SPACE INFORMATION
# SPACE PROGRAM CLASS CODES

Classification is often determined by the program's funding and by whom the program serves.  This guide provides a quick reference guide of all Program Codes.

| PROGRAM CLASS | CODE | DESCRIPTION/EXAMPLE/EXCLUSION/NOTES |
|---|---|---|
| **PROGRAM CODE needs to be entered** | **00** | Program Code class need to be entered and/or space is Unassigned within Facilities Connect<br><br>• Facilities Space Information used field. Default field setting in Facilities Connect<br><br>• Inactive or unassigned rooms that are not in use but are capable of use at the time of the update. Facilities Space Information uses this code frequently when adding new space to the database that is awaiting departmental verification of the program coding and may therefore appear on departmental reports. Data Administrators must assign a code to this space. |
| INSTRUCTION (IN) | **10** | The Instruction Program Class code is for space used in conducting institutions instructional activities and programs of the University, including all teaching and training activities, whether they are offered for credit toward a degree, or certificate, or on a non-credit basis, either through regular academic departments or separate divisions. Includes departmental research and sponsored instruction, and all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class<br><br>*10 Instruction program class code typically assigned to space types from the 100 Classrooms Facilities Use categories from 110-140 & 200 Laboratory Facilities from 210-235*<br><br>• Academic instruction<br>• Co-curricular student activities that complement a course or academic program<br>• General Studies<br>• Community education<br>• Credit and non-credit courses<br>• Sponsored Instruction<br>    • Use this category to report space used for specific instructional or training activities established by a grant, contract, or cooperative agreement<br>• Formal class Training<br>• Vocational/Technical instruction<br>• Departmental Research<br>    • Reports space used for research development and scholarly activities that are not Organized Research (20), see below, and, consequently, are not separately budgeted and accounted for. |

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| **RESEARCH (OR/SR)** | **20** | The research classification includes all expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to those conditions, the classification includes expenses for individual and/or project research as well as that of institutes and research centers. Includes space used by the following:<br><br>***20 Research program class code typically assign space types from the 200 Laboratory Facilities use categories from 240-266, 570, 575, 840, & 845***<br><br>• Individual & Project research<br>• Sponsored Research<br>• Research Training<br>• Institutes & Research Centers<br>• Instruction Departmental Research |
| **PUBLIC SERVICE** | **30** | The public service classification includes activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.<br><br>The public service classification includes the following subclasses:<br><br>• Community Service<br>• Cooperative Services<br>• Public Broadcasting Services<br>• Public Service Information Technology<br>• Art Exhibitions<br>• Clinical Trials, Commercial Testing Programs,<br>• Community Service Programs<br>• Direct Patient Care<br>• Health Care Supportive Service |

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| **ACADEMIC SUPPORT** | **40** | The academic support classification includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes the following activities:<br><br>➢ The retention, preservation, and display of educational materials, such as libraries, museums, and galleries<br>➢ The provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education<br>➢ Media, such as audio-visual services, and technology, such as computing support Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions<br>➢ Separately budgeted support for course and curriculum development<br><br>The academic support classification includes the following eight subclasses:<br><br>• Libraries, Museums and Galleries<br>• Educational Media Services<br>• Ancillary Support (service centers)<br>• Academic & Departmental Administration<br>• Academic Personnel Development<br>• Course and Curriculum Development |
| **INSTITUTIONAL SUPPORT** | **60** | The institutional support classification includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology (when not accounted for in other categories); space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.<br><br>Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not directly related to the primary programs—instruction, research, and public service—or their related support classifications.<br><br>The institutional support classification includes the following subclasses:<br><br>• Executive Management<br>• Fiscal Management & Operations<br>• General Administration & Logistics<br>• Public Relations/Development<br>• Administrative Information Technology<br>• Scholarships& Fellowships<br>• Faculty & Staff Affairs<br>• Student Recruitment & Record |

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| **OPERATION & MAINTENACE OF PLANT** | **70** | The operation and maintenance of plant category includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.<br><br>*000 Unclassified Facilities utilize Space Type Room Codes from 040-095*<br><br>• Space used to administer, supervise, operate, maintain, preserve, and protect the University's physical plant, whether centralized or in schools, colleges, and departments.<br>• Space used for activities that maintain the fiber optics backbone and the infrastructure for networks and telecommunications.<br>• Space related to heating, cooling, electricity, gas, water, and any other utilities.<br><br>The operations and maintenance of plant classification includes the following subclasses:<br><br>➢ Physical Plant Administration    ➢ Major Repairs and Renovations<br>➢ Building Maintenance    ➢ Security and Safety<br>➢ Custodial Services    ➢ Space Management<br>➢ Utilities    ➢ Operations and Maintenance Information Technology<br>➢ Landscape and Grounds Maintenance<br><br>Included Units:    ❖ Interior Design<br>❖ Architecture, Engineering, and Construction Office    ❖ Key Office<br>❖ Vice President Facilities & Operations    ❖ Environmental Health and Safety<br>❖ Building Services    ❖ Campus Sustainability<br>❖ Public Safety and Security    ❖ Real Estate<br>❖ Facilities & Operations, Information Services    ❖ Facility Space Planning * Space Management<br>❖ Grounds Services    ❖ Waste Management Services |

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| **OPERATION & MAINTENACE OF PLANT** (CONTINUED) | **70** | **Non-Assignable**<br>Non-assignable spaces are those areas within a building that are essen.al to the operation of the building but not assigned directly to people, department, or programs. All non-assignable rooms are coded with room types 010-035 in the category Unclassified Facilities Space Use Category. The room types include custodial areas, circulation areas, stairs, elevators, lobbies, elevator machine rooms, mechanical areas, public toilets, and mechanical shaft areas. This space is not assigned directly to support programs but may be necessary for the general operation of a building.<br><br>Theses typical space is considered un-assignable space:<br><br>• Custodial Areas (-This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.<br>• Mechanical Areas This includes rooms that house mechanical equipment<br>• such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical<br>• service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.<br>• Mothballed and/or Incapable of Use. This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.<br>• Public Rest Rooms, these rest rooms are accessible to the public.<br>• Shell Space/Space Under Renovation. This is unfinished space designed to be converted into usable space.<br>• Circulation Areas, this space includes those areas of common access, transit, egress, or public general use that are accessible to the public. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, limited reception areas, and linted waiting rooms. |
| **VACANT** | **80** | Use this category when space is closed, entirely unused, empty, or undergoing renovation. Space that has been unused during part of the Fiscal year should be shown at the corresponding Program Class field box.<br><br>For newly constructed buildings, where vacant space exists due to staged move-in, contact Facilities Management as to how to proceed. |

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| **AUXILIARY ENTERPRISE**<br>**(OIA – Other Institutional Activities)** | **90** | An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The Auxiliary Enterprise program class is for space used for major functions (programs) of the University which are not instruction, organized research, other sponsored activities, or otherwise classified below. Examples include space designated for fund raising, auxiliaries, service centers, governmental affairs, and operations that are controlled or operated by outside agencies, but that are otherwise supported in some way by the university.<br><br>**Auxiliary Enterprise Space**<br>• That is in buildings owned and occupied by the University,<br>• That is occupied by a non-University entity,<br>• For which the entity has a lease, management agreement, or contract with the University.<br><br>**Auxiliary (AX)**<br>The Auxiliary Enterprises program code is for space used for auxiliary enterprises as defined self-supporting with revenue and expenditures<br><br>**Service Center (SC)**<br>The Service Center function code is for space used for service center operations,<br>An operation that provides services or products for a fee to users principally within the institutional community<br><br>Includes space used by the following:<br><br>➢ Residence Halls (university Housing)     ➢ Public Museums<br>➢ Food Service/Dining Hall     ➢ Hospitals & Clinics<br>➢ Intercollegiate Athletics     ➢ Faculty Housing<br>➢ Rental properties     ➢ Bookstores<br>➢ College Store     ➢ Printing Services<br>➢ Parking Services     ➢ University Relations<br>➢ Chapels     ➢ Alumni & Development<br>➢ Theaters |