nonassignable Area*. Nonassignable area is defined as the sum of all areas on all floors of a building not available for assignment to an occupant or specific use, but necessary for the general operation of a building. Measured in terms of nonassignable square feet,

$$\text{Nonassignable Area} = \text{Custodial} + \text{Public Toilet} + \text{Circulation} + \text{Mechanical} + \text{Parking Structure}$$

Nonassignable: Custodial Services Area

Definition: The sum of all areas on all floors (that portion of the basic gross and covered unenclosed gross area) of a building used for building protection, care, maintenance, and operation.

Description: Includes janitor closets or similarly small cleanup spaces, interior incinerator rooms, custodial toilets, maintenance material storage areas, trash rooms exclusively devoted to the storage of non-hazardous waste created by the building occupants as a whole, and other specialized custodial facilities which are usable only for building maintenance.

Basis for Measurement: Custodial Services Area is computed by measuring from the *inside* face of walls and partitions. (See architectural drawing of Custodial Services and Public Toilet areas on next page.)

Exclusions: Deductions should not be made for necessary building columns and minor projections. Areas defined as central physical plant shops, custodial offices or locker rooms, interior loading and receiving docks, special purpose storage or maintenance rooms (e.g., linen closets and housekeeping rooms in residence halls), and private rest rooms are considered assignable areas and therefore should not be included.

Note: For reconciliation purposes, campuses are advised to track and maintain separate records for Custodial Areas which exist in typical buildings having Basic Gross areas and in covered unenclosed facilities.

Nonassignable: Public Toilet Area

Definition: That portion of basic gross area devoted to nonassignable public or general access toilet facilities.

Description: Includes public or general access toilet rooms, including cot rooms and vestibules.

Basis for Measurement: Public toilet area is computed by measuring from the *inside* face of walls and partitions which enclose such areas. (See architectural drawing of Custodial Services and Public Toilet areas on next page.)

Exclusions: Private and custodial toilet rooms. Private toilet rooms include rest room areas for residence hall and apartment occupants, clinic outpatients, hospital inpatients, executive suites, instructional and research activities (e.g., controlled environment laboratories and gymnasias), washrooms and showers for academic activities or performers, etc.

Nonassignable: Circulation Area

Definition: The sum of all areas on all floors (that portion of the basic gross and covered unenclosed gross area) of a building, both within and without the environmentally controlled envelope, which is required for physical access to some subdivision of space, whether physically bounded by partitions or not, *exclusive* of private vehicle parking areas.

Description: Included should be, but is not limited to, corridors (access: public, private, and service), elevator shafts, escalators, stairs, stair halls, fire and smoke towers, lobbies for general circulation (e.g., public, entrance, elevator) that do not serve operational functions such as reception and waiting, public vestibules, pedestrian tunnels and bridges, and loading platforms or docks within the environmentally controlled envelope serving various departments within the building (except when required for operational reasons and thus, included in assignable area). Any part of a loading dock that is not covered is to be excluded from both circulation area and the gross building area. A covered unenclosed loading dock which is also used for central storage should be regarded as assignable area and coded as 720-central storage.

Basis for Measurement: Circulation area is computed by physically measuring or scaling measurements from the *inside* faces of walls or partitions which enclose horizontal spaces used for circulation; or, when such spaces are not enclosed by walls or partitions, measurements shall be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building. Vertical circulation space shall be counted at each floor. Within an assignable facility (e.g., library), allow 6'0" strip for circulation in front of public-use facilities such as elevators and public toilets. (See architectural drawing of Circulation Area on next page.)

Exclusions: Deductions should not be made for necessary building columns and minor projections. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas; uncovered circulation areas at grade; and uncovered unenclosed that are paved should not be included. *Private vehicle storage, circulation and access areas are also excluded* (see definition of *Private Vehicle Parking Area* on page).

Note: For reconciliation purposes, campuses are advised to track and maintain separate records for Circulation Areas which exist in typical buildings having Basic Gross areas and in covered unenclosed facilities.

Nonassignable: Mechanical Area

Definition: The sum of all areas on all floors (that portion of basic gross and covered unenclosed gross area) of a building which houses the mechanical equipment, utility services, and shaft areas for the building.

Description: Included are mechanical areas such as central utility plants; service closets (meter, electrical, television, communication); boiler, chiller, generator or other rooms; mechanical and

electrical equipment rooms; fuel rooms; elevator equipment rooms; air duct shafts; service chutes; stacks; or air ducts, pipe shafts, mechanical service shafts, service chutes, and areaways.

Basis for Measurement: Mechanical area is computed by physically measuring or scaling measurements from the *inside* faces of walls or partitions, or shafts, which enclose such areas. Vertical shaft areas shall be counted on each floor. (See architectural drawing of Mechanical Area on next page.)

Exclusions: Deductions should not be made for necessary building columns or architectural and structural projections. Areas designated as private toilets (which are assignable service rooms to primary rooms) are not included.

Note: For reconciliation purposes, campuses are advised to track and maintain separate records for Mechanical Areas which exist in typical buildings having Basic Gross areas and in covered unenclosed facilities.

Nonassignable: Interior Parking Structure Area

Definition: That portion of the building interior which is used for private vehicle access, circulation, and parking, whether in parking or non-parking buildings or structures.

Description: Includes all relevant areas exclusively or primarily serving private vehicle parking.

Basis for Measurement: Private Vehicle Parking Area is computed by measuring from the *inside* faces of walls or partitions that enclose such areas. Vertical circulation space should be counted at each floor. Top, unroofed floors of parking structures are included, *only if* used for parking.

Exclusions: Institutional vehicle maintenance and service areas, as well as areas for storage of physical plant or farm operations service vehicles and motorized equipment, are counted as assignable area (see Room Use Codes 570-Field Building and 750/755-Vehicle Storage). Surface parking lots contiguous or related to buildings are excluded and, therefore, not reported as part of Nonassignable Parking Structure Area.

Note: Parking structures are not considered Covered Unenclosed Gross Area. Campuses should record measurements for parking structures and relevant parking areas as Basic Gross and Unrelated Gross Areas.

9. Covered Unenclosed and Enclosed Uncovered space class definitions

Covered Unenclosed (and Enclosed Uncovered) – purpose

Covered Unenclosed/Enclosed Uncovered space refers to areas outside of the building's environmentally controlled envelope that require regular maintenance. These areas are discounted 50% for OMP funding allocations. Examples include stairs, ramps, loading docks, trash enclosures, transformers, and cooling fans that are partially or fully exposed to the elements. These areas may be covered by a roof but remain open on one or more sides, or they may be fully enclosed but with an open portion above. The key factor is that they are closely tied to the building's function and require regular upkeep.

General definition

Definition: The sum of all covered or roofed areas of a building located *outside* of the enclosed structure; i.e., the environmentally controlled envelope, for all stories or areas which have floor surfaces.

Description: Includes covered, unenclosed corridors, walkways, porches, balconies, loading docks, bridges and arcades. The covered, unenclosed gross area of a building may contain nonassignable areas (i.e., custodial, public toilet, circulation, or mechanical areas) or assignable areas (e.g., central storage, central receiving). An example of a covered unenclosed gross area with a *nonassignable* area contained therein would be a covered, unenclosed walkway entrance to a building. The interior portion (or area within the *phantom* walls) of the structure would be recorded in the campus system as Circulation Area. The Circulation Area plus the Structural Area would equal the Covered Unenclosed Gross Area. An example of a covered unenclosed gross area with an *assignable* area contained therein would be a covered-unenclosed central campus receiving area. The interior portion (or area within the *phantom* walls) of the structure would be recorded in the room file with the measured amount of assignable area and with the area classified as Room Code 760-Central Service.

Basis for Measurement: Covered unenclosed area is computed by measuring from the *outside* faces of the envelope and the outside faces of the building or edge of roof canopies provided floor surface or pavement extends to the drip line. Deductions shall not be made for free-standing columns or architectural and structural projections.

Exclusions: Parking structures or the portion of buildings for which there are private vehicle parking areas are not considered Covered Unenclosed Gross Area. Campuses should report private vehicle parking areas as part of Basic Gross Area and Unrelated Gross Area.

Covered Unenclosed (Enclosed Uncovered) - Loading Dock sub-classification.

Definition: Partially enclosed or partially covered nonassignable exterior loading dock areas for delivery and shipping. Interior assignable areas are Central Service Support – Loading Dock (766). Excludes piers, since piers lack two important required building definition elements: (1) a roof, and (2) enclosing walls, and Covered Unenclosed areas must be closely associated with a building or necessary for immediate access to the building

10. Spaces requiring careful evaluation and classification – nonassignable vs. assignable

Several similar-appearing spaces may seem ambiguous and may require close attention when classifying. Not all are mentioned here, but examples of the most common “grey areas” are described below. If you have questions about a specific space, contact spaceplanning@ucsd.edu for assistance.

The two main categories that may require close evaluation center around (1) circulation/corridor spaces and (2) Custodial/Janitorial spaces. In both areas, a key distinction is the degree to which the space is or is not department-specific.

Public Circulation, various Service – Corridors, (880) Public Waiting

These similar-appearing spaces may require a closer look to identify properly. Some lobbies may be classified as nonassignable Public Work Lounge workspaces. These must be furnished or equipped appropriately, and are reported to OP as Nonassignable Public Circulation.

Nonassignable- Public Circulation

General public access areas without which the building rooms and spaces would be impossible to access, and not tied to a specific program or department. This applies to hallways, lounges, stairways, and elevators not allocated to departments or within the restricted/controlled area of a department. Space IDs are prefixed with (C) for “circulation”, (CE) for “circulation elevator”, or (CS) for “circulation stairway.” If allocated to or within the restricted area of a department, choose the most applicable service class, and remove the (C, CE, CS) from the front of the space ID.

1) General (Public) Circulation

Key distinguishing features:

- Interior or “within the environmentally-controlled envelope” (external circulation spaces are Covered-Unenclosed).
- Intended for circulating throughout the general building. Not allocated to or managed by a specific department for its use. Department-controlled circulation areas are the appropriate Service category (Office Service, Research Office Service, Research Lab Service, Conference Room Service, etc.)
- Accessible to the general public. Access is unrestricted. (Restricted-access corridors are within department-managed/controlled space, and fall under the appropriate assignable Service category (Office Service, Research Office Service, Research Lab Service, Conference Room Service, etc.)).
- Includes building lobby spaces, typically on the ground floor, except when in a medical setting. Medical lobby/waiting areas are classified as Public Waiting (880) in medical settings where the general public waits to be served by medical services, or those who are accompanying the prospective patient.

2) Public Work Lounge

Key distinguishing features:

- Cannot be allocated to a specific department. If it is, it should be classed as Office Service – Work Lounge (338)
- Needs to have amenities to facilitate mobile work (seating, wi-fi, etc.)

Assignable - circulation and related service areas

Corridors controlled, managed, and/or in immediate proximity to and support of department-controlled, managed, and/or restricted space. May be similar to and share characteristics of general public circulation areas. A key clarifying principle is to identify the dominant use of the space.

Key distinguishing features:

- Allocated to a department. Spaces shared by several departments may be considered General (Public) Circulation in limited circumstances.
- Apply General (Public) Circulation when nonassignable, and add (C, CE, or CS) as a prefix.

Available assignable circulation (corridor) and related space classes

227 Research Lab/ Studio – Corridor (optional sub-classification)

Corridor rooms and spaces that directly serve research labs and studios.

228 Research Office – Corridor (optional sub-classification)

Corridor rooms and spaces that directly serve research offices.

332 Office Service – Reception Waiting (optional sub-classification)

This would be the client area where people are seated or waiting for interaction in an administrative or non-medical area. Frequently paired with 323 Administrative Office – Reception, the area staffed by the department. If in a medical setting, use 880 Public Waiting. If used as an informal work area assigned to a department, use 338 Office Service – Work Lounge. If used as an informal work area not assigned to a department, classify as a Public Work Lounge. If used primarily as a lobby or circulation area not assigned to a department, where informal work is not usually performed, and where waiting is infrequent, classify as Public Circulation.

333 Office Service – Corridor (optional sub-classification)

Distinct from “General Circulation,” Office Service – Corridor is usually department-controlled or restricted circulation space. Usually behind a door, it provides access to space primarily used by a department as a part of the department workspace and department-managed footprint. It is very difficult to describe explicitly with a fixed set of rules and frequently requires assessment, interpretation, and judgment.

338 Office Service – Work Lounge (optional sub-classification)

Intended to support mobile and other work away from dedicated collaborative spaces (such as conference rooms) or offices. Typically, a more informal area is immediately adjacent to more traditional work areas and designed to allow workers people a change of location, the ability to have a working lunch or to engage in focused or collaborative in a more informal furniture setting.

586 Animal Quarters Service – Corridor (optional sub-classification)

Distinct from “General Circulation,” Animal Quarters Service – Corridor is usually access-restricted department circulation space.

921 Residential Service - Corridor (optional sub-classification)

Distinct from “General Circulation,” Residential Service – Corridor is usually Housing and Dining-controlled or access-restricted circulation space primarily used by only the immediate occupants. Building- or facility-wide corridors are usually nonassignable public/general circulation unless access-restricted by HDH.

986 Apartment Service - Corridor (optional sub-classification)

Distinct from “General Circulation,” an Apartment Service – Corridor is usually a Housing and Dining-controlled or access-restricted circulation space primarily used by only the immediate occupants. Building- or facility-wide corridors are usually nonassignable public/general circulation unless access-restricted by HDH.

Assignable - Public Waiting (880)

Key distinguishing features:

- Lobby and waiting areas in medical settings, only where the general public (or those accompanying them) is waiting for medical services from a specific department for a specific purpose.
- Apply General (Public) Circulation when nonassignable, and/or when no specific department activity is present, like a lobby where people enter, exit, and loiter without an immediate purpose served by a designated department for that area.

Restrooms usually serve the general public, but in some cases, restrooms may serve a private or restricted-access function specific to a department’s use of space. In such cases, the restroom is classified with the relevant and appropriate Service code.

Nonassignable Public Restrooms vs. assignable restrooms

Nonassignable restrooms

Most restrooms are for the general public and nonassignable. Nonassignable toilets were originally designated with (T) as a prefix to the space ID. As information was developed from the field, (TM) and (TW) were applied. As national culture has evolved, (TS) was applied to single-occupancy restrooms for a short period as a gender-neutral designation. (TG) is now the standard to indicate that a restroom is gender-neutral, and to be used along with (TM) and (TW) where appropriate. Regardless, when a restroom is not allocated to a department, one of the above nonassignable restroom prefixes will apply.

Assignable restrooms

Any restroom that is restricted to directly serving a specific programmatic operation or department (and not open to the general public) should be classified with the proper code, below.

Office Service (335)

Examples include a private restroom for a senior management position, with the restroom included in a suite of private offices.

Athletics Service (525)

Gyms that are open to the public have public restrooms, but restricted gym facilities may be classified with the Athletics Service (525) code. For example, the changing/shower rooms for the police use this code due to the close proximity and relation to a training room (Athletics (520)).

Animal Care Service (585)

In the case of vivaria, showers, and changing rooms are provided to support clean lab facilities. Also, janitorial rooms that serve or maintain these spaces at a higher degree of cleanliness (than that of normal, public spaces) are included in this code.

Medical

There are several specific codes for non-public restrooms in a medical setting:

- Patient Bathroom and Toilet (820)
- Patient Toilet (821)
- Patient Bath or Toilet (822)

Review the applicable definitions in section 4, above.

Residential

Restrooms in residential facilities are invariably coded under Residential codes. Examples include:

- Codes 922-926 Residential Hall bathroom facilities
- Codes 980-984 Apartment (includes restrooms)

Review the applicable definitions in section 4, above.

Nonassignable Janitorial vs assignable Janitorial

As with Restrooms, some Janitorial spaces are nonassignable, to support the general operations of a building, and other times janitorial spaces are more tightly focused on supporting a specific program or purpose.

Nonassignable Janitorial

Janitorial spaces which support Public Circulation, Public Restrooms, and related spaces remain nonassignable Janitorial, and space IDs are prefixed with (J). They are not closely tied with a specific department, other than the department that supports custodial operations across the campus.

Assignable Janitorial

Any janitorial space that is restricted to directly serving a specific programmatic operation or department (and not the overall building operation) should be classified with the proper code.

Animal Care Service (585)

Janitorial rooms that serve vivaria facilities to maintain those department-controlled/managed vivaria spaces at a higher degree of cleanliness.

Medical Custodial (890)

Janitorial spaces in medical facilities require special cleaning efforts above those of normal building operations.