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October 23, 1992

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Dear Colleagues,

As you know, we have been struggling for some time to deal with the definitions of what ought to be reported for utilization, what shouldn't be, and how it all should be measured. I appreciate all the painstaking analysis you have undertaken and the good humor you have demonstrated in dealing with all this last-minute ambiguity and uncertainty. I also appreciate all the serious efforts that you are undertaking to really try and understand what your data is telling you, and how your campus departments are using their space. I believe we have made considerable progress since the Interim reports that were submitted in July.

The purpose of this letter is to announce some proposed changes to the definition of Special Class Labs, so that we can feel we are in firm ground in not reporting utilization of those rooms to the State. A discussion and draft revised definitions are attached.

To the extent possible, given the extremely late date, please apply these definitions to the utilization reports you are submitting (or have just submitted). However, please do not subject yourself to any unreasonable efforts or workload. For the most part, I anticipate very few changes in your lists of Special Class Labs, because you have already been using a definition very similar to the one I am proposing.

As you compile your Fall 1992 inventory, which I understand is already underway for most of you, please apply the new definitions. Since, however, they haven't been commented on by you, or "approved," I would appreciate your immediate feedback on them, so I can provide an edited revision, which will be included in the Facilities Inventory Guide.



One hundred twenty-five years of service

Utilization

→ Stan — you need to get familiar with this stuff too, in the long

*To: Paul
From: Tomy
Re: background info on utilization
12/12*

This definition of Special Class Lab may seem too narrow to some, or you may argue that the utilization standards do not adequately reflect the way faculty use teaching labs. They do seem to reflect a more traditional curriculum, where students come to a lab for three hours a day, perform an experiment and put it away, making the room available for the next set of students. There may be many reasons to dispute the adequacy of the standards. However, we currently do not have the forum or climate to address their possible inadequacy. Some of you will have low utilization because of the way your faculty choose to teach. So be it. We will do our best to convey the message that utilization data don't tell the full story, and in fact, may distort the real story. Next week I will be sending you the draft remarks that will accompany the Utilization reports, asking for your comment, and giving you opportunity to make your case.

Thank you for bearing with me through this process. I wish it could have been done earlier, and more consultatively, but pictures only started to emerge at the end of the summer that eventually led to these conclusions.

Please call me with your questions, comments and responses.

Sincerely,



Carol Copperud
Coordinator--Capital Planning

cc: Assistant Vice President Smith
Director Aull ✓
Associate Director Michaels
Analyst Cate
Analyst Falor

DRAFT REVISED ROOM USE DEFINITIONS DISCUSSION

The decision to exclude Special Class Labs from the Utilization reporting makes it necessary to revise and clarify the definition of exactly what a Special Class Lab is. The rationale for excluding these rooms from utilization reporting is that it is impossible to achieve good utilization in them; that is, they are outside of the standards set for utilization. Therefore, the definition must be specific to that particular point, and not encompass more rooms than is appropriate.

As you will recall, when we drafted new room use definitions in 1990-91, our first distinction was to make only two different room uses: Class Lab (260) and Open Lab (270). At your recommendation, we added a third room use, to be combined with Class Lab for reporting purposes, namely the Special Class Lab (261). The purpose was to give you the opportunity to show those rooms that were most likely to be negatively affecting teaching lab utilization. Because both 260s and 261s were to be reported as an aggregate for space tables and utilization, it was not necessary to make strict distinctions between the two room uses.

In talking to Bill Storey of CPEC about the revision of the utilization standards, he agreed that the standards did not include the scheduling assumptions and realities of the special class labs. By this he meant those labs that are clearly special-use, extraordinary rooms that serve very distinct purposes, and for which there is no use beyond the one or two classes that use those rooms. The rooms would be unsuitable, or even dangerous for others to use for either classes, research, or other type of gathering.

Our current definition for room code 261 goes beyond the type of room Bill Storey is talking about. It was broadened to include rooms that for reasons of pedagogy are unavailable to more than one or two classes--rooms in which experiments are set up and one group of students uses the room, sometimes around the clock, to monitor or proceed with the experiments. This definition encompassed a hybrid of open, unscheduled lab and scheduled lab, wherein the scheduled activities were the predominant use.

The original definition of Special Class Lab (pre-CPEC), gave two conditions, only one of which had to be met. The first was that the room was one with special-purpose equipment, used for irregularly, informally scheduled instructional lab-type activities. We took the "informally scheduled" part of the definition and moved it the Open Lab definition. The second condition was that the room had special-purpose equipment and was used less than six hours per week by regularly scheduled classes of group instruction. We abandoned the six hour rule because it was unworkable to apply a hard and fast quantification without resorting to quibbling and hair-splitting. We added, instead, the presumption that only one or two classes could use the room, either because of specialized equipment, or, because the room was dedicated to the instructional activities of a single class, and due to scheduling choices was unavailable to others. To match the assumptions of rooms not appropriate to the utilization standards, we need to go back to a definition more similar to the original.

Changing these definitions will have no impact on space table reporting. Both Class Labs and Special Class Labs are "standard space", covered by the assumptions of both the Restudy and CPEC standards. For utilization reporting, the revised definitions will pull out a handful of rooms that could never hope to meet even a third to a half of the utilization standard (those a rough numbers).

It may be that campuses want to create an informal definition to code those rooms that in Fall 1991 would have been called Special Class Labs, but that under our revised definition will become Class Labs. These might be called "Dedicated Class Labs" or "Sort-of-Special Class Labs". This distinction will help in your explanations to the Office of the President and to your campus colleagues as to why your teaching lab utilization may be lower than desirable. However, adding such a room type will have to be strictly local, as we will not be able to add it to the CEFA system for the foreseeable future. I have drafted a possible definition for your comment as well, so that for those who choose to add the room use to their local system, there will be uniformity in the definition.

In general, the following elements must apply for a room to be coded as a Special Class Lab, exempt from utilization reporting:

- The predominant use (during regular weekday hours) is for regularly or formally scheduled instruction of the laboratory type (observation, experimentation, participation); and,
- The room is permanently (i.e., at least a year, if not several years) equipped or set up in such a way that its use is restricted to those activities that require such equipment or set-up; and,
- To use such a room for courses that do not require the setup or equipment would (a) incur considerable expense (e.g., to recalibrate equipment that would have to be moved), (b) be dangerous to either the equipment/set-up or the student, or (c) require unusual accommodation by the instructor or student to the physical conditions of the room (e.g., having to use their laps for writing surfaces); and,
- There are very few courses offered that require the equipment/set-up of the room; it would require a change of curriculum to get better use of the room; and,
- There are very few students taking the courses, very few sections (if any), and very few hours scheduled for the kinds of courses that must be taught in the room.

One of the primary differences between a Special Class Lab and a Dedicated Lab, is that the Special Class Lab is empty--and "use-less"--much of the time. It is underutilized, but having it available is essential to the curriculum. However, due to the combination of limited course offerings, low weekly room hours, and the "specialness" of the room, one could not ever hope to improve its utilization without adding more courses or sections. In the Dedicated

Lab, on the other hand, one expects to encounter people throughout the day, (even though their presence may not be easily measurable in contact hours). It, too, is underutilized, but its utilization could be improved if the methods of teaching were changed.

We will make every attempt in the explanation that accompanies the utilization reports to the State to demonstrate how pedagogy may affect utilization. We intend to argue that there is very good teaching that goes on that may not be accurately reflected in the utilization data, due to limitations of the measurement device (i.e., the standards) to take all scheduling factors into account.

DRAFT REVISED ROOM USE DEFINITIONS

260 CLASS LABORATORY

Definition: No changes proposed

Description: No changes proposed

Exclusions: Change the first sentence to:

A teaching laboratory, which by nature of its design, or permanently installed specialized equipment or set-up, can only be used by one or two courses, for very few hours per week; and for which there are few course offerings requiring the use of that room; and which cannot for reasons of safety or expense be used for courses that do not require the equipment or set-up, is a Special Class Laboratory (261).

261 SPECIAL CLASS LABORATORY

Definition: Change to:

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 or set-up of the room, or equipment in the room, precludes the room's use for more than one or two courses.

Description: Change to:

A special class laboratory is characterized by the fact that its specialized equipment, design or set-up, are permanent features of the room (for at least a year). There are few courses requiring such equipment, design or set-up, and the number of hours during the week that the room can be used, due to curriculum, are low. Due to the nature of the room set-up, it would be inappropriate to schedule other courses in the room that did not need its special features, due to the expense in moving equipment; the potential for harm to the equipment or the students, or the inconvenience that would be experienced by students and or the instructor in not having certain amenities available, such as a writing surface. 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 lab 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).

DRAFT REVISED ROOM USE DEFINITIONS

OPTIONAL, FOR LOCAL CAMPUS USE ONLY

DEDICATED CLASS LABORATORY

Definition:

A room used primarily for regularly or formally scheduled instruction for student participation, observation, experimentation, or practice in a field of study, for which a special set-up or equipment and schedule are required that cannot be disturbed, thereby limiting the room to use by [more than] one or two courses.

Description:

A dedicated class laboratory is characterized by pedagogical choices to use the resources of the facility for a specific course. There may be specialized equipment or set-ups that are used for the duration of the course, but which are then dismantled or may be relocated at the conclusion of the course.

A dedicated class laboratory is similar to a class laboratory (260) in that its use is for regularly or formally scheduled instruction, but differs in its use being dedicated to courses in which students need day-long access to the equipment or set-up. A dedicated class laboratory may be similar to a special class laboratory (261) in that it may have special-purpose equipment. It differs from a special class laboratory in that is scheduling and pedagogical method, not equipment or design that precludes its use by more than one or two courses. A dedicated class laboratory may be similar to an open lab (270) in that there may be unscheduled, but required, instructional activities that the students engage in. It differs from the open lab in that the predominant use of the room is for regularly or formally scheduled instruction.

260 CLASS LABORATORY

Data Value Name: CLASS LAB

no change
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.

no change
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. 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.

see replacement
Exclusions: [A teaching laboratory with specialized equipment, set-up, or design that precludes its use by more than one or two courses is a Special Class Laboratory (261).] 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

see replacement
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 or set-up of the room, or equipment in the room, precludes the room's use for more than one or two courses, regardless of how frequently the class meets in a week.

see replacement
Description: A special class laboratory is characterized by its specialized equipment, by the fact that experiments or special materials must remain in place for the duration of a course, or by the fact that, in addition to scheduled instruction held in the room, students are required to use that room for further individual practice, therefore making the room unavailable for more than one or

two scheduled courses per term. 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 it available for use for only a very few number of courses. 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).

no change
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)

no change
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). 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)

The letter and attachments were faxed October 23, 1992 to the following individuals:

Berkeley	Tom Koster Patty Mead Ernie Hudson
Davis	Rick Keller Jerry Johnson
Irvine	Janet Mason Gina Adams John Selegear Steve Honda
Los Angeles	Don Cosgrove Mary Chaitt Linda Stocks Geraldine Kennedy
Riverside	Dilip Anketell Sam Namminga Polly Breitkreuz
San Diego	Jill Dillard Russ Decker Lane Hignight Judy O'Boyle
Santa Barbara	Martie Levy Suzie Lascurettes
Santa Cruz	Fran Owens Robin Draper

270 OPEN LABORATORY

Data Value Name: OPEN LAB

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, 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 meet 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 in that they 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.

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

Room Standard Code: N (Nonstandard)

275 OPEN LABORATORY SERVICE

Data Value Name: OPEN LABSV

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 which directly serve an open 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, 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.

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

300 - Office Facilities

GENERAL

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.

310 ACADEMIC OFFICE

Data Value Name: ACAD OFF

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 serves 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 work stations 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).

Stations to be reported: None

Room Standard Code: S (Standard)

320 OTHER OFFICE

Data Value: OTHER OFF

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

Description: An office is typically assigned to one or more persons with specific work stations or desk areas available for work. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer work stations, 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 clearly visible physical boundaries, such as an open landscaped office or an open reception area. In such cases, logical physical boundaries may be assigned for calculation of 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 which includes a small waiting area should be coded as Other Office (320).

Stations to be reported: None

Room Standard Code: S (Standard)

335 OFFICE SERVICE

Data Value Name: OFFICE SRV

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, mail rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, 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 or office area and not a classroom or laboratory. A receptionist room which includes a small waiting area should be coded as Other Office (320). Lounges which 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 campuswide or serve several buildings should be coded as Central Service (760). Storage of infrequently used or inactive records or equipment may be coded as Office Service (335) or Storage-Office (722).

Stations to be Reported: None

Room Standard Code: S (Standard)

340 CONFERENCE ROOM

Data Value Name: CONFERENCE

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 that are not tied to instructional programs. A commons area is used primarily for informal gatherings or private relaxation and is characterized by its relative easy access or availability to the general public; commons areas may also be found in student residence halls.

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.

Room Standard Code: S (Standard)

345 CONFERENCE SERVICE

Data Value Name: CONF SERV

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, coat rooms, projection rooms, telecommunications control booths, sound equipment rooms, etc., if they serve conference rooms.

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

Stations to be reported: None

Room Standard Code: S (Standard)

400 - Study Facilities

GENERAL

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 which aid the study or learning process (e.g., microcomputers, computer terminals, multi-media carrels, typewriters, records, tapes) which 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

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 other multi-media equipment. Study rooms are primarily used by students or staff for learning at their own convenience, although access may be restricted by a controlling unit.

Exclusions: 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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

*note confusing language for 410, 430;
dept. libraries must be 1.1 or 1.2;
see phrasing for 440*

430 OPEN STACK STUDY ROOM

Data Value Name: OPEN STACK

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 Study Room (410). 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). Does not include Study Rooms (410) which have no stack areas. Those stack areas which have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded as Stack (440). 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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

440 STACK

Data Value Name: STACK

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., soils collections). Includes circulation areas within the stacks including stairways, lifts, etc. If accessibility is relatively unimportant, the area is Storage-General and Research (720).

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 which serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (275), book storage rooms for classrooms (125), or 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 Service (565). Tape storage for language laboratories is classified as Open Laboratory Service (275). 620

Stations to be reported: None

Room Standard Code: N (Nonstandard)

455 STUDY SERVICE

Data Value Name: STUDY SERV

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

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

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

460 PROCESSING ROOM

Data Value Name: PROCESS RM

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 on-line 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 which serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

470 TUTORIAL OR TRAINING ROOM

Data Value Name: TUTORIAL

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 arm chairs, 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

475 TUTORIAL OR TRAINING ROOM SERVICE

Data Value Name: TUTORL SRV

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 tutorial or training rooms.

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

500 - Special Use Facilities

GENERAL

This category includes several room types which 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 (nonhealth), 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

Definition: A room which is used as a computer-based data processing or telecommunications center with applications which 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 which constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing "primary activity" of this category is tied more closely to equipment than human activity, these areas require technical support staff and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone, or modem access. Includes 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 which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including rooms housing satellite signal reception or transmission equipment, should be assigned the 515 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 work rooms and printer rooms which serve an office area should be coded as Office Service (335).

Stations to be Reported: None

Room Standard Code: S (Standard)

515 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE

Data Value Name: CMPTR SERV

Definition: A room that directly serves a central computer or telecommunications facilities 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).

Stations to be reported: None

Room Standard Code: S (Standard)

520 ATHLETICS

Data Value Name: ATHLETICS

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.

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. Includes permanent spectator seating areas associated with athletic facilities. 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 nonassignable space. 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).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

525 ATHLETICS SERVICE

Data Value Name: ATHLET SRV

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 rest rooms which are nonassignable space. Rooms which 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).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

530 ARMORY

Data Value Name: ARMORY

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

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

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).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

535 ARMORY SERVICE

Data Value Name: ARMORY SRV

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).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

540 CLINIC (NONHEALTH)

Data Value Name: CLINIC

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 health care 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

545 CLINIC SERVICE (NONHEALTH)

Data Value Name: CLINIC SRV

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 which serve health care facilities (800). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic Service, 675-Day Care Service).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

550 DEMONSTRATION

Data Value Name: DEMONSTRN

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

Description: The key criterion here is *practice* activity within an instructional program which closely simulates a real-world or occupational setting. 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 day care and development centers which 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, day care centers, and home management houses in which students serve as the subjects for a research study are coded as Research Laboratory or Studio (210) or Research Office (211).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

555 DEMONSTRATION SERVICE

Data Value Name: DEMO SERV

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

Description: Includes facilities generally called storerooms, pantries, etc., in a home-demonstration facility, and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (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 Demonstration (550). Primary care and training areas in a day care center are also Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

560 MEDIA PRODUCTION

Data Value Name: MEDIA PROD

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 audio cassette 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 which 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).

Stations to be reported: None

Room Standard Code: S (Standard)

565 MEDIA PRODUCTION SERVICE

Data Value Name: MEDIA SERV

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

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

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

Stations to be reported: None

Room Standard Code: S (Standard)

570 FIELD BUILDING

Data Value Name: FIELD BLDG

Definition: A barn or similar agricultural structure used for animal shelters or for 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 which support field buildings are classified within this category.

Exclusions: Animal quarters directly supporting research or instructional laboratories should be coded as Animal Quarters (580). 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). Location of a building, on or off the main campus, is not sufficient justification for classification of a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings which house non-agriculture or non-farm related vehicles (see 750). Does not include athletic fieldhouses (525) or central campus or chemical storage areas (765).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

580 ANIMAL QUARTERS

Data Value Name: ANIM QTRS

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 treatment of veterinary patient animals (see 800 series). Does not include agricultural field buildings sheltering animals which do not directly support instruction or research (570).

Stations to be Reported: None

Room Standard Code: N (Nonstandard)

585 ANIMAL QUARTERS SERVICE

Data Value Name: ANIM Q SRV

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, cagewashing 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

590 GREENHOUSE

Data Value Name: GREENHOUSE

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 which 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

See 116050

595 GREENHOUSE SERVICE

Data Value Name: GREENHS SV

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 which do not directly serve greenhouses.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

600 - General Facilities

GENERAL

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are 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, day care) for the institutional and participant community populations. With the exception of 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

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

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 Commons Service (635) if separate from and directly supporting the main lounge facility (see 630). Break rooms serving specific office areas are coded as Office Service (335). Eating rooms for children in demonstration or day care 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

615 FOOD FACILITY SERVICE

Data Value Name: FOOD SERV

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 which directly serve food facilities, as well as vending rooms adjacent to an eating area.

Exclusions: Does not include any type of food preparation room which does not serve a food facility or eating area (610). Kitchenettes in residence facilities which 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 day care facilities are classified as service areas to those facilities (see 555, 675).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

620 RECREATION

Data Value Name: RECREATION

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 which are primarily used for instruction. Reading or media use rooms which are designed and intended as scholarly activity (250) or study rooms (410) are also excluded from this category.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

625 RECREATION SERVICE

Data Value Name: RECREAT SV

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 which 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

630 COMMONS

Data Value Name: COMMONS

Definition: A room used for rest and relaxation which is not restricted to a specific group of people, unit, or area, 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 or "break room" lounge (335) or conference room (340) by virtue of 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 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 rest room is included with the rest room as 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 which directly serves a specific or restricted area is classified by the appropriate corresponding service code; e.g., a lounge serving an assembly facility is classified 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 than health care 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 Other Office (320).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

635 COMMONS SERVICE

Data Value Name: COMMONS SV

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 which directly serve other room use types; e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service (615).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

640 MERCHANDISING

Data Value Name: MERCHANDIS

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 which 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 Commons (630) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (610). Cashiers' desks which serve a specific recreational facility or area are classified as service space for that area (625). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers which are not part of such a program are classified under Day Care (670).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

645 MERCHANDISING SERVICE

Data Value Name: MERCH SERV

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 rest rooms, and other support rooms if they directly serve a merchandising facility.

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

650 ASSEMBLY

Data Value Name: ASSEMBLY

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 which 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 used *primarily* for instruction or practice (dance, music, drama) are typically coded separately as Open Laboratory (270). Assembly facilities which are used primarily as instructional lecture halls are classified as classroom (110) space.

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.

Room Standard Code: N (Nonstandard)

655 ASSEMBLY SERVICE

Data Value Name: ASMBLY SRV

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume 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) space. 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., Assembly Service (655) or as primary Commons (630) space.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

660 EXHIBIT

Data Value Name: EXHIBIT

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 the purpose of 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 resource* (see 440) as opposed to *exhibition* use.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

665 EXHIBIT SERVICE

Data Value Name: EXHIBIT SV

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 program are classified as Classroom Service (125) or laboratory service (265, 275) areas.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

670 DAY CARE

Data Value Name: DAY CARE

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 which 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 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 Central Service (760), and laboratories (200 series) which directly support instruction (e.g., early childhood education).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

675 DAY CARE SERVICE

Data Value Name: DAY CAR SV

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

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

Exclusions: Does not include those rooms where primary day care activities are conducted; e.g., child training rooms, playrooms (670). Rest rooms designed for child training should be coded 670; staff-only rest rooms should be coded 675. Kitchen or food preparation areas in a day care 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 Other Office (320).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

700 - Support Facilities

GENERAL

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (600), 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

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, 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 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 which directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (750).

Stations to be reported: None

Room Standard Code: S (Standard)

711 SHOP - Teaching Laboratory

Data Value Name: SHOP-TLAB

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

Description: This category is intended for shops which primarily serve the instructional activities found in teaching laboratories. These rooms may be coded as Shop-Teaching Laboratory (711) or Class Lab Service (265) or Open Lab Service (275). 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 Shop-General and Research (710).

Stations to be reported: None

Room Standard Code: S (Standard)

715 SHOP SERVICE - General and Research

Data Value Name: SHOP SERV

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 Research Laboratory Service (225) or Shop-General and Research (715).

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

Stations to be reported: None

Room Standard Code: S (Standard)

From: "MacCannell, Fran" <maccannell@facnet.ucla.edu>
To: "'Paul Hanchock'" <paul.hanchock@ucop.edu>
Subject: RE: Nonassignable Custodial Area
Date: Tue, 4 Feb 2003 15:03:32 -0800
X-Mailer: Internet Mail Service (5.5.2653.19)

That is actually what we have been doing. I was just wondering if it was correct. Thanks for confirming it.

-----Original Message-----

From: Paul Hanchock [<mailto:paul.hanchock@ucop.edu>]
Sent: Tuesday, February 04, 2003 2:59 PM
To: MacCannell, Fran
Subject: Re: Nonassignable Custodial Area

Hi Fran,

Well, I don't think so. Custodial area is for the upkeep of the building. Groundskeepers usually have their own sheds outdoors, but if they use space in a regular building I'd say it's assignable area.

What would you say to room code 715 or 720, assigned to 720500?

At 02:28 PM 2/4/2003 -0800, you wrote:

>The FIG definition of Nonassignable Custodial Services Area includes
>maintenance material storage areas. Would this also encompass
>groundskeeper's storage areas?
>
>
>Fran MacCannell
>UCLA Facilities Management/Space Inventory
>731 Charles E. Young Drive South
>(310) 206-0582

716 SHOP SERVICE - Teaching Laboratory

Data Value Name: SHOP SV-TL

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 Class Lab Service (265), Open Lab Service (275) or Shop Service-Teaching Laboratory (716). Shop service areas that 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 Shop-General and Research (715). Shops supporting programs in research are coded as Research Laboratory Service (225) or Shop-General and Research (715). Does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (755).

Stations to be reported: None

Room Standard Code: S (Standard)

720 STORAGE - General and Research

Note: Storage rooms serving individual labs are service rooms.

Data Value Name: STORAGE

Definition: A room or building which is used to store equipment or materials and which serves a campuswide 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 which do not qualify as service rooms. The typical storage area which serves a research laboratory may be coded as Research Laboratory Service (225) or Storage-General and Research (720). Stored museum collections may be coded either as Storage-General and Research (720) or Exhibit Service (665).

Exclusions: Storage facilities for materials, supplies, equipment or furniture used primarily in teaching laboratories are coded as Teaching Laboratory Service (265, 275) or Storage-Teaching Laboratory (721). If the storage space is serving only open laboratories (e.g., costume storage for the Performing Arts), then the room should be coded as Open Laboratory Service (275). Storage space for offices are coded as Office Service (335) or Storage-Office (722). 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 Other Office (320). Centralized food stores and laundries are classified as Central Service (760).

Stations to be reported: None

Room Standard Code: S (Standard)

721 STORAGE - Teaching Laboratory

Data Value Name: STORAGE-TL

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 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 Open Laboratory Service (275).

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

} confusing

Stations to be reported: None

Room Standard Code: S (Standard)

722 STORAGE - Office

Data Value Name: STORAGE-OF

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 Office Service (335); however, a large storage facility which may consist 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 Storage-Office (722).

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 Other Office (320).

Stations to be reported: None

Room Standard Code: S (Standard)

740 MISCELLANEOUS

Data Value Name: MISCELLAN

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 (Capital Planning) 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 be 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. Includes the service rooms that are part of the complex, but does not include general purposes primary activity and related service rooms (e.g., offices, research laboratories).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

see 210 exclusions
B.24

relates to CPEC
space allowances

750 VEHICLE STORAGE

Data Value Name: VEH STORAG

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 which 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

755 VEHICLE STORAGE SERVICE

Data Value Name: VEH STO SV

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

760 CENTRAL SERVICE

includes ^{some} morgues and autopsy rooms!

Data Value Name: CENTRAL SV

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which 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 mail room in an office area is coded as Office Service (335). 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

765 CENTRAL SERVICE SUPPORT

Data Value Name: CENT SVSUP

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

800 - Health Care Facilities

GENERAL

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas 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

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, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets 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).

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

811 BEDROOM-CORONARY CARE

Data Value Name: BED CCU

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

812 BEDROOM-INTENSIVE CARE

Data Value Name: BED ICU

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

813 BEDROOM-NEONATAL INTENSIVE

Data Value Name: BED NIU

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

814 BEDROOM-HEMODIALYSIS CARE

Data Value Name: BED HEMODI

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

815 BEDROOM-PSYCHIATRIC CARE

Data Value Name: BED PSYCH

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

816 BEDROOM-MATERNITY CARE

Data Value Name: BED MATERN

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

817 BEDROOM-NURSERY CARE

Data Value Name: BED NURSRY

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

Stations to be reported: Crib, bassinet, and incubator-patient capacity.

Room Standard Code: N (Nonstandard)

818 BEDROOM-PEDIATRIC CARE

Data Value Name: BED PEDIAT

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

819 PATIENT BEDROOM SERVICE

Data Value Name: BED PAT SV

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 play rooms 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 work rooms 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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

820 PATIENT BATHROOM AND TOILET

Data Value Name: BATH

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

821 PATIENT TOILET

Data Value Name: BATH TOILT

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

822 PATIENT BATH OR TOILET

Data Value Name: BATH OTHER

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 which directly serve Staff On-Call Facilities (839).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

830 NURSE STATION

Data Value Name: NURSE STAT

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 which are used as offices should be classified appropriately (320).

Stations to be reported: Number of permanent work stations.

Room Standard Code: N (Nonstandard)

832 NURSE STATION SERVICE

Data Value Name: NRS STA SV

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 work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

834 PATIENT-MOVING EQUIPMENT STORAGE

Data Value Name: PT MOV EQP

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

838 STAFF ON-CALL FACILITY

Data Value Name: STF ONCALL

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

839 STAFF ON-CALL FACILITY SERVICE

Data Value Name: STF ONCLSV

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

840 SURGICAL OPERATING ROOM

Data Value Name: SURG OP RM

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

842 SURGERY SERVICE

Data Value Name: SURGERY SV

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

844 SURGICAL SPECIAL PROCEDURE ROOM

Data Value Name: SURG SP PR

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

845 SURGICAL LABOR ROOM

Data Value Name: SURG LABOR

Definition: Room designated as a Labor room.

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

846 SURGICAL DELIVERY ROOM

Data Value Name: SURG DELIV

Definition: Room designated as a Delivery room.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

847 SURGICAL RECOVERY ROOM

Data Value Name: SURG RECOV

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

Stations to be reported: Bed-patient capacity

Room Standard Code: N (Nonstandard)

848 SURGICAL CARDIAC CATHETERIZATION ROOM

Data Value Name: SURG CARDC

Definition: Room designated as a cardiac catheterization room.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

850 TREATMENT OR EXAMINATION ROOM

(e.g. clinic)

Data Value Name: TREAT EXAM

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

852 TREATMENT-DOCTOR

Data Value Name: TREAT DOC

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

Stations to be reported: Professional staff only.

Room Standard Code: N (Nonstandard)

854 TREATMENT SERVICE

Data Value Name: TREAT SERV

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

*athletics first-aid rooms
are 525*

855 RADIOLOGICAL SERVICE DIAGNOSTIC

Data Value Name: RAD SV DIA

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

856 RADIOLOGICAL SERVICE THERAPEUTIC

Data Value Name: RAD SV TH

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

857 RADIOLOGICAL CONTROL ROOM

Data Value Name: RAD CONTRL

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

858 RADIOLOGICAL FILM PROCESSING

Data Value Name: RAD FLM PR

Definition: Room designated for film processing only.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

859 RADIOLOGICAL FILM VIEWING

Data Value Name: RAD FLM VW

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

860 DIAGNOSTIC SERVICE LABORATORY

Data Value Name: DIA SV LAB

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.

Stations to be reported: Number of permanent work stations.

Room Standard Code: N (Nonstandard)

862 DIAGNOSTIC SERVICE LABORATORY SUPPORT

Data Value Name: DIA LB SUP

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

870 SUPPLIES

Data Value Name: SUPPLIES

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

Description: This classification, which serves a *central* storage or supply function similar to the central Storage-General and Research (720) 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 which is not directly health care related (e.g., furniture, office equipment); such areas should be classified Storage-General (720). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

880 PUBLIC

Data Value Name: PUBLIC

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., patient lounge-819) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information, should be classified with this code.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

890 CUSTODIAL

Data Value Name: CUSTODIAL

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).

Stations to be reported: None

Room Standard Code: N (Nonstandard)

*does not include non-assignable
custodial area (bldg. upkeep)*

900-984 Residential Facilities

GENERAL

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

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are offices (310, 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 ASF if the clearance is greater than 6'6". Ancillary space in support of residence halls and dormitories is Residential Service (920); service areas for apartment complexes is (985).

910-916 RESIDENCE HALLS AND DORMITORIES

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

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 Study Room (410). 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 Residential Service (920) 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 Food Facility Service (615) would then be applied.

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.

Room Standard Code: N (Nonstandard)

920 RESIDENTIAL SERVICE

Data Value Name: RESID SERV

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 Residential Service (920).

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.

Stations to be reported: None

Room Standard Code: N (Nonstandard)

922-926 RESIDENTIAL BATHROOM FACILITIES

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

Definition: A toilet or bathroom intended only for the occupants of the residential facilities (e.g., residence halls, 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 Private Bathroom (922). A bathroom for use by the occupants of a suite of residential bedroom units is coded as Shared Bathroom (924). 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 Bathroom-Gang (926).

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

Stations to be reported: None

Room Standard Code: N (Nonstandard)

960-968 HOUSE (Single Dwelling Units)

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

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.

Room Standard Code: N (Nonstandard)

980-984 APARTMENT (Multiple Dwelling Units)

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

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, free-standing structure.

Exclusions: Does not include single, free-standing structures (see 960-968) or any residential units that do not contain private cooking facilities (910-916).

Stations to be reported: 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.

fragment { The number of student, faculty, staff, or guest occupants that the unit was designed to accommodate. For married student, faculty, staff or guest housing, report one station per unit regardless of the number of bedrooms in the apartment unit.

Room Standard Code: N (Nonstandard)

985 APARTMENT SERVICE

Data Value Name: APT SERV

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, free-standing residential unit (see 960-968).

Stations to be reported: None

Room Standard Code: N (Nonstandard)