



SPACE INFORMATION

SPACE CLASS DEFINITIONS

Provides definitions and descriptions for all available Space Classes in Facilities Connect.

SPACE CLASS	SPACE CLASS NAME	CAN BE ASSIGNED TO	INCLUDED IN		SPACE CLASS DEFINITION	SPACE CLASS DESCRIPTION
			Non-Assignable Area	Net-Assignable Area		
100 CLASSROOM FACILITIES						
110	Classroom	Yes	No	Yes	A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.	Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.
115	Classroom Service	Yes	No	Yes	A space that directly serves one or more classrooms as an extension of the activities in that space.	Includes projection rooms, telecom, communications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.
120	Lecture Room	Yes	No	Yes	Classrooms for large classes with either fixed table and chair seating or traditional theater type seating. Room capacities typically exceed 100 stations.	
125	Lecture Room Service	Yes	No	Yes	A space that directly serves one or more lecture rooms as an extension of the activities in that space.	
130	Seminar Room	Yes	No	Yes	A smaller room or space used primarily for instruction classes that are tied to a specific subject or discipline. The category includes seminar rooms, which are typically small rooms, less than 25 stations.	
135	Seminar Room Service	Yes	No	Yes	A space that directly serves a seminar room as an extension of the activities in that space.	
140	Practice Room	Yes	No	Yes	A specialized open laboratory or module which provides individual or small group music practice area for students	These rooms may have musical instruments such as a piano in the room. These spaces are irregularly scheduled or open for student practice



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200 LABORATORY FACILITIES						
210	Class Laboratory	Yes	No	Yes	A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours 50 (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.	A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, and rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.
215	Class Laboratory Service	Yes	No	Yes	A space that directly serves one or more class laboratories as an extension of the activities in those spaces.	Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.
220	Open Laboratory	Yes	No	Yes	A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.	An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.



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200 LABORATORY FACILITIES (CONTINUED)						
225	Open Laboratory Service	Yes	No	Yes	A space that directly serves one or more open laboratories as an extension of the activities in those spaces.	Includes only those spaces that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.
230	Individual Study Laboratory	Yes	No	Yes	A laboratory used for single, separate instruction, laboratory experimentation, research or structured creativity activity.	
235	Individual Study Lab Service	Yes	No	Yes	A space that directly serves an individual study laboratory as an extension of the activities in that space.	
240	Dry Lab Research Office	Yes	No	Yes	A room used for dry lab research.	
241	Dry Lab Research Workstation	Yes	No	Yes	A workstation or cube used for dry lab research.	
250	Research/Non-class Laboratory	Yes	No	Yes	A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).	A research/non-class laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering “new knowledge” to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or “dry runs” in support of instructional, research, or public service activities. Non-class public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.
251	Cell/Tissue Culture Room	Yes	No	Yes	A room where a biosafety cabinet is used to manipulate cell cultures from various animals or plants.	
252	Lab Equip Room	Yes	No	Yes	A room that houses equipment directly relating to or supporting the activity in the adjacent laboratory room.	



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200 LABORATORY FACILITIES (CONTINUED)						
253	Environmentally Controlled Room	Yes	No	Yes	A room that is controlled for climate (temperature and/or humidity) within the room itself and independent of other rooms.	
254	Research Darkroom	Yes	No	Yes	A room that has highly regulated light controls to allow specialized activity in support of the adjacent laboratory space.	
255	Research/Non-class Laboratory Service	Yes	No	Yes	A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.	Includes only those spaces that directly serve a research/non-class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/non-class laboratories.
256	Glass Wash	Yes	No	Yes	A room that houses equipment to wash/sanitize glassware used in adjacent laboratory space(s).	
257	Autoclave	Yes	No	Yes	A room that houses pressure chamber equipment that sterilizes small equipment used in adjacent laboratory space(s). This would also be the designation of the mechanical room to access the autoclave for maintenance, if a separate space.	
258	Lab Storage Room	Yes	No	Yes	A room that stores material or equipment that is used in support of the adjacent laboratory space(s).	
259	Linear Equip Room	Yes	No	Yes	A service corridor that houses specialized interrelated equipment that is used in support of the adjacent laboratory space(s).	
260	Equip Corridor	Yes	No	Yes	A service corridor that houses general equipment that is used in support of the adjacent laboratory space(s).	
261	Special Fac Corridor	Yes	No	Yes	A service corridor that houses specialized equipment or materials that are used in support of the adjacent laboratory space(s), or a corridor within a contained special facility environment (i.e. clean room, research animal facilities, etc.)	
262	Lab Suite Corridor	Yes	No	Yes	A passageway that connects to laboratory space(s) within a larger suite.	
263	Research Exam/Interview Room	Yes	No	Yes	A room used to speak with or evaluate research subjects as part of a larger research activity function.	



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200 LABORATORY FACILITIES (CONTINUED)						
264	Research Asset Location	Yes	No	Yes	A room or space that contains equipment or property bought for a specific research function.	This designation may be applied to non-University spaces where the grant funded asset is being used in a collaborative research project in order to accurately track the location of assets paid for by sponsored grant funds. Contact the Space Information Manager or Cost Studies team if off site locations need to be added.
265	Freezer Farm	Yes	No	Yes	A room or space that contains freezers designated to store specimen for a specific research function.	
266	Recharge Operation Support	Yes	No	Yes	A room or space that supports the performance of the recharge activity.	
300 OFFICE FACILITIES						
310	Faculty Office	Yes	No	Yes	A space housing faculty, staff, or students working at one or more desks, tables or workstations.	An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices.
311	Research Staff Office	Yes	No	Yes	A space housing staff dedicated to research activity working at one or more desks, tables or workstations.	
312	Grad Student Office	Yes	No	Yes	A space housing graduate students in specific field of construction working at one or more desks, tables or workstations.	
313	Administrative Office	Yes	No	Yes	A space housing staff dedicated to the running of the academic group working at one or more desks, tables or workstations.	
314	Other Staff Office	Yes	No	Yes	A space housing staff dedicated to staff that assists with activities of the academic group working at one or more desks, tables or workstations.	
315	Office Service	Yes	No	Yes	A space that directly serves an office or group of offices as an extension of the activities in those spaces.	Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private restrooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (assessment, non-health, non-discipline-related) rooms, and open and private (restricted/nonpublic) circulation areas.
316	Workstation/Cubicle	Yes	No	Yes	A singular space housing faculty, staff, or student working on activities of the academic group.	



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300 OFFICE FACILITIES (CONTINUED)						
317	Open Work Space	Yes	No	Yes	An unobstructed space housing faculty, staff, or students working on activities of the academic group.	
318	Waiting/Reception	Yes	No	Yes	A space or room where visitors are received and stay until a meeting or appointment time within an office suite.	
319	Office Storage/Supplies	Yes	No	Yes	An office area which houses storage such as supplies, boxes, files, records and other materials not accessed on a daily basis.	
320	Office Suite Corridor	Yes	No	Yes	A passageway that connects spaces within a larger office suite.	
321	Lockers	Yes	No	Yes	A room or space that houses small lockable compartments for faculty, staff or students.	This designation can also be applied to the area occupied by lockers accessed along a public corridor or within an enclosed office or research suite.
322	Hoteling/Temp Workspace	Yes	No	Yes	A space that is scheduled for use for faculty, staff or students.	
323	Lounge/Break Area	Yes	No	Yes	An office area used as a lounge or lunchroom	This room will usually have a refrigerator, microwave, sink, cabinets, coffee areas or counter and tables and chairs. It may also have only comfortable seating without food preparation facilities.
350	Conference Room	Yes	No	Yes	A space serving an office complex and used primarily for staff meetings and departmental activities.	A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.
355	Conference Room Service	Yes	No	Yes	A space that directly serves one or more conference spaces as an extension of the activities in those spaces.	Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.
360	Interaction Area	Yes	No	Yes	A space or room that fosters communication and interface with users in a more casual setting.	



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400 STUDY FACILITIES						
410	Reading/Study Room	Yes	No	Yes	A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.	Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).
420	Stack	Yes	No	Yes	A space used to house arranged collections of educational materials for use as a study resource.	Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.
430	Open-stack Reading Room	Yes	No	Yes	A combination study space and stack, generally without physical boundaries between the stack and study areas.	Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).
440	Processing Room	Yes	No	Yes	A room or area devoted to processes and operations in support of library functions.	A processing room is intended for specific library operations that support the overall library mission. Included are card and microfiche areas, reference desk and circulation desk areas, bookbinding rooms, multimedia materials processing areas, interlibrary loan processing areas, and other areas with a specific process or operation in support of library functions.
455	Study Service	Yes	No	Yes	A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.	Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.



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500 SPECIAL USE FACILITIES						
510	Armory	Yes	No	Yes	A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.	Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.
515	Armory Service	Yes	No	Yes	A space that directly serves an armory facility as an extension of the activities in that facility.	This category includes supply rooms, weapons rooms, and military equipment storage rooms.
520	Athletic/Physical Education	Yes	No	Yes	A room or area used by students, staff, or the public for athletic or physical education activities.	Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.
523	Athletic Facilities Spectator Seating	Yes	No	Yes	The covered seating area used by students, staff, or the public to watch athletic events.	Includes covered permanent or fixed seating areas in gymnasias, fieldhouses, ice arenas, covered stadia, natatoria, and cycling arenas.
525	Athletic/Physical Education Service	Yes	No	Yes	A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.	Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.
530	Media Production	Yes	No	Yes	A space used for the production or distribution of multimedia materials or signals.	Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.
535	Media Production Service	Yes	No	Yes	A space that directly serves a media production or distribution space as an extension of the activities in that facility.	The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).
540	Clinic (Non-health Professional)	Yes	No	Yes	A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.	Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.



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500 SPECIAL USE FACILITIES (CONTINUED)						
545	Clinic Service (Non-health Professional)	Yes	No	Yes	A space that directly serves a clinic as an extension of the activities in that space.	Included are waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.
550	Demonstration	Yes	No	Yes	A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.	The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.
555	Demonstration Service	Yes	No	Yes	A room that directly serves a demonstration facility as an extension of the activities in that facility	
570	Animal Quarters	Yes	No	Yes	A space that houses laboratory animals used for research and/or instructional purposes.	Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.
575	Animal Quarters Service	Yes	No	Yes	A space that supports the activity of housing laboratory animals used for research and/or instructional purposes.	
576	Cage Wash	Yes	No	Yes	A space or room that is designated for handling, processing and decontamination of materials used relating to laboratory animals.	
580	Greenhouse	Yes	No	Yes	A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.	The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).
585	Greenhouse Service	Yes	No	Yes	A space that directly serves a greenhouse facility as an extension of the activities in that facility.	Includes equipment or materials storage areas and rooms generally called headhouses.
590	Other (All Purpose)	Yes	No	Yes	A category of last resort.	Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.



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600 GENERAL USE FACILITIES						
610	Assembly	Yes	No	Yes	A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.	Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.
615	Assembly Service	Yes	No	Yes	A room or area that directly serves an assembly facility as an extension of the activities in that facility.	Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.
620	Exhibition	Yes	No	Yes	A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.	Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.
625	Exhibition Service	Yes	No	Yes	A space that directly serves an exhibition facility as an extension of the activities in that facility.	Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).
630	Food Facilities	Yes	No	Yes	A space used for eating.	Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit-down lunch or vending spaces that serve a shop facility are included in this category.
635	Food Facilities Service	Yes	No	Yes	A space that directly serves a food facility as an extension of the activities in that facility.	Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.



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600 GENERAL USE FACILITIES (CONTINUED)						
640	Day Care	Yes	No	Yes	A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.	Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).
642	Lactation Room	Yes	No	Yes	A private room a lactating person can use for pumping breastmilk.	
643	Meditation & Prayer Space	Yes	No	Yes	A place for meditation, contemplation and prayer.	
644	Wellness Room	Yes	No	Yes	A Wellness Room is a private space meant to serve a single person for short health & wellness break.	Includes comfortable seating, table, sink, couch, lighting, outlets, Personal wellness rooms are available for individual medical needs or for lactation purposes,
645	Day Care Services	Yes	No	Yes	A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.	Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.
650	Lounge (Public)	Yes	No	Yes	A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.	A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.
655	Lounge Service	Yes	No	Yes	A space that directly serves a general use lounge facility.	Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).
660	Merchandising	Yes	No	Yes	A space used to sell products or services.	Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.
665	Merchandising Service	Yes	No	Yes	A space that directly serves a merchandising facility as an extension of the activities in that facility.	Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.



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600 GENERAL USE FACILITIES (CONTINUED)						
670	Recreation	Yes	No	Yes	A room used by students, staff or the public for recreational purposes.	Includes billiards rooms, game and arcade rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes.
675	Recreation Service	Yes	No	Yes	A space that directly serves a recreation facility as an extension of the activities in that facility.	Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.
680	Meeting Room	Yes	No	Yes	A room that is used by the institution or the public for a variety of non- class meetings.	The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for non-class meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental non-class activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category.
685	Meeting Room Service	Yes	No	Yes	A space that serves a meeting space as an extension of the activities in that space.	Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.
690	Locker Room	Yes	No	Yes	A room or space that houses small lockable compartments for faculty, staff or students.	



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700 SUPPORT FACILITIES						
710	Central Computer or Telecommunications	Yes	No	Yes	A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.	A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.
715	Central Computer or Telecommunications Service	Yes	No	Yes	A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.	Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.
720	Shop	Yes	No	Yes	A space used for the manufacture, repair, or maintenance of products or equipment.	Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.
725	Shop Service	Yes	No	Yes	A space that directly serves a shop facility as an extension of the activities in that facility.	Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.



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			Non-Assignable Area	Net-Assignable Area		
700 SUPPORT FACILITIES (CONTINUED)						
730	Central Storage	Yes	No	Yes	A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.	The concept of central or general is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.
735	Central Storage Service	Yes	No	Yes	A space that directly serves a central storage facility as an extension of the activities in that facility.	Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.
740	Vehicle Storage Facility	Yes	No	Yes	A space or structure that is used to house or store vehicles.	Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.
745	Vehicle Storage Facility	Yes	No	Yes	A space that directly serves a vehicle storage facility as an extension of the activities in that facility.	Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).
750	Central Services	Yes	No	Yes	A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.	The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.



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700 SUPPORT FACILITIES (CONTINUED)						
755	Central Services Support	Yes	No	Yes	A space that directly serves a central service facility as an extension of the activities in that facility.	Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.
760	Hazardous Materials	Yes	No	Yes	A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, Chemical, biological, or radioactive nature of the materials.	Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).
770	Hazardous Waste Storage	Yes	No	Yes		
775	Hazardous Waste Service	Yes	No	Yes	A facility that serves a 760-Hazardous Materials centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials	
780	Unit Storage	Yes	No	Yes	A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.	A dedicated storage unit or location typically remote from the controlling unit’s work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit’s particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).
790	Parking Structure (Spaces)	Yes	No	Yes	A room or structure (i.e., garage) that is used to park vehicles.	Includes only the area devoted to parking spaces and vehicle storage.
795	Parking Structure (Circulation)	Yes	No	Yes	Those portions of a parking structure that are dedication to driving and access to parking spaces. This does not include the parking spaces	



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800 HEALTH CARE FACILITIES						
810	Patient Bedroom	Yes	No	Yes	A room equipped with one or more beds and used for patient care.	This category includes general nursing care, acute care, semi convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.
815	Patient Bedroom Service	Yes	No	Yes	A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms.	Included are linen closets, patient lounges, children's play rooms and any other service areas that are used primarily by patients as opposed to staff. Also includes small anterooms connected to the patient bedrooms if these areas are not aggregated with the 810 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.
820	Patient Bath	Yes	No	Yes	A room containing patient bath and toilet facilities.	Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).
830	Nurse Station	Yes	No	Yes	A room or area used by nurses or other patient care staff who are supervising or administering health care services.	This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.
835	Nurse Station Service	Yes	No	Yes	A space that directly serves one or more nurse station spaces as an extension of the activities in those space.	Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.



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800 HEALTH CARE FACILITIES (CONTINUED)						
840	Surgery	Yes	No	Yes	A room used for surgery.	Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.
845	Surgery Service	Yes	No	Yes	A space that directly serves a surgery room as an extension of the activities in that facility.	Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.
850	Treatment/Examination Clinic	Yes	No	Yes	A space used for examinations, diagnosis, consultation, or treatment.	Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.
855	Treatment/Examination Clinic Service	Yes	No	Yes	A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.	Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.
860	Diagnostic Service Laboratory	Yes	No	Yes	A space used to provide diagnostic support services to an entire health care facility.	Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as chematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism.



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800 HEALTH CARE FACILITIES (CONTINUED)						
865	Diagnostic Service Laboratory Support	Yes	No	Yes	A space used to provide diagnostic support services to an entire health care facility.	Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as chematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism.
870	Central Supplies	Yes	No	Yes	A room used centrally to store health care supplies in a health care facility.	This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.
880	Public Waiting	Yes	No	Yes	A space used by the public to await admission, treatment, or information within a health care facility.	Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.
885	Reception Area	Yes	No	Yes	This is an area that has seats for visitors and may also have a reception station occupied by a staff member. This space should be classified to the primary function it serves.	
890	Staff On-Call Facility	Yes	No	Yes	A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.	Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on call to specific duties within the facility.
895	Staff On-Call Facility Service	Yes	No	Yes	A space that directly serves as a staff on-call room as an extension of the activities in that facility.	Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.



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900 RESIDENTIAL FACILITIES						
910	Sleep/Study without Toilet or Bath	Yes	No	Yes	A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.	Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.
919	Toilet/Bath	Yes	No	Yes	A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.	Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.
920	Sleep/Study with Toilet or Bath	Yes	No	Yes	A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.	Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.
925	Closet	Yes	No	Yes	A room used for storage by the individual occupant.	
926	Hall	Yes	No	Yes	A passageway or entryway that connects space on a residential floor.	
935	Sleep/Study Service	Yes	No	Yes	A room that directly serves the occupants of sleep/study rooms.	This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).
940	Study/Studio/Practice	Yes	No	Yes	A room or space used for individual study or rehearsal of a subject matter of a certain discipline located on a residential floor.	



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900 RESIDENTIAL FACILITIES						
950	Apartment	Yes	No	Yes	A complete living unit, with private cooking facilities, that is not a separate structure.	This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.
955	Apartment Service	Yes	No	Yes	A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.	Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.
970	House	Yes	No	Yes	A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.	This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.
995	Rental – Non-Northwestern Tennant	No	No	Yes	A room or space that is leased by an entity that is not Northwestern University.	



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000 NON-ASSIGNABLE AREA						
000	Define Room Use Code	No	Yes	No	A room or space that needs to be defined.	Facilities Management Use Only
040	FM-TBD	No	Yes	No	A room or space that is not in active use and is in the process of being planned for renovation or reuse.	Facilities Management Use Only
050	Vacant/Inactive Area	No	Yes	No	A room or space that is not in active use.	
055	Unknown	No	Yes	Yes	A space that needs to be defined with a space class type.	
060	Alteration or Conversion Area	No	Yes	No	A room or space that is under construction.	
069	Escalator	No	Yes	No	A moving passageway that carries passengers from one floor level to another, or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.	
070	Unfinished Area	No	Yes	No	A space that is not fully constructed.	
071	Men's Restroom	No	Yes	No	A room that is equipped with washing and toilet facilities for men.	
072	Restroom	No	Yes	No	A room that is equipped with washing and toilet facilities for all sexes.	
073	Women's Restroom	No	Yes	No	A room that is equipped with washing and toilet facilities for women.	
074	Women's Restroom Lounge	No	Yes	No	A room or space adjacent to a women's restroom space used for waiting or resting or entrance to the restroom.	
077	All Gender Restroom (Private)	No	Yes	No	A restroom characterized by being within a suite or other restricted area not normally or readily accessible by the general public and having a lockable door.	



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000 NON-ASSIGNABLE AREA						
078	All Gender Restroom (Public)	No	Yes	No	A restroom in this category are characterized by being readily accessible or available at all times the building is open and having a lockable door. Facilities in this category may be barrier-free design, have a shower, and/or a baby changing station as part of the amenities of the room.	
079	All Gender Restroom (Restricted)	No	Yes	No	A room that is equipped with washing and toilet facilities for both sexes.	
080	Lobby	No	Yes	No	A room or space out of which one or more rooms or corridors lead, typically near the entrance of a building or floor.	
081	Elevator Lobby	No	Yes	No	A room or space leading from an elevator.	
082	Corridor	No	Yes	No	A passageway connecting spaces.	
083	Vestibule	No	Yes	No	A hall or lobby next to the outer door of a building.	
084	Elevator	No	Yes	No	A compartment housed in a vertical shaft for raising or lowering people or things to different floors.	
085	Stair	No	Yes	No	A set of steps leading from one floor of a building to another.	
087	Mechanical Room	No	Yes	No	A room that houses equipment that provides environmental controls for the building.	
088	Electrical Room	No	Yes	No	A room that houses equipment that provides electrical equipment for the building.	
089	Tele/Comm Room	No	Yes	No	A special purpose room that houses telecommunications equipment and wiring.	
090	Janitor Closet	No	Yes	No	A room that houses a sink and cleaning materials for the housekeeping staff.	



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000 NON-ASSIGNABLE AREA (CONTINUED)						
091	Loading Dock	No	Yes	No	An area of the building where goods are loaded and unloaded from vehicles	
092	Warehouse (FM)	No	Yes	No	An area of the building where goods are stored.	Facilities Management Use Only
093	Ramp	No	Yes	No	A slope or inclined plane for joining two different levels, as at the entrance or between floors of a building.	Athletics Use Only
094	Custodial Supply Closet	No	Yes	No	A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff	
095	Trash Room	No	Yes	No	A space for the temporary storage of nonhazardous waste awaiting disposal or removal.	Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770) or Hazardous Waste Services (775).
096	Fire Alarm Control Room	No	Yes	No	A room housing fire control equipment and controls	
097	Bridge/Tunnel	No	Yes	No	A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility. In addition, an underground passageway for housing utility pipes.	Any portion of the floor area of covered and walled bridges or tunnels used exclusively for housing utility services such as gas, steam, or water lines, should not be included in a space inventory as they are considered infrastructure and should be dealt with accordingly.
098	Elevator Machine Room	No	Yes	No	A room that houses the operating equipment for an elevator(s).	
099	Penthouse Area	No	Yes	No	A structure housing machinery on the roof of a building	