

OREGON UNIVERSITY SYSTEM

Physical Facilities Inventory Manual

Revised October 2000

Introduction

As early as 1951, the Oregon State Board of Higher Education became concerned over the need for an inventory of the physical facilities available at the various institutions within the State System. Mr. Donald Lewis of Southern Oregon College (now Southern Oregon University) was asked to make an analysis of the usable area within the educational and general buildings which existed at the time and to project space (building) requirements to 1963.

When his report was published in June 1952, Mr. Lewis commented upon several studies which had been conducted in other states just previous to this study. Among them was the analysis made by Mr. Donovan Smith of the University of California. It was noted that Mr. Smith had set up his data on punched cards and was able to consolidate a wealth of material which could be extracted for many different types of reports concerning facilities.

In subsequent years, facilities inventory studies were made at several of the institutions in the State System, including Oregon State University, Eastern Oregon University and the University of Oregon. In 1962, planners, business managers and other interested personnel from each institution were called together to establish the basic framework for developing a common facilities inventory system for the several institutions within the Oregon University System. From this meeting emerged a Facilities Inventory Committee with representatives from the institutions and the Board's office.

The Facilities Inventory Committee, using the Purdue University Schedules and Space manual as a guide, developed a space inventory manual which was published in late 1962. As a result, comprehensive inventory data were gathered and categorized and then converted to punch cards for convenience in producing monthly update runs and an annual facilities inventory report.

During the intervening years, the following refinements and innovations were developed and implemented within the facilities inventory system:

- 1) Conversion from punched card processing to computer processing using magnetic tape, to disc files as the media to store the master facilities inventory;
- 2) Adoption of portions of the Higher Education Facilities Inventory and Classification manual published for the U.S. Office of Education, Higher Education Studies Branch, National Center for Educational Statistics, by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE).
- 3) Development of a state-wide facilities inventory system for the Oregon Educational Coordinating Commission and providing a service bureau function in the System Support Services Division of the State System for processing the private and community college inventory data.
- 4) The development of on-line processing of inventory data through the use of direct access terminals.

The Facilities Services office of the Board's Office of Finance and Administration and the Facilities Inventory Committee will be reviewing and working with the inventory system regularly.

If it is discovered that new innovations and changes will result in better reporting techniques and more simplified processing requirements, subsequent revisions will be made to the manual.

Higher education institutions typically serve multiple missions of instruction, research and many types of public service. To carry out these missions, institutions use an array of resources including faculty, staff, library holdings and equipment to serve students and the public. These resources are housed within the institutions' physical facilities, a major component of the fixed or capital assets of higher education.

It follows that the maintenance of data and information systems on physical facilities is primarily the responsibility of the individual institution. This manual provides the necessary elements to provide for reporting on the major components of higher education physical facilities; namely, buildings and the use of space within those buildings. Good planning and management of college and university buildings are essential for many reasons:

1. Amount and suitability of building space directly affect the scope and quality of educational services provided.
2. Buildings consume most of an institution's capital budget and a significant portion of its annual operating revenues. Inappropriate facilities can increase the consumption of scarce resources and reduce the resources available for direct program delivery.
2. Acquisition of any capital assets represents a major commitment of current and projected resources. Decisions to construct or acquire new buildings represent a major, long-term financial commitment and will affect program offerings for a significant period of time.
3. Buildings are highly visible components of an institution. Architectural design, construction quality, building usage, campus accessibility, and maintenance standards play a significant role in creating the environment in which education and scholarship are conducted and in shaping external perceptions of an institution.

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200.000 PHYSICAL FACILITIES INVENTORY INSTRUCTIONS

200.100 General Instructions

The inventory of physical facilities at each institution of the Oregon University System will be maintained in accordance with the instructions contained in this manual. Any changes in the instructions will be made in writing by the Facilities Services office of the Board's Office of Finance and Administration.

Inventory all buildings including educational and general plant buildings, health services, student unions, athletic department facilities, residential facilities, residential dining facilities, family student housing and off-campus facilities such as the Marine Science Center and branch experiment station buildings. Include buildings owned by the State of Oregon, both permanent and temporary, and buildings leased for the use of the institutions of the Oregon University System or related agencies. Space in temporary buildings such as quonset huts or surplus wood frame buildings and other similar structures should be included. The annual report will include these buildings if the data are supplied as a part of the inventory records. Exclude temporary instructional space in unfinished areas of buildings inasmuch as the space is not usable until it is finished. It is strongly recommended that a procedure for the control of physical changes in space be established at each institution (reassignments, conversions and other changes), whether made by the physical plant staff or through contracting to private firms. Many colleges and universities in the United States, including Oregon State University, have developed rather elaborate procedures for the control of changes. It may be beneficial for institutional personnel to contact Oregon State University directly in order to obtain an outline of the control system there prior to the time that one is established at another institution. To reiterate, such a control system is an absolute necessity!

Changes and/or corrections to the space inventory should be made to the campus database as soon as they occur in order to allow for necessary auditing and handling prior to the annual report to the System office when the data is processed and entered onto the master inventory file. Under no condition should changes be allowed to accumulate for periods exceeding 30 days.

200.200 Measurement of Spaces

Accurate measurements of all spaces will be taken and reported to the Facilities Services office in Eugene on the form described in Section 201.000. Square footage only will be incorporated in the inventory. Cubic footage of spaces will not be reported but the height of each space may be measured and the cubic footage computed and retained by the institution if desired.

200.300 Blueprints or Floor Plans

Scale drawings are to be obtained for each floor of every building required to be

inventoried as mentioned in Section 200.100. The plan for each floor should be on a separate page. The plans should be scaled so that they can be readily used on the desk of persons concerned with space analysis, assignment of space, planning, maintenance, etc. The space numbers should be indicated on the plans exactly as they are reported in the inventory records. The institution should secure or prepare a minimum of two copies of the plans or blueprints for each building on its campus. One copy of the plans or blueprints for each building inventoried must be forwarded to the Facilities Division of the Board's office.

Blueprints for new construction are not acceptable as a basis for determining measurements until each space has been measured and confirmed for complete accuracy. Blueprint dimensions often differ substantially from the actual space measurements due to inaccuracies, changes in plans during construction, subsequent remodeling, etc.

If changes in square foot areas are made that significantly alter previously submitted floor plans, a revised floor plan or scale drawing of the area or areas altered must accompany Form CO-386 on which the data for the changes are reported. In the case of major alterations, a copy of the revised floor plan must be forwarded to the Facilities Services office of the Board's Office of Finance and Administration.

200.400 Area Definitions

The following definitions will be used in reporting information and data regarding area for the space inventory.

200.401 Gross Area

The gross floor area is the sum of the areas within the principal outside faces of the exterior walls at each floor level neglecting architectural setbacks and projections. Include all stories or areas that have floor surfaces with clear standing headroom (6'6" minimum), regardless of their use. Include mezzanines, balconies and other intermediate floors only to the extent of their actual floor area. Do not include unenclosed areas. Include only the walled and floored area of floored attics and basements that have the minimum (6'6") headroom. Transformer vaults, ventilation rooms, chemical storage spaces etc., attached to a building or located on the roof should be reported as space within the building.

Round all area calculations to the nearest square foot.

200.402 Non Usable Area

Non-Usable area includes all exterior wall areas, interior partitions, pipe spaces and chases, vertical plenums, dead spaces, etc. Vertical pipe chases which have access at each floor with some manner of floor provided (frequently metal grating) are to be included in the net usable area as unassigned mechanical/electrical rooms to the extent of the floored area.

200.403 Net Usable Area

The net usable area is the square foot area in the interior of a building, excluding structural elements such as walls, columns, shafts, partitions, etc, based upon measurements taken at or near floor level. The net usable area of a space or building is the sum of all

measurable floor areas with a headroom of 6'6" or more. This includes every room, rest room, corridor, stairway, closet, etc., within a building. It does NOT include pipe spaces, duct areas, unwallied and/or unfloored attic or basement areas. To be included in the floor area of a room are alcoves, built-in cabinets, shelving, etc., that open into and serve the room. Do NOT deduct the area for door swings.

200.404 Unassigned Area

Unassigned areas include all custodial, circulation, public rest rooms and mechanical/electrical spaces. See appendix pages I-6 through I-11 for proper identification of these categories.

200.405 Net Assignable Area

Net assignable area is the floor area of a room, floor or building, assignable to an operating department (exclusive of physical plant maintenance and building operation space). The net assignable area of a room is measured from the inside walls at or near the floor level. If there are slight projections or offsets of less than 12 inches, the distance between main walls should be used. Areas containing a fraction of a foot should be rounded off to the nearest foot. This area represents the actual space housing a program in a room or building.

The following schedule reflects the relationships between the different areas:

Gross Area = 100% of the Building

Gross Area - Non Usable Area = Net Usable Area

Net Usable Area - Unassigned Area = Net Assignable Area

On report SP445-01 (Institution Summary by Building) the Usable, Unassigned and Net Assigned areas are determined by the use code assigned to the various spaces.

200.500 Inactive (Unused) Spaces

If a space currently on the inventory is removed from use due to remodeling, conversion, or any other reason for a period which will exceed 90 days, it should be reclassified as "inactive" until it is returned to active status. Incomplete spaces in new buildings coming "on line" should also be identified as "inactive" until such time as the space is finished and placed in service.

201.000 REPORTING DOCUMENT, FORM CO-386

201.100 General Instructions

The reporting document, form CO-386, is to be used in reporting all deletions, new additions, and changes to existing records in the master inventory file. Supplies of the forms may be secured by contacting the Facilities Services office in Eugene.

201.200 Preparation of Reporting Document (CO-386)

The reporting document has been designed to follow the same layout as the annual report forms. Under the columnar headings will be found a series of numbers. They are there principally for use in entering data for updating the master file. The reporting document is to be completed in accordance with the instructions and coding requirements as set forth in this manual. The shaded area on the form represents the columns of data that must be identified on all transactions. The unshaded area represents the variable data that may or may not be required depending upon the type of transaction entry.

201.201 Heading

The institution name, date, building name and page number should be completed for each CO-386 submitted. If more than one building is reported on a single CO-386, indicate each building name on the first line of the entries for that building. The CO-386's should be numbered consecutively for the month.

201.202 Institution Number

The institution number or letter is used by the Controller's Division in Corvallis for all accounting reports and functions and similarly is to be used when reporting inventory data. Following is a list of the assigned numbers (FMS system) and/or letters (FIS system):

10	Eastern Oregon University	G
18	Oregon Institute of Technology	H
20	Western Oregon University	E
30	Oregon State University	C
40	Southern Oregon University	F
50	University of Oregon	B
80	Centralized Activities	K
90	Portland State University	D

201.203 Building Number

Four digits are provided for recording the building number. Building numbers are assigned by the Controller's Division in Corvallis. Each year a tabulation of all buildings at each institution (Building Valuations Schedule) is produced and distributed by the Controller's Division. One copy of this schedule should be made available to the space analyst at each institution some time in August of each year. The number and name of each building as recorded on this schedule must be used in identifying the building on the space inventory. Also shown on the Building Valuations Schedule is the gross square foot area of each building. If the gross square foot area is found to differ from the corresponding area reported

in the space inventory, the correct gross area of the building should be ascertained and reported either to the Controller's Division to correct the Building Valuations Schedule or to the Facilities Services office to correct the space inventory records.

201.204 Building Conditions and/or Location

One digit is provided to identify the building condition and/or the location of off-campus buildings or farm buildings. The coding used for these conditions and/or locations are as follows:

- A. Field buildings located off the central campus but within 10 miles of the nearest city.
- B. Field buildings located off the central campus and over 10 miles from the nearest city.

- C. Other than field buildings located off the central campus (such as the O.S.U. Hatfield Marine Science Center at Newport or the U.O. Marine Biology Station at Charleston).
- F. Field buildings located on the central campus.
- L. A building not owned by the State of Oregon but which is being leased by and for the use of an institution.
- O. A building which has become obsolete for the purpose for which it is being used and will be converted to another function or discontinued from service within eight years or if a major rehabilitation project requiring capital outlay appropriation is contemplated for the building within eight years.
- S. A building which is substandard for the purpose for which it is being used and it is estimated by the institution that the building will be discontinued from service within 12 to 15 years.
- T. A temporary building. A building is temporary if its use is necessary due to insufficient space in permanent buildings and the institution has a definite plan to raze the structure within five years, or the building has been condemned for occupancy by the State Fire Marshal or his authorized agent.

201.205 Numbering of Spaces

Nine digits are provided for the space number. From left to right, the first digit indicates spaces that are located in a wing. Insert an alphabetic character (e.g. begin with "A" or "E, W, N, S" etc.) for those spaces located in a wing of a building. If the space is not in a wing, this column will be left blank. The second digit indicates spaces that are circulation areas. Unnumbered hallways or corridors will be numbered (for purposes of this inventory system) in the same order (direction) that rooms are numbered in the building. Such spaces will be numbered consecutively; that is H00001, H00002, H00003, etc., for halls located in the basement; H00101, H00102, H00103, etc., for halls located on the first floor etc., continuing up for each floor level until all building hallways or corridors have been numbered. Stairways, lobbies, elevators and vestibules will be numbered in the same manner as halls, using the prefixes "S", "L", "E" or "V", respectively. If the space is not a circulation area, leave this column blank. The next five digits will indicate the actual space (room) number. This system

was changed effective August 10, 1967, to coincide with the revised form CO-386 which now provides for the expanded five digit space numbering system. This was done to allow the space number to accommodate 99 floors in one building and 999 rooms on each floor. Many of the buildings in the inventory are still numbered under the old four digit system which allowed 99 floors and 99 rooms on each floor. (NOTE: the institutions have the option of using the first two digits to identify the floor and the last three to identify the space or to use the last three digits to identify both the space and floor; e.g. 00101, 00201, 00301 to identify rooms on the first, second and third floors of a building.) The eighth digit will indicate a space or room within a room which is not accessible from a main circulation area such as a hall, lobby, etc. Such a space will be designated as A, B, C, etc. This column will be left blank if not applicable. The ninth digit will be used to indicate a sub-sub-basement (code R), a sub-basement (code S), or a mezzanine (code M). This column will be left blank if not applicable.

201.206 Prorating of Spaces

An area which has been assigned one space number may be prorated if any or all of the following conditions exist:

1. Two or more types of space are identified within the larger area.
2. Two or more uses of space exist within the larger area.
3. Two or more departments occupy a portion of the larger area.

A space that is prorated will be listed on form CO-386 on two or more lines. All prorated spaces bearing the same space number will be identified in the column headed "Prorate" with digits 1 through 9 progressively for each prorate. There must be two or more spaces listed consecutively with the same space number for a prorated space. Unless the division exceeds 20 percent, spaces need NOT be prorated for the type of space or department occupying a space. For principal use, the institution may find it desirable and necessary to prorate where the division is less than 20 percent.

201.207 Type of Space

Type of space is identified by an abbreviated name and three code fields which are used in the following manner:

Field 1 identifies a space by the three digit code (Section 202.100) which represents its prime type.

Field 2 is used when it is necessary to identify a related service area with the space to which it is related or services. The three digit code (which ends in a 9; e.g. 119, 259, 549, etc.) that identifies the prime space to which the service area relates will be placed in field 1 and the code which identifies the related service area (normally those found in the 050 through 099 series) is placed in field 2. If the space does not serve another area, this space will be left blank.

Field 3 is used to identify a space being used other than as originally intended and which will, in the future, be converted to its intended type. The three digit code that identifies the

intended type will be placed in field 3. If the space is being used as intended, leave this field blank.

(Note: All types of space codes 010 through 049 are normally prime spaces and those codes 100 through 999 may be either a prime space (field 1) or may be used as a related service space (field 2). However, all service space with codes 050 through 099 can only be used as related service areas (field 2). The type of space codes and definitions are listed in Section C.)

201.208 Type of Laboratory

Three digits are provided to report the type of laboratory. This code may be completed for all types of space coded in the 200 series. (For a listing of codes and definitions, see 203.000, page C-56.)

201.209 Special Features

Two digits are provided for reporting the special features which are a distinguishing condition of a space. At present, no formal use will be made of this field on the reporting form or the annual report. At such time when the codes and definitions are developed, they will be inserted in the manual.

201.210 Principal Use*

The principal use is identified by an abbreviated name and a two digit code field. This dimension of the space classification system is designed to allocate rooms according to the program or function which they serve. Appropriate techniques should be developed by each institution for the allocation of areas to the appropriate institutional functions. The allocation of space among two or more uses (functions) may be made according to budgetary support, type of space, departmental assignment, division of effort, hours of use, or combinations of these techniques. (See Section D for the listing of principal use codes and their definitions.)

* See Appendix C for application of use codes to indirect cost computation.

201.211 Organizational Unit (Department Occupying)

Four digits are used to identify the organizational unit occupying any space. The numerical coding identifies the academic, technological, administrative, etc., organizational units of an institution assigned to a specific space. The coding system was developed for the U. S. Office of Education by NCHEMS at WICHE to provide a consistent means of identifying and organizing the activities of higher education. (See Section E for a complete listing of all organizational unit coding.)

201.212 Optimum Stations

Four digits are provided to indicate the optimum number of stations in any one area or space. The number of stations indicated in the inventory records will be compared to the criteria in the following paragraphs.

A station is defined as a chair (fixed or portable), clearly defined length of a bench (fixed or portable), table, desk, etc., that will accommodate without over-crowding, a person(s) assigned to an area, room or space. A station is further defined as comprising the total

facilities required to accommodate one person at a given time. A student station is an area where a student may be located, such as a seat, table or other space. An office station is a space furnished with office type equipment assigned to an individual for their personal use and providing space for their personal possessions. It is distinguished from a work station which does not provide space for personal possessions and which is available for use by a number of individuals.

The optimum number of stations are calculated to obtain a maximum of efficient educational and economical use of the room for the purpose for which it is used currently. Listed below is a partial schedule of standards for classrooms adopted by the Board of Higher Education on June 12, 1962.

Classroom Standards

<u>No. of Student Stations</u>	<u>Sq. Ft. Area Per Student Station</u>	<u>Sq. Ft. Area of Room</u>
15	20	300
20	17.5	350
25	16	400
30	15	450
40	14.2	568
50	13.5	675
60	13	780
80	12	960
100	11	1100
125	10	1250
200	9	1800

These standards apply to general purpose classrooms only. Special equipment (extra blackboards, audio-visual equipment, etc.) or specialized instruction requirements may change the standard for other classrooms.

The optimum stations should be reported for classrooms, seminar rooms, class laboratories, offices, library reading rooms and carrel areas. The rated capacities or occupancies of residential facilities, food service facilities, and parking structures should also be reported.

Every effort must be made to avoid duplication in the listing of optimum stations, i.e., capacities, in rooms of a given type. The reporting of stations in teaching laboratories should be given the most careful attention, especially in the case of a group of two or more rooms that constitute, in effect, a single laboratory. If, for example, the location of the classes that meet in a group of rooms is reported on the institution's schedule of classes in terms of only one of these rooms, the physical inventory should list for that one room the number of stations which represents the total capacity of the group of rooms, and no stations should be listed for the ancillary or related service areas.

For residential facilities, identify the rated occupancy for each of the following types of

spaces: 921, 922 and 923. For Family Student Housing (941) and Faculty-Staff Housing (942) identify the capacity of the units by the number of bedrooms associated with each unit.

For food service facilities, identify the rated capacity for each dining room, cafeteria, snack bar, etc., regardless of location (residence hall, student union, faculty club, etc.).

For parking structures, identify the number of parking stalls available, including those on an uncovered roof level.

201.213 Area Reported

Five digits are provided for reporting the area of each space. Care should be taken that the area reported for a space be consistent with the instructions found in Section A of this manual.

201.214 Date

Four digits are provided for the date. The date to be used is the date when the space is first inventoried. When revisions or corrections are made after the first inventory, the date of the latest revision, correction, etc., for each space will be substituted. The first two digits are the month and the third and fourth digits are the last two digits of the year.

201.215 Type of Transaction Codes

One digit is provided to identify the code which will establish the type of activity required for each line that is reported on the document. Care should be taken that the correct code is used, as the program used to update the Master Physical Facilities Inventory file will reject any mis-coded items and will not affect an updating of the record. Codes for the type of transactions are as follows:

0. To delete an entire record from the Master File.
1. To add a new record to the Master File.
2. To change the descriptive data of an existing record, including area.
3. To change the gross area of a building.
4. To change the name of a building.
5. To change the condition code of an entire building.
6. To delete an entire building from the Master File.
7. To add the name, gross area and all spaces of a new building.
8. To add a complete new institution.

201.216 Remarks

The remarks column is a multiple use field which may be used many ways depending on which reporting form or document is used. On the reporting document, form CO-386, the space analyst may wish to use the remarks column to make notes about entries which they wish special attention drawn to during the updating process. During the updating process, the computer will write a register of items added, deleted, or changed. If for any reason an item will not process, the computer will write out a short message using the remarks column to indicate the reason for the failure to update that particular item. On the annual report, the remarks column will be left blank. The space analyst may use this column for any purpose they desire.

201.217 Historical Building Designation

The State of Oregon maintains an inventory of state-owned historic real property. There are two categories of buildings on the historic real property inventory that should be identified on the space inventory. One category lists those buildings which have been placed on the National Register of Historic Places and the other lists those that have been identified as State Historic Places.

For those buildings on each campus that have been placed on either of the lists, the space inventory should indicate this by identifying with the building name the designation '(NR)' for those buildings on the National Register of Historic Places and '(SH)' for those buildings on the State Historic Places register. The designation would follow the building name, e.g., Old Hall (SH).

202.000 TYPE OF SPACE CODES AND DEFINITIONS

This section of the manual contains the Type of Space codes, their abbreviated names and the code definitions. These codes are to be used in the manner as outlined in Section B (201.207).

Also included in this section are the Type of Laboratory codes and their definitions (see page C-56).

202.100 Type of Space Codes (in code sequence)

000 - UNASSIGNED AREAS

011	Receiving-Shipping Room	RECSHPRM
012	Janitorial	JANITOR
021	Hall or Corridor	HALL
022	Elevator	ELEVATOR
023	Lobby	LOBBY
024	Stairs	STAIRS
025	Vestibule	VESTIBUL
026	Ramp	RAMP
031	Mechanical-Electrical Equipment	MECHELEC
032	Rest Room	RESTROOM
033	Central Utility Plant Facility	CENTUTIL
041	Inactive	INACTIVE

100 - CLASSROOM FACILITIES

111	Classroom	CLASSRM
112	Seminar Room	SEMNARRM
119	Classroom Facilities Service	CLRMSESV

200 - LABORATORY FACILITIES

211	Class Laboratory	CLASSLAB
219	Class Laboratory Facilities Service	CLLBSERV
221	Open Laboratory	OPENLAB
222	Studio, Audio Visual	AVSTUDIO
229	Open Laboratory Facilities Service	OPENLBSV
231	Individual Study Laboratory	INDLAB
232	Student Practice Room	STUPRCRM
239	Individual Study Laboratory Facilities Service	INLBSERV
251	Non-Class Laboratory	NONCLAB
252	Electron Microscope Room	ELCMICRO
259	Non-Class Laboratory Facilities Service	NOLBSERV

300 - OFFICE FACILITIES

311	Administrative Office	ADMOFF
312	Faculty Office	FACOFF
313	Staff Office	STFOFF
314	Graduate Student Office	GRDSTOFF
315	Office-Laboratory	OFFLAB
316	Student Office	STDNTOFF
319	Office Facilities Service	OFFSERV
351	Conference Room (office related)	CONFERRM
359	Conference Room Facilities Service	CONFSERV

400 - STUDY FACILITIES

411	Reading Room	READINRM
412	Study	STUDY
413	Listening Room	LISTENRM
414	Group Study Room	GRPSTUDY
421	Books	BOOKS
422	Non-Book Materials	NONBOOKS
441	Service Desk Area	SERVDESK
442	Card Catalogue Area	CARDCAT
443	Processing Area	PROCAREA
459	Study Facilities Service	STDYSERV

500 - SPECIAL USE FACILITIES

511	Armory	ARMORY
519	Armory Facilities Service	ARMYSERV
521	Athletic Activity Area	ATHLTACT
522	Swimming Pool	SWIMPOOL
523	Athletic Facilities-Spectator Seating	SPECTATR
529	Athletic-Physical Education Facilities Service	ATHCSERV
531	Media Production	MEDIAPRD
539	Media Production Facilities Service	MEDIASV
541	Speech, Hearing, Reading Room	SPEECHRM
542	Consultation Room	CONSLTRM

543	Clinical Therapy Room	CLNTHRPY
549	Clinic Facilities Service - Non-Medical	CLNC SERV
551	Demonstration Facility	DEMOFACL
559	Demonstration Facilities Service	DEMOSERV
561	Agriculture Field Activities	FLDBLDG
571	Animal Quarters	ANIMALQT
579	Animal Quarters Service	ANIMALSV
581	Greenhouse	GREENHSE
589	Greenhouse Facilities Service	GRNH SERV
592	Interview Room	INTRVWRM
593	Other Special Use Facilities	OSPUFACL
599	Other Special Use Facilities Service	OSPUSERV

600 - GENERAL USE FACILITIES

611	Auditorium or Theater	AUDITORM
619	Assembly Facilities Service	ASBYSERV
621	Display-Exhibition Room	DISPLYRM
622	Departmental Specimen Collection	COLLECTN
629	Exhibition Facilities Service	EXHBSERV
631	Cafeteria	CAFETRA
632	Snack Bar	SNACKBAR
633	Dining Room	DININGRM
639	Food Facilities Service	FOODFCSV
641	Day Care Center	DAYCARE
649	Day Care Center Service	DAYCARSV
651	Lounge	LOUNGE
659	Lounge Facilities Service	LNGESERV
661	Bookstore	BOOKSTOR
663	Concession Area	CONCESAR
664	Retail Outlet	REOUTLET
669	Merchandising Facilities Service	MERH SERV
671	Recreation Room	RECRTNRM

672	Multi-Purpose Room	MULTIPUR
673	Bowling Alley	BOWLALLY
674	Activity Room	ACTIVTRM
679	Recreation Facilities Service	RECSERV
681	Meeting Room	MEETROOM
689	Meeting Room Facilities Service	MEETRMSV

700 - SUPPORTING FACILITIES

711	Mainframe Computer Room	MAINCPTR
712	Mini-Computer Room	MINICPTR
713	Terminal Room	TERMNLRM
714	Micro-Computer Room	MICRORM
716	Telecommunications Room	TELECOMM
719	Computer Facilities Service	COMPSERV
721	Physical Plant Shops	PPSHOPS
729	Shop Facilities Service	SHOPSERV
731	Warehouse	WAREHSE
732	Storage	STORAGE
739	Storage Facilities Service	STORSERV
741	Garage	GARAGE
742	Boat House	BOATHSE
743	Parking Structure	PARKING
749	Vehicle Storage Facilities Service	VEHLSERV
751	Central Duplicating Services	CENTDUPL
752	Central Mail Services	MAILSERV
759	Central Service Facilities Service	CENTSERV
761	Hazardous Materials	HAZARDUS
769	Hazardous Materials Service	HAZARDSV

800 - HEALTH CARE FACILITIES

811	Patient Bedroom	PATINTRM
812	Patient Day Room	PATDAYRM
819	Patient Bedroom Service	PATRMSER

821	Patient Toilet/Bath	PATBATH
831	Nurse Station	NURSESTA
839	Nurse Station Service	NURSTSER
841	Surgical	SURGICAL
849	Surgical Facilities Service	SURGSERV
851	Examining Room	EXAMROOM
852	Therapeutic/Treatment Room	TREATRM
859	Examining/Treatment Room Service	EXMTRSRV
861	Diagnostic Laboratory	DIAGLAB
862	Diagnostic Services	DIAGSERV
869	Diagnostic Facilities Service	DIAGFCSV
871	Hospital Storeroom/Storage	HSPSTRGE
872	Supplies	SUPPLIES
879	Hospital Storage Facilities Service	HSPSTGSV
881	Public Waiting Room	PUBWTRM
891	Staff On-Call Facility	ONCALFAC
899	Health Care Facilities Service	HLTHSERV

900 - RESIDENTIAL FACILITIES

921	Sleeping-Study Room	SLPSTYRM
922	Manager-Head Resident	MGRHDRES
923	Guest Room	GUESTRM
924	Resident Lounge	RLOUNGE
925	Game-Social Room	GAMESLRM
929	Residence Hall Facilities Service	RESSERV
931	Resident Dining Room	RESDINRM
939	Food Service Facilities Service - Residential	RFDSERV
941	Family Student Housing	FAMSTHSG
942	Faculty-Staff Housing	FACSTHSG

050-099 - SERVICE AREAS

051	Animal Room	ANIMALRM
052	Computer Related Room	COMRELRM

053	Checkroom	CHECKRM
054	Closet	CLOSET
055	Dispensary Room	DISPENSY
056	Drafting Room	DRAFTRM
057	Dressing Room	DRESSRM
058	Duplicating Room	DUPLICRM
059	Environmental Control Room	ENVIRCTL
060	Audio Control Room	CONTRLRM
061	File Room	FILEROOM
062	Food Serving Room	FOODSERV
063	Food Cleanup Room	FOODCLUP
064	Food Preparation Room	FOODPREP
065	Hospital Utility Room, Clean	HOSUTILC
066	Instrument-Equipment Room	INSTEQPT
067	Issue Room	ISSUERM
068	Hospital Utility Room, Dirty	HOSUTILD
071	Laundry Room	LAUNDRY
073	Locker Room	LOCKERM
074	Mail Room	MAILROOM
075	Morgue/Embalming/Autopsy Room	MORGEMBL
076	Nurses Workroom	NURSWKRM
077	Observation Room	OBSERVRM
078	Photo Darkroom	PHOTODRK
079	Preparation Room	PREPROOM
080	Press Box	PRESSBOX
081	Projection Booth	PROJCBTH
083	Refrigeration Room	REFRIGRM
084	Resident-Intern Workroom	RESINTWR
085	Shop	SHOP
086	Shower-Toilet Room	SHOWERRM
087	Sterilizing Room	STERILRM
088	Stockroom	STOCKRM
091	Ticket Sales Booth	TICKSALE

092	Tool Room	TOOLROOM
093	Training Room	TRAINRM
094	Vault	VAULT
095	Waiting-Reception Room	WATRECRM
096	Vending Machines	VENDMACH
097	Workroom	WORKROOM
098	X-Ray Room	XRAYROOM

202.200 Type of Space Codes (in alphabetic sequence)

674	Activity Room	ACTIVTRM
311	Administrative Office	ADMOFF
561	Agriculture Field Activities	FLDBLDG
571	Animal Quarters	ANIMALQT
051	Animal Room	ANIMALRM
511	Armory	ARMORY
521	Athletic Activity Area	ATHLTACT
523	Athletic Facilities-Spectator Seating	SPECTATR
060	Audio Control Room	CONTRLRM
611	Auditorium or Theater	AUDITORM
742	Boathouse	BOATHSE
421	Books	BOOKS
661	Bookstore	BOOKSTOR
673	Bowling Alley	BOWLALLY
631	Cafeteria	CAFETRA
442	Card Catalogue Area	CARDCAT
751	Central Duplicating Services	CENTDUPL
752	Central Mail Services	MAILSERV
033	Central Utility Plant Facility	CENTUTIL
053	Checkroom	CHECKRM
111	Classroom	CLASSRM
211	Class Laboratory	CLASSLAB
543	Clinical Therapy Room	CLNTHRPY
054	Closet	CLOSET
052	Computer Related Room	COMRELRM
663	Concession Area	CONCESAR
351	Conference Room (office related)	CONFERRM
542	Consultation Room	CONSLTRM
060	Control Room (audio)	CONTRLRM
641	Day Care Center	DAYCARE
551	Demonstration Facilities	DEMOFACL
622	Departmental Specimen Collection	COLLECTN
861	Diagnostic Laboratory	DIAGLAB
862	Diagnostic Services	DIAGSERV
633	Dining Room	DININGRM
055	Dispensary Room	DISPENSY
621	Display-Exhibition Room	DISPLYRM
056	Drafting Room	DRAFTRM
057	Dressing Room	DRESSRM
058	Duplicating Room	DUPLICRM
031	Electrical-Mechanical Equipment	MECHELEC
252	Electron Microscope Room	ELCMICRO
022	Elevator	ELEVATOR

059	Environmental Control Room	ENVIRCTL
066	Equipment-Instrument Room	INSTEQPT
851	Examining Room	EXAMROOM
621	Exhibition-Display Room	DISPLYRM
312	Faculty Office	FACOFF
942	Faculty-Staff Housing	FACSTHSG
941	Family Student Housing	FAMSTHSG
061	File Room	FILEROOM
063	Food Cleanup Room	FOODCLUP
064	Food Preparation Room	FOODPREP
062	Food Serving Room	FOODSERV
925	Game-Social Room	GAMESLRM
741	Garage	GARAGE
314	Graduate Student Office	GRDSTOFF
581	Greenhouse	GREENHSE
414	Group Study Room	GRPSTUDY
923	Guest Room	GUESTRM
021	Hall or Corridor	HALL
761	Hazardous Materials	HAZARDUS
871	Hospital Storeroom/Storage	HSPSTRGE
065	Hospital Utility Room, Clean	HOSUTILC
068	Hospital Utility Room, Dirty	HOSUTILD
041	Inactive	INACTIVE
231	Individual Study Laboratory	INDLAB
066	Instrument-Equipment Room	INSTEQPT
592	Interview Room	INTRVWRM
067	Issue Room	ISSUERM
012	Janitorial	JANITOR
071	Laundry Room	LAUNDRY
413	Listening Room	LISTENRM
023	Lobby	LOBBY
073	Locker Room	LOCKERRM
651	Lounge	LOUNGE
074	Mailroom	MAILROOM
711	Mainframe Computer Room	MAINCPTR
922	Manager-Head Resident	MGRHDRES
031	Mechanical-Electrical Equipment	MECHELEC
531	Media Production	MEDIAPRD
681	Meeting Room	MEETROOM
714	Micro-Computer Room	MICORM
712	Mini-Computer Room	MINICPTR
075	Morgue/Embalming/Autopsy Room	MORGEMBL

672	Multi-Purpose Room	MULTIPUR
422	Non-Book Materials	NONBOOKS
251	Non-Class Laboratory	NONCLAB
831	Nurse Station	NURSESTA
076	Nurses Workroom	NURSWKRM
077	Observation Room	OBSERVRM
315	Office-Laboratory	OFFLAB
221	Open Laboratory	OPENLAB
593	Other Special Use Facilities	OSPUFACL
743	Parking Structure	PARKING
811	Patient Bedroom	PATINTRM
812	Patient Day Room	PATDAYRM
821	Patient Toilet/Bath	PATBATH
078	Photo Darkroom	PHOTODRK
721	Physical Plant Shops	PPSHOPS
079	Preparation Room	PREPROOM
080	Press Box	PRESSBOX
443	Processing Area	PROCAREA
081	Projection Booth	PROJCBTH
881	Public Waiting Room	PUBWTRM
026	Ramp	RAMP
411	Reading Room	READINRM
011	Receiving-Shipping Room	RECSHPRM
095	Reception-Waiting Room	WATRECRM
671	Recreation Room	RECRNRM
083	Refrigeration Room	REFRIGRM
931	Resident Dining Room	RESDINRM
084	Resident-Intern Workroom	RESINTWR
924	Resident Lounge	RLOUNGE
032	Restroom	RESTROOM
664	Retail Outlet	REOUTLET
112	Seminar Room	SEMNARRM
441	Service Desk Area	SERVDESK
011	Shipping-Receiving Room	RECSHPRM
085	Shop	SHOP
086	Shower-Toilet Room	SHOWERRM
921	Sleeping-Study Room	SLPSTYRM
632	Snack Bar	SNACKBAR
925	Social-Game Room	GAMESLRM
523	Spectator Seating-Athletic Facilities	SPECTATR
541	Speech, Hearing, Reading Room	SPEECHRM
313	Staff Office	STFOFF
891	Staff On-Call Facility	ONCALFAC
024	Stairs	STAIRS
087	Sterilizing Room	STERILRM

088	Stockroom	STOCKRM
732	Storage	STORAGE
316	Student Office	STDNTOFF
232	Student Practice Room	STUPRCRM
222	Studio, Audio Visual	AVSTUDIO
412	Study	STUDY
921	Study-Sleeping Room	SLPSTYRM
872	Supplies	SUPPLIES
841	Surgical	SURGICAL
522	Swimming Pool	SWIMPOOL
716	Telecommunications Room	TELECOMM
713	Terminal Room	TERMNLRM
611	Theater or Auditorium	AUDITORM
852	Therapeutic/Treatment Room	TREATRM
091	Ticket Sales Booth	TICKSALE
086	Toilet-Shower Room	SHOWERRM
092	Tool Room	TOOLROOM
093	Training Room	TRAINRM
852	Treatment/Therapeutic Room	TREATRM
094	Vault	VAULT
096	Vending Machine	VENDMACH
025	Vestibule	VESTIBUL
095	Waiting-Reception Room	WATRECRM
731	Warehouse	WAREHSE
097	Workroom	WORKROOM
098	X-Ray Room	XRAYROOM

202.300 Type of Space Definitions

000 - UNASSIGNED AREAS

Unassigned areas are those types of spaces that are necessary for the general use and operation of a building but are not assigned to any organizational unit.

010 Custodial Areas

011 Receiving-Shipping Room (RECSHPRM)

Definition: A room used for the transit of materials and supplies into or out of a building.

Description: Include rooms or areas which are used for receiving materials and supplies, etc., for distribution to other parts of the building or for shipping to other places.

Limitations: Do not include rooms classified as storage, warehouse, stockroom, etc., which are used for the storage of supplies and materials.

012 Janitorial (JANITOR)

Definition: Room(s) used for the servicing of a building.

Description: Janitorial area is the area of all spaces on all floors of a building used for building protection, care, maintenance and operation. Include such rooms as janitors' closets and maintenance storerooms.

020 Circulation Areas

021 Hall or Corridor (HALL)

Definition: A passageway or area -- whether or not enclosed by partitions -- which is required for physical access to some subdivision of space.

Description: Hall or corridor areas should include all spaces (access, public, service, and "phantom" for large un-partitioned areas) used for general access.

022 Elevator (ELEVATOR)

Definition: An area which encloses the elevator car or cars used for transportation of freight or passengers from floor to floor. Include all horizontal areas at each floor level.

023 Lobby (LOBBY)

Definition: An area used for general circulation and access to other parts of a building.

Description: Include areas which are typically located with the entrance to a building. The area may include some type of benches or seating.

024 Stairs (STAIRS)

Definition: The area leading from one floor level to another by means of steps. (Include all horizontal areas at each floor level.)

025 Vestibule (VESTIBUL)

Definition: A small area or room between doors leading into a building or into a room within a building.

Description: Include such areas as the enclosed entrance to a building which consists of two sets of doors or an area which serves as an entrance to another area.

Limitations: Do not include Lobby(ies) or Hall(s) in this category of space.

026 Ramp (RAMP)

Definition: An inclined passageway or corridor of slope (usually no greater than 1:12) for use by individuals in wheelchairs.

Description: Includes only those spaces that are clearly part of a buildings internal circulation plan or are required by handicapped accessibility standards to provide barrier-free access to a space.

030 Mechanical Areas

031 Mechanical-Electrical Equipment (MECHELEC)

Definition: That portion of a building designed to house mechanical equipment and utility services.

Description: Mechanical areas should include such spaces as air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, etc.

Limitations: Do not include central utility plant facilities (see code 033).

032 Restroom (RESTROOM)

Definition: All non-private toilet facilities.

Description: Include all toilet areas open to the general public or for general use of the building occupants.

033 Central Utility Plant Facility (CENTUTIL)

Definition: A building or portion of a building designed to house central heating plants and other central utility functions (chillers, boilers, electrical generators, etc.) housed in buildings or rooms that are a part of the central utility system of the institution.

Limitations: Do not include mechanical/electrical areas which service individual buildings and/or rooms and which are not part of the central (campus wide) utility system (see code 031).

040 Inactive Areas

041 Inactive (INACTIVE)

Definition: Those rooms in the process of conversion, completion and/or reassignment and not available for use at the time of the space study.

100 - CLASSROOM FACILITIES

Classroom facilities are those types of spaces that are subject to regular assignment by the Registrar and are a necessary and vital part of the instructional facilities.

110 Classrooms

111 Classroom (CLASSRM)

Definition: A room used for class meetings which are not tied to a specific subject or discipline and which does not require special purpose equipment and is subject to regular assignment by the Registrar.

Description: Include rooms used for scheduled instruction usually referred to as general purpose classrooms, lecture rooms, and lecture-demonstration rooms which are equipped with tablet arm chairs, tables and chairs, or similar types of seating. Also included is a theater or auditorium if its principal use is for scheduled class meetings and if the space is so equipped that the usage is not limited to one function or rendered unsuitable for use by classes in other areas of study. These rooms may contain multimedia or telecommunications equipment or be furnished with special equipment appropriate to a specific area of study if the equipment does not render the room unsuitable for use by classes in other areas of study. This category may include classrooms which have been set aside for a specific non-credit program.

Limitations: This category does not include conference rooms, class laboratories or auditoriums used for other than instructional purposes.

112 Seminar Room (SEMNARRM)

Definition: A room normally equipped with a table and chairs which is subject to regular assignment by the Registrar.

Description: Although seminar rooms are similar to classrooms they are generally smaller, equipped with table and chairs and scheduled for small, seminar type classes.

Limitations: A room usually scheduled for seminars would not necessarily indicate it should be classified as a Seminar Room if it is equipped in the normal classroom manner.

119 Classroom Facilities Service (CLRMSEV)

Definition: A room which directly serves a classroom(s) or seminar room(s) as an extension of the activities of those areas.

Description: Include such areas as projection booths, closets, preparation rooms, stockrooms, etc., if they serve a classroom or seminar room.

(Note: All spaces classified as 111, 112 or 119 should NOT be assigned to a particular department but assigned code 0099 (general classrooms).)

200 - LABORATORY FACILITIES

Laboratory facilities are characterized by special purpose equipment or specific room configuration which tie instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines.

210 Class Laboratories

211 Class Laboratory (CLASSLAB)

Definition: A room used by regularly scheduled classes which require special purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios and similar specially designed and/or

equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does not include laboratory rooms which serve as individual (or independent) study rooms. It does NOT include laboratories used for group instruction which are informally or irregularly scheduled. This category does NOT include rooms generally referred to as research laboratories. It does NOT include gymnasiums, swimming pools, drill halls, laboratory schools, teaching clinics, demonstration houses and similar facilities.

219 Class Laboratory Facilities Service (CLLSERV)

Definition: A room which directly serves a class laboratory(ies) as an extension of the activities of the class laboratory(ies).

Description: Include refrigeration rooms, balance rooms, stockrooms, photo darkrooms, preparation rooms, etc., which serve a class laboratory.

220 Open Laboratories

221 Open Laboratory (OPENLAB)

Definition: A room used primarily for individual or group instruction that is informally (or irregularly) scheduled.

Description: A room designed and/or furnished with specialized equipment used by informally or irregularly scheduled classes which require special purpose equipment for student participation, experimentation, observation, or practice in a particular field of study. The design and/or equipment in such a room normally precludes its use for other areas of study. Open laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., which are not regularly scheduled.

Limitations: This category does not include class laboratories, individual study laboratories, or non-class laboratories. It does NOT include gymnasiums, swimming pools, drill halls, laboratory schools, teaching clinics, demonstration houses and similar facilities.

222 Studio, Audio Visual (AVSTUDIO)

Definition: A room scheduled by appointment, furnished with classroom type seating and providing loud speakers and playback equipment for group listening of recorded material and/or projection equipment for viewing of films.

Description: Include rooms which are usually under control of the Audio-Visual department and are scheduled by other departments for the showing of films or listening to recorded material.

Limitations: Exclude rooms equipped for individual listening.

229 Open Laboratory Facilities Service (OPENLBSV)

Definition: A room which directly serves an Open Laboratory(ies) or a Studio, Audio Visual as an extension of the activities such facilities.

Description: Include rooms which serve Open Laboratories such as balance rooms, preparation rooms, etc.

230 Individual Study Laboratories

231 Individual Study Laboratory (INDLAB)

Definition: A room especially equipped and/or designed for individual student experimentation, observation, practice or study in a particular field of study.

Description: Include rooms (which may have multiple stations) which serve a particular subject matter area. These rooms or stations are normally assigned to individuals for their own use.

Limitations: This category does not include individual study facilities which are intended for general study purposes.

232 Student Practice Room (STUPRCRM)

Definition: A specially equipped and/or designed room for group or individual student experimentation, observation or practice in a particular field of study.

Description: Include music studios, speech practice rooms, small rooms used for practice by individual students or very small groups (a large room used for instruction of and practice by a group such as a band, orchestra, ensemble, etc., is usually classified as a class laboratory). This type of space is generally not assigned to any particular individual.

Limitations: A music studio assigned to a faculty member which serves as a combination faculty office and music studio should be classified as Faculty Office. This category does not include music studios which are generally larger than the music practice room and are designed to accommodate several persons at one time.

239 Individual Study Laboratory Facilities Service (INLBSESV)

Definition: A room which directly serves an Individual Study Laboratory(ies) or a student practice room(s) as an extension of the activities in such a facility(ies).

Limitations: This category does not include rooms which serve study facilities that are in the library.

250 Non-Class Laboratories

251 Non-Class Laboratory (NONCLAB)

Definition: A room used for laboratory applications, research and or training in research methodology which requires special purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office. These rooms are designed and equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities are generally confined to faculty, staff and graduate students and are applicable to any academic discipline. This category includes labs that are used for experiments or "dry runs" in support of both instructional and research activities.

Limitations: This category does not include rooms referred to as Class Laboratories, or Office-Laboratories; see Class Laboratory, Other Laboratory and Individual Study Laboratory.

252 Electron Microscope Room (ELCMICRO)

Definition: A room used for laboratory applications, research, and/or training in research methodology that requires and has present an electron microscope and related equipment for staff and/or student experimentation or observation.

Description: Included are rooms which contain any electron-optical instrument in which a beam of electrons, focused by means of an electron lens, is used to produce an enlarged image on a fluorescent screen or photographic plate.

Limitations: Do not include rooms which only contain light-optical or other imaging devices.

259 Non-Class Laboratory Facilities Service (NOLBSERV)

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Include balance rooms, stockrooms, animal quarters, refrigeration rooms, etc., which serve a Non-Class Laboratory.

300 - OFFICE FACILITIES

Office facilities are those types of spaces that consist of rooms or suites of rooms with office type equipment that are assigned to one or more persons primarily for the performance of administrative, clerical, or faculty duties other than the meeting of classes.

310 Offices

311 Administrative Office (ADMOFF)

Definition: A room or suite of rooms used by administrative personnel for the performance of administrative duties.

Description: Include rooms generally referred to as the offices of presidents, business managers, all deans, associate and assistant deans serving the entire institution (such as deans of administration, faculty and graduate school), registrars, directors of admissions, dean of students, placement directors and director of student counseling.

Limitations: Do not include clerical, stenographic or other general office space.

312 Faculty Office (FACOFF)

Definition: A room assigned to a faculty member for the performance of duties other than the meeting of classes.

Description: Include all offices used by faculty, including heads of instructional departments below the rank of dean; associate and assistant deans budgeted to other than instruction and serving a portion of the institution; graduate assistants, research associates and teaching associates, and post doctorate fellows for instructional or research purposes, instructional preparation, counseling, etc. A studio in the department of music or fine arts assigned to one or more faculty members for their own work even though occasionally used for a student lesson should be classified as a faculty office.

Limitations: This category does not include space which is equipped both as an office and research laboratory (see Office-Laboratory).

313 Staff Office (STFOFF)

Definition: An office used by staff personnel in the performance of their regularly assigned duties.

Description: Include rooms generally occupied by Classified personnel including clerical, stenographic, receptionist and also any management personnel not included as an administrative position. Included in this category is space where any machines, files and reception areas are in the same room with clerical personnel and where such space is incidental to the office function.

Limitations: Large rooms such as glass shops, painting shops, etc., which have a desk for a technician or staff member are classified according to the primary purpose of the room rather than a staff office. The office portion may be prorated out, however.

314 Graduate Student Office (GRDSTOFF)

Definition: An office or portion of an office used by employed graduate students for the performance of duties other than the meeting of classes.

Description: Include all office space occupied by employed graduate students who have the title of Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA).

Limitations: This category does not include space for non-employed graduate students or other paid or non-paid student workers (See 316 - STDNTOFF).

315 Office-Laboratory (OFFLAB)

Definition: An office occupied by either an academic or classified staff member and used for laboratory applications, research and/or training in research methodology which requires special purpose equipment for staff and/or student experimentation or observation.

Description: Include rooms equipped with laboratory benches, specialized scientific equipment and/or such utilities as gas, water, air, etc.

Limitations: Use of this category of space should be limited to the experimental sciences. This type of space should not be confused with a research laboratory in which a staff member may have a desk or with an office occupied by someone who conducts research without the use of special equipment, utilities, etc.

316 Student Office (STDNTOFF)

Definition: An office or portion of an office used by non-employed graduate students or other paid or non-paid students who require office space.

Description: Include spaces for non-employed graduate and undergraduate students or other paid or non-paid student workers (including undergraduates, post-baccalaureates, and non-system students) who require or have been assigned office space as a result of a traineeship, fellowship, college work study, internship, mentorship, etc.

Limitations: Offices that are occupied by graduate students who are employed and have the title 'Graduate Research' or 'Graduate Teaching' assistant would be classified as Graduate Student Office (GRDSTOFF).

319 Office Facilities Service (OFFSERV)

Definition: A room which directly serves an office (or group of offices) as an extension of the activities in an office (or offices).

Description: Include workrooms, file rooms, FAX rooms, vaults, closets, break rooms, private toilets, records rooms, office supply rooms and waiting-reception areas, etc.

Limitations: This category does not include service areas that serve entire buildings or those storage or file areas that are secondary (i.e., permanent). Centralized photocopy and printing shops which are campus-wide in scope should be classified as Shop Facilities (720).

350 Conference Rooms

351 Conference Room (CONFERRM)

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

Description: Conference rooms are generally equipped with a table and chairs, lounge type furniture or straight-back chairs. It typically (but not necessarily) is assigned to a department for its use. It is intended primarily for formal gatherings as contrasted with a lounge which is intended for relaxation and casual interaction.

Limitations: Conference rooms are distinguished from seminar rooms on the basis of primary use: A room with tables and chairs which is used primarily for meetings as opposed to classes regularly scheduled by the Registrar. Also, do not include general purpose meeting rooms (see code 681).

359 Conference Room Facilities Service (CONFSERV)

Definition: A room which directly serves a Conference Room(s) as an extension of the activities of the Conference Room(s).

Description: Include rooms such as kitchenettes, chair storage rooms, projection rooms, etc.

400 - STUDY FACILITIES

Study facilities are those types of spaces used for the collection, storage, circulation and use of books, periodicals, manuscripts and other reading or reference materials.

410 Study Rooms

411 Reading Room (READINRM)

Definition: A room or area used for independent study and reading with or without shelves around the wall but excluding multiple rows of shelves extending into the room. It may include provision for incidental or secondary storage, circulation and use of books, documents and other reference materials.

Description: Included in this category are general reading and study rooms, periodical reading rooms, typing rooms, and microfilm reading rooms. Also included are the prorated spaces occupied by study stations located within open stacks. Reading rooms may be furnished with tables and chairs, individual study desks and chairs (which may provide locked storage) or lounge type chairs. Aisle space which functions as an integral part of the room is to be reported as part of the room - not prorated out as unassigned circulation space. This classification will apply to other departments as well as the library.

Limitations: Excluded from this category are Study, Listening Room, Group Study Room and Media Production. Also excluded are seating and tables or shelves provided in card catalogue and stack areas for transitory use of selecting library materials.

412 Study (STUDY)

Definition: A small room designed for one or two individuals located near the library stacks. Study rooms are assigned for a specified period of time to faculty members or graduate students.

Limitations: Individual study desks which may or may not provide locked storage located in open stacks or open reading rooms are excluded from this category and should be classified as Reading Room.

413 Listening Room (LISTENRM)

Definition: A room furnished with audio equipment for individual listening.

Description: The rooms may be listening booths accommodating one or two individuals and equipped with loudspeakers or may accommodate several individuals using earphones at tables and chairs.

414 Group Study Room (GRPSTUDY)

Definition: A room equipped with tables and chairs or desks and chairs, set aside (on an appointment basis) for the use of a group of students for study and informal discussion.

Description: These rooms are usually found in the Library and can be scheduled on an appointment basis when needed for classes which hold an occasional meeting in the library to make use of library materials.

Limitations: Exclude rooms used for individual study, codes 411 and 412.

420 Stacks

421 Books (BOOKS)

Definition: A room (or prorated portion of a room) containing multiple rows of shelving used to provide the orderly collection of books.

Description: Includes catalogued books in library stacks and un-catalogued books stored on shelves which are not part of the processing room where the books are catalogued. Include aisle space within the area classified as BOOKS but do not include elevators, halls and stairs which give access to these spaces but are used exclusively for traffic.

Limitations: Exclude non-book materials; books in the process of being catalogued in library processing rooms; archives; and elevators, halls and stairs which are used for traffic and are not part of but give access to spaces classified as BOOKS.

422 Non-Book Materials (NONBOOKS)

Definition: A room (or prorated portion of a room) containing shelving or other storage facilities used to provide the orderly collection of non-book materials.

Description: Include spaces used for the storage of non-book materials such as maps, photographs, manuscripts, newspapers, microfilm, recordings, films, slides and archives.

Limitations: Exclude space occupied by library processing rooms used to produce and catalogue microfilm and other non-book materials.

440 Library Processing Rooms

441 Service Desk Area (SERVDESK)

Definition: A room (or prorated portion of a room) staffed by library personnel for the purpose of issuing books and other library materials or providing information to students and staff.

Description: Include reference and circulation desks, areas providing playback equipment for distribution to listening stations, and areas providing traffic space for individuals receiving issued materials.

Limitations: Spaces classified in this category are limited to library public services.

442 Card Catalogue Areas (CARDCAT)

Definition: A room (or prorated portion of a room) for the use of students and staff which provides a means of access to books and other library materials.

Description: Include spaces containing card catalogues, index tables, and reference guides such as READER'S GUIDE TO PERIODICAL LITERATURE and

BOOKS IN PRINT.

Limitations: This category does not include the processing room where the actual cataloguing is done. Spaces classified in this category are limited to library public service.

443 Processing Areas (PROCAREA)

Definition: A room which serves as a supporting service to the operation of the library.

Description: Included in this category are rooms generally referred to as bookbinding, microfilm processing, cataloguing process areas, and other spaces used to process books and materials for use in the library.

Limitations: This category does not include such library spaces as: offices for staff, campus-wide or centralized audio-visual preparation areas, central bookbinding, and central microfilm processing areas (see 700 - Supporting Facilities).

459 Study Facilities Service (STDYSERV)

Definition: A room which directly serves the 400 - STUDY FACILITIES as a direct extension of the activities carried on in such facilities.

Description: Since service facilities are minimal in library-type spaces, this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker rooms, etc.

Limitations: This category does not include cataloguing, bookbinding and other areas designated under library processing rooms. Do not include areas which serve offices in the library.

500 - SPECIAL USE FACILITIES

Special use facilities are those types of spaces that are generally thought of and referred to as instructional related space. Their main function is to support the instructional programs of an institution.

510 Armory Facilities

511 Armory (ARMORY)

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special purpose military science rooms.

Limitations: Classrooms, class laboratories, and offices in an Armory are designated as classrooms, class laboratories and offices.

519 Armory Facilities Service (ARMYSERV)

Definition: A room which directly serves an Armory facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, storerooms, etc.

Limitations: Classroom service, class laboratory service and office service are so classified even though they are located in an Armory.

520 Athletic - Physical Education Facilities

521 Athletic Activity Area (ATHLTACT)

Definition: An area used by students, staff, or public for the instructional activities of physical education and/or for intercollegiate athletics.

Description: Activity areas include wrestling rooms, instructional dance rooms, gymnasiums, handball courts, weight rooms, gymnastic areas, field houses, indoor track and field areas, etc.

Limitations: This category does not include classrooms, class laboratories or offices even though they may be located in an athletic building. This category does NOT include spectator seating areas or service areas associated with athletic facilities.

522 Swimming Pool (SWIMPOOL)

Definition: Indoor pool areas and deck areas around the pool(s) used for either instructional and/or recreational purposes.

Description: Include all indoor swimming pools used for instruction, recreation or intercollegiate sports.

Limitations: Spectator seating areas and service areas are to be excluded from this category of space.

523 Athletic Facilities - Spectator Seating (SPECTATR)

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

Description: Included in this category are permanent seating areas in field houses, gymnasias and natatoria. Stadia with covered seating can also be included.

Limitations: This category does not include temporary or movable seating areas or seating areas in outdoor stadia.

529 Athletic - Physical Education Facilities Service (ATHCSERV)

Definition: A room which serves an athletic-physical education facility as an extension of the activities of such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, ticket booths, dressing rooms, issue rooms, training rooms, etc. This category also includes those areas located in and serving outdoor stadia or other outdoor athletic areas such as tennis courts and track and field areas.

Limitations: This category does not include public toilet rooms or concession areas.

530 Audio-Visual, Radio, TV Facilities

531 Media Production Facilities (MEDIAPRD)

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphic 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. These rooms are usually staffed and operated by personnel other than students.

Limitations: Do not include rooms that merely store media materials and equipment. Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Open Laboratories (if not scheduled).

539 Media Production Facilities Service (MEDIASV)

Definition: A room which directly serves a Media Production facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as film or tape library, control room, video tape recorder room, recording rooms, engineering maintenance rooms, photo darkrooms, etc.

Limitations: Control rooms, recording rooms and similar facilities used primarily to train students in communications techniques should be classified as class laboratory (if scheduled) or special class laboratory (if not scheduled).

540 Clinic Facilities - Non-Medical

541 Speech, Hearing, Reading Room (SPEECHRM)

Definition: A multi-purpose room used for diagnosis, testing, evaluations, counseling, and therapy relating to the areas of speaking, reading, hearing and mental health in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Clinic facilities are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

542 Consultation Room (CONSLTRM)

Definition: A room used for meetings and interviews between the staff of the clinic and those using the clinic facilities.

Description: Include in this category rooms in which a staff member interviews patients and/or relatives concerning treatment, training, progress, etc., of the patient.

Limitations: Do NOT include rooms used for testing, evaluating, etc., which should be coded 541, Speech, Hearing, Reading Room.

543 Clinical Therapy Room (CLNTHRPY)

Definition: A room used for treatment, therapy or instruction of patients under controlled conditions.

Description: Include rooms containing specialized furnishings and/or equipment for the controlled study and observation of patients.

Limitations: Do NOT include in this category examining-treatment rooms, consultation rooms, or speech, hearing, reading rooms.

549 Clinic Facilities Service - Non-Medical (CLNCSESV)

Definition: A room which directly serves clinic facilities as an extension of the activities in such facilities.

Description: Include in this category include waiting rooms, examining-treatment rooms, record rooms, observation rooms, control rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve medical care facilities.

550 Demonstration Facilities

551 Demonstration Facility (DEMOFACL)

Definition: A room (or group of rooms) used to practice the principles of certain subject matter areas, particularly teaching, home management and supervising and operating pre-school nurseries.

Description: This category includes demonstration schools, laboratory schools and nurseries if the facilities support the training of college-level students involved as teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, nurseries and home management houses in which the students serve as the subjects for a research study are classified as non-class laboratories. Rooms which serve elementary or secondary school students (in a laboratory school) will not be classified as classroom, class laboratory, office, etc., but rather as laboratory school. However, classrooms or class laboratories in such facilities used primarily for college-level students should be classified as classrooms and class laboratories. Office and conference rooms used by college-level staff should be designated as office and conference room.

559 Demonstration Facilities Service (DEMOSERV)

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

Description: Included in this category are facilities generally referred to as storerooms, laundry, etc., (in a home demonstration facility) and kitchen, lockers, shower rooms, etc., (in a laboratory school).

Limitations: The distinction between demonstration facilities and demonstration facilities service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratory, (in a laboratory school) should be designated as demonstration facilities.

560 Field Service Facilities

561 Agriculture Field Activities (FLDBLDG)

Definition: Structures for animal shelters or the handling, storage, and/or protection of farm products, supplies and tools.

Description: This category includes barns, animal shelters, sheds, silos, feed units,

hay storage, and seed houses. Structures are typically (but not necessarily) of light frame construction with unfinished interiors, characteristic of (but not confined to) agricultural field activities, generally (but not always) located outside the central campus and related more to the scope and scale of field operations than to the character and magnitude of instructional programs. Area includes all assignable floor area.

Limitations: Finished rooms such as endocrine or dairy research laboratories, offices, shops etc., should be classified as non-class laboratories, offices or shops.

570 Animal Facilities

571 Animal Quarters (ANIMALQT)

Definition: A centralized support facility which supplies laboratory animals, fish, etc., to the various academic disciplines.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms used to house animals (including fish) intended for use in Class Laboratories, Non-Class Laboratories, or Open Laboratories. Animal quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AALAC requirements).

Limitations: This category does not include areas for the treatment of patient animals (see Health Care Facilities - 800). Do not include agricultural field buildings sheltering farm animals that do not directly support instruction or research.

579 Animal Quarters Service (ANIMALSV)

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

Description: This category includes feed storage rooms, feed mixing rooms, cage washing rooms, nonpatient surgery rooms, casting rooms, instrument rooms, etc.

Limitations: Do not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health Care Facilities - 800 series).

580 Greenhouse Facilities

581 Greenhouse (GREENHSE)

Definition: A room (or building) made largely of glass or other light transmitting material and in which the temperature and humidity can be regulated for the cultivation of plants.

Description: Include those areas designed as greenhouses which are used for the cultivation or protection of plants. The function of the greenhouse is typically to

serve laboratories or other facilities used for educational or research purposes.

Limitations: Greenhouse areas which are physically attached and/or are part of another building and serve a type of space in the building would be coded as a Greenhouse but classified as a service area for the type of space served.

589 Greenhouse Facilities Service (GRNHSEV)

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

Description: Includes rooms generally referred to as headhouses.

590 Other Special Use Facilities

592 Interview Room (INTRVWRM)

Definition: A room used primarily for interviews.

Description: Include in this category rooms in which interviews take place (usually between a faculty or staff member and a student or prospective employee). Included would be rooms in the Placement office, Business office, Personnel office, etc., used for interviewing.

Limitations: Do not include rooms in clinic areas which would be coded as either consultation room or speech, hearing, reading room.

593 Other Special Use Facilities (OSPUFACL)

Definition: A category of last resort.

Description: This category should be used for areas that are a one-of-a-kind or special situation type of space. (For example, there may be a centralized shop that is neither a physical plant shop nor a shop related to another kind of space. In this case it would be coded SHOP 593.) Although this 593 code is titled "Other Special Use Facilities," when it is used the actual name of the space will be inserted in the type of space name column (e.g., SHOP 593, LOCKERRM 593, etc.).

Limitations: Do not use this category unless the space cannot be coded to any other type of space code.

599 Other Special Use Facilities Service (OSPUSEV)

Definition: A room which directly serves an Other Special Use Facility.

600 - GENERAL USE FACILITIES

General use facilities are those types of spaces generally associated with student related activities. These general use facilities are the supporting services for the general student body.

610 Assembly Facilities

611 Auditorium or Theater (AUDITORM)

Definition: A room designed and equipped with a stage for presenting dramatic, musical, devotional, or livestock judging activities to the public.

Description: This category includes rooms with seating oriented toward some focal point generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. This category should include the seating areas, stage, orchestra pit and aisles. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of other codes.

Limitations: These rooms are distinguished from lecture rooms on the basis of primary use. As previously indicated under Classroom (code 111), if the seating is regularly used for scheduled class meetings, it should be classified as instructional space.

619 Assembly Facilities Service (ASBYSERV)

Definition: A room which directly serves an assembly facility as an extension of the activities of such a facility.

Description: This category includes checkrooms, dressing rooms, projection booths, property storage, make-up rooms, green rooms, control rooms, etc.

Limitations: Entrance lobbies and other circulation areas surrounding or adjacent to the outside of the primary assembly room are non-assigned spaces classified as circulation. Concession stands should be coded as Merchandising Facilities (660).

620 Exhibition Facilities

621 Display-Exhibition Room (DISPLYRM)

Definition: A room used for exhibits and displays of works of art, artifacts, etc.

Description: This category includes museums, art galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public.

Limitations: Study collections not primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate category associated with that exhibition facility.

622 Departmental Specimen Collection (COLLECTN)

Definition: A room for the orderly, on-going collection of specimens used by an academic department to actively support its teaching, research and/or public

service.

Description: The space contains shelving or other facilities for storing specimens. The space is essentially a permanent working museum or library of specimens (collection) for the use of the whole department. The specimens (collection) may be made available to other departments or outside agencies. Access may be extended to the general public but that is not the primary purpose of the collection. Include spaces housing extensive collections of plants, animals, rocks, soil samples, artifacts, etc.

Limitations: Research experimentation is NOT conducted in the room. Do not include spaces that house specimens in non-active long-term storage, or those being kept only to conduct a research project. Do not include the housing for live animals kept for use in research or for public displays (see ANIMAL QUARTERS and EXHIBITION FACILITIES).

629 Exhibition Facilities Service (EXHBSERV)

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

Description: This category includes workrooms for the preparation of materials and displays, vault or other storage for works of art, checkrooms, etc.

Limitations: Research areas in museums are classified as non-class laboratories or non-class laboratory service.

630 Food Facilities

631 Cafeteria (CAFETRA)

Definition: A room in which food is displayed on counters and patrons usually serve themselves.

Description: Include rooms where the food serving area and the seating areas are generally located in the same or adjoining rooms.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as residential. Do not include serving areas as part of cafeteria if the serving areas are physically separated from the cafeteria seating.

632 Snack Bar (SNACKBAR)

Definition: A room in which a patron can get quick service consisting of easy to prepare or already prepared food.

Description: Included in this category are food facilities that serve light meals such as sandwiches, hamburgers, etc. Include both the food serving and seating areas as snack bar if they are located in the same room.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Do not include serving areas as part of snack bar if the serving area is physically separated from the snack bar seating.

633 Dining Room (DININGRM)

Definition: A room used for eating meals.

Description: Included would be dining areas where a patron gives their order and the food is brought to their table.

Limitations: This category is limited to facilities open to the student body and/or the public. Do NOT include cafeteria, snack bar or residential dining under this category.

639 Food Facilities Service (FOODFCSV)

Definition: A room which directly serves a food facility as an extension of the activities in such a facility.

Description: Included would be such areas as kitchens, dish washing rooms, refrigeration rooms, food serving rooms, and other non-dining areas.

Limitations: This category is limited to service areas where the food facility is open to the student body and/or public at large.

640 Day Care Facilities

641 Day Care Center (DAYCARE)

Definition: A room (or group of rooms) set aside by the institution to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Description: Include all primary activity rooms that provide oversight, supervision, developmental training and general personal care for children or 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, and possibly members of the community.

Limitations: Do not include in this category of space pre-school nurseries if the facilities support the training of college level students.

649 Day Care Center Service (DAYCARSV)

Definition: A room that directly serves a primary activity room in a Day Care Center as an extension of the activities in that room.

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

Limitations: Rest rooms designed for child training should be coded 641 whereas staff-only rest rooms should be coded 649. Staff office areas should be coded as office. Staff eating or break areas should be coded 649 but eating or training areas for children are classified as primary activity areas (641).

650 Lounge Facilities

651 Lounge (LOUNGE)

Definition: A room used for rest and relaxation.

Description: Spaces in student unions or other non-residential buildings used for relaxation, informal meetings, etc., such as Honors College or graduate student lounge. A large waiting room used by patients in medical or dental facilities. A lounge is typically equipped with upholstered furniture, draperies and carpeting.

Limitations: A "lounge" area associated with a toilet is non-assigned space and classified as a restroom. Lounge areas in residence halls are classified under residence hall.

659 Lounge Facilities Service (LNGESERV)

Definition: A room which directly serves a lounge facility.

Description: This category includes kitchenettes, storage areas, coat rooms, and vending rooms that directly serve a Lounge.

Limitations: Do not include vending or other rooms which are not directly related or serve a Lounge.

660 Merchandising Facilities

661 Bookstore (BOOKSTOR)

Definition: A room (or group of rooms) used to sell products or services.

Description: Include rooms where books, other school supplies, stationery, office supplies, and in many cases, various and sundry products are sold to students and/or the public at large.

Limitations: This category does not include food facilities, snack bars or concession areas.

663 Concession Area (CONCESAR)

Definition: A room or space in which food items and/or sundry merchandise is sold

to the student body and/or public at large.

Description: Generally this type of space is found in athletic facilities or in student unions. These areas generally serve the student body as a service function or the public while attending a particular event.

Limitations: This category does not include bookstore or food facilities.

664 Retail Outlet (REOUTLET)

Definition: A room or area which is rented or leased to a merchant or dealer who provides services or goods primarily to the student body and may be available to the general public.

Description: Included would be rooms such as barber or beauty shops, post offices, coffee houses, etc., which are leased by an outside vendor.

Limitations: Do not include in this category those merchandising facilities which are classified as concessions, bookstore or food facilities and operated by divisions of the institution.

669 Merchandising Facilities Service (MERHSERV)

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

Description: Included in this category are rooms generally referred to as supply closets, stockrooms, etc.

670 Recreation Facilities

671 Recreation Room (RECRTNRM)

Definition: A room (or group of rooms) usually found in the student union and used for recreational purposes by the student body and/or public at large.

Description: Included in this category are those rooms (usually found in the student union) containing game equipment such as ping-pong tables, pool tables, etc.

Limitations: This category does not include spaces in residence halls or cooperatives (see 900 - Residential Facilities) or in athletic facilities.

672 Multi-Purpose Room (MULTIPUR)

Definition: A large room or hall used for social and institutional activities.

Description: Included in this category are areas used for student dances, guest lectures, movies, banquets, other social functions, study halls, registration activities, etc.

Limitations: This category does not include lecture halls used for instructional purposes.

673 Bowling Alley (BOWLALLY)

Definition: A room or area containing the equipment and fixtures necessary for bowling.

674 Activity Room (ACTIVTRM)

Definition: A room used by students, staff or faculty for activity purposes.

Description: This category includes student body offices, student publication offices and other student and faculty/staff activity areas. It also includes coffee and break rooms for faculty and staff.

Limitations: This category does not include rooms which fit logically into another category, e.g., office storage, gym or gym service areas, etc. It does not include outside facilities such as tennis courts, archery ranges, fields (hockey, football, etc.) or golf courses.

679 Recreation Facilities Service (RECSERV)

Definition: A room which directly serves a recreation facility as an extension of the activities of the facility.

Description: This category includes stockrooms, closets, checkrooms, workrooms, etc.

Limitations: This category does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does NOT include athletic-physical education facilities service areas.

680 Meeting Room Facilities

681 Meeting Room (MEETROOM)

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, short term meetings, etc. A meeting room is distinguished from a conference room (code 351) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Do not include conference rooms which serve an office complex or seminar rooms which are regularly scheduled for class meetings.

689 Meeting Room Facilities Service (MEETRMSV)

Definition: A room serving a meeting room as an extension of the activities in the room.

Description: Include such rooms as kitchenettes, chair storage, projection rooms, etc.

Limitations: Do not include such rooms as kitchenettes, projection rooms, etc., that serve conference rooms.

700 - SUPPORTING FACILITIES

Supporting facilities are those types of spaces that generally support the entire institution by providing the necessary services and facilities for the day-to-day operation of the institution.

710 Computer Facilities

711 Mainframe Room (MAINCPTR)

Definition: A room containing one or more large computer systems consisting of many peripherals and devices.

Description: The system may fill one or more rooms and have peripherals located at remote locations. These rooms normally require a controlled environment.

Limitations: A computer facility used only for instruction should be classified as a class laboratory. A facility used for instructional, research and/or administrative computing should be included in this category. (NOTE: The proration of facilities in this category to "instruction," research," "public service," "general administration," etc., can be accomplished separately by the classification of USE CODE, i.e., independently of this room-type classification.)

712 Minicomputer Room: (MINICPTR)

Definition: A room containing one or more medium (desk-sized) computer systems with a number of connected terminals and/or other peripherals.

Description: These rooms may be a stand alone unit or be networked to other systems. These rooms generally will require a controlled environment.

713 Terminal Room (TERMNLRM)

Definition: A room used for the transmitting and receiving of data from a computer and which is located apart from the computer.

Description: This category includes rooms which contain equipment to enable the user to transmit or receive data from a computer.

Limitations: This category does not include rooms which contain teletype or other

equipment which does not tie directly into a computer. Do not include rooms used for instruction in the use of this type of equipment. These would be class laboratories.

714 Microcomputer Room (MICRORM)

Definition: A room containing one or more small (desktop) computer systems.

Description: The computer system in the room may be a stand alone unit or be networked to other like or larger systems. May include printers, tape or disk storage units, and other peripherals.

Limitations: A room or area that contains a microcomputer that is incidental to the main function of the space would not be categorized as a Microcomputer Room.

716 Telecommunications Room (TELECOMM)

Definition: A room or area (facility) to house telecommunications equipment.

Description: This category includes central telephone switching rooms, data network distribution centers and intermediate distribution facilities (telecommunications closets).

Limitations: Do not include departmental telephone reception areas, campus operators, etc.

719 Computer Facilities Service (COMPSEV)

Definition: A room which directly serves a computer facility as an extension of the activities in such a facility.

Description: This category includes such rooms as paper form storage, tape storage, control rooms, disc/tape drive rooms, equipment repair rooms, observation rooms, bursting and decollating rooms, line printer rooms and similar service areas.

Limitations: This category does not include offices for computer facility personnel or areas which service computer facilities which are classified as instructional areas.

720 Shop Facilities

721 Physical Plant Shops (PPSHOPS)

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, paint shops and other maintenance or physical plant shops.

Limitations: This category does not include instructional shops; industrial arts and

vocational-technical shops used for instruction would be classified as class laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as laboratory service (219, 229, 239 or 259). Materials preparation areas in audio-visual, radio stations, and TV studios should be classified as Media Production facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as vehicle storage service.

729 Shop Facilities Service (SHOPSERV)

Definition: A room which directly serves a shop facility as an extension of the activities in such a facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, paper storage, stockrooms, locker rooms, lunch rooms, etc.

Limitations: This category does not include vehicular repair facilities which are classified as vehicle storage service or service areas related to departmental duplicating rooms.

730 Storage Facilities

731 Warehouse (WAREHSE)

Definition: A room used to store materials.

Description: Include in this category those central storage areas where materials are received and stored until distributed to the various departments. The length of time that the materials are stored can vary from a few hours to many months.

732 Storage (STORAGE)

Definition: A room used to store materials.

Description: Include in this category those storage areas for materials that are used only occasionally but by their nature or the demands placed upon them by the program, should be close at hand. Also included would be dead storage areas.

Limitations: Do not include storage facilities that are used to keep office supplies or paper supplies, etc., which may be used on a day-to-day basis (see Stockroom - 088.)

739 Storage Facilities Service (STORSERV)

Definition: A room which directly serves a storage facility.

740 Vehicle Storage

741 Garage (GARAGE)

Definition: A room (or structure) used to store vehicles.

Description: This category includes rooms generally referred to as garages, sheds, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field service facilities which are used to house farm implements. It does not include parking structures which are used for the temporary parking of vehicles on a day-to-day basis.

742 Boathouse (BOATHSE)

Definition: A room (or structure) used to store boats.

Description: Included in this category are those areas referred to as boat houses which are used for the storage of canoes, rowing shells, etc.

743 Parking Structure (PARKING)

Definition: Floor space allocated for the parking of motor vehicles or related wheeled or tracked apparatus of any kind.

Description: This category includes any area within a building or structure used by staff, faculty, students, or public for automobiles, busses, trucks, etc. Include as assignable square feet the net area of all floor surfaces in such buildings or structures used for parking, including unroofed, unwalled, or partially walled areas typified by the top parking level of a parking structure, and the roofed, unwalled or partially walled areas typified by the intermediate or ground levels of a multi-story parking structure or a single level vehicle shelter. Include in the inventory the number of parking stations available.

Limitations: This category does not include parking or storage areas in a garage or car pool building operated by the physical plant department as part of the maintenance and repair function. Also, it does not include storage sheds for farm equipment such as tractors, combines, etc.

749 Vehicle Storage Service (VEHLSERV)

Definition: A room (or structure) used to service vehicles or boats.

Description: This category includes any area associated with a vehicle storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas which serve building maintenance and repair which are classified as shop facilities.

751 Central Duplicating Services (CENTDUPL)

Definition: A room (or group of rooms) containing specialized equipment for printing or making exact copies or replicas of materials such as pictures, letters, drawings, etc.

Description: Included in this category are central duplicating areas which provide services to the institutional community. Also included are rooms which contain machines for printing from inked type, plates, or rolls. Include only central printing areas which provide for the production of printed matter as a service to the institution. Included would be such rooms as composing room (typesetting), pressroom (presses), and bindery (folding, trimming, and binding of books and rebinding of books).

Limitations: Do not include in this category those duplicating or mimeograph rooms which are controlled by departments for their own use.

752 Central Mail Services (MAILSERV)

Definition: A central facility (room or group of rooms) for the receiving and distribution of mail to the institution.

Description: This category is limited to the central mail receiving and distribution facilities of an institution. Includes areas for US mail as well as inter and intra campus mail. The mail is sorted here and delivered via the campus mail system or is prepared for off campus distribution.

Limitations: Do not include departmental mailrooms, US Postal facilities or residence hall mailroom facilities.

759 Central Service Support Facilities (CENTSERV)

Definition: A room that directly serves a central duplicating or mail facility as an extension of the activities in those facilities.

Description: This category includes such areas as storage and supply rooms, closets, and file rooms.

Limitations: Do not include rooms that serve departmental duplicating rooms or mail rooms.

761 Hazardous Materials (HAZARDUS)

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

Description: A room dedicated to the storage, treatment, or disposal of substances or mixture of substances having properties capable of producing adverse effects on the health or safety of humans or animals. These materials may be chemical, biological or radioactive in nature.

Limitations: This category does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities. A room used for the storage of hazardous materials that is not a central facility should use this code but be classified as a related service area to the instructional or research facilities that it serves.

769 Hazardous Materials Service (HAZARDSV)

Definition: A room that services a centralized hazardous materials facility in the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: This category includes those rooms that directly serve a Hazardous Materials facility.

Limitations: Do not include rooms that serve temporary storage or disposal sites located near or adjacent to instructional or research facilities.

771 Recycling Area (RECYCLE)

Definition: A room that serves as a depository for recycled materials waiting to be taken to a recycle center.

Description: This category includes those rooms that are used to place recycled materials in until such time as they are removed to a recycling center.

Limitations: Do not include rooms that have a recycle box or barrel in them for use by a department or building resident.

800 - HEALTH CARE FACILITIES

Health care facilities are those types of spaces that are associated with student health facilities, medical or dental schools, and veterinary facilities.

800 Health Care Facilities

811 Patient Bedroom (PATINTRM)

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

Description: This category includes general nursing care, acute care, semiconvalescent/ rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Stalls for animal patients are also included.

Limitation: Do not include student residence quarters, staff on-call rooms for resting and sleeping, non-patient animal shelters used for farm animals or non-veterinary school laboratory animal shelters.

812 Patient Day Room (PATDAYRM)

Definition: A room in patient care units equipped to function as a combination parlor- waiting area.

Limitations: Do not include public waiting rooms (code 881).

819 Patient Bedroom Service (PATRMSER)

Definition: A room which serves a patient bedroom as a direct extension of the activities in such a room.

Description: Included would be rooms such as tub rooms, linen closets nurses' workroom, formula rooms, and any other service areas that are used primarily for patients as opposed to staff. Does not include feed storage or mixing rooms, cage washing areas, etc. that serve a laboratory animal care facility.

Limitation: This category excludes the small, connected clothes closets in patient bedrooms, which are included in the 811 space.

821 Patient Toilet/Bath (PATBATH)

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms. Animal cleaning rooms in veterinary schools are included in this classification unless used specifically for surgery preparation.

Limitations: Public and private toilet facilities serving other than patient bedrooms are excluded. Special tub rooms used by nursing staff for cleaning patients are classified as nurse station service.

831 Nurse Station (NURSESTA)

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

Description: A center of nursing work and administration involving one floor only, usually occupied by a head nurse (with assistants) concerned with patients' charts and miscellaneous nursing functions.

Limitations: Do not include in this category rooms used by nurses to prepare patient treatments, medications, etc. Rooms that can be identified as offices should be coded to the appropriate office classification.

839 Nurse Station Service (NURSTSER)

Definition: A room which serves a nurse station as a direct extension of the activities in such a room.

Description: Include such rooms as nurse lounges or break rooms, formula and medication preparation areas, hospital utility room, equipment sterilization and other work rooms directly serving a nurse station. Also includes tub rooms, nourishment rooms and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary schools, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations: Do not include pharmacy and other central supply areas or areas directly serving patient bedrooms.

841 Surgical (SURGICAL)

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, etc. 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 surgery, bovine surgery, bull surgery, etc.

Limitations: Do not include in this category autopsy rooms, various surgery support rooms, rooms used for minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) or class laboratories where students work on cadavers.

849 Surgical Facilities Service (SURGSERV)

Definition: Rooms used in conjunction with and as a direct extension of the activities of a surgical room.

Description: Includes such areas as labor rooms, recovery rooms, special support equipment rooms, monitoring/observation rooms, dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage, etc.

851 Examining Room (EXAMROOM)

Definition: A room used for diagnostic examinations or combination diagnostic examinations and therapeutic treatment.

Description: Included are rooms used to give medical examinations and includes rooms used for radiology, fluoroscopy, pulmonary function/vascular testing, EEG, ECG, EMG, etc. In veterinary facilities, rooms commonly called small or large animal X-ray, small or large animal examination rooms, etc. are included.

Limitations: This category does not include observation rooms or surgical rooms or rooms used primarily for therapeutic treatment.

852 Therapeutic/Treatment Room (TREATRM)

Definition: A room used primarily for the treatment of patients for the control of disease or for physical or occupational therapy.

Description: Include rooms used for dialysis, cardiac catheterization, radiation therapy, etc. In veterinary facilities, rooms commonly called isolation treatment, small or large animal treatment, swine treatment, etc. are included.

Limitations: Do not include rooms used for examinations or examination/treatment rooms when the therapeutic treatment function is not primary.

859 Examining/Treatment Room Service (EXMTRSRV)

Definition: Rooms which support examining rooms or therapeutic/ treatment rooms as a direct extension of the activities of such facilities.

Description: Included are rooms such as dressing rooms, film processing and viewing rooms, X-ray rooms, work preparation rooms, special equipment storage, etc. Also includes rooms in veterinary facilities called animal holding, swine holding pen, etc., if these areas serve a examining/treatment room.

Limitations: Does not include service areas for diagnostic laboratories which typically support the entire health or veterinary care facility.

861 Diagnostic Laboratory (DIAGLAB)

Definition: A room outfitted with wet laboratory facilities used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs autopsy labs, etc., such as hematology, chemistry tissue, bacteriology, serology, etc. Also includes areas commonly termed canine, feline, poultry, bovine or equine necropsy rooms in veterinary facilities.

Limitations: This category does not include class laboratories (211) or other laboratories (221), or other facilities used primarily for organized instruction or non-patient care functions.

862 Diagnostic Services (DIAGSERV)

Definition: A room used for diagnostic services that do not require wet laboratory facilities.

869 Diagnostic Facilities Service (DIAGFCSV)

Definition: Rooms which serve diagnostic laboratory facilities as a direct extension of the activities in those facilities.

Description: Includes rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub up and gown rooms, supply rooms etc. Also includes carcass refrigerators and other areas serving veterinary diagnostic laboratory facilities.

871 Hospital Storeroom/Storage (HSPSTRGE)

Definition: A room used to store supplies for health care facilities only such as teaching hospitals, outpatient clinics, dental schools, veterinary schools, etc.

Description: This classification, which serves a central storage or supply function, applies only to health care materials and supplies in a health care facility. Include such rooms as central supply rooms, pharmacy supplies/storage/dispensary, linen storage, etc.

Limitations: Do not include rooms used to store supplies for student health centers.

872 Supplies (SUPPLIES)

Definition: A room used to store supplies for student health care facilities.

Description: Include central supply rooms, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary service room types. Applies only to student health care facilities.

Limitations: Do not include rooms used to store supplies for health care facilities related to teaching hospitals, outpatient clinics, dental schools, veterinary schools, etc.

879 Hospital Storage Service (HSPSTGSV)

Definition: A room which supports health care storage facilities as an extension of the activities of such facilities.

881 Public Waiting Room (PUBWTRM)

Definition: A room used by the public to await admission, treatment, or information.

Description: Include such spaces as waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (651) and lobbies (023) are excluded from this category.

891 Staff On-Call Facility (ONCALFAC)

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

Limitations: Staff on-call rooms or quarters differ from open and service area lounges in that the on-call facilities have specific provisions made for sleeping and use is restricted to staff who typically work a long shift. Excludes patient bedrooms.

899 Health Care Facilities Service (HLTHSERV)

Definition: Rooms which support health care facilities as an extension of the activities of such facilities.

Description: Generally all service rooms in a student health center (linen storage, instrument rooms, utility rooms, X-ray rooms, sterilizing rooms, etc.) will be coded with this classification. It includes all general service areas in a health sciences center that are not identified specifically with one of the other service codes. Also included would be those areas which serve a veterinary school.

900 - RESIDENTIAL FACILITIES

Residential facilities are those spaces used to house undergraduate and graduate students and occasionally faculty or staff members. This category could include residences that are owned by an institution but are occupied by non-institutional personnel.

920 Residence Facilities

921 Sleeping-Study Room (SLPSTYRM)

Definition: A room or area which is designated as living quarters for students or staff.

Description: Included in this category are sleeping rooms (both group and individual), study rooms, or combined sleeping-study rooms in residence halls, cooperatives and/or field buildings which are designated as living quarters for students or physicians (interns, resident physicians, etc.) or staff, including spaces assigned for one or more faculty members or students to serve as counselors in residence halls.

922 Manager-Head Resident (MGRHDRES)

Definition: An apartment or living quarters assigned to managers, head residents, or student counselors in single student residence halls or cooperatives.

Description: The space will generally include a kitchenette, bath and sleeping

area.

Limitations: Spaces in older residence halls which are assigned to student counselors and which have not been specifically designed as quarters for counselors will be coded as sleeping-study room (921).

923 Guest Room (GUESTRM)

Definition: A space reserved for guests of students or staff.

Description: These rooms normally will include a sleeping area, bath and possibly a kitchenette.

Limitations: This space is not to be confused with a manager-head resident room.

924 Resident Lounge (RLOUNGE)

Definition: A space in residence facilities used for relaxation, informal meetings, etc.

Description: A lounge is typically equipped with upholstered furniture, draperies, and carpeting.

925 Game-Social Room (GAMESLRM)

Definition: A room (or group of rooms) in residence facilities used for recreational purposes by the occupants of the residence facilities.

Description: This category includes rooms containing game equipment such as pool tables, ping-pong tables, card tables, etc.

Limitations: This category is for residential facilities only.

926 Living Suite (SUITE)

Definition: A room (or group of rooms) in a residence facility used as a living area.

Description: This category includes rooms in a suite such as bedrooms, bathrooms, kitchenettes, living room, etc. An apartment style housing unit.

Limitations: This category does not include apartment style Student Family Housing or Faculty-Staff Housing.

929 Residence Facilities Service (RESSERV)

Definition: An area which serves a residence facility as a direct extension of the activities in such a facility.

Description: Included in this category would be such rooms as mailroom, laundry room, shower-toilet room, etc.

930 Food Service Facilities in Residence Facilities

931 Resident Dining Room (RES DINRM)

Definition: A room used for eating meals.

Description: Includes cooperative and residence hall dining areas or cafeterias.

Limitations: This category is limited to facilities serving residence facilities.

939 Food Service Facilities Service - Residential (RFDSERV)

Definition: A room which serves a food service facility as an extension of the activities in such a facility.

Description: Include in this category food preparation, serving and food cleanup rooms (kitchens, refrigeration rooms, trash-garbage rooms, dish washing rooms, etc.).

940 Family Dwellings

941 Family Student Housing (FAMSTHSG)

Definition: A residence facility assigned or rented to a married student or a student with minor dependents.

Description: Include in this category all family dwellings owned by the institution and rented to married students or students with dependents. Include all types of residences (apartments, duplexes, triplexes, etc.) used to house married students or students with dependent children.

Limitations: This category does not include residences rented or leased to non-institutional personnel.

942 Faculty-Staff Housing (FACSTHSG)

Definition: A residence assigned or rented to administrators, caretakers, faculty or staff.

Description: This category includes houses of the Chancellor, institutional presidents, etc., and all other institutionally owned residences rented to other personnel connected with an institution such as faculty and staff. This category could be used to code residence owned by the institution but rented or leased to non-institutional personnel.

050-099 - SERVICE AREAS

Service areas are those types of spaces which are generally associated with a major type of space such as classrooms, laboratories, offices, etc. The service provided in this area is

normally related directly (as an extension of the activities) to the major area with which it is associated.

(NOTE: In those cases in which centralized services are supplied to serve many areas, such as central duplicating, printing press, etc., the area will be coded as a major type of space, and it may have related service areas of its own.)

050-099 - Service Areas

051 Animal Room (ANIMALRM)

Definition: Rooms or aquarium space used for the housing and feeding of animals or fish.

Description: The rooms or spaces in this category would be those which are located in regular academic buildings and would normally be associated with a research facility. These rooms are limited to facilities that serve a particular space or lab.

Limitations: Do not include in this category kennels or other animal quarters (barns, sheep sheds, etc.) which are not located in regular academic buildings. Also, do not include in this category animal quarters which make available animals (including fish, birds, etc.) to the institution (see 571 Animal Quarters).

052 Computer Related Room (COMRELRM)

Definition: A room which directly supports computer facilities.

Description: The rooms in this category would include tape storage, paper form storage, disc/tape drive rooms, equipment repair rooms, etc.

053 Checkroom (CHECKRM)

Definition: A room in which hats, coats, parcels, etc., may be left until claimed.

Description: Generally, rooms in this category are found in auditoriums, theaters, student unions, etc.

054 Closet (CLOSET)

Definition: A small room or cupboard space for clothes.

Description: Included are spaces usually located in or adjacent to offices, classrooms, etc., and in which coats, hats, etc., may be placed.

Limitations: Do not include in this category space used as linen closets, storage areas for cleaning supplies or stockroom areas.

055 Dispensary Room (DISPENSY)

Definition: A room where medicines are stored and also made up and given out such as medical stores dispensing rooms and medicine preparation rooms.

056 Drafting Room (DRAFTRM)

Definition: A room used to prepare sketches or working plans.

Description: Include rooms used by staff architects to prepare plans and rooms related to cartography labs used for the preparation of maps, etc.

Limitations: This category does not include drafting rooms which are used as teaching laboratories.

057 Dressing Room (DRESSRM)

Definition: A room for getting dressed and/or changing clothes in, especially as in the theater.

Description: A room where performers dress and make up for their roles. Also included would be rooms adjoining research labs or other areas where special uniforms or wearing apparel must be put on before entering the lab, etc.

Limitations: This space is not part of an athletic locker room.

058 Duplicating Room (DUPLICRM)

Definition: A room containing equipment for making exact copies of letters, drawings, photographs, etc.

Description: Include rooms containing photo-copying machines, multigraphy machines, or other types of equipment used for making exact copies of various written or printed materials.

059 Environmental Control Room (ENVIRCTL)

Definition: A room used for experimentation under specifically controlled environmental circumstances.

Limitations: Do not include in this category greenhouses or refrigeration rooms in food preparation and serving areas.

060 Audio Control Room (CONTRLRM)

Definition: A room containing audio equipment used in conjunction with another room.

Description: Included would be control booths (rooms) which service student study carrels, language laboratories, etc.

061 File Room (FILEROOM)

Definition: A area with shelves, file cabinets, etc., used to keep an orderly arrangement of documents, etc., for reference.

Limitations: Do not include vaults or storage areas used as dead or permanent storage areas.

062 Food Serving Room (FOODSERV)

Definition: A room or area used exclusively for serving food.

Description: This category includes rooms in which food is displayed for self-service or food is served by an employee of the facility.

Limitations: Do not include serving areas located in and a part of the same room as a cafeteria or snack bar.

063 Food Cleanup Room (FOODCLUP)

Definition: A room(s) used for cleaning up dishes, etc. after meals.

Description: This category includes dish washing rooms, trash-garbage rooms, etc., in which the dishes, utensils, pots, etc., are cleaned. These rooms are usually located near the food preparation areas.

064 Food Preparation Room (FOODPREP)

Definition: A room in which food is prepared and cooked.

Description: Include rooms identified as kitchens, refrigeration rooms, pantries, etc., where food is prepared for serving.

065 Hospital Utility Room, Clean (HOSUTILC)

Definition: A room used for working with sterile materials in a patient care area.

066 Instrument-Equipment Room (INSTEQPT)

Definition: A room containing specialized instruments or equipment that by their nature or rarity are kept in a special place.

Description: This category includes rooms containing rare or one- of-a-kind special equipment, highly specialized equipment that cannot be moved from room to room yet should be available for common use, and rooms containing instruments used for weighing, measuring, balancing, etc.

067 Issue Room (ISSUERM)

Definition: A room in which an attendant is responsible for the issuing of supplies, equipment (athletic), parts, tools, instruments, etc.

068 Hospital Utility Room, Dirty (HOSUTILD)

Definition: A room used for the disposal of waste products, etc., in a patient care area.

071 Laundry Room (LAUNDRY)

Definition: A room for washing, drying and ironing of clothes.

Description: This category includes rooms which may contain washing machines, dryers, and ironing boards or any combination of these.

073 Locker Room (LOCKERRM)

Definition: A room equipped with lockers and used for changing and storing clothes.

Description: Include rooms in gymnasiums or other buildings which contain lockers used by faculty, staff and students for changing and storing of their clothes.

Limitations: Do not include dressing rooms in the theater, etc. (see code 057).

074 Mailroom (MAILROOM)

Definition: A room used for the receiving and distribution of mail from the central mail facility.

Description: Included are those rooms (departmental, etc.) where mail is delivered or picked up. The mail (in the case of residence halls) is sorted and distributed to individual boxes or slots which may or may not be in the same room.

Limitation: Do not include central mail facilities.

075 Morgue/Embalming/Autopsy Room (MORGEMBL)

Definition: Rooms used in the treatment and storage of cadavers.

Description: Included would be rooms used to treat a cadaver with certain preparations to preserve it from decay, or for the examination and dissection of a dead body to determine the cause of death, damage done by disease, etc.

076 Nurses Workroom (NURSWKRM)

Definition: A room with sinks and sterilizers used by the nurses to prepare patient treatments, medications, etc.

077 Observation Room (OBSERVRM)

Definition: A room equipped for the purpose of open or undetected viewing of activity in another room.

Limitations: This category does not include examining rooms.

078 Photo Darkroom (PHOTODRK)

Definition: A specially designed room that has the characteristics that enable persons to chemically develop exposed film.

079 Preparation Room (PREPROOM)

Definition: A room used to make ready or put together materials, ingredients, parts, etc., to be used in another area or room.

Description: Included are rooms used to prepare materials for laboratories, classrooms, or other types of spaces. Include any room whose purpose is the making up of displays, formulas, materials, etc., to be used in another room.

080 Press Box (PRESSBOX)

Definition: An area or room reserved for reporters, TV cameras, spotters, etc., at sporting or other events.

Description: Include in this category all structures built to specifically house reporters, TV cameras, radio equipment, etc., at athletic events. Include the entire structure even though it may contain other types of space (e.g., teletype room, rest rooms, lounge, etc.)

Limitations: Do not include in this category bench areas inside gymnasias that are set aside for reporters.

081 Projection Booth (PROJCBTH)

Definition: A room (usually small) from which pictures (motion, slide, etc.) are projected into an adjoining room.

083 Refrigeration Room (REFRIGRM)

Definition: A room for keeping food or other articles cool.

Description: Include rooms designed as cold storage areas especially as in food preparation and serving areas. Also include cold storage rooms related to laboratories and research facilities, etc.

084 Resident-Intern Workroom (RESINTWR)

Definition: A room used by residents and/or interns to prepare reports, attend conferences relative to patients, etc.

085 Shop (SHOP)

Definition: A room for manufacturing and/or maintaining equipment, etc., used in

support of instruction and research but not for instruction or research in the shop operations themselves.

Description: This category includes those areas set aside to repair equipment or to manufacture specialized (custom) parts or equipment.

Limitations: Do not confuse this category with physical plant shops or with instructional shops or shop type research laboratories.

086 Shower-Toilet Room (SHOWERRM)

Definition: A room containing bathroom fixtures.

Description: Included in this category are rooms generally referred to as shower rooms, washrooms, toilet rooms, etc.

087 Sterilizing Room (STERILRM)

Definition: A room housing autoclaves or other equipment used to sterilize or cleanse various items such as surgical and other instruments or equipment and laboratory glassware, fixtures, etc.

088 Stockroom (STOCKRM)

Definition: A room used to store supplies and materials.

Description: Included in this category are those rooms used as supply closets, or serve a stores function, etc. This type of space is generally limited to a departmental type storage area and one in which the materials stored are used on a day to day basis.

Limitations: This category does not include janitors' closets or rooms used to store janitor supplies.

091 Ticket Sales Booth (TICKSALE)

Definition: A room designed and used to sell tickets to various athletic, theater, or other types of events.

092 Tool Room (TOOLROOM)

Definition: A room where tools are stored for safekeeping.

Description: Included in this category are rooms where tools are kept until they are needed for a particular job and then they are checked out to the person who is working on the particular job.

093 Training Room (TRAINRM)

Definition: A room utilizing special equipment for the purpose of physical therapy

and/or rehabilitation, especially in athletics.

094 Vault (VAULT)

Definition: A room for the safekeeping of valuables, records, or money.

Description: Included in this category are those rooms that are specially constructed and may have special doors that once locked can only be opened with keys or with a certain combination or by a timing mechanism.

095 Waiting-Reception Room (WATRECRM)

Definition: A room or area with seating used by visitors while waiting to see someone or utilize something.

096 Vending Machine (VENDMACH)

Definition: A room or area containing vending machines which are for the students, faculty, staff, etc.

Description: This code will allow those areas housing vending machines to be identified separately from other types of retail areas.

097 Workroom (WORKROOM)

Definition: A room where various activities relating to the occupation or duties of institutional personnel are conducted.

Description: Include in this category rooms which are used to carry on various tasks or supporting activities relating to the work, etc., of institutional personnel.

098 X-Ray Room (XRAYROOM)

Definition: A room equipped with X-ray equipment used for diagnostic or treatment functions.

203.000 TYPE OF LABORATORY CODES AND DEFINITIONS

The intent of these laboratory codes is to provide the Space Analyst and Schedule Clerk with an indication of the type of equipment with which the laboratory is furnished and what use may be made of the laboratory. When the equipment and utilities in the laboratory limit its use to a specific discipline or course of instruction, that title is used--such as, "General Chemistry" or "Sculpture." When the equipment and furnishings are such that more than one discipline might use the laboratory with minor changes, a more general title is used--such as, "Microscopic Observation" for biology, geology, and dendrology laboratories which are equipped for table use of microscopes. Another example is the "Interpersonal" laboratory which could be used by psychology, family life, counseling, or speech.

The type of laboratory coding system breaks the laboratory spaces into seven major categories. Within each of the seven major categories, the individual types of laboratory will be listed in alphabetical sequence. These seven major categories are as follows:

- | | |
|------------------------|---|
| 0. Physical Sciences | 4. Expressive Arts Plastic and Graphic) |
| 1. Biological Sciences | 5. Humanities |
| 2. Social Sciences | 6. Professional Schools |
| 3. Performing Arts | |

203.100 Type of Laboratory Codes

- 0. Physical Sciences
 - 001 Analytical Chemistry
 - 002 Analog
 - 004 Calculator
 - 007 Casting
 - 010 Circuits
 - 013 Computation
 - 016 Computer
 - 019 Electrical Power
 - 022 Electro-Chemical
 - 025 Electronics
 - 028 Etching
 - 031 Fluid Dynamics
 - 034 General Chemistry
 - 037 Heat Transfer
 - 040 Instrumentation
 - 042 Laser
 - 043 Machine Shop
 - 046 Materials Testing
 - 049 Metallography
 - 052 Meteorology
 - 055 Microscopic Observation
 - 058 Mineral Separation
 - 061 Optics
 - 064 Photography
 - 067 Photo-Interpretation
 - 070 Physical Chemistry
 - 073 Physical Sciences
 - 076 Physics (General)
 - 077 Robotics

079 Sanitary Engineering
082 Sheet Metal Shop
085 Similitude
088 Stress Analysis
089 Systems Analysis
091 Transmission
093 Vibrations
095 Welding
097 Woodworking
099 X-Ray

1. Biological Sciences

101 Biochemistry
104 Experimental Foods
107 Food Nutrition
110 Macroscopic Observation
113 Microtechnique
116 Pharmacognosy

2. Social Sciences

201 Clothing Construction
204 Experimental Psychology
207 Food Preparation
210 Home Management
213 Household Equipment
216 Interpersonal
218 Physiology
219 Textile Design

3. Performing Arts

301 Music Education
304 Music Studio
307 Radio Studio

310 Television Studio

4. Expressive Arts (Plastic and Graphic)

401 Art Education

404 Audio-Visual

407 Ceramics

410 Costume Design

413 Drafting

415 General Art

416 Jewelry

422 Painting

425 Printing

428 Sculpture

431 Weaving

5. Humanities

501 Language Laboratory

503 Reading Clinic

504 Speech and Hearing Clinic

6. Professional Schools

601 Air Conditioning

604 Automotive Chassis

607 Business Machines

610 Communication

616 Fire Control

619 Fuels and Lubricants

622 Heat/Power

625 Internal Combustion Engine

628 Copywriting and Media Broadcasting Simulation

631 Pharmaceutical Apparatus

634 Pharmacy Manufacturing

637 Prescription

640 Pulp
643 Refrigeration

646 Shorthand
649 Typing
652 Unit Operations

203.200 Type of Laboratory Definitions

0. PHYSICAL SCIENCES

001 Analytical Chemistry

A chemistry laboratory in which techniques other than chemical are used in qualitative and quantitative analysis. Spectrum analysis or electronic techniques such as chromatography and photometers are examples of methods used. Furnishings include bench or tables with necessary associated equipment. This laboratory is one which stresses analysis of materials.

002 Analog

004 Calculator

Room equipped with mechanical or electronic calculating equipment. Includes remote access equipment such as teletypewriters and cathode-ray tubes which furnish access to a central computer but does not include the actual data processing equipment such as required for analog or digital computers.

007 Casting

Furnishings consist of equipment for casting of materials in molds. These can be either metallic or nonmetallic. Space should include auxiliary equipment for preparing molds and material to be molded.

010 Circuits

Electronic analysis of electrical circuits and magnetic fields. Includes electrical instruments, oscilloscopes, wave generators, oscillators and power supplies. Used primarily in teaching basic electricity.

013 Computation

Furnishings consists of tables and chairs. The tables may or may not be wired for use of calculators. Sufficient area per station is allowed for layout of data, notes, references and calculators if used. The room could be scheduled for any discipline and also may have limited scheduling as a classroom.

016 Computer

Room used in the instruction of analog or digital computers. Does include computer components which are used in teaching of computer theory or design. May include remote access equipment, but this is not used for the purpose of making data calculations of unrelated subjects.

019 Electrical Power

Electrical energy conversion laboratory. Equipment includes motors, generators and transformers. Essentially a laboratory of industrial electrical power equipment.

022 Electro-Chemical

Used to study characteristics of chemicals and their electrical potential. Includes

electrical measuring devices, batteries, plating tanks and chemical handling equipment.

025 Electronics

Concerned with measurement and study of electronic circuits. Use of vacuum tubes, transistors, cathode-ray tubes, silicon chips, etc. with specialized measurement techniques.

028 Etching

Use of acids for etching material to be studied with microscopes or other optical equipment. Exhaust hood to vent acid fumes.

031 Fluid Dynamics

Used in the study of compressible and incompressible fluid flow. Instrumentation includes all fluid flow measuring devices. Equipment will include pipes and channels along with pumps, compressors or other sources for generating a flow potential.

034 General Chemistry

This classification shall apply to all chemistry laboratories in which primarily chemical analyses are made. The furnishings include benches with sinks which may have air, water, gas, vacuum, and electricity at each station. May be used for instruction in organic or inorganic chemistry.

037 Heat Transfer

The study of the mechanisms of heat transfer. Includes specialized devices in which conduction, radiation and convection transfer methods are studied.

040 Instrumentation

A laboratory in which measurement techniques are the primary function. These techniques may be used to teach research procedures and methods of measurement or the use of measurement techniques in process control. Actual equipment will vary with discipline, but classification can apply to any discipline.

042 Laser

043 Machine Shop

The furnishings consist of benches and metal working tools which are used to shape large pieces of metal such as bars, rods and castings. Tool examples are lathes, shapers and milling machines.

046 Materials Testing

This laboratory is one which is used to study materials by destructive or non-destructive testing to determine the physical characteristics of the material. The material may be in its raw form or a structured product.

049 Metallography

Metallography laboratories are those which are used to make microscopic examination of the structure of metals. Equipment consists of metal cutting devices, grinders and polishers, microscopes and photographic equipment.

052 Meteorology

Equipped with instruments associated with meteorology. Examples of equipment includes radar, radio communication and facsimile mapping as well as conventional temperature, barometer, precipitation and wind instruments.

055 Microscopic Observation

Observation of specimens by means of a microscope. Includes thin section or slides. Examples include biology and geology.

058 Mineral Separation

Includes grinding and cutting equipment for preparation of specimens. Utilities include sink with hot and cold water, gas and air. Essentially a shop-type laboratory.

061 Optics

A laboratory with specialized equipment for measuring optical characteristics. Includes light sources, experimental equipment and instrumentation for optical measurement.

064 Photography

A space which includes dark rooms and photographic studios used in the instruction of photography, including still pictures and movies.

067 Photo-Interpretation

Consists of tables and chairs with 110V outlets at each station. Use of stereo viewers and other optical devices by students.

070 Physical Chemistry

This laboratory is one in which the physical properties such as molecular and atomic structure and properties of liquids, solids and solutions are studied. Work stations are benches or tables without sinks. Associated equipment is that which is required to measure physical properties such as temperature, pressure, refraction, density, etc.

073 Physical Sciences

One which is adapted to instruction of some or all the physical sciences. Partially equipped with facilities for General Chemistry, General Physics, Geology, Meteorology, etc. Not complete enough in any one field to be classified with that particular science.

076 Physics (General)

A laboratory used in the instruction of heat, light, sound, electricity, and mechanics as physical characteristics. Work stations include tables with various power sources and space for setting up individual experiments. An associated storage room or storage cabinet houses demonstration apparatus and instruments to allow diversification of experiments.

077 Robotics

079 Sanitary Engineering

Equipped with benches, sinks, ovens and refrigerators. Equipment includes centrifuges, balances, color comparitors and filtration apparatus. Used to study treatment of sewage and water quality. Could also be used in the study of air pollution.

082 Sheet Metal Shop

The furnishings consist of benches and sheet metal tools used in fabrication of sheet metal, usually less than 1/4 inch thick. Tool examples are shears, brakes, rollers and seamers.

085 Similitude

Equipped to study problems in theory or design through use of models or analogues. Prototype equipment behavior is duplicated by means of models, electrical analogues or mechanical analogues in analysis of a problem.

088 Stress Analysis

Analysis of stress in materials or machine members under loaded conditions. Includes use of photographic and electronic techniques for measuring stress and strain.

089 Systems Analysis

Equipped with special equipment for production or construction planning. Includes laboratories with audio-visual devices, parts bins, calculators, etc., which are used for planning and analysis of systems control. Examples are time and motion study, critical path, and assembly line planning.

091 Transmission

Facilities for study of transmission of electrical energy including wired and wireless systems. Includes transmission lines for electrical energy and antennas for high frequency systems.

093 Vibrations

Equipment for analyzing and study of motion as it affects vibration of mechanical equipment. Specifically includes rotary and reciprocating motion in conjunction with resonant frequency vibration of solids.

095 Welding

Furnishings consist of benches and equipment used to fuse materials together using heat. Materials may be metallic or nonmetallic and heat source can be gaseous flame, electric or chemical.

097 Woodworking

Furnishings consist of benches and tools for use in woodworking. The tools may be either hand or power. The primary purpose of the laboratory is for producing wood products.

099 X-Ray

X-Ray equipment used for studying the structure of materials.

1. BIOLOGICAL SCIENCES

101 Biochemistry

Used to teach the chemistry of biological specimens. Furnishings consist of typical chemistry benches and biology tables. Instruction requires use of both types of facilities.

104 Experimental Foods

Similar to a food preparation laboratory but includes equipment to analyze texture, plasticity, color, and other properties of prepared food.

107 Food Nutrition

Used to study the nutritional value of foods. Includes preparation and analysis equipment. Usually incorporates animals in the study of nutrition.

110 Macroscopic Observation

Used to study specimens where magnification is less than 25 times. Observation of gross and anatomical characteristics of specimens. Furnished with tables and chairs with lighting and optical equipment available for student use. Usually has storage facilities for specimens.

113 Microtechnique

Essentially an observation laboratory but refined equipment enables techniques that allow more detailed study. Generally requires special techniques such as staining of slide specimens to prepare specimens. Used as much for teaching this technique as for observation.

116 Pharmacognosy

Similar to a biology laboratory. Used to study the botanical and animal side of drugs. Includes work stations with water and power sources. Use of microscopes and other optical equipment.

2. SOCIAL SCIENCES

201 Clothing Construction

Furnishings include cutting boards, pressing boards, irons and sewing machines. Include instruction in clothing construction of all types.

204 Experimental Psychology

Used in studying biological responses from various stimuli. Usually equipped with electronic measuring devices and use of animals.

207 Food Preparation

Facilities for the preparation and serving of food. Basic kitchen furnishings including ranges, refrigerators, and sinks. May also include tables and chairs for serving of the prepared food.

210 Home Management

Furnished with conventional home furniture exclusive of kitchen and utility equipment. Used in the instruction of interior decorating.

213 Household Equipment

Furnished with a variety of kitchen and utility units. Devoted to teaching arrangements of equipment as well as variety of equipment.

216 Interpersonal

A space equipped with chairs and/or tables which is used in group discussions. Here arrangements of furniture limit the use of the room. Use of this type of laboratory is most likely to be used in Psychology, Family Life, Counseling and Speech classes.

218 Physiology

Instrumented to measure physiological processes. Includes measurement of respiratory and circulatory system responses to various stimuli or physical activity.

219 Textile Design

Equipment includes weaving looms and silk screen printing. Used to teach weaving and pattern design for textiles.

3. PERFORMING ARTS

301 Music Education

Used primarily as instructional laboratory for giving music teachers skills in teaching chorus, voice, instrumentation, music reading, etc. Generally equipped with piano, stereophonic recorder and playback, tables, chairs, and optional closed circuit television hook-up.

304 Music Studio

Used for teaching and practice of voice, chorus, and instrumentation. Generally equipped with some musical instruments, electronic recording and playback equipment, music stands, chairs, and instrument storage facilities. Specific rooms may include band room equipped with band library and oscilloscope, piano room equipped with different kinds of pianos and headphones for instruction, and choral room with fixed seats and sloping floor.

307 Radio Studio

This room should be equipped for production of live or taped radio programs. A control room with necessary equipment including phonograph turntables and tape recorders is associated with the actual studio. Equipment would include microphones and props needed in radio broadcasts. May or may not include transmission equipment.

310 Television Studio

This room should be equipped for the production of live or taped television programs. A control room with necessary equipment is associated with the actual studio.

Equipment would include lights, TV cameras, microphones, and props needed in TV productions. May include transmission equipment.

4. EXPRESSIVE ARTS (PLASTIC AND GRAPHIC)

401 Art Education

Used primarily as a studio to teach subject matter courses in elementary school arts and crafts. Equipped with sinks, work tables, chairs, art supplies, storage facilities and optional ceramics kiln.

404 Audio-Visual

Used in the instruction of use of auditory or visual aids. Can be either demonstration or preparation of materials. It would be equipped with various recorders and projectors for demonstration and facilities for making slides, transparencies, overlays, tapes and films.

407 Ceramics

Facilities include wheels, canvas-top tables, kilns used for firing of finished products. Storage for clay products and completed ceramic objects to cool after being in the kiln.

410 Costume Design

Used in design of costumes. Facilities include chairs and tables for the layout material and sketching, display cabinets and storage for costume examples.

413 Drafting

The furnishings consist of stools and high tables which have level or sloped tops. The tables are designed for use with drawing boards and may have drafting machines installed. The room also may include storage facilities or lockers for assignment to individual students. The room is to be used primarily for making drawings or tracings using drafting aids. Includes cartography laboratories.

415 General Art

Used to teach a variety of art courses. Furnishings consist of desks or tables with sloped or adjustable tops similar to drafting tables. Can be used in the instruction of sketching, drawing, and design.

416 Jewelry

Equipped with metal working, polishing, and welding equipment used to fabricate jewelry.

422 Painting

Furnished with easels and used in the instruction of drawing and painting.

425 Printing

One in which drawings, photographs, written or printed material may be duplicated by means of several types of printing presses including lithographic or etching presses. Used in conjunction with art, photographic or print-making instruction where original materials are duplicated.

428 Sculpture

An art laboratory devoted to sculpturing. Furnishings include stools, pedestals, and small tables. Usually includes a kiln and/or drying oven. Students work with ceramic clay or other plastic material for molding. Also includes wire, steel rod, and screen with necessary tools for forming.

431 Weaving

Instruction in the design of weaving patterns into textile-type materials. May be used in instruction of art or textile design. Equipment consists primarily of looms which may be of any size with which the students design their own patterns.

5. HUMANITIES

501 Language Laboratory

Equipped with audio-visual devices such as tape recorders which are used in the instruction of languages.

503 Reading Clinic

A room equipped with tables and chairs. Tables are equipped with power outlet to allow use of reader pacers or other aids for improving reading speed and comprehension.

504 Speech and Hearing Clinic

An Acoustically treated room with electronic aids for use in improvement of speech defects, diction, etc.

6. PROFESSIONAL SCHOOLS

601 Air Conditioning

Used to study the environmental control of spaces. Includes study of controls and associated equipment. Equipment includes heating, cooling, humidity, and air cleaning devices. Temperature range is not a limiting factor, but rather the control of an atmosphere to maintain its temperature, humidity, and air cleanliness.

604 Automotive Chassis

This laboratory consists of testing, assembling, repairing, and the study of assembled automotive-type equipment. The equipment consists of automobiles, tractors, trucks, aircraft, etc.

607 Business Machines

A laboratory in which office machines are used to teach office procedures and use of the equipment. Type of equipment may include computers, duplicating machines, key punches and accounting machines.

610 Communication

Includes radio, television, and telephone systems. Primarily uses electrical and

electronic equipment as applied to communication systems. Equipped with transmitters and receivers.

616 Fire Control

Primarily a demonstration laboratory with a fire table and hood available to demonstrate effect of various criteria on fire and methods of protection. Student stations consist of tables and chairs where specimens may be studied.

619 Fuels and Lubricants

Used for analysis of chemical and physical properties of petroleum products used for mechanical machinery. Includes distillation, viscosity and chemical analysis.

622 Heat/Power

Any laboratory in which a chemical or atomic fuel is converted to mechanical energy in stationary-type equipment. Basically a steam generation laboratory, but each laboratory does not need to include all equipment involved in the cycle.

625 Internal Combustion Engine

This laboratory shall consist of testing, assembling, repairing and studying of internal combustion engines. These engines are to include gasoline, diesel and gas turbine types.

628 Copywriting and Media Broadcasting Simulation

Used as a simulation laboratory for teaching and practicing copywriting for media broadcasting. Equipped with typewriters, turntable, and PA system so that news copy can be written in a simulated setting and read over PA to check for audio effectiveness.

631 Pharmaceutical Apparatus

Display and storage of various pharmaceutical apparatus such as crutches, braces, clinical thermometers, and other mechanical devices used in the pharmacy profession. Room can double as a classroom, but must be under supervision of the staff from the school.

634 Pharmacy Manufacturing

Used to process chemicals or other materials in actual production of medicines. Equipment includes grinders, hot plates, mixers, ball mills, and drying ovens.

637 Prescription

Dispensing of medicines and the filling of prescriptions. Student stations laid out as typical drug store prescription rooms, consisting of counters with balances and typewriters and shelving.

640 Pulp

Facilities for pulp preparation using mechanical and chemical means. Equipment includes digesters and fiber separation. Used in the instruction of pulp and paper processing.

643 Refrigeration

Used for testing or maintenance of refrigeration equipment. Includes both mechanical

and absorption units. Applies to both cooling equipment and heat pumps.

646 Shorthand

A room which may or may not be equipped with typewriters. Special devices for dictation at various speeds normally will be included in the laboratory.

649 Typing

A laboratory equipped with manual or electric typewriters used to teach typing or unrelated skills requiring typing. Specialized equipment may include timing devices and record players as teaching aids.

652 Unit Operations

Used to illustrate industrial processes in chemical manufacturing. Equipment includes bubble towers, heat exchangers, pumps, and other equipment associated with industrial production of chemicals.

204.000 PRINCIPAL USE CODES* AND DEFINITIONS

This section of the manual contains the principal use codes and their definitions. Indicate for each space the category of principal use as listed in this section. If a space has two or more principal uses, prorate the area of the space devoted to each use.

*See Appendix C for application to indirect cost computation.

204.100 Principal Use Codes

01	General and/or Lower Division Formal Instruction	INSTRUCT
02	Upper Division and/or Graduate Formal Instruction	GRADINST
03	Physical Education Activity	PHYSEDUC
05	Formal Instructional Support	INSTRSUP
10	General Administration	GENADM
11	Departmental Administration	DEPTADM
12	Non-Institutional Administration	OTHERADM
13	Sponsored Projects Administration	SPONADM
14	Museums	MUSEUM
16	Student Services	STUSERVS
17	Specialized Service Facilities	SPECIAL
18	Centralized Services	CENTSERV
19	Physical Plant	PHYPLANT
20	Library Reader Space	LIBREAD
21	Stacks	STACKS
22	Audio-Visual Services	AVSERVS
23	Library Services and Administration	LIBSRVAD
24	Archives	ARCHIVES
34	Federal Cooperative Extension	FDCOOPEX
35	Agriculture Experiment Station	AES
36	U. S. Department of Agriculture	USDA
37	Forestry Research Laboratory	FRL
40	Departmental Research	DEPTRES
41	Separately Sponsored Research	SPONRES
46	Separately Sponsored Instruction	SPNINSTR
50	Health Services (Student)	HLTHSERV
51	Student Union and/or Activities	STUNION

53	Food Service	FOODSERV
54	Bookstore	BOOKSTOR
55	Athletics (Intercollegiate)	ATHLETIC
56	Residential	RESIDENT
57	Recreational	RECREATN
58	Auxiliary Enterprises - Other	AUXLRENT
60	Public Service	PUBLICSER
61	Separately Sponsored Public Service	SPNPUBSV
62	Non-Institutional Public Service	OTHPUBSV
70	Inpatient Services	INPATSER
71	Ambulatory Services	AMBULSER
72	Ancillary Services	ANCILSER
73	Support Services	SUPPSERV
74	Patient Care Administration	PTCAREAD
75	Hospital Administration	HOSPADM
80	Miscellaneous	MISCELL
85	Inactive	INACTIVE
91	Unassigned	UNASSIGN

204.200 Principal Use Definitions

01 General and/or Lower Division Formal Instruction (INSTRUCT)

All formal instructional spaces used for undergraduate purposes, including classrooms, teaching laboratories, seminar rooms, etc. This category does not include related instructional spaces such as faculty or staff offices and service areas used principally for related instructional support activities.

02 Upper Division and/or Graduate Formal Instruction (GRADINST)

All formal instructional spaces used for upper division and/or graduate degree formal instruction, including classrooms, teaching laboratories, seminar rooms, etc. Do not include such spaces as faculty or staff offices and service areas used primarily for related instructional support activities.

03 Physical Education Activity (PHYSEDUC)

Gymnasiums, swimming pools, and other activity areas such as field houses, wrestling rooms, instructional dancing rooms, spectator seating, and service areas used for the instructional activities of the physical education department.

05 Formal Instructional Support (INSTRSUP)

All spaces related to formal instruction such as faculty and staff offices, related service areas, and other spaces which might be identified with instruction but are not part of the formal instruction.

10 General Administration (GENADM)

Administrative offices, staff offices and spaces used in the administration of the entire institution. Examples are the offices and space of the institutional president, dean of administration, dean of faculty, business office and their staffs. Those offices and spaces which are not directly involved in the overall administration of the institution will not be included.

11 Departmental Administration (DEPTADM)

Offices and space of the administrative head of subdivisions of an institution such as a college, school, or department. Examples are the offices of some deans, assistant deans and their staff, instructional department heads, etc. Do not include offices of officials that administer departments for the benefit of the entire institution, such as the deans of faculty, students, etc.

12 Non-Institutional Administration (OTHERADM)

Spaces used for administration and administrative services by agencies which are

independent of the institution. Examples are the Board's offices at the University of Oregon and the Controller's Division at Oregon State University as well as other governmental and non-profit independent agencies who lease space from an institution. Do not include agencies which would fall under other codes such as Federal Cooperative Extension (34), USDA (36) or Forestry Research Lab (37).

13 Sponsored Projects Administration (SPONADM)

Spaces assigned to an organizational unit (department) established primarily to administer sponsored projects, including such functions as grant and contract administration (Federal and non-federal), special security purchasing, and editing and publishing of research and other reports.

14 Museums (MUSEUM)

Museums and art galleries.

16 Student Services (STUSERVS)

All regularly constituted student services under the dean of students such as counseling, registrar, admissions, placement, and financial aids that are not part of the business office. Counseling done by faculty members in their office does not change the office use from code 05, "Formal Instructional Support."

17 Specialized Service Facilities (SPECIAL)

18 Centralized Services (CENTSERV)

Spaces assigned to printing plants, laboratory stores, medical school laundry, X-ray services, etc., which serve the entire institution and which are similar to "Physical Plant," "Auxiliary Enterprise," or "General Administration" functions but which are not under the control of the physical plant or general administration.

19 Physical Plant (PHYPLANT)

All space under the control of the physical plant director. Include the safety department, watchman's service, telephones, switchboards, etc., if under the control of the physical plant director. Do not include building service space which should be coded "Unassigned" (code 91).

20 Library Reader Space* (LIBREAD)

Spaces under the direction and control of the institutional librarian which provide seating to library users for the study of books and other library materials. Exclude departmental reading rooms not under the control of the librarian and all spaces classified as audio-visual services (Code 22). Studio, Audio-Visual will normally be classified under audio-visual services (Code 22).

However, if the space is under the control of the librarian in a department other than Audio-Visual, it will be classified in this category. Types of space codes classified under this use code are: Reading Room (411), Study (412), Listening Room (413) and Group Study Room (414).

21 Stacks* (STACKS)

Library areas under the direction and control of the institutional librarian which provide shelving and other storage facilities for books, bound periodicals, documents and non-book materials. Include spaces generally known as library stacks and storage of non-book materials such as maps, aerial photographs, manuscripts, newspapers, microfilms, recordings, and slides. Typical types of space codes classified under this use code are: Books (421) and Non-Book Materials (422).

*The total area included in Library Reader Space and Stacks will be reported as assignable square feet available for readers and for volumes when projecting Library Facility Requirements.

22 Audio-Visual Services (AVSERVS)

Facilities for the production, preservation and use of recordings, slides, films, and similar materials, separately organized as a central service or under the direction of the institutional librarian. Included are facilities for the storage, circulation, and repair of projectors, tape recorders, video tape recorders, and sound amplification equipment; facilities for the preparation of charts, graphs, transparencies, etc.; and photographic services. Also included are studios under the direction of the audio-visual department and media laboratories which provide informal instruction to library users in the use of audio-visual equipment and preparation of audio-visual materials.

Typical types of spaces classified under this use code are: faculty and staff offices, studios, media processing rooms, duplicating rooms, photo darkrooms, projection booths, shops, stockrooms and workrooms.

23 Library Services and Administration (LIBSRVAD)

Areas under the direction of the institutional librarian which provide supporting services to reader space (Code 20) and stacks (Code 21). All spaces not classified reader space, stacks, audio-visual services and archives are reported here. Include: areas which provide services to library users such as service desk and card catalogue areas and offices for staff providing these services and offices and workrooms for acquisitions and cataloguing of books and non-book materials.

Typical types of spaces classified under this use code are: service desk and card catalogue areas, offices, conference rooms, activity areas, duplicating rooms, locker rooms, storage areas, waiting-reception areas and workrooms.

(NOTE: The total area included in this classification will be reported as assignable square feet available for services and administration when projecting Library Facility Requirements.)

24 Archives (ARCHIVES)

Spaces used in institution-wide archival and records management programs organized as a separate activity under the direction of the institutional librarian or other department. Typical space classified under this code are: faculty and staff offices, non-book materials, stacks, storage and workroom.

34 Federal Cooperative Extension (FDCOOPEX)

Space used for cooperative extension activities and services. Includes activities financed by federal appropriations provided by the Smith-Lever Amendment. Both rural (agricultural) and urban extension services are included. Federally sponsored contracts and grants for federal cooperative extension should be included under code 41 - Separately Sponsored Research.

35 Agriculture Experiment Station (AES)

Space devoted to agricultural research. Includes space assigned to projects financed from "crossover" sources of funds such as Markets and Marketing Act. Includes Morrill-Nelson and Hatch Act funds and federal appropriations to land grant colleges as well as grant-in-aid and contract research funds that are budgeted through the Agricultural Experiment Station (private foundations, companies, etc.). Federally sponsored contracts and grants for agricultural research should be included under code 41.

36 U. S. Department of Agriculture (USDA)

Includes agriculture research conducted, supported and staffed by the U.S. Department of Agriculture. Research projects are in close cooperation with those of the Agriculture Experiment Station and the School of Forestry.

37 Forest Research Laboratory (FRL)

Space devoted to forestry research. Includes research activities conducted with McIntire-Stennis funds as well as funds received from the Timber Severance Tax and state general fund appropriation.

40 Departmental Research (DEPTRES)

Space used for research which is funded by departmental funds (budgeted) or in some cases the personal resources of the researcher. The results of the research will be to the advancement of the level of instruction and knowledge available at the institution and occasionally to provide a basis for requesting funding for a formal grant or contract to continue and expand the research.

41 Separately Sponsored Research (SPONRES)

All sponsored research activities specifically defined and performed by a department or other subdivision of the institution under a definite formal grant or contract between the institution and the sponsoring agency. Services regularly offered and contracted for repeatedly, such as surveys, are also to be classified as separately sponsored activities. Include federal grants and contracts such as NSF, PHS, Department of Defense, Department of Interior (Park Services), U. S. Office of Education, etc., as indicated in grant and contract research titles in the annual report of the Controller. Also include activities sponsored by private agencies pertaining to research which is specifically defined and performed by a department or other subdivision of the institution under a definite formal grant or contract between the institution and the private agency. Exclude projects financed by federal appropriations such as funds provided by the Morrill-Nelson Act, Hatch Act, Smith-Lever Amendment, and regional research acts (see code 35).

46 Separately Sponsored Instruction (SPNINSTR)

Instructional space used for projects sponsored by grants or contracts for teaching and training programs such as Peace Corps, VISTA, etc. Exclude from this category all research grants or contracts.

50 Health Services - Student (HLTHSERV)

Health service buildings or areas designated for the purpose of providing health services to the students of an institution. The services may range from outpatient to full hospital type care.

51 Student Union (STUNION)

Include student union administrative offices, meeting rooms, lounges, etc., and student activity areas such as student body offices, campus newspaper, arts and crafts areas, etc. This code should be used for those student union spaces which do not logically fit in codes 53, 54 or 58.

53 Food Service (FOODSERV)

Include snack bars, cafeterias, serving areas, dining rooms, kitchen areas, etc. Exclude all residence hall and residential dining areas and cooperatives and cooperatives dining areas.

54 Bookstore (BOOKSTOR)

Include all bookstores, co-op stores, etc.

55 Athletics - Intercollegiate (ATHLETIC)

Spaces assigned to intercollegiate athletic departments as opposed to those departments normally associated with instructional physical education or recreational areas.

56 Residential (RESIDENT)

Presidents' and faculty residences, family student housing, and areas in residence halls and cooperatives such as sleeping-study rooms, game-social rooms, resident lounges, resident dining rooms, etc.

57 Recreational (RECREATN)

This category is to include all facilities for the specific purpose of providing physical recreational activity areas for students and/or staff of the institution. Exclude instructional physical education areas, intercollegiate athletic and recreational areas coded in other specific categories, codes 50 through 56 and 58.

58 Auxiliary Enterprises - Other (AUXLRENT)

Bowling alleys, game rooms, faculty clubs, parking structures and other enterprises intended to be self-supporting. Exclude all space that is shown in a specific category above, codes 50 through 57.

60 Public Service (PUBLCSER)

Unscheduled services to the community and/or state which generally are not provided with state funds but operate on a fee basis (in some cases there is no charge), e.g., commercial and private testing services excluding the Federal Cooperative Extension Service. Also, include programs such as non-credit workshops, short courses or conferences. Include the program of extension which is usually provided by a distinct division of an institution but it may include instructional activities or educational services offered by other departments of the institution. Areas used for some public and professional services such as field service activities, speech-hearing clinics, etc., may be included when these services are not funded by outside agencies (see code 61).

61 Separately Sponsored Public Service (SPNPUBSV)

Include space used by various programs and projects to provide public services (financed by federal and non-federal agencies) and involving the performance of duties other than formal instruction and organized research.

62 Non-Institutional Public Service (OTHPUBSV)

Spaces used by (1) agencies (organizations) that provide programs and/or services to the public or (2) agencies that lease space in campus facilities on a permanent basis and provide public services but are administratively not a part of the institution. Do not include agencies which would fall under other use codes such as Public Service (60) or Separately Sponsored Public Service (61).

70 Inpatient Services (INPATSER)

All space associated with inpatient care units including patient bedrooms, patient toilet/bath, nursing station areas, day rooms, related service areas or inpatient nursing units, etc.

71 Ambulatory Services (AMBULSER)

Space associated with ambulatory care service including outpatient clinics, emergency rooms and day surgery nursing units.

72 Ancillary Services (ANCILSER)

Space associated with separately organized ancillary service departments. Space includes laboratory areas, surgeries, radiographic rooms, etc and related service areas.

73 Support Services (SUPPSERV)

Space associated with hospital support services including housekeeping, laundry, dietary, storerooms, etc.

74 Patient Care Administration (PTCAREAD)

Space associated with patient care administration including nursing service offices, admitting, medical records, volunteer services, social services, etc.

75 Hospital Administration (HOSPADM)

Space assigned to hospital administration functions including administration offices, fiscal services, patient accounts, systems group, analytical services, etc.

80 Miscellaneous (MISCELL)

Use this code only in rare instances for those spaces which cannot otherwise be classified.

85 Inactive (INACTIVE)

All spaces that are not in use at the time of the inventory because of new construction, major alterations, condemnation, or other similar reasons.

91 Unassigned (UNASSIGN)

All spaces that service a building and are not assigned to a particular department such as restroom, circulation areas, mechanical and electrical rooms, janitors closets, etc.

205.000 ORGANIZATIONAL UNITS

205.100 Use of the Organizational Unit Coding

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain common elements however formally or informally these may reflect themselves in a table of organization. The following organizational unit coding was developed by NCHEMS at WICHE and modified by the facilities inventory committee of the Oregon State Department of Higher Education to reflect and identify all institutional organizational units.

The organizational unit codes can be grouped into the following broad categories:

- | | |
|--------------------|--|
| 1. Codes 0000-0099 | Central Services and General Instruction |
| 2. Codes 0100-4999 | General Academic Departments |
| 3. Codes 5000-5599 | Vocational/Technical Programs |
| 4. Codes 5500-5991 | OHSU Cost Centers |
| 5. Codes 6600-6790 | Extension Services |
| 6. Codes 7100-7495 | Student Supportive Services |
| 7. Codes 8000-8490 | Administrative and Physical Plant |
| 8. Codes 9000-9050 | Unassigned and Unused Facilities |
| 9. Codes 9100-9999 | Other General Departments and Outside Agencies |

1. Central Services: Departments that provide service to all disciplines and includes central libraries, computer services, classrooms, etc.
2. General Academic Departments: Include departments of instruction and research.
3. Vocational/Technical Programs: Include departments offering two year (or less) degree/certificate programs for vocational certification in the trades and paraprofessional areas.
4. OHSU Cost Centers: A special block of organizational unit codes set aside for the Oregon Health Sciences University.
5. Extension Services: Include departments that are managed separately by an extension division and any other organizationally separate public service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education.
6. Student Supportive Services: Include departments whose objectives are to contribute to the student's social, cultural and physical well being outside the context of the formal academic program.
7. Administrative and Physical Plant: Any institutional unit whose primary objective is the orderly planning and operation of the institution in terms of academic affairs, fiscal affairs, personnel, public relations, development, physical plant, etc.
8. Nonassigned and Unused Facilities: Facilities which are not assigned to or are not available to any institutional unit (or non-institutional agency) at the time of the facilities inventory.
9. Other General Departments and Outside Agencies: Include all departments which do not fit under the 0000 through 9000 categories and/or all public or private agencies which are not under the direct supervision or control of the institutional administration.

NOTE: If an institution has an organizational unit which does not seem to be adequately identified by any of the categories listed, contact the Facilities Division in Eugene and request a new organizational unit code.

205.200 Organizational Unit Codes

0000 CENTRAL SERVICES (Services crossing support program categories)

- 0001 Central Services, General
- 0002 Centralized Storage
- 0003
- 0004 Greenhouse Operations
- 0010 Audio-Visual Service (Library)
- 0012 Audio-Visual Service (General)
- 0014 Audio-Visual Service (CTV)
- 0015 ED NET
- 0016
- 0020 Library
- 0021 Archives
- 0022 Instructional Media
- 0030 Computer Center
- 0031 Instructional Computing Center
- 0032
- 0033 Graphic Services (Printing, Photography, Design, etc.)
- 0034 Academic Resource Center
- 0035
- 0045 First Aid Room
- 0046 Machine Shop
- 0047 Glass Shop
- 0048 Electronics Shop
- 0049
- 0050 Animal Care
- 0051 Animal Care - Dental
- 0056 Electron Microscope Lab
- 0058 Design Center
- 0062 Photography Services
- 0063 Copy Serices
- 0064 Printing Services
- 0065 Instrument and Safety Services
- 0066 Laboratory Stores
- 0068 Science Support Services
- 0090 General Instruction
- 0091
- 0099 General Classrooms

0100 AGRICULTURE AND NATURAL RESOURCES

- 0101 Agriculture, General
- 0102 Crop and Soil Science

0103
0104 Animal Sciences
0105 Dairy Science
0106 Poultry Science
0107 Fisheries and Wildlife
0108 Horticulture
0109 Ornamental Horticulture
0110 Agriculture Education and General Agriculture
0111 Agricultural Economics
0112 Rangeland Resources
0113 Food Science and Technology
0114 Forestry
0115
0116 Toxicology Program
0118 Agricultural Chemistry
0119 Veterinary Medicine, School of
0120
0121 Forestry, School of
0122 Farrier
0123
0190 Dean of Agriculture
0191 Ag Personnel Services
0192 Ag Research Foundation

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN

0201 Environmental Design, General
0202 Architecture (UO/PSU Joint Program)
0203 PSU Architecture Program
0206 Urban Planning
0209 Architecture and Landscape Architecture
0210
0290 Architecture and Allied Arts

0300 AREA STUDIES

0301 Asian Studies, General
0302
0303
0309 Middle Eastern Studies
0310
0315 Ethnic Studies
0316 International Studies

0400 BIOLOGICAL SCIENCES

- 0401 Biology, General
- 0402 Botany, General
- 0403
- 0404
- 0407 Zoology, General
- 0408 Genetics Program
- 0410 Physiology, Human and Animal
- 0411 Microbiology
- 0412 Anatomy
- 0413
- 0414 Biochemistry-Biophysics
- 0415
- 0416 Molecular Biology
- 0418 Marine Biology
- 0421 Entomology
- 0423
- 0430 Marine Science Center
- 0440 General Sciences

0500 BUSINESS AND MANAGEMENT

- 0501 Business and Commerce, General
- 0502 Accounting
- 0503
- 0504 Finance/Law
- 0505
- 0506 Business Management and/or Administration
- 0508
- 0509 Marketing and Purchasing
- 0510
- 0511 Real Estate
- 0512
- 0514 Secretarial Studies (Office Administration)
- 0518 Accounting and Business Statistics
- 0519
- 0522 Labor Education and Research Center
- 0523 Graduate School of Administration
- 0524
- 0590 College of Business Administration
- 0591 Dean, School of Business Administration
- 0592 Professional Development Center

0600 COMMUNICATIONS

- 0601 Communications, General
- 0602 Journalism (Printed Media)
- 0603 Radio/TV
- 0604
- 0605 Communication Media
- 0606

0700 COMPUTER AND INFORMATION SCIENCES

- 0701 Computer and Information Sciences, General
- 0702 Information Sciences and Systems
- 0703 Data Processing
- 0704 Computer Programming
- 0705 Systems Analysis
- 0706
- 0707

0800 EDUCATION

- 0801 Education, General
- 0806 Curriculum and Instruction
- 0807 Adult and Continuing Education
- 0808 Special Education, General
- 0809 Administration of Special Education
- 0810 Special Learning Disabilities
- 0817 Remedial Education
- 0819 Education of the Physically Handicapped
- 0820 Education of the Multiple Handicapped
- 0822 Educational Psychology
- 0824 Educational Statistics and Research
- 0825 Educational Testing, Evaluation, and Management
- 0826 Student Personnel (Counseling and Guidance)
- 0827 Division of Educational Policy and Management
- 0832 Vocational and Technical Education
- 0833 Science, Math & Computer Science Education
- 0835 Physical Education
- 0837 Health Education
- 0839 Postsecondary Education
- 0841 Home Economics Education

0842 E. C. Brown Center
0843 Early Childhood Education
0844 Exercise and Movement Studies
0860 Elementary School
0890 Dean of Education

0900 ENGINEERING

0901 Engineering, General
0903 Bio-Resources Engineering
0904
0906 Chemical Engineering
0908 Civil Engineering
0909 Electrical Engineering
0910 Mechanical Engineering
0911 Engineering Management
0913 Industrial Engineering
0920 Nuclear Engineering
0922 Environmental and Sanitary Engineering
0923 Radiation Health Physics
0935 Civil Engineering Technology
0936
0940 Electronics Engineering Technology
0945 Computer Systems Engineering Technology
0946 Portland MESA Program
0950 Mechanical Engineering Technology
0955 Auto-Diesel Technologies
0956 Instructional Shops
0960 Industrial Processes Technology
0990 Dean of Engineering
0991 Dean of Engineering and Applied Science

1000 FINE AND APPLIED ARTS

1001 Fine Arts, General
1002 Art (Painting, Drawing, Sculpture)
1003
1004 Music (Performing, Composition, Theory)
1005 Music (Liberal Arts Program)
1006 Shakespearean Studies
1007 Dramatic Arts
1008 Dance
1009 Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry,
Metalsmithing, Interior Decoration, Commercial Art)
1010 Cinematography
1011 Photography

1012 Ceramics (Other than design)
1013
1090 Dean, School of Performing Arts (PSU - Music, Theater Arts, Dance)

1100 FOREIGN LANGUAGES

1101 Foreign Languages, General
1102
1104 Russian
1120 Romance Languages
1121 German
1122 East Asian Languages
1123 Classics

1200 HEALTH PROFESSIONS

1201 Health Professions, General
1202 Clinical Skills Lab, SON
1203 Nursing
1204 Dentistry Administration
1205 Dental Specialties
1206 Medicine
1207 Allied Health (School of)
1208 Radiologic Technologies (X-Ray, etc.)
1209 Optometry
1210 Biomedical Communication
1211 Pharmacy
1212 Dietetic Internship Program
1213 Dental Hygiene
1214 Public Health
1215 Office of Research & Development Utilization, SON
1216 Community Health Care Systems, SON
1217 Mental Health Nursing
1218 Family Nursing
1219 Adult Health & Illness, SON
1220 Speech Pathology and Audiology
1221 Chiropractic
1223 Medical Laboratory Technologies
1226 M. D. Lab Director
1227 Cell Biology & Anatomy
1228 Department of Biochemistry
1229 Medical Psychology
1230 Microbiology (Medicine)

1231 Department of Pathology, Anatomical
1232 Pharmacology
1233 Department of Physiology
1234 Human Performance Lab
1235 Division of Internal Medicine
1236 Anesthesiology
1237 Department of Pathology, Clinical
1238 General Medicine
1239 Cardiology

1240 Pulmonary & Critical Care Medicine
1241 Diabetes and Metabolism
1242 Endocrinology
1243 Gastroenterology
1244 Hematology
1245 Immunology and Allergies
1246 Infectious Diseases
1247 Rheumatology
1248 Neurology
1249 Nephrology
1250 Arthritis & Rheumatic Diseases
1251 Dermatology
1252 Medical Genetics
1253 Obstetrics-Gynecology
1254 Microbiology (Dental)
1255 Ophthalmology
1256 Otolaryngology
1257 Pediatrics
1258 Transplant Medicine
1259 Psychiatry
1260 Radiation Biology
1261 Public Health and Preventative Medicine
1262 Environmental Medicine
1263 Radiation Therapy
1264 Diagnostic Radiology
1265 Department of Surgery
1266 Division of Cardiopulmonary Surgery
1267 Division of Neurosurgery
1268 Division of Orthopedics & Rehabilitation
1269 Division of Pediatric Surgery
1270 Division of General Surgery
1271 Division of Urology
1272 Division of Surgical Oncology
1273 Division of Vascular Surgery
1274 Family Practice
1275 Division of Plastic Surgery
1276 Oral Molecular Biology
1277 Pathology (Dental)
1278 Public Health Dentistry

1279 Biostatistics
1280 Fixed Prosthodontics
1281 Dental Materials Science
1282 Endodontics
1283 General Education (Dental)
1284 Behavioral Science
1285 Operative Dentistry
1286 Oral Biology
1287 Oral Diagnosis

1288 Oral Radiology
1289 Oral Surgery
1290 Orthodontics
1291 Practice Planning
1292 Pedodontics
1293 Periodontology
1294 Preventative Dentistry
1295 Prosthetics
1296 Nutrition
1297 Sprint Clinic
1298
1299 Biological Structure and Function

1300 HOME ECONOMICS

1301 Home Economics, General
1302
1303 Apparel, Interiors, Housing & Merchandising
1304 Family Resource Management
1305 Human Development & Family Sciences (Family Life)
1306 Nutrition & Food Management
1307
1390 Dean of Home Economics

1400 LAW

1401 Law, General
1402

1500 LETTERS

1501 English, General
1502 Literature, English
1503 Comparative Literature

- 1504 Applied Linguistics
- 1505 Linguistics (include Phonetics, Semantics and Philology)
- 1506 Speech, Debate, and Forensic Science (Rhetoric and Public Address)
- 1507 Creative Writing
- 1508 Teaching of English as a Foreign Language
- 1509 Philosophy
- 1510 Religious Studies (exclude Theological Professions)
- 1511 Judaic Studies
- 1512 Comp Lit Journal
- 1513
- 1514

1600 LIBRARY SCIENCE

- 1601 Library Science, General
- 1602
- 1603

1700 MATHEMATICS

- 1701 Mathematics, General
- 1702 Statistics, Mathematical and Theoretical
- 1703 Applied Mathematics
- 1704
- 1705

1800 MILITARY SCIENCES

- 1801 Military Science (Army)
- 1802 Naval Science (Navy, Marines)
- 1803 Aerospace Science (Air Force)
- 1804

1900 PHYSICAL SCIENCES

- 1901 Physical Sciences, General
- 1902 Physics, General (exclude Biophysics)
- 1903
- 1904 Nuclear Physics
- 1905 Chemistry, General (exclude Biochemistry)
- 1907 Organic Chemistry
- 1909 Analytical Chemistry
- 1911 Astronomy
- 1913 Atmospheric Sciences and Meteorology
- 1914 Geology
- 1915 Environmental Sciences (Studies)
- 1916

1917 Earth Sciences, General
1919 Oceanography
1920 Metallurgy
1921 Materials Science
1922 Center for Science Instruction
1925 Institute of Theoretical Science
1926
1990 Dean, College of Science

2000 PSYCHOLOGY

2001 Psychology, General
2002
2004 Psychology for Counseling
2005 Social Psychology

2100 PUBLIC AFFAIRS AND SERVICES

2101 Community Services, General
2102
2103 Parks and Recreation Management
2104 Social Work (Other than Clinical Social Work)
2105 Law Enforcement and Corrections
2106 Criminology
2109 Career Information System, Nation
2110 Career Information System
2111 Bureau of Governmental Research and Service
2113
2114 Southern Oregon Regional Services Institute

2200 SOCIAL SCIENCES

2201 Social Sciences, General
2202 Anthropology
2203
2204 Economics
2205 History
2206 Geography
2207 Political Science and Government
2208 Sociology
2209 American Studies
2211 Afro-American Studies (Black Culture)
2217 Women's Studies

2220 Sociology and Anthropology
2222 Center for Study of First Americans
2225 Marion County Youth Study
2226 Center for the Study of Women in Society
2230 School of Urban and Public Affairs
2231 Administration of Justice
2232 Center for Population Research & Census
2233 Center for Urban Studies
2234 Institute on Aging
2235 Public Administration
2236 Urban Studies & Planning
2237 Institute of Portland Metropolitan Studies
2238 Hatfield School of Government
2290 Dean of Social Science

2300 THEOLOGY

2301 Theological Professions, General
2302
2303
2304 Religious Education
2305 Chapel
2306 Campus Ministry
2307

4900 INTERDISCIPLINARY STUDIES

4901 General Liberal Arts and Sciences
4902 Biological and Physical Sciences
4903 Humanities and Social Sciences
4904
4905 Humanities (OSU - Center For)
4906 Natural Sciences and Math
4907 Communications
4908 General Studies
4909
4910 Bio-Social Studies
4911 International Programs
4912 School of Professional Studies
4913 University Studies
4915 Honors Program
4916 Office for Natural Resources Policy
4920 Center for Environmental Research
4921 Oregon Productivity and Technology Center
4922 Nitrogen Fixation Research Laboratory
4923
4925 Water Resources Institute
4926 Air Resources Center

4930 Museum of Natural History
4931
4980 Associate Dean of Vocational/Technical
4981 Director of International Affairs
4982 Director of Science and Technology
4989 Dean of Occupational Education
4990 Dean of Arts and Sciences
4991 Dean, College of Liberal Arts
4992 Director, Allied Health Program
4993 Dean of Applied Sciences
4994 Dean, College of Liberal Arts and Sciences
4995 Dean of Public Education and Service
4996

5000 BUSINESS AND COMMERCE TECHNOLOGIES

5001 Business and Commerce Technologies, General
5002 Accounting Technologies
5003 Banking and Finance Technologies
5004 Marketing, Distribution, Purchasing, Business and Industrial Management
Technologies
5005 Secretarial Technologies (include Office Machine Training)
5006 Personal Service Technologies (Stewardess, Cosmetologist, etc.)
5007 Photography Technologies
5008 Communications and Broadcasting Technologies (Radio/TV, Newspapers, etc.)
5009 Printing and Lithography Technologies
5010 Hotel and Restaurant Management Technologies
5011 Transportation and Public Utility Technologies
5012 Applied Arts, Graphic Arts, and Fine Arts Technologies (include Advertising
Design)
5013

5100 DATA PROCESSING TECHNOLOGIES

5101 Data Processing Technologies, General
5102 Key Punch Operator and Other Input Preparation Technologies
5103 Computer Programmer Technologies
5104 Computer Operator and Peripheral Equipment Operation Technologies
5105 Data Processing Equipment Maintenance Technologies
5106

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES

5201 Health Services Technologies, General
5202 Dental Assistant Technologies

- 5203 Dental Hygiene Technologies
- 5204 Dental Laboratory Technologies
- 5205 Medical or Biological Laboratory Assistant Technologies
- 5206 Animal Laboratory Assistant Technologies
- 5207 Radiologic Technologies (X-Ray, etc.)
- 5208 Nursing, R.N. (less than a 4-year program)
- 5209 Nursing, Practical (L.P.N. or L.V.N. less than a 4-year program)

- 5210 Occupational Therapy Technologies
- 5211 Surgical Technologies
- 5212 Optical Technologies (include Ocular Care, Ophthalmic and Optometric Technologies)
- 5213 Medical Record Technologies
- 5214 Medical Assistant and Medical Office Assistant Technologies
- 5215 Inhalation Therapy Technologies
- 5216 Psychiatric Technologies (include Mental Health Aide Programs)
- 5217 Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
- 5218 Institutional Management Technologies (Rest Home, etc.)
- 5219 Physical Therapy Technologies
- 5220 Dental Department
- 5221 Mortuary Science
- 5222 Nursing Assistant
- 5223 Emergency Medical Technician (EMT)
- 5224
- 5225
- 5290 Health Technologies Administration

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES

- 5301 Mechanical and Engineering Technologies, General
- 5302 Aeronautical and Aviation Technologies
- 5303 Engineering Graphics (Tool and Machine Drafting and Design)
- 5304 Architectural Drafting Technologies
- 5305 Chemical Technologies (include Plastics)
- 5306 Automotive Technologies
- 5307 Diesel Technologies
- 5308 Welding Technologies
- 5309 Civil Technologies (Surveying, Photogrammetry, etc.)
- 5310 Electronics and Machine Technologies (TV, Appliance, Office Machine Repair, etc.)
- 5311 Electromechanical Technologies
- 5312 Industrial Technologies
- 5313 Textile Technologies
- 5314 Instrumentation Technologies
- 5315 Mechanical Technologies
- 5316 Nuclear Technologies
- 5317 Construction and Building Technologies (Carpentry, Plumbing, Electrical Work, Sheet Metal, Air Conditioning, etc.)

5318 Machine Technologies
5319 Motorcycle Mechanics
5320 Engineering and Drafting Technologies
5321 Gunsmithing
5322 Microelectronics
5323 Precision Manufacturing Technologies
5324

5400 NATURAL SCIENCE TECHNOLOGIES

5401 Natural Science Technologies, General
5402 Agriculture Technologies
5403 Forestry and Wildlife Technologies (include Fisheries)
5404 Food Service Technologies
5405 Home Economics Technologies
5406 Marine and Oceanographic Technologies
5407 Laboratory Technologies, General
5408 Sanitation and Public Health Inspection Technologies (Environmental Health
Technologies)
5409 Landscape Technologies
5410
5411
5490
5492 Floristry
5495 Horticulture

5500 PUBLIC SERVICE RELATED TECHNOLOGIES

5502 Education Technologies (Teacher Aide and 2-year Teacher Training Programs)
5504 Police, Law Enforcement, Corrections Technologies
5506 Fire Control Technologies
5508 Public Service Technologies, General
5512

5500-5999 HEALTH CARE (Oregon Health Sciences University)

5501 2NW Psychiatry
5503 7CVA Kidney/Urology/Ophthalmology
5505 7A Surgical
5507 7C Section 1 ICU Medicine/Surgery
5509 Surgery Trauma ICU
5510 Cardiopulmonary ICU
5511 UHS 5C Adult Oncology
5512 Intermediate Care Unit
5515 8C Medicine
5517 8C CCU
5519 9C Neurology
5523 10A Medicine
5525 DBH Neonatal Care Center
5526 13A PEDS Bone Marrow Unit
5527 13A Pediatrics, One to Five Years
5529 13B Pediatrics ICU
5533 14A Pediatrics, Five to 16 Years
5551 1W Crisis Unit
5565 2SE Clinic Research Center
5569 8A Surgical Specialties
5571 3NW Obstetrics
5574 4NE Nursery

5601 Family Practice Clinic
5603 Ear, Nose, Throat Clinic
5605 Adult Eye Clinic
5606 Child Eye Clinic
5609 Obstetrics-Gynecology Clinics
5611 OHSU Family Health Center-GPC
5615 Orthopedics Clinic
5617 Pediatric Clinic
5619 Pediatric Specialties Clinic
5620 PEDS Cardiology Clinic
5627 Psychiatric Clinic
5629 Child Psychiatry Clinic
5631 Dermatology Clinic
5633 Surgery Clinic
5636 Derm Surg Clinic
5640 Pain Clinic
5653 Internal Medicine Clinic
5657 Medical Specialties Clinic
5680 Psychology Clinic
5696 Psychiatry Day Program
5698 Short Stay Unit
5699 2SW Emergency Room

5704 Central Service Equipment Pool
5705 Orthopedic Equipment
5707 Eye Center OR
5708 Plasmapheresis Service
5709 Eye Center PACU
5710 CP Lab Transfusion Service
5712 EKG Service
5713 CEI Anesthesia
5714 Clinical Neurophysiology
5715 Infant Monitoring Service
5716 Dental Service
5717 Physicians Pavilion Diagnostic Radiology
5718 Magnetic Resonance Imaging
5719 CAT Scan
5721 Diagnostic Radiology Services
5722 Radiation Oncology
5723 Angiography Service
5725 Ultra Sound Service
5726 Inpatient Pharmacy
5731 Outpatient Pharmacy
5733 Physicians Pavilion EKG
5734 I. V. Therapy
5735 Anesthesia
5736 Respiratory Therapy
5737 Inpatient 7B PT/OT
5738 Outpatient SW 1st PT/OT
5739 DBH-University Emergency Transport
5743 Immunogenetics Lab
5744 Cardiac Catheterization
5745 Cytogenetics Laboratory
5746 Pulmonary Function
5748 Orthopedic Brace Shop
5749 Pediatric Pulmonary Function
5751 Electroretinogram
5753 Physicians Pavilion Ultra Sound
5754 Gastro-Intestinal Laboratory
5755 Echocardiography Service
5758 Eye Bank
5760 Fetal Monitoring Service
5761 CP Lab Immunology Expenses
5762 OHSU Family Health Center Lab-GPC
5763 Clinical Pathology Laboratory - Clinical Chemistry
5764 OHSU Family Health Center Radiology-GPC
5765 Clinical Pathology Laboratory - Hematology
5766 CP-Lab/Micro-Virology
5768 Nuclear Medicine
5769 OHSU Family Health Center Physical Therapy-GPC

5770 Clinical Pathology Laboratory - Toxicology
5771 DNA Laboratory
5772 Oncology Treatment
5774 MED-GEN Metabolic
5777 Audiology Service
5778 Ophthalmic Photography
5780 Ophthalmic Pathology
5781 Surgical Pathology
5782 Autopsy
5784 AP Lab Histochemistry
5787 Speech/Language Pathology
5788 Vascular Laboratory
5790
5791 Operating Rooms
5793 Post Anesthesia Recovery Room
5794 CAPD Service
5795 4NE Delivery-Labor Rooms
5797 Hemodialysis
5798 Out Patient Hemodialysis

5815 Patient Parking Services
5816 Food Service
5820 Heart Transplant Program
5821 Liver Transplant Program
5822 Pancreas Transplant Program
5823 Lung Transplant Program
5830 Care Oregon
5841 OPCDIC - Hospital Limit
5844 Renal Transplant
5846 Pacific Northwest Transplant Bank
5850 Housekeeping
5861 Linen Service
5870 Graduate Medical Service
5875 Supplemental Staffing Office
5882 Supply Processing and Distribution
5884 Central Service
5885 General Stores
5886 Purchasing and Inventory Control
5894 Material Transportation
5896 Patient Escort (Transportation)

5901 Inpatient Nursing Service Office
5904 University Hospital Staff Ed
5905 In Service Nursing Education
5906 Nursing Program Specialist
5909 Continuing Care
5910 Emergency Services Administration
5912 Trauma Program Administration
5921 Admitting

5922 Outpatient Clinic Registration
5924 OPC Clerical
5925 OPC Administration
5926 OHSU Family Health Center Registration-GPC
5940 ESRD Administration
5962 CP Lab - Administration
5966 Lifetime Clinical Record
5967 Med/Rec Trans Radiology
5968 Medical Records and Correspondence
5969 Medical Transcription
5971 Oregon Donor Program
5975 Tumor Office
5979 CP Lab - PHLEB/Client Services
5980 Quality Management
5982 Clinical Engineering
5987 Patient Interpreter
5990 Volunteer Services
5991 Social Services
5993 Patient Advocate
5995 Child Life Therapy
5996 Pastoral Care

6600 AGRICULTURE EXTENSION SERVICE

- 6610
- 6620 Agriculture Communications
- 6660 Certification of Seeds and Plants
- 6661 Soil Testing Laboratory
- 6680 Office of International Research & Development
- 6681 International Plant Protection Center (IPPC)
- 6691 Agriculture Experiment Station Administration
- 6692 AES Business Office
- 6695 Agriculture Experiment Stations

6700 URBAN EXTENSION SERVICE

- 6710
- 6730 Extension Energy Program
- 6750 Extension Home Economics
- 6780 Extension Administration
- 6781 Extension Business Office

6800 MARINE EXTENSION SERVICE

- 6810 Marine Extension Program
- 6811

7100 STUDENT DEVELOPMENT

- 7101 Student Union
- 7102 KEOL Radio
- 7103 KSOC Radio
- 7104 Religious Development
- 7110 Student Activities
- 7111 Student Publications
- 7120 Cultural Events
- 7130 Student Organizations
- 7140 Recreation
- 7141 Recreational Sports
- 7150 Intramural Athletics
- 7160

7200 INTERCOLLEGIATE ATHLETICS

- 7202 Basketball
- 7220 Intercollegiate Athletics
- 7225 Intercollegiate Athletics (Women)

7230

7300 SUPPORTING SERVICES

7310 Food Service
7311 Bookstore
7312
7315 Day Care Center
7320 Health Services (Student)
7325
7330 Housing Services
7335 Family Student Housing
7337 Executive Residences
7340 Retail Services and Concessions
7341
7345 Vending Machines
7346 Parking Services
7347 Faculty Activities (Clubs, etc.)

7400 SPECIAL STUDENT SERVICES

7410 Veterans
7411 Information and Academic Support
7420 Foreign Students
7421 International Education
7422 Cooperative Education
7423 International Student Services
7429 Educational Talent Search
7430 Disadvantaged
7431 Educational Opportunities
7432 Adult Basic Education
7433 Evening/Weekend Program
7434 Educational Advancement Program
7440 Physically Handicapped
7450 Outdoor Program
7451 H.E.P.
7452 Upward Bound
7453 L.E.A.A.
7454 Project Plus
7461 Black Center
7462 Micronesian Program
7463 Native Americans (Indian Studies Institute, EOSC)
7464 Multicultural Affairs
7466 Minority Education Program
7467 New Student Programs
7468 Life Skills Resource Center
7469 Student Life
7491 Director, Student Education Programs

7492 Director of Special Services

8000 OHSU HOSPITAL OPERATIONS

8001 Medical Services Administration
8002 Hospital Administration
8003 Clinic Administration
8004 Patient Care Office
8007 Hospital Analytical Service
8008 Fiscal Services
8009 Leave Accounting Office
8010
8020 Physician Consultation

8100 CENTRAL OPERATIONS

8110 President's Office
8111 Academic Affairs (Dean of Faculties)
8112 Administration and Business
8113 Student Services (Dean of Students)
8114 Graduate School
8115 Research
8116 College or University Relations (Communications)
8117 Academic Advising
8118 Summer Session
8119 Health
8120 Planning and Programming
8121 Planning and Institutional Research
8122 International Student Services
8123 Planning and Resource Development
8124 Dean of Undergraduate Studies
8125 OSU Lasells Stewart Center
8126 VP for Student Services
8127 International Students Academic Advising
8128 Advising & Academic Programs
8129 VP for Finance & Administration
8130 Legal Services
8131 Logistics Administration
8132 Center for Academic Excellence
8140 Fiscal Control
8141 Budget Office
8142 Research Administration and Technology Transfer
8143 Center for Ethics in Healthcare
8144 Rural Health
8145 Technology Transfer
8146 Research and Faculty Development
8150 Investments

- 8160 Administrative Support
- 8161 Affirmative Action
- 8162 Biomedical Information & Communication Center (BICC)
- 8163 Facilities Management
- 8165 Facilities Planning (F.P.U.)
- 8166 Property Administration
- 8167 Gifts, Grants and Contracts
- 8168 Research Services
- 8169 University General Services
- 8170 Environmental Health and Safety
- 8171 Radiation Safety
- 8172 News Service
- 8173 SOSC Relations and Development
- 8174 Publications
- 8175 Alumni Relations
- 8176 Athletic Development
- 8180 Community Relations
- 8181 Legislative Relations
- 8182 Oregon Quarterly
- 8185 Development
- 8190 University Special Events
- 8191 Campus Tours
- 8199 General Administration

8200 FUNCTIONAL OPERATIONS

- 8201 Patient Accounts Office
- 8202 Cashier
- 8203 Payroll
- 8204 Research Services
- 8205 Development & Foundation
- 8206 Telephone Services
- 8207 Support Services
- 8208 Accounts Payable
- 8209 Accounting
- 8210 Business Affairs
- 8211 Human Resources
- 8212 Medical Service Administration
- 8213 Research Accounting
- 8214 Quality Assurance (TQM)
- 8215 Receivables and Collections
- 8216 Hospital Systems Group
- 8217 Student Information Systems (SIS)
- 8218 Business Services
- 8219 Counseling & Psychological Services
- 8220 Student Admissions and Records
- 8221 Registrar
- 8222 Financial Aid
- 8223 Student Affairs

8224 Student Personnel Services
8225 Student Placement
8226 Counseling Center
8227 Student Services Research
8228 Student Conduct
8229 Study (Communications) Skills Center
8230 Employee Personnel and Records
8231 Center for Self Development
8232 Center for Academic Learning Services
8233 Instructional and Faculty Development
8234 Academic Services (Support) Center
8235 Auxiliary Services
8236 Career Center
8237 Student Development
8238 Box Office
8239 Student Academic Progress
8240 Purchasing and Materials
8245 Shipping and Receiving
8246 Campus Mail Services
8249 Information Center
8250 Communication and Services
8251 Printing
8252 Photography Services
8253 Publications
8254 Telephone Exchange
8255 Telecommunications
8256 Information Services
8260 Motor Pool
8261 Administrative Systems
8262 Research Computing Center
8263 Labor Relations
8264 Board of Education
8265 EDU-TECH (Education and Technology)
8266 Networks & Technical Services

8300 MAINTENANCE OPERATIONS

8310 Utility Plants
8311 Physical Plant (Administration)
8312 Building Operations (Custodial and Electrical)
8313 Carpenter Shop
8314 Electrical Shop
8315 Campus Security
8316 P/P Engineering
8317 P/P Freight
8318 Heating Plant
8319 HVAC/Mechanical
8320 Building Maintenance (Contracted)

8321 Key Shop
8322 Campus Mail
8323 Paint Shop
8324 Sheet Metal
8325 Plumbing Shop
8326 P/P Stores
8328 Environmental Health and Safety Office
8330 Grounds Maintenance
8340 Custodial Services (Contracted)

9000 NONASSIGNED FACILITIES

9010 Loading Docks
9020 Circulation
9030 Rest Rooms
9040 Inactive

9100 OTHER INSTRUCTION

9101 OIT Metro Center
9102 Cottage Grove Center
9103 Siuslaw Center
9104
9105

9200 OTHER ORGANIZED RESEARCH

9201 Linus Pauling Institute
9202 Child Development
9203 Environmental Health Sciences Center
9204 Survey Research Center
9205 Science Research Institute
9206 General Research Support
9207 Rabbit Research Center
9208 Center for Analysis of Environmental Change (CAEC)
9209 Wave Research Facility
9210 Western Rural Development Center
9211 Center for Gene Research
9212 Regional Research Institute
9213 Oregon Survey Research Laboratory
9214 Computation Intelligence Research Laboratory
9220 Geo-Heat Center (OIT)
9230 ERSAL
9240 Institute for Advanced Biomedical Research (IABR)
9242 Center for Occupational Disease Research (CROET)
9245 Sea Grant College Program
9250 Radiation Center

9251 Center for Urban Research and Education (CURE)
9252 Educational Policy Foundations and Administrative Studies
9253 Substance Abuse Prevention
9254
9255

9300 OTHER PUBLIC SERVICE

9301
9302 Community Education (ABE)
9303 Continuation Center
9304 Saturday Academy
9305 Associate Dean of Community Education
9306 International Trade and Commerce Institute
9307 Small Business Development Center
9308 Rogue Valley Market Place
9309 Southern Oregon Regional Services Institute
9310 KSOR (SOSC)
9311 Central Oregon Consortium on Higher Education
9312 Rogue Valley Symphony
9313 Rogue Valley Opera
9314 Eastern Oregon Regional Arts Council (EORAC)
9315 Regional Services Institute
9316 Economic Development Services
9317 Developmental Education (G.E.D. etc.)
9318 Alternate High School
9319 Head Start
9320 Cooperative Work Experience
9321 Vocational Education
9322 Apprenticeship Training
9323 Oregon Student Public Interest Research Gp. (OSPRIG)
9324 Talent Search Program
9325 Training and Development
9326 NE Oregon Area Health Education Center (NEOAHEC)
9327 Business Assistance Center
9328 Young Parents Opportunity Program
9329 Technology Access for Life Needs (TALN)
9330 Information/Seminars/Conferences
9331 Family Human Services
9332 International Education and Services
9333 Distance Learning
9334 Master of Social Work
9335 Division of Extended Programs
9340 Director of Adult Education
9350 Oregon Comprehensive Cancer Program
9356 Extended Studies - Dean's Office
9357 Early Childhood Training Center

9358 Independent Study
9359 Math Learning Center
9360 Media Resources
9361 Northwest Equals Program
9362 Extended Summer Program
9363 Extended Studies - Registration and Finance
9370 Phipps Center - Medford Campus
9380 Oregon Public Broadcasting Services (OPBS - KOAC and KOAP)
9381
9385 American English Institute
9386 English Language Institute (ELI)
9390 Portland Educational Network

9400 OTHER ACADEMIC SUPPORT

9401 Science Stores
9402 Academic Shops Support
9403 Faculty Senate
9404 Emergency Services
9405

9500 OUS CAPITAL CENTER

9501 OCATE (Oregon Center for Advanced Technology Education)
9502 OEMBA (Oregon Executive MBA)
9503 OIT (Oregon Institute of Technology)
9504 TPC (The Performance Center)
9505 PSU (Portland State University)
9506 OSU (Oregon State University)
9507 OSU Ext. (Oregon State University Extension)
9508 Chancellor's Office
9509 UO (University of Oregon)
9510 OMSE (Oregon Masters Software Engineering)
9511
9512
9513
9520 HS (High School Program)
9521 Morrison Knudsen
9522

9600 OTHER INSTITUTIONAL SUPPORT

9601
9603 Child Development and Rehabilitation Center
9605
9608 Patient Admitting

9610 Lounge-Locker (General)
9611
9612 Clinic Support Services
9614
9626 Telemarketing
9660 Museums

9800 OUTSIDE AGENCIES

9801 COOS Cooperative Library Service (CCLS)
9802 VECO (Veterans Outreach Program)
9803 Internal Audit Division (OUS)
9804 System Support Services (OUS)
9805 Board's Office (OUS)
9806 Teaching Research Division (OUS)
9807 Portland Student Services (PSS)
9808 Finnish-American Literary Heritage Foundation
9809 Southern Oregon Historical Society
9810 American Institute for Yemeni Studies
9811 Oregon Fish & Wildlife Department
9812 Oregon Economic Education Council
9813 Oregon Criminal Justice Council
9814 NW Regional China Council
9815 NIRSA (National Intra-Mural Recreational Sports Association)
9816 American Language Academy
9817 Oregon National Guard
9818 External Degree Program (EOU)
9819 Attorney General
9820 Central School District 13J
9821 OSU Foundation
9822 EOU Foundation
9823 OHSU Foundation
9824 OIT Foundation
9825 SOU Foundation
9826 PSU Foundation
9827 UO Foundation
9828 WOU Foundation
9829 Chemeketa Foundation
9830 American Association University Professors (A.A.U.P.)
9831 Chemeketa Institute
9832 Northwest Innovations, Inc.
9833 Northwest Hospitality Services
9834 Tillamook Veterans Office
9835 North Clackamas County Chamber of Commerce
9836 Oregon Commission for Women
9837 Oregon Commission for Black Affairs

9838 Building Bridges
9839
9840 Division of Continuing Education
9841 Continuing Education - Statewide Services
9842
9843
9844 Oregon Police Academy
9845 Cascade Law Institute
9846 PCC (Portland Community College)
9847
9848 BRIM
9849
9850 County Physician
9851 State Police Crime Laboratory
9852 OSU Area Extension Office
9853 Oregon Independent College Association
9854 University Medical Associates
9855 YMCA
9856 YWCA
9857 Child Care Center
9858 Committee on Discussion and Debate
9859 Oregon Association of Broadcasters
9860 State Agencies (Other)
9861 Federal Agencies (Other)
9862 Environmental Protection Agency
9863 Public Health Laboratories
9864 Department of Environmental Quality
9865 U.S. Postal Service
9866 National Coastal Research Institute (NCRI)
9867 Forest Science Lab (USDA)
9868 Chamber Music Northwest
9869 Martin Luther King, Jr. Scholarship Fund
9870 Business Info Systems - Training Disabled
9871 WASEDA
9872 Westside School
9873 Recycle Center
9874 Oregon United Nations Association
9875 Model United Nations
9876 Salem/Keizer Public Schools
9877 Salem Fire Department
9878 Retail Establishments (Leased to others)
9879 Washington County Educational Service
9880 Civil Defense
9881 Coos County Library
9882 Linfield College Coordinator
9883 S.O.U. Coordinator
9884 Retired Senior Volunteer Program
9885 RASCAL (Rogue Area Senior Computer Assistance League)
9886 HASL (Handicapped Awareness Support League)

9887 Jackson County
9888 Toy and Joy Makers
9889 Outside Agency (Leased to)
9890 Private Industry Council

206.000 REVISIONS TO THE INVENTORY

206.100 General Instructions

Changes will continually occur to the data on the inventory due to reassignment, remodeling, removal, new construction, error in reporting, etc. As soon as any removals, additions or changes are observed or become known, they should be reported to the Facilities Services office in Eugene on form CO-386 in the prescribed manner as outlined in this manual. All form CO-386's submitted should be typewritten. Any space which requires a change in the fields which make up the control fields, the shaded area on the left of the form (the institution through the prorate code), must be deleted and then reinstated as a new space. Examples of conditions which might cause this type of transaction would be in the case of a single space which must be separated into several prorated areas, or when the physical plant has made room number changes caused by alterations. Note that changes which affect the entire building (complete removal, new gross area, new building name, etc.) are processed by transaction codes 3, 4, 5, and 6 as explained in Section 206.205 - 206.207.

Changes which affect the area of a space (the shaded area on the right of the form) no longer have to be deleted and reinstated as a new space when the area changes. Area changes can be accomplished in the same manner as changes to the descriptive portion of the record. Alterations or remodeling, the prorating of a space, modifications to areas of previously prorated spaces, errors in reporting areas, etc., are examples of conditions which could cause the area of a space to change.

A single prorated space may be removed (a space identified as prorated in the prorate column) or changed without removing or changing all other prorated spaces with the same space number.

206.200 Transaction Codes

Examples of uses of transaction codes as described in the following sections will be found in the exhibits of this manual (see H-Exhibits).

206.201 To Remove a Space from the Inventory (Code "0")

To remove a space from the inventory use form CO-386 completing the (1) Institution Number, (2) Building Number, (3) Space Number, (4) Prorate (if applicable), and (5) Date. Place a code "0" in the Transaction Code column.

206.202 To Add a Space to the Inventory (Code "1")

To add a new space to a building already on the inventory, all data for that space must be reported on form CO-386 as a complete line of coding and a code "1" placed in the Transaction Code column. Do not use code "1" to add a new building on the inventory (see code 7, Section 206.208).

206.203 To Change the Descriptive Data and/or the Area of a Space (Code "2")

To change the descriptive data (the unshaded portion in the middle of form CO-386) and/or

the area of a space currently on the inventory, complete the (1) Institution Number, (2) Building Number, (3) Space Number, (4) Prorate (if applicable), (5) Date, and (6) place a code "2" in the Transaction Code column. Record in the columns (18 through 62) that are to be changed the new data as it is to appear on the regular report.

206.204 To Change the Gross Area of a Building (Code "3")

To change the building gross area from that reported, complete the (1) Institution Number, (2) Building Number, (3) place the correct gross area in the Area column (if necessary the high order digits may extend into the Optimum Stations column), and (4) Date. Place a code "3" in the Transaction Code column.

206.205 To Change a Building Name (Code "4")

To change the name of a building (including adding or deleting a historical building designation), complete the (1) Institution Number, (2) Building Number, (3) place the new building name (not to exceed 28 characters and spaces) in the Type of Space abbreviated name field beginning with column 18, and (4) Date. Place a code "4" in the Transaction Code column.

206.206 To Change the Condition Code of an Entire Building
(Code "5")

To change the condition of a building, complete the (1) Institution Number, (2) Building Number, (3) place the proper condition code, as described in Section 201.204, in the Condition Code field, (4) place the date in the Date columns, and (5) place a code "5" in the Transaction Code column.

206.207 To Delete an Entire Building From the Master File (Code "6")

If a building has been demolished or permanently removed from use by fire, act of God, razing, etc., or if it is a leased facility and the lease has not been renewed at its expiration, complete the (1) Institution Number, (2) Building Number, (3) place the date in the Date columns, and (4) place a code "6" in the Transaction Code column.

206.208 To Enter a New Building (Code "7") (Including name, gross area and all spaces)

To enter a new building to the inventory, the first line appearing on form CO-386 must include (1) Institution Number, (2) Building Number, (3) Building Name (start the name in the type of space abbreviation columns, not to exceed 28 characters and spaces), (4) Gross Area (if necessary, the high order digits may extend into the Optimum Station column), (5) Date, and (6) place a code "7" in the Transaction Code column. All other spaces in the new building will be coded as individual lines with a code "7" in the Transaction Code column.

206.209 To Enter a New Institution Name on the Inventory (Code "8")

To enter a new institution to the master inventory files, the institution name must be recorded in order to print the proper heading on all of the printed reports. To do this, place (1) the new institution's number in the Institution column, (2) zero's (0000) in the Building columns, (3) the institution name (start the institution name in the type of space abbreviation column, not to exceed 28 characters and spaces), (4) Date, and (5) place a code "8" in the Transaction

Code column.

All of the entries for the buildings included in the inventory of the new institution will be processed as indicated in Section 206.208. The institution name may appear as the first line of the CO-386 which has the first building to be added under the new institution.

206.300 Monthly Processing Cycle

Each month as additions, deletions and changes are received by the Facilities Services office they will be audited and prepared for entry on to the Physical Facilities Master Inventory File. On approximately the 12th of each month (or when sufficient volume has been received) all transactions which have been completed at that time will be updated on the Physical Facilities Master Inventory File. This process will result in the following reports:

- Register of Transactions
- Detail Listing of Updated Buildings
- Institution Summary By Building

These reports should be reviewed to determine that all transactions were processed correctly.

206.301 Register of Transactions (Program SP439)

As the Master File is being updated, a Register of Transactions will be printed which will indicate the result that each transaction had on the Master File. In the remarks column on the report a short explanation will be printed indicating the result of the processing. Each building will start on a separate page and will print a total of the net changes to the area as the last line of the register for each building. (Note: This report will not print for those entries made by terminal processing.)

206.302 Detail Listing of Updated Buildings (Program SP440)

For each building which is affected by the transactions, a revised listing will be prepared which will indicate the status of that building after the transactions have been processed. This updated listing should replace the listing in the Master Listings file. The old listing should be disposed of or placed in a "superseded file."

206.303 Institution Summary By Building (Program SP445)

Each time the Master Inventory file is updated a revised Institution Summary By Building is produced which lists every building on the Master File in building number order showing for each building the gross area, usable area, nonassigned area and net assigned area with totals by these categories for the entire institution. The percent that the usable, nonassigned and net assigned area are of the gross area of each building is also listed.

207.000 ANNUAL REPORTS

207.100 General Comments

The latest "By Building" listing (program SP440) for every building at each institution should be thoroughly reviewed in November of each year for errors and/or changes with updates made to the inventory prior to the annual reports of December 31. All updates should be reported on form CO-386 in the usual manner and must be in the Facilities Services office in Eugene, by no later than December 20.

As of approximately January 15 of each year, three copies of the annual reports, consisting of four listings and various summaries of the space inventory as of December 31, will be made available to each institution. One copy of each listing and summaries will be retained in the Facilities Services office.

207.200 Listings Prepared on an Annual Basis

The following listings and summaries will be furnished to each institution annually as of December 31:

1. Listing by Building (Program SP440-01)
2. Institutional Summary By Building (Program SP445-01)
3. Type of Space Listing (Program SP450-01)
4. Type of Spaces Summary Totals (Program SP450-02)
5. Type of Space Summary By Building (Program SP452-01)
6. Principal Use Listing (Program SP455-01)
7. Principal Use Summary (Program SP455-02)
8. Principal Use Summary By Building (Program SP457-01)
9. Detail List By Department Occupying (Program SP460-01)

207.300 Special Reports

Provisions have been made to supply, on written request, statistical summaries and/or listings common to most of the institutions. An example of this would be a listing of specific type of space codes.

In addition to the general purpose type of requests, special requests will be considered. The request must state the exact data required and the specific format of the results required. Upon receipt of the request, the Facilities Services office will consider if the data is readily available from a practical standpoint and the complexity of the program required and the availability of programming staff necessary to obtain the desired output. The results of the determination will be forwarded to the institution for their final decision.

208.000 SPACE INVENTORY CORRESPONDENCE

208.100 General

All questions or correspondence regarding the instructions, use of codes, definitions, etc., found in the Physical Facilities (Space) Inventory Manual should be directed to the Facilities Services office of the Office of Finance and Administration. Questions relative to reporting forms, deadlines, types of reports, etc., should also be directed to the Facilities Services office.

208.200 Changes to Manual

All changes to the manual will be made in the Facilities Services office in Eugene. Requests for changes to the manual must be made in writing. When telephone conversations or verbal discussions are held relative to changes, a written request confirming the proposed change must be forwarded to the Facilities Services office. As changes are made to the manual, sufficient copies of all changes will be provided to the person in charge of the inventory at each institution for all manuals at the particular institution. (A list of the people having manuals will be distributed to these same people by the Facilities Services office.)

INSTRUCTIONS FOR COMPLETING FORM CO-386

The following is a column by column illustration of the suggested way to complete form CO-386. Complete one line on form CO-386 for each space (room) in each building. Each space should be included only once. (See Prorate below for exceptions.)

Institution (Columns 1-2). Enter the two digit number which has been assigned to your institution.

EXAMPLE: $\frac{9}{1} \frac{9}{2}$ for the institution number

Building (Columns 3-7).

a. Building Number (Columns 3-6) -- Enter the building number that has been assigned to the particular building. All columns should have an entry.

EXAMPLE: $\frac{0}{3} \frac{0}{4} \frac{1}{5} \frac{7}{6}$ where the building number is 17.

b. Building Status (Column 7) -- Enter the alphabetic code from the inventory manual that best describes the status of the building. If a status code does not apply to a building, leave this column blank.

EXAMPLE: $\frac{_}{8}$ where a status code does not apply.

$\frac{T}{8}$ where the building has been designated as temporary.

Space (Columns 8-16). Enter in column 8 the alphabetic wing code. If the space is not in a wing, leave this column blank.

Enter in column 9 the alphabetic code that identifies the type of circulation area. If the space is not a circulation area, leave this column blank.

The next five digits (Columns 10-14) indicate the actual floor and space number. Each column (10-14) must have an entry.

The eighth digit (Column 15) indicates a space which is not accessible from a main circulation area.

The ninth digit (Column 16) is used to indicate areas that are sub-sub- basements, sub-basements, or mezzanines. If the codes do not apply, Columns 15 and 16 will be left blank.

EXAMPLE 1: $_ _ \frac{0}{10} \frac{0}{11} \frac{1}{12} \frac{0}{13} \frac{4}{14} _ _$ for room 104 on the first floor.

8 9 10 - 14

EXAMPLE 2: A 0 0 1 0 1 ___ for room 101 on the first floor in wing A
8 9 10 - 14

EXAMPLE 3: ___ 0 0 3 1 2 A ___ for room 312A on the third floor which is
8 9 10 - 14 15 accessible only from room 312.

EXAMPLE 4: H 0 0 1 0 1 ___ for hallway 101 on the first floor.
8 9 10 - 14

Prorate (Column 17). Enter a number for each prorated space beginning with the number one (1) and progress through the number nine (9). A space that is prorated will be listed on two or more lines (up to a maximum of nine). (NOTE: A space may be prorated by either Type of Space, Program (Use), Organizational Unit, or any combination of these. Whenever a space is prorated among types, programs, departments, etc., the area of the space must also be prorated.) If the space is not prorated, leave this column blank.

EXAMPLE: (For a space of 326 square feet prorated among three departments.)

Column 17 (Prorate)	Columns 50-53 (Organ. Unit)	Columns 58-62 (Area)	
<u>1</u>	<u>0</u> <u>4</u> <u>0</u> <u>1</u>	<u>0</u> <u>0</u> <u>1</u> <u>4</u> <u>7</u>	To prorate a space among three different departments
<u>2</u>	<u>0</u> <u>4</u> <u>0</u> <u>7</u>	<u>0</u> <u>0</u> <u>0</u> <u>8</u> <u>2</u>	
<u>3</u>	<u>0</u> <u>4</u> <u>1</u> <u>8</u>	<u>0</u> <u>0</u> <u>0</u> <u>9</u> <u>7</u>	

Type of Space (Columns 18-34). Enter in columns 18-25 the abbreviated name for the type of space that will identify the room. Starting with column 18, use as many columns (maximum of 8) as are necessary to record the abbreviated name of the space, and leave the remaining columns blank. Enter in columns 26-28 the numeric code that identifies the type of space. Enter in columns 29-31 the code that identifies the related service space (if applicable). Enter in columns 32-34 the numeric code (Type Code) that identifies the type of space the room is intended to be. If the space is being used as intended, leave these columns blank.

EXAMPLE 1: (To code a faculty office)

F A C O F F ___ 3 1 2 _____
18-25 26-28

EXAMPLE 2: (To identify a Carrel area in the library whose intended use was
for stacks)

S T U D Y ___ 4 1 2 ___ 4 2 1

18-25 26-28 32-34

EXAMPLE 3: (To identify a closet that is related to an office)

C L O S E T 3 1 9 0 5 4 _ _ _
18-25 26-28 29-31

Type of Laboratory (Columns 35-37). The type of laboratory code has been developed to provide the institution with a code that will give them an indication of the type of equipment with which the laboratory is furnished and what use may be made of the laboratory. This code can be applied to all of the laboratories in the 200 category. If the room is not a laboratory or if the institution does not wish to make use of this code, the columns will be left blank.

Special Features (Columns 38-39). Codes have not been developed for the Special Features field. Institutions may develop their own Special Features codes to use in columns 38-39 for any purpose they find useful.

Principal Use (Columns 40-49). Enter in columns 40-47 the abbreviated name of the function (principal use) of the space. In columns 48-49 enter the numeric code that identifies the function of the space. (See Section D for the abbreviated names and numeric codes.)

EXAMPLE: (Identifies the space as Instruction)

I N S T R U C T 0 1
40-47 48-49

Department Occupying (Columns 50-53). Enter the appropriate numeric code that identifies the department (organizational unit) occupying the space. (See Section E for the numeric codes.)

EXAMPLE: (For a room assigned to the Chemistry Department)

1 9 0 5
50-53

Optimum Stations (Columns 54-57). Enter the optimum number of stations that the space is designed to accommodate. Leave blank if no optimum stations are to be indicated.

EXAMPLE: (Indicates 25 optimum stations)

0 0 2 5
54-57

Area (Columns 58-62). For each space (or prorated space), enter the net usable square feet.

EXAMPLE: (For a space that contains 1,208 square feet)

0 1 2 0 8
58-62

Date (Columns 63-66). Enter the month (2 digits) and year (2 digits) in which the inventory was taken or updated.

EXAMPLE: (Inventory was updated in July of 1989)

0 7 8 9
63-66

Type of Transaction (Column 67). Enter the necessary transaction code to accomplish the entry into the inventory records. For a complete explanation of all the transaction codes, see Section F.

EXAMPLE: (To add a space to the inventory)

1
67

Remarks Use the Remarks column to record any pertinent information concerning the entry being made.

On the following pages are samples of form CO-386 with examples showing all of the various transaction codes.

APPENDIX A

DEFINITION OF BUILDING AREAS

Based Upon Technical Report No. 50
Federal Construction Council
Task Group T-56

A logical beginning in devising a physical facilities inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footage need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

- | | |
|--------------------------|-------------------------------|
| 1. Gross Area | 4. Circulation Area |
| 2. Net Assignable Area | 5. Mechanical/Electrical Area |
| 3. Building Service Area | 6. Structural Area |

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

*The definitions of building areas are based upon the Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."

1. Gross Area

a. Definition

"Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

b. Basis for Measurement

Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

c. Description

In addition to ground-to top-story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses and mechanical/electrical equipment floors or rooms, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside of the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included unless they can properly be designated and used as either custodial, net assignable, mechanical/electrical, or circulation area.

2. Net Assignable Area

a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces separately defined in area classifications 3, 4, and 5).

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, or of permanent partitions.

c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages) which can be put to useful purpose in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections which are less than 12 inches and are necessary to the building.

3. Building Service Area

a. Definition

"Building Service Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation including non-private toilet rooms.

b. Basis for Measurement

These areas should be measured from the inside surfaces of enclosing walls.

c. Description

Included should be such areas as custodial, janitors' closets, maintenance storerooms, non-private toilet rooms (public restrooms) etc.

d. Limitations

Deductions should not be made for columns and projections which are less than 12 inches and are necessary to the building.

4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.

c. Description

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical/electrical).

d. Limitations

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections which are less than 12 inches and are necessary to the building. (Note: Care must be taken when determining whether a circulation area within a large unpartitioned area is just normal aisle space between work stations or if there is actually an area which serves the larger room as strictly a circulation space.)

5. Mechanical/Electrical Area

a. Definition

"Mechanical/Electrical Area" should be construed to mean that portion of the gross area designed to house mechanical and electrical equipment, and utility services.

b. Basis for Measurement

Mechanical/Electrical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.

c. Description

Mechanical/Electrical area should include, but not be limited to: Air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, and service chutes, etc.

d. Limitations

Deductions should not be made for columns and projections which are less than 12 inches and are necessary to the building.

6. Structural Area

a. Definition

"Structural Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of structural area is not contemplated under these definitions— some structural features are included in the computation of other areas. However, total structural area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical/ electrical areas have been subtracted from the gross area.

c. Description

Examples of areas normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. Computation of Structural Area

Gross area minus usable area equals structural area.
(Gross area - usable area = structural area)

APPENDIX B

CONVERSION OF OREGON UNIVERSITY SYSTEM (OUS) PRINCIPAL USE CODES TO U.S. OFFICE OF EDUCATION (USOE) PROGRAM CODES

The USOE has adopted the Program Classification Structure as developed by the National Center for Higher Education Management Systems at WICHE. The Program Classification Structure was developed to provide a consistent means of identifying and organizing the activities of higher education in a program oriented manner, but was not intended to be a replacement for existing data systems. The design of the Program Classification Structure assumes that each institution will develop internal transformation routines to convert data from the institution's record system to the Program Classification Structure format.

The following conversion table will be used to transform the OUS Principal Use codes to the Program Classification Structure Program codes for all reports (HEGIS, etc.) that will be supplied to the USOE.

<u>OUS Principal Use Codes</u> <u>Codes*</u>	<u>USOE Program</u>
01 General and/or Lower Division Instruction	1.0
02 Upper Division and/or Graduate Instruction	1.0
03 Physical Education and Recreation	1.0
05 Formal Instructional Support	1.0
10 General Administration	6.0
11 Departmental Administration	1.0
12 Non-Institutional Administration	7.0
13 Sponsored Projects Administration	2.0
14 Museum	4.0
16 Student Services	5.0
18 Centralized Services	4.0
19 Physical Plant	6.0
20 Library Reader Space	4.0
21 Stacks	4.0
22 Audio-Visual Services	4.0
23 Library Services and Administration	4.0
24 Archives	4.0
34 Federal Cooperative Extension	3.0
35 Agriculture Experiment Station	2.0
36 U. S. Department of Agriculture	7.0
37 Forestry Research Laboratory	2.0

40	Departmental Research	2.0
41	Separately Sponsored Research	2.0

OUS Principal Use Codes
Codes*

USOE Program

46	Separately Sponsored Instruction	1.0
50	Health Services - Student	5.0
51	Student Union and/or Activities	5.0
53	Food Service	5.0
54	Bookstore	5.0
55	Athletics - Intercollegiate	5.0
56	Residential	5.0
57	Recreational	5.0
58	Auxiliary Enterprises - Other#	5.0
60	Public Service	3.0
61	Separately Sponsored Public Service	3.0
62	Non-Institutional Public Service	3.0
70	Inpatient Service	4.0
71	Ambulatory Service	4.0
72	Ancillary Services	4.0
73	Support Services	4.0
74	Patient Care Administration	4.0
75	Hospital Administration	4.0
80	Miscellaneous	6.0
85	Inactive	7.0
91	Unassigned	

* Refer to page 19 of the Program Classification Structure Manual (Technical Report 27) or to page 19 of the Higher Education Facilities Inventory and Classification Manual (Technical

Report 36) for the complete organization of the Program Classification Structure.

Excludes Parking (type code 743) which will go into 7.0.

APPENDIX C

Application of Space Inventory to Indirect Cost Computation

In computing the indirect cost rates of various institutions in the OUS, several significant indirect cost pools are distributed to the direct and indirect cost functions in the ratios that those functions make use of the space. For example, the operations and maintenance indirect cost pool is distributed to instruction and departmental research, organized (sponsored) research, general administration, library, etc., in the ratios that each of those functions make use of the space serviced by that expense pool.

Data with which to compute the distribution ratios are taken from a special report compiled from the space inventory data as of December 31 of each year. It is, therefore, of particular importance that the space inventory with respect to the Principal Use of space be accurate and current as of December 31 of each year.

The following shows the Principal Use codes as they are grouped in the December 31 special report from which the distribution ratios are taken.

Principal Use Code Groups (Net usable square feet of codes)

1. 14, 36, 51, 53, 54, 55, 56, 57, 58, 60, 62, 70, 71, 72, 73, 74, 75
2. 1, 2, 3, 5, 40, 46
3. 61
4. 41
5. 19
6. 10, 12, 18, 24
7. 11
8. 20, 21, 22, 23
9. 16, 50
10. 34
11. 35, 37
12. 13
13. 80

