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Appendix B. Room Use Codes and Definitions

The following pages contain: (1) the list of valid room use codes, along with complete room use names and room standard codes and (2) definitions for each room code. In the definitions section, the term "data value name" is for data entry purposes and provides the valid data field value for the Room Use Name.

Principles

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

1. The categories should encompass all types and uses of assignable area 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 uses 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 external reporting purposes.
4. The coding scheme should be sufficiently flexible to allow for alternative or expanded (through subcategories) coding systems which track more specific areas of assignable and (if desired) nonassignable space; these schemes may be developed and applied by the campuses according to choice. The coding system should also be sufficiently definitive to support logical collapsing, translation, or crosswalking 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 which focuses on *use*, rather than characteristics of the space. In the event that 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 Scholarly Activity (250) and Study (410) 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 campuswide libraries and non-instructional programs. Thus, when selecting a room use 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 rooms 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 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 "gray" areas for decisions will inevitably emerge with unlisted or "new" room names, designs and uses. Two paths to 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 which 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 Office Service (335). 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 work stations (e.g., seats, beds) which 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 which 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 Universitywide 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, 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 rest rooms 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 sent to the Office of the President (Information Systems and Administrative Services). This update of the coding structure provides flexibility for additional coding and encourages this practice. It may be useful to modify the 410 code by the addition of a code 411 or 410M, for tracking study rooms which are based on the (very expensive) microcomputers which 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 rest rooms, 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 which tie to or include meanings within any of these separate classification systems, develop and maintain a means of mapping or crosswalking 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 which have implemented coding extensions or completely alternative coding systems for classification by room use.

List of Valid Room Use Codes

<u>Room Use Category</u>	<u>Room Use Code and Name (Room Standard Code)</u>
A00 - OMP Areas	A10 Swimming Pool (N) A20 Stadium (N) A30 Special Developed Roof/Deck Area (N) A90 Nonassignable Space (N)
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) 440 Stack (N) 455 Study Service (N) 460 Processing Room (N) 470 Tutorial/Training Room (N) 475 Tutorial/Training Room Service (N)

obsolete

Room Use Category

Room Use Code and Name (Room Standard Code)

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 (Nonhealth) (N)
- ✓ 545 Clinic (Nonhealth) 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 (N)

- 750 Vehicle Storage (N)
- 755 Vehicle Storage Service (N)

- 760 Central Service (N)
- 765 Central Service Support (N)

Room Use Category

Room Use Code and Name (Room Standard Code)

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)

Room Use Category

Room Use Code and Name (Room Standard Code)

900 - Residential Facilities

- 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)

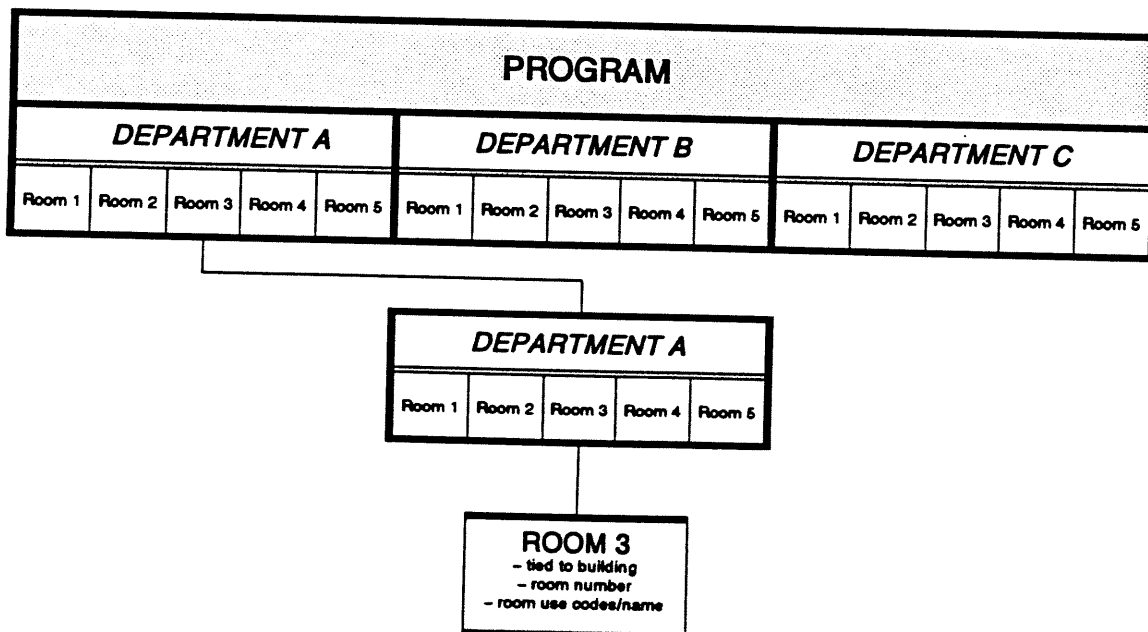
- 960 House-Studio (N)
- 961 House-1 bedroom (N)
- 962 House-2 bedrooms (N)
- 963 House-3 bedrooms (N)
- 964 House-4 or more bedrooms (N)
- 968 House-Chief Campus Officer (N)

- 980 Apartment-Studio (N)
- 981 Apartment-1 bedroom (N)
- 982 Apartment-2 bedrooms (N)
- 983 Apartment-3 bedrooms (N)
- 984 Apartment-4 or more bedrooms (N)
- 985 Apartment Service (N)

Quick Reference of Room Use Codes

The following six pages contain 1) a one-page matrix showing the relationship of room use categories to major program categories and 2) a five-page "quick reference" guide which provides room-related codes and values, including:

- the valid room use code and room use name;
- the data value name for each room use code (used by UCOP);
- the room standard code (whether the room is standard or nonstandard);
- whether a station count must be reported for the room;
- the CPEC category code and name assigned to each room code;
- whether the room code may be used in I&R program code series 1.1 and 1.2;
- restrictions pertaining to the use of specific room use codes; and,
- the crosswalking of UC room codes into federal room codes.



Att9B-Matrix.xls

Relationship of Room Use Codes to Program Codes

ROOM USE CATEGORIES	MAJOR PROGRAM CATEGORIES											8.0 Noninstit'l Agencies	
	1.1 & 1.2 I&R Programs General and Professional	1.3 I&R Prgrms Health Sciences	1.4 I&R Prgrms Nonstandard	2.1 & 2.2 Org Rrch General and Professional	2.3 Org Rrch Health Sciences	3.1 & 3.2 Org Actv General and Professional	3.3 Org Actv Health Sciences	3.4 & 3.5 Org Actv Ag Fid Sta Natr'l Resrv	4.0 Public Services	5.0 Academic Support	6.0 Student Services		7.0 Institutional Operations
400 OMP Areas	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
000 Unclassified Facilities	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
100 Classroom Facilities	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
200 Laboratory Facilities	Allowed For teaching labs in Performing Arts (1150) use only 270/275.	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed (see also: 470-Tutorial)	Allowed (see also: 470-Tutorial)	Allowed (see also: 470-Tutorial)	Allowed (see also: 470-Tutorial)
250/255-Scholarly Activity	Allowed Use 250/255 in lieu of 400 and 600 codes.	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
300 Office Facilities	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
400 Study Facilities	Not Allowed Use 250/255-Scholarly Activity in lieu of 400 room use codes.	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
500 Special Use Facilities	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
600 General Use Facilities	Not Allowed except 650/655-Assembly. Use 250/255-Scholarly Activity in lieu of 600 room use codes.	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
650/655-Assembly	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
700 Support Facilities	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed
740-Miscellaneous	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval
760/765-Central Service	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval	OP Approval
800 Health Care Facilities	Not Allowed	Allowed	Not Allowed	Not Allowed	Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Allowed for 6.2.00.00 Stu Health	Not Allowed	Not Allowed for health care facilities.	Allowed only for health care facilities.
900 Residential Facilities	OP approval	OP approval	OP approval	OP approval	OP approval	OP approval	OP approval	OP approval	OP approval	OP approval	Allowed for 6.4.00.00. Others with OP approval	Allowed for 7.1.01.00. Others with OP approval	OP approval

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QUICK REFERENCE OF ROOM-RELATED CODES AND VALUES (February 1993)

UC Facilities Room Use Code and Name	Data Value Name	Room Symb	Must report Stations?	CPEC Category Code/Name	May use for IARR?	Other Restrictions	Federal Room Code and Name
<u>A00 OMP Areas</u>							
A10 Swimming Pool	SWIM POOL	N	No	Blank	n/a	The A00 series is used only for OMP purposes.	N/A
A20 Stadium	STADIUM	N	No	Blank	n/a		N/A
A30 Special Developed Roof/Deck Area	SPDEV ROOF	N	No	Blank	n/a		N/A
A90 Nonassignable Area	XASSGNBL	N	No	Blank	n/a		N/A
<u>000 Unclassified Facilities</u>							
010 Inactive Area	INACTIVE	S	No	4 - Research/Scholarly Activity	Yes	050 Inactive Area 070 Unfinished Area 060 Alteration/Conversion Area	050 Inactive Area 070 Unfinished Area 060 Alteration/Conversion Area
020 Unfinished Area	UNFINISHED	N	No	Blank	Yes		
030 Alteration or Conversion Area	ALTERATION	N	No	Blank	Yes		
<u>100 Classroom Facilities</u>							
110 Classroom	CLASSROOM	S	Yes	1 - Classroom	Yes	110 Classroom 115 Classroom Service 110 Classroom	110 Classroom 115 Classroom Service 110 Classroom
125 Classroom Service	CLASSRM SV	S	Opt	1 - Classroom	Yes		
130 Seminar Room	SEMINAR	S	Yes	1 - Classroom	Yes		
<u>200 Laboratory Facilities</u>							
210 Research Laboratory or Studio	RESEARCH	S	Opt	4 - Research/Scholarly Activity	Yes	Room codes 250/255 may be used only for 1.1 & 1.2 programs	250 Research Laboratory
211 Research Office	RESRCH OFC	S	Opt	4 - Research/Scholarly Activity	Yes		250 Research Laboratory
225 Research Lab or Studio Service	RSCH LABSV	S	Opt	4 - Research/Scholarly Activity	Yes		255 Research Laboratory Service
226 Research Office Service	RSCH OFCSV	S	Opt	4 - Research/Scholarly Activity	Yes		255 Research Laboratory Service
250 Scholarly Activity	SCHOLAR AC	S	Opt	4 - Research/Scholarly Activity	Yes		410 Study Room
255 Scholarly Activity Service	SCHOLAR SV	S	Opt	4 - Research/Scholarly Activity	Yes		455 Study Room Service
260 Class Laboratory	CLASS LAB	S	Yes	2 - Teaching Laboratory	Yes		210 Class Laboratory
261 Special Class Laboratory	SPEC CLSLB	S	Yes	2 - Teaching Laboratory	Yes		210 Class Laboratory
265 Class Laboratory Service	CLS LAB SV	S	Opt	2 - Teaching Laboratory	Yes		215 Class Laboratory Service
270 Open Laboratory	OPEN LAB	N	Yes	2 - Teaching Laboratory	Yes		220 Open Laboratory
275 Open Laboratory Service	OPEN LABSV	N	Opt	2 - Teaching Laboratory	Yes	225 Open Laboratory Service	
<u>300 Office Facilities</u>							
310 Academic Office	ACAD OFF	S	Opt	3 - Office	Yes	310 Office 310 Office 315 Office Service 350 Conference Room 355 Conference Room Service	310 Office 310 Office 315 Office Service 350 Conference Room 355 Conference Room Service
320 Other Office	OTHER OFF	S	Opt	3 - Office	Yes		
335 Office Service	OFFICE SRV	S	Opt	3 - Office	Yes		
340 Conference Room	CONFRENC	S	Yes	3 - Office	Yes		
345 Conference Room Service	CONF SERV	S	Opt	3 - Office	Yes		

QUICK REFERENCE OF ROOM-RELATED CODES AND VALUES (February 1993)

UC Facilities Room Use Code and Name	Data Value Name	Room Snd	Must report Stations?	CPEC Category Code/Name	May use for I&R?	Other Restrictions	Federal Room Code and Name
<u>400 Study Facilities</u>							
410 Study Room	STUDY ROOM	N	Opt	Blank	No	The 400 room code series may not be used in I&R programs 1.1 and 1.2. Such rooms should be coded 250 or 255 (Scholarly Activity).	410 Study Room
430 Open Stack Study Room	OPEN STACK	N	Opt	Blank	No		430 Open Stack Study Room
440 Stack	STACK	N	Opt	Blank	No		440 Stack
455 Study Service	STUDY SERV	N	Opt	Blank	No		455 Study Room Service
460 Processing Room	PROCESS RM	N	Opt	Blank	No		440 Processing Room
470 Tutorial/Training Room	TUTORIAL	N	Opt	Blank	No		410 Study Room
475 Tutorial/Training Room Service	TUTORL SRV	N	Opt	Blank	No		455 Study Room Service
<u>500 Special Use Facilities</u>							
510 Central Computer/Telecommunicatns	CMPTR TCOM	S	Opt	4 - Research/Scholarly Activity	Yes		710 Central Computer/Telecom
515 Central Computer/Telecom Service	CMPTR SERV	S	Opt	4 - Research/Scholarly Activity	Yes		715 Computer/Telecom Service
520 Athletics	ATHLETICS	N	Opt	Blank	Yes		520 Athletics/Physical Educ
525 Athletics Service	ATHLET SRV	N	Opt	Blank	Yes		525 Athletics/P.E. Service
530 Armory	ARMORY	N	Opt	Blank	Yes		523 (523 not used by UC)
535 Armory Service	ARMORY SRV	N	Opt	Blank	Yes		510 Armory
540 Clinic (Nonhealth)	CLINIC	N	Opt	Blank	Yes		515 Armory Service
545 Clinic Service (Nonhealth)	CLINIC SRV	N	Opt	Blank	Yes		540 Clinic (Nonhealth)
550 Demonstration	DEMONSTRN	N	Opt	Blank	Yes		545 Clinic Service (Nonhealth)
555 Demonstration Service	DEMO SERV	N	Opt	Blank	Yes		550 Demonstration
560 Media Production	MEDIA PROD	S	Opt	4 - Research/Scholarly Activity	Yes		555 Demonstration Service
565 Media Production Service	MEDIA SERV	S	Opt	4 - Research/Scholarly Activity	Yes		530 Media Production
570 Field Building	FIELD BLDG	N	Opt	Blank	Yes		535 Media Production Service
580 Animal Quarters	ANIM QTRS	N	Opt	Blank	Yes		560 Field Building
585 Animal Quarters Service	ANIM Q SRV	N	Opt	Blank	Yes		570 Animal Quarters
590 Greenhouse	GREENHOUS	N	Opt	Blank	Yes	575 Animal Quarters Service	
595 Greenhouse Service	GREENHHS SV	N	Opt	Blank	Yes	580 Greenhouse	
							585 Greenhouse Service

QUICK REFERENCE OF ROOM-RELATED CODES AND VALUES (February 1993)

UC Facilities Room Use Code and Name	Data Value Name	Room Snd	Must report Stations?	CPEC Category Code/Name	May use for I&R?	Other Restrictions	Federal Room Code and Name
600 General Use Facilities							
610 Food Facility	FOOD FACIL	N	Opt	Blank	No	Only room codes 650/655 in the 600 room code series may be used for 1.1 & 1.2 programs. In I&R programs (1.1/1.2) areas such as commons or exhibit would be coded as 250/255-Scholarly Activity; other rooms would be service rooms to primary rooms (e.g., an office kitchen would be coded as 335-Office Service).	630 Food Facility
615 Food Facility Service	FOOD SERV	N	Opt	Blank	No		635 Food Facility Service
620 Recreation	RECREATION	N	Opt	Blank	No		670 Recreation
625 Recreation Service	RECREAT SV	N	Opt	Blank	No		675 Recreation Service
630 Commons	COMMONS	N	Opt	Blank	No		650 Lounge
635 Commons Service	COMMONS S	N	Opt	Blank	No		655 Lounge Service
640 Merchandising	MERCHANDIS	N	Opt	Blank	No		660 Merchandising
645 Merchandising Service	MERCH SERV	N	Opt	Blank	No		665 Merchandising Service
650 Assembly	ASSEMBLY	N	Yes	Blank	Yes		610 Assembly
655 Assembly Service	ASMBLY SRV	N	Opt	Blank	Yes		615 Assembly Service
660 Exhibit	EXHIBIT	N	Opt	Blank	No		620 Exhibition
665 Exhibit Service	EXHIBIT SV	N	Opt	Blank	No		625 Exhibition Service
670 Day Care	DAY CARE	N	Opt	Blank	No		640 Day Care
675 Day Care Service	DAY CAR SV	N	Opt	Blank	No		645 Day Care Service
700 Support Facilities							
710 Shop - General and Research	SHOP	S	Opt	4 - Research/Scholarly Activity	Yes	Shop and storage areas for teaching labs in Performing Arts are coded as 275-Open Lab Service.	720 Shop (225, if tied to I&R prgm)
711 Shop - Teaching Laboratory	SHOP-TLAB	S	Opt	2 - Teaching Laboratory	Yes		215 Class Laboratory Service
715 Shop Service - General & Research	SHOP SERV	S	Opt	4 - Research/Scholarly Activity	Yes		725 Shop Service (225 if I&R)
716 Shop Service - Teaching Lab	SHOP SV-TL	S	Opt	2 - Teaching Laboratory	Yes		215 Class Laboratory Service
720 Storage - General and Research	STORAGE	S	Opt	4 - Research/Scholarly Activity	Yes		730 Central Storage (225 if I&R)
721 Storage - Teaching Laboratory	STORAGE-TL	S	Opt	2 - Teaching Laboratory	Yes		215 Class Laboratory Service
722 Storage - Office	STORAGE-OF	S	Opt	3 - Office	Yes		315 Office Service
740 Miscellaneous	MISCELLAN	N	Opt	Blank	Yes		590 Other
750 Vehicle Storage	VEH STORAGE	N	Opt	Blank	Yes		740 Vehicle Storage
755 Vehicle Storage Service	VEH STO SV	N	Opt	Blank	Yes		745 Vehicle Storage Service
760 Central Service	CENTRAL SV	N	Opt	Blank	No	750 Central Service	
765 Central Service Support	CENT SVSUP	N	Opt	Blank	No	755 Central Service Support	

QUICK REFERENCE OF ROOM-RELATED CODES AND VALUES (February 1993)

UC Facilities Room Use Code and Name	Data Value Name	Room Symb	Must report Stations?	CPEC Category Code/Name	May use for IARP	Other Restrictions	Federal Room Code and Name
800 Health Care Facilities							
810 Patient Bedroom - Regular	BED REGPAT	N	Yes	Blank	No	The 800 room code series is restricted to health care facilities which are typically coded as program codes 1.3, 2.3, 3.3, 4.4, 5502, 6.2. Health care room codes may also be found in other program codes (2102, 7205, 8.1), IF SERVING A HEALTH CARE FACILITY.	810 Patient Bedroom
811 Bedroom - Coronary Care	BED CCU	N	Yes	Blank	No		810 Patient Bedroom
812 Bedroom - Intensive Care	BED ICU	N	Yes	Blank	No		810 Patient Bedroom
813 Bedroom - Neonatal Intensive	BED NIU	N	Yes	Blank	No		810 Patient Bedroom
814 Bedroom - Hemodialysis Care	BED HEMODI	N	Yes	Blank	No		810 Patient Bedroom
815 Bedroom - Psychiatric Care	BED PSYCH	N	Yes	Blank	No		810 Patient Bedroom
816 Bedroom - Maternity Care	BED MATERN	N	Yes	Blank	No		810 Patient Bedroom
817 Bedroom - Nursery Care	BED NURSRY	N	Yes	Blank	No		810 Patient Bedroom
818 Bedroom - Pediatric Care	BED PEDIAT	N	Yes	Blank	No		810 Patient Bedroom
819 Patient Bedroom Service	BED PAT SV	N	Opt	Blank	No		815 Patient Bedroom Service
820 Patient Bath and Toilet	BATH	N	Opt	Blank	No	Rooms in NON-Health facilities that should use codes other than 800 codes are:	820 Patient Bath
821 Patient Toilet	BATH TOILT	N	Opt	Blank	No		820 Patient Bath
822 Patient Bath or Toilet - Other	BATH OTHER	N	Opt	Blank	No		820 Patient Bath
830 Nurse Station	NURSE STAT	N	Yes	Blank	No	-First-aid rooms in athletic facilities are 525-Athletic Srvc	830 Nurse Station
832 Nurse Station Service	NRS STA SV	N	Opt	Blank	No		835 Nurse Station Service
834 Patient Moving Equipment Storage	PT MOV EQP	N	Opt	Blank	No		835 Nurse Station Service
838 Staff On-Call Room	STF ONCALL	N	Opt	Blank	No	-Public waiting areas for public circulation are nonassignable.	890 Staff On-Call Facility
839 Staff On-Call Room Service	STF ONCLSV	N	Opt	Blank	No		895 Staff On-Call Service
840 Surgical Operating Room	SURG OP RM	N	Opt	Blank	No	-Public waiting areas which are private circulation areas, and private rest rooms are service rooms to primary rooms (e.g., 335-Office Service).	840 Surgery
842 Surgery Service	SURGERY SV	N	Opt	Blank	No		845 Surgery Service
844 Surgical Special Procedure Room	SURG SP PR	N	Opt	Blank	No		845 Surgery Service
845 Surgical Labor Room	SURG LABOR	N	Yes	Blank	No		845 Surgery Service
846 Surgical Delivery Room	SURG DELIV	N	Opt	Blank	No		840 Surgery
847 Surgical Recovery Room	SURG RECOV	N	Yes	Blank	No		845 Surgery Service
848 Surgical Cardiac Catheterization	SURG CARDC	N	Opt	Blank	No		845 Surgery Service
850 Treatment/Examination - General	TREAT EXAM	N	Opt	Blank	No	-Custodial areas and public rest rooms are nonassignable. In residential facilities, these areas are 920-Residential Service.	850 Treatment or Exam Room
852 Treatment/Examination - Doctor	TREAT DOC	N	Yes	Blank	No		850 Treatment or Exam Room
854 Treatment/Examination Service	TREAT SERV	N	Opt	Blank	No		855 Treatment/Exam Room Service
855 Radiological Service Diagnostic	RAD SV DIA	N	Opt	Blank	No		845 Surgery Service
856 Radiological Service Therapeutic	RAD SV TH	N	Opt	Blank	No		845 Surgery Service
857 Radiological Control Room	RAD CONTRL	N	Opt	Blank	No	Bedrooms for hospital staff are coded as 838-Staff On-Call Facility; patient beds are coded 810-818; sleep areas for students, faculty, staff, guests are coded as 9xx.	845 Surgery Service
858 Radiological Film Processing	RAD FLM PR	N	Opt	Blank	No		845 Surgery Service
859 Radiological Film Viewing	RAD FLM VW	N	Opt	Blank	No		845 Surgery Service
860 Diagnostic Service Laboratory	DIA SV LAB	N	Yes	Blank	No		860 Diagnostic Service Laboratory
862 Diagnostic Service Lab Support	DIA LB SUP	N	Opt	Blank	No		865 Diagnostic Service Lab Support
870 Supplies	SUPPLIES	N	Opt	Blank	No		870 Central Supplies
880 Public Waiting	PUBLIC	N	Opt	Blank	No		880 Public Waiting
890 Custodial	CUSTODIAL	N	Opt	Blank	No		835 Nurse Station Service

QUICK REFERENCE OF ROOM-RELATED CODES AND VALUES (February 1993)

UC Facilities Room Use Code and Name	Data Value Name	Room Snd	Must report Stations?	CPEC Category Code/Name	May use for I&R?	Other Restrictions	Federal Room Code and Name
900 Residential Facilities							
910 Residence Hall Bedroom	RES BEDRM	N	Yes	Blank	No	The 900 room code series is restricted to housing operations primarily found in programs 6.4 and 7.1. May include housing for off-campus facilities in other program codes, IF serving as housing operations (e.g., for researchers).	910 Sleep/Study w/o Toilet or Bath
911 Bedroom - 1 occupant	BEDRM 1	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
912 Bedroom - 2 occupants	BEDRM 2	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
913 Bedroom - 3 occupants	BEDRM 3	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
914 Bedroom - 4 occupants	BEDRM 4	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
915 Bedroom - 5 occupants	BEDRM 5	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
916 Bedroom - 6 or more occupants	BEDRM 6+	N	Yes	Blank	No		910 Sleep/Study w/o Toilet or Bath
920 Residential Service	RESID SERV	N	Opt	Blank	No		935 Sleep/Study Service
922 Bathroom - Private	BATH PRIVT	N	Opt	Blank	No	Incidental bedrooms and private rest rooms not directly serving housing operations are service rooms to primary rooms (e.g., 335-Office Service). Hospital staff bedrooms are coded as 838-Staff On-Call Facility.	919 Toilet or Bath
924 Bathroom - Shared	BATH SHARE	N	Opt	Blank	No		919 Toilet or Bath
926 Bathroom - Gang	BATH GANG	N	Opt	Blank	No		919 Toilet or Bath
960 House - Studio	HSE STUDIO	N	Yes	Blank	No		970 House
961 House - 1 bedroom	HSE 1 BDRM	N	Yes	Blank	No		970 House
962 House - 2 bedrooms	HSE 2 BDRM	N	Yes	Blank	No		970 House
963 House - 3 bedrooms	HSE 3 BDRM	N	Yes	Blank	No		970 House
964 House - 4 or more bedrooms	HSE 4+BDRM	N	Yes	Blank	No		970 House
968 House - Chief Campus Officer	HSE CCO	N	Yes	Blank	No		970 House
980 Apartment - Studio	APT STUDIO	N	Yes	Blank	No	rooms in health care facilities are coded as 819, 832, or 854.	950 Apartment
981 Apartment - 1 bedroom	APT 1 BDRM	N	Yes	Blank	No		950 Apartment
982 Apartment - 2 bedrooms	APT 2 BDRM	N	Yes	Blank	No		950 Apartment
983 Apartment - 3 bedrooms	APT 3 BDRM	N	Yes	Blank	No		950 Apartment
984 Apartment - 4 or more bedrooms	APT 4+BDRM	N	Yes	Blank	No		950 Apartment
985 Apartment Service	APT SERV	N	Opt	Blank	No		955 Apartment Service

X-Sender: joannec@pop.ucr.edu
X-Mailer: QUALCOMM Windows Eudora Version 4.3.1
Date: Wed, 25 Apr 2001 10:16:28 -0700
To: paul Hanchock <paul.hanchock@ucop.edu>
From: Joanne Cate <joanne.cate@ucr.edu>
Subject: Re: UCR Swimming Pools

Hi, Paul,

In reading your note, I thought you'd like a little historical background on why the facilities inventory ceased collecting information about swimming pools.

In 1989, in an attempt to collect data for purposes of Operation and Maintenance of Plant for the infamous Clyde Gordon study, we created dummy room codes and captured dummy asf (aka pseudo asf). It was a nightmare, a mess, a complete fiasco, and totally ruined the integrity of the facilities inventory. Thank God for Larry Burwell, who on his third day on the job, and after having read the FIG cover to cover, asked, why is this done? So, in 1996, we disestablished the A00 room codes.

Swimming pools are not regarded as buildings or structures under the federal definition (ref: NCES Postsecondary Education Facilities Inventory and Classification Manual). They are better captured in a separate database focusing on grounds.

The CEFA was revamped to permit reporting utility buildings which contain no assignable area. (I think we see those buildings in the EFA1015 or EFA1016 edit reports.)

Stadia with open seating also are not captured unless they have some bit of assignable square feet (as in locker rooms and vendor kiosks).

Special developed roof deck areas were a total joke. Some campuses abused that data element trying to capture OMP \$. For example, a pathway leading into a library which has subterranean floors. One campus called the pathway a special developed roof deck area and soon, some campuses began counting total grounds as special developed roof deck area. It was nightmare city.

Hope this helps...

At 10:00 AM 4/25/01 -0700, Joanne Cate wrote:

Hi, Cindy and Paul,
UC Riverside has six swimming pools as of Fall 2000:

P.E. Building
Bannockburn
University Plaza
Highlander Hall
Chancellor's House
Stonehaven Apartments (new)

Thanks.... Joanne

Date: Tue, 24 Apr 2001 10:27:00 -0700
X-PH: V4.4@green

To: Joanne Cate <joanne.cate@ucr.edu>, timothy.ralston@ucr.edu
From: Polly Breitzkreuz <polly@citrus.ucr.edu>
Subject: Re: NSF & other OP stuff

Joanne,

You asked about swimming pools, we have five: PE Building, Bannockburn, University Plaza, Highlander Hall, and the Chancellor's House. Just looked at the plans for Stonehaven....it also has a pool so the total is six.

Polly

=====
X-Sender: phanchoc@popserv.ucop.edu
X-Mailer: QUALCOMM Windows Eudora Version 4.3.2
Date: Mon, 23 Apr 2001 15:50:41 -0700
X-PH: V4.4@rhed
To: pmead@uclink2.berkeley.edu, rakinley@ucdavis.edu, gpadams@uci.edu,
bottomley@admin.ucla.edu, joanne.cate@ucr.edu, rmanderson@ucsd.edu,
bpizzi@fm.ucsf.edu, suzi.lascurettes@bap.ucsb.edu,
robind@cats.ucsc.edu, carla.raffetto@ucop.edu
From: Paul Hancock <paul.hancock@ucop.edu>
Subject: sundry information
Cc: Tommy.golen@ucop.edu, Alan Carreon <alan.carreon@ucop.edu>

On an unrelated subject, I've had a request from OP's risk-management group to confirm (or revise) their figure that UC owns 25 swimming pools. After some searching, I found out that EFA stopped tracking swimming pools in 1994. Their lack of walls and roof made them "pseudo-buildings" and evidently unworthy of recording in the inventory. If you have specific information about the number of pools at your campus, could you send a message to Cindy.Low@ucop.edu (with a copy to me)? Thanks very much.

Room Use Code Definitions

A00 OMP Areas (OMP Purposes Only)

GENERAL

The codes for OMP areas -- A10, A20, A30, A90 -- are used exclusively for operation and maintenance of plant (OMP) purposes and should not be included in any room analyses. In using the *A00* codes, campuses should record the actual measurement of *nonassignable area* as though it were assignable square feet; however, such space will not be recognized as actual or true ASF for any reporting or aggregation of ASF amounts. In OMP-related reports, the square footages associated with the A00 room codes will be referred to as *pseudo ASF*.

Special Areas (A10-A30): Certain physical plant assets (i.e., uncovered swimming pools, uncovered stadia, and special developed roof/deck areas) are not encompassed in the definition of a "building" and thus, would not normally be included in the facilities inventory. However, because data on these areas are required for OMP purposes, three "pseudo-room" codes have been created to record these *Special Areas* - A10, A20, and A30. Because Special Areas are *not* buildings, no basic gross area amounts for these areas should be recorded.

Utility Service Buildings (A90): The A90 room use code is used exclusively for recording the actual measurement of nonassignable area in utility service buildings (e.g., heating plant, chiller, central utilities). The A90 room use code is *not* used for recording nonassignable utility service areas in buildings which contain predominantly assignable areas.

A10 SWIMMING POOL

Data Value Name: SWIM POOL

Definition: The sum of all uncovered swimming pools (surface square feet) and contiguous deck area judged to be an integral part of the pool design.

Description: Includes uncovered swimming pools and adjacent paved areas which are measured from edges of pavement, fence lines, and wall lines.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

These "A" room areas are now obsolete and abandoned.

To: Joanne Cate <joanne.cate@ucr.edu>
From: Paul Hancock <paul.hancock@ucop.edu>
Subject: rooftop pools
Cc:
Bcc:
Attached:

Hi Joanne,

Thought you'd like to know how the question worked out.

I spoke with Patty (who seemed interested and was very obliging) about the big pool at Hearst Gym. She thought at first that it was included in gross area because it's enclosed by walls. But when she checked FDX, she found that the pool isn't part of gross area. Whoever did the original data entry excluded it, probably because it's uncovered.

This is consistent with an inference I'd made from Appendix E of the FIG. When pools were "special areas," they were described as "areas which are considered neither Basic Gross nor Covered Unenclosed Gross Areas and which normally would not be reported in the facilities inventory." So I assume uncovered pools were never counted as gross area.

I called Bob and explained that his pool should apparently not count in the gross area of the building. He asked about assignable area. I think that's not possible for two reasons. First, the code for Recreation space (620) specifically excludes unenclosed swimming pools. Second, including ASF without OGSF would skew the efficiency ratio of the building.

Since recreation facilities are ineligible for State OMP, the exclusion of the pool doesn't matter much. It seems odd to ignore something so prominent, but that seems to be the only answer under the current (and former) rules.

Hope you managed to get some time away from work for Thanksgiving dinner and its after-effects.

26 November 2001

Memo to File

I spoke today with Bob Pizzi at UC San Francisco. Bob called this morning with a question about classifying a rooftop swimming pool on a recreation building at Mission Bay. He asked whether to include the pool in the gross area of the building.

My recollection was that recreational pools are now considered part of the grounds inventory. I said I'd check with Joanne Cate to see if she'd considered this situation when revising the FIG.

Later I checked the inventory database to see how the pool at Hearst Gymnasium is listed. There's no specific information about the pool, but the building has a difference of 80,000 square feet between gross and assignable, so the pool might be a part of the difference.

I called Joanne. She hadn't foreseen this possibility and didn't know the answer. She agreed that Hearst Pool would be comparable, since it's open to the sky and has a locker room beneath.

After lunch, I spoke with Patty Mead. She at first thought the pool was included in gross area because it's walled. But after examining the FDX database, she found that it isn't part of gross area, probably because it isn't covered. This is consistent with my inference from the FIG [OMP Overview]. When swimming pools were considered "special area," they were "areas which are considered neither Basic Gross nor Covered Unenclosed Gross Areas and which normally would not be reported in the facilities inventory." So pools were evidently never considered part ^{of} gross area.

I called Bob Pizzi and explained my conclusions. He asked about assignable footage. I don't think that's feasible, since the code for Recreation (620) specifically excludes unenclosed areas. Since the pool is non-instructional space, it doesn't qualify as Athletics space (520). So the pool won't appear in the buildings inventory, though it should be included in the grounds inventory.

Paul Hancock

A20 STADIUM

Data Value Name: STADIUM

Definition: The sum of all uncovered stadia seating areas in permanent structures, whether on- or above-grade, not reported under any other type of space. Measurement of this area is based on the ground area covered by the structure underlying the seating area and is computed by measuring the area of the vertical projection.

Description: Includes permanent outdoor stadia for athletic and cultural events, structural amphitheatres. Excludes temporary, movable bleachers.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

A30 SPECIAL DEVELOPED ROOF/DECK AREA

Data Value Name: SPDEV ROOF

Definition: The portion of any developed roof or deck area which specifically accommodates special program-related facilities such as telescopes, radio transmitters, or other similar functional equipment.

Description: In general, developed roof or deck area consists of the uncovered roof, deck and balcony areas of the building designed for public or occupant use. Special Developed Roof/Deck Area, however, is the subset of developed roof/deck area that supports some program or mission. Developed roof or deck area is computed by measuring from the outside faces of walls, parapets, the environmentally controlled envelope, and the roof line of covered areas. For Special Developed Roof/Deck Area, record the amount of area which directly supports the program or mission.

Exclusions: Exclude developed roof or deck areas that do not support a specific function or mission (e.g., an area which serves as a pleasant place for people to eat or sit is not a *Special Developed Roof/Deck Area*). Also excluded are any undeveloped roof, deck, or balcony areas; areas under cover; roof duckboard walks; and mechanical equipment platforms. Exclude enclosed atria (with or without roofs). Deductions shall not be made for architectural and structural projections.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

A90 NONASSIGNABLE AREA (Utility Service Buildings)

Data Value Name: XASSGNBL

Definition: This room use code is used to report nonassignable utility service areas in buildings which are solely or predominantly devoted to utility service (e.g., chillers, boilers, heating plants, and public rest room structures). Although A90 is a room use code, it is synonymous with a type of building; that is, a utility service building. These buildings typically contain only nonassignable areas; however, some utility service buildings may contain a relatively small amount of assignable area incidental to the general purpose of the building.

Description: In buildings with only nonassignable areas (containing only custodial, public toilet, circulation and mechanical areas, but excluding private vehicle parking areas), record the actual measured footage within the *inside* faces of walls or partitions or shafts using Room Use Code A90. The "A90 building" should report only one A90 room code in the room file. For reporting A90 buildings in the **building file**, campuses should enter the building number, the amount of basic gross square feet, and other relevant building data element data. To report A90 buildings in the **room file**, campuses should 1) enter the room number and building number, 2) record the room use code of that room as Room Use Code A90, 3) reflect a *pseudo-ASF* (otherwise known as *OMP-SF*) amount by entering the true or actual measured amount of *nonassignable* area in the ASF data field, 4) provide the facilities department name (e.g., Physical Plant, Facilities Management) to which the room is assigned, and 5) assign the appropriate program classification code (e.g., 7.2.05.00). Campuses which collect and report nonassignable area data (e.g., mechanical area, custodial area) in their local systems should record the amount of nonassignable area related to A90 area in the appropriate nonassignable area data field.

For buildings with predominantly nonassignable utility service areas, *and* which contain some incidental assignable area(s) (e.g., a locker room), record 1) the nonassignable area as described above, and 2) the assignable area as is done normally (e.g., assigning an appropriate room use code, department name, and program code).

Basic Gross Area in buildings solely composed of utility service area is calculated as Nonassignable Area plus Structural Area. Basic Gross Area in buildings predominantly composed of utility service space is calculated as Nonassignable Area plus any (incidental) Assignable Area plus Structural Area.

Exclusions: Private vehicle parking areas (parking structures) are excluded.

For buildings which contain predominantly assignable areas (e.g., an office building or research facility), no recording of the utilities or other *pseudo-ASF* or *OMP-SF* areas is necessary; campuses should refrain from using the A90 code in these instances. However, campuses which collect and maintain nonassignable area data elements (i.e., mechanical, custodial, circulation, public toilet areas) in their local systems should record the true or actual amount of utilities area under the appropriate nonassignable data element. Examples: a janitor's closet in a classroom building would be reported as having nonassignable custodial area; a mechanical room in a health care facility would be reported as having nonassignable mechanical area.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

Notes: See Appendix C, *Building Area Overview*, and Appendix E, *OMP Overview*, for further discussion.

000 - Assignable Areas Not in Current Use (Unclassified)

GENERAL

Unclassified facilities include those assignable areas which 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

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 which are physically available but not currently scheduled for use.

Stations to be reported: None

Room Standard Code: S (Standard)

020 UNFINISHED AREA

Data Value Name: UNFINISHED

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 which 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. 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.

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

26 November 2001

Memo to File

I spoke today with Patty Mead at Berkeley about space classification. She appealed against the instruction to leave "alteration" space (code 030) assigned to the department that will re-occupy it.

Her reason is that FDX is linked with other campus information systems that draw unfiltered data from it. Leaving alteration space alone would inflate the square footage assigned to a department, and the inflated figure would not be subject to correction by deducting the alteration space. Assigning the space temporarily to General Administration removes the risk of showing excessive areas for departmental space.

I replied that I understand the problem she's dealing with, and there's no intention to "crack down" on campuses that deviate from the practice specified in the FIG. I'll take the problem "under advisement" and wait to see if other campuses respond to the question the same way. If necessary, the FIG can be revised to allow a "parking place" for alterations space, like the program code provided for unassigned areas.

After the current inventory completes, I may propose a specific solution to campuses to elicit discussion and alternate proposals.

Paul Hanchock

also:
look-up tables
NCEs taxonomy
visits
MP code definitions (FIG revisions)

030 ALTERATION

Data Value Name: ALTERATION

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 Inactive Area (010) or Unfinished Area (020), respectively.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

100 - Classroom Facilities

GENERAL

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 which serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multi-media or telecommunications equipment) which do not tie the room to instruction in a specific subject or discipline (see 200 series - Laboratory Facilities).

110 CLASSROOM

Data Value Name: CLASSROOM

Definition: A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the 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 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 arm chairs (fixed to the floor, joined in groups, or flexible in arrangement) or similar types of seating. These rooms may contain computer, multi-media, 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 which is used for dramatic or musical productions is an assembly facility (650); e.g., an auditorium normally used for purposes other than scheduled classes.

Stations to be reported: Student stations only. In the case where extra chairs have been placed in the room in excess of the designed capacity of the room, count only the number of additional seats which 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 on a permanent basis (rather than for a single course or single quarter or term).

Room Standard Code: S (Standard)

125 CLASSROOM SERVICE

Data Value Name: CLASSRM SV

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 Assembly Service (655).

Stations to be Reported: None

Room Standard Code: S (Standard)

130 SEMINAR

Data Value Name: SEMINAR

Definition: A room used primarily for scheduled instructional activities (e.g., typically of the small group discussion type) and which are used for classes that are not tied to a specific subject or discipline solely by virtue of 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 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 which 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.

Stations to be reported: Student stations only. In the case where extra chairs have been placed in the room in excess of the designed capacity of the room, count only the number of additional seats which 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 on a permanent basis (rather than for a single course or single quarter or term).

Room Standard Code: S (Standard)

200 - Research and Teaching Laboratory Facilities

GENERAL

Laboratories and their related areas are used for activities associated with research, scholarly activity, and teaching that requires student observation, practice, or experimentation. A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, 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 which supports 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).

210 RESEARCH LABORATORY OR STUDIO

Data Value Name: RESEARCH

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 which require large stage 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 which do not contribute to the extension of a field of knowledge are Class or Open Laboratories (260, 261, 270). Rooms used for research that do 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

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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 health care facilities (e.g., student infirmary, campus hospital or clinic) are coded with the appropriate health care facilities room codes (see 800 series).

Stations to be Reported: None

Room Standard Code: S (Standard)

211 RESEARCH OFFICE

Data Value Name: RESRCH OFC

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 "table top" research and 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 Academic Office (310). Departmental library study rooms and informal discussion or meeting rooms for students and faculty are more appropriately coded as Scholarly Activity (250).

Stations to be reported: None

Room Standard Code: S (Standard)

*Why exclude if postdoc
is solely a researcher?*

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215?

225 RESEARCH LABORATORY OR STUDIO SERVICE

Data Value Name: RSCH LABSV

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 which directly serve a research laboratory or research studio. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, 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).

Stations to be reported: None

Room Standard Code: S (Standard)

226 RESEARCH OFFICE SERVICE

Data Value Name: RSCH OFCSV

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 which directly serve a research office. Included are coat rooms, 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.

Stations to be reported: None

Room Standard Code: S (Standard)

250 SCHOLARLY ACTIVITY

Data Value Name: SCHOLAR AC

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 commons 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.

Stations to be reported: None

Room Standard Code: S (Standard)

255 SCHOLARLY ACTIVITY SERVICE

Data Value Name: SCHOLAR SV

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, coat rooms, 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.

Stations to be reported: None

Room Standard Code: S (Standard)

260 CLASS LABORATORY

Data Value Name: CLASS LAB

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 regularly 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).

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

Room Standard Code: S (Standard)

261 SPECIAL CLASS LABORATORY

Data Value Name: SPEC CLSLB

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 in 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, nonhealth 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).

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

Room Standard Code: S (Standard)

265 CLASS LABORATORY SERVICE

Data Value Name: CLS LAB SV

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 which directly serves a class laboratory. Includes projection rooms, telecommunications control booths, coat rooms, 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).

Stations to be Reported: None

Room Standard Code: S (Standard)