

Iowa State University Guide to Space Use Codes

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General Information

Coding Structure

This coding system divides all space into 13 series, ten of which are assignable (assigned to, or available for assignment to, an occupant or specific use), and three of which are nonassignable (not available for assignment to an occupant, but necessary for the general operation of the building). Within each of the 13 series, additional codes are used to further classify the space use of each area on campus.

Table 1. Space Use Categories

Category Series	Category Name	Assignable or Nonassignable
100	Classroom Facilities	Assignable
200	Laboratory Facilities	Assignable
300	Office Facilities	Assignable
400	Study Facilities	Assignable
500	Special Use Facilities	Assignable
600	General Use Facilities	Assignable
700	Support Facilities	Assignable
800	Health Care Facilities	Assignable
900	Residential Facilities	Assignable
000	Unclassified Facilities	Assignable
WWW	Circulation Area	Nonassignable
XXX	Building Service Area	Nonassignable
YYY	Mechanical Area	Nonassignable

Space Versus Room

Not all areas within a building are enclosed by walls. This guide uses the terms “space” and “room” interchangeably to refer to any area with a defined use. Where walls are not present, the space coordinator should use their best judgement to determine a boundary between two distinct functions.

Service Codes

Service codes are used for support spaces directly associated with a primary activity area. Service codes typically end in “5,” while primary activity areas often end in “0.” Care must be taken to understand how a service area is used in order to classify it correctly. For example, a storage closet could fall under a number of service codes, but knowing that a particular storage closet houses equipment used in a Research Laboratory (250) would be critical in correctly classifying the space. A service space related to a research laboratory would be coded as Research Laboratory Service (255).

Outline of Space Use Codes

Table 2. Space Use Codes

Code	Name
100	Classroom Facilities
110	Classroom (CLASS)
115	Classroom Service (CL SER)
200	Laboratory Facilities
210	Teaching Laboratory (T LAB)
215	Teaching Laboratory Service (T L SR)
220	Open Laboratory (OPEN L)
221	Music Practice (MUSIC)
225	Open Laboratory Service (OP SR)
250	Research Laboratory (RES L)
255	Research Laboratory Service (RES LS)
300	Office Facilities
301	Administrative Office (ADM OF)
302	Academic Office (ACA OF)
303	Clerical Office (CLR OF)
304	Graduate Assistant Office (GA OF)
305	Office Other (OF OTH)
306	Office Studio (OF STU)
307	Custodial Team Room (TEAM RM)
315	Office Service (OF SER)
351	Conference Room (CONF)
352	Conference Room Service (CONF SR)
354	Seminar Room (SEM RM)
355	Seminar Room Service (SEM SR)
400	Study Facilities
410	Study Room (STUDY)
420	Library Stack (LIB ST)
430	Open-Stack Reading Room (OPEN S)
440	Processing Room (PROCESS)
455	Study Service (STUDY S)
500	Special Use Facilities
510	Armory (ARMORY)
515	Armory Service (ARM SR)
520	Athletic or Physical Education (ATH PH)
523	Athletic Facilities Spectator Seating (ATH SP)
525	Athletic or Physical Education Service (ATH SR)
530	Media Production (MEDIA)
535	Media Production Service (MED SR)
540	Clinic (CLINIC)
545	Clinic Service (CLIN S)
550	Demonstration (DEMO)
555	Demonstration Service (DEMO SR)
560	Field Building (FIELD)
570	Animal Quarters (ANIMAL)
575	Animal Quarters Service (AN SER)
580	Greenhouse (GRHSE)
585	Greenhouse Service (GRH SR)
591	Support Lab (SUP LB)
592	Support Lab Service (SUP LS)
593	Production Lab (PROD L)
594	Production Lab Service (PRD LS)
595	Receiving Room (RECEIV)
596	Incinerator (INCIN)
600	General Use Facilities
610	Assembly (ASSEMB)
615	Assembly Service (AS SER)
620	Exhibition (EXHIB)
625	Exhibition Service (EXH SR)
630	Food Facility (FOOD)
635	Food Facility Service (FOOD SR)
640	Day Care (DAYCARE)
645	Day Care Service (DAY SR)
650	Lounge (LOUNGE)
655	Lounge Service (LOUNGE SR)
660	Merchandising (MERCH)
665	Merchandising Service (MERCH S)
670	Recreation (REC RM)
675	Recreation Service (REC SR)
680	Meeting Room (MEET)
685	Meeting Room Service (MEET S)
700	Support Facilities
710	Central Computer or Telecom (C COMP)
715	Central Computer or Telecom Service (COM SR)
721	Shop (SHOP)
722	Dispensary (DISPEN)
725	Shop Service (SHOP S)
730	Central Storage (C STOR)
735	Central Storage Service (C STOR S)
740	Vehicle Storage (VEH ST)
745	Vehicle Storage Service (VEH SR)

Code	Name
750	Central Service (C SERV)
755	Central Service Support (C SUPP)
760	Hazardous Materials Storage (HAZARD)
765	Hazardous Materials Storage Service (HAZARD SR)
770	Hazardous Waste Storage (HAZ WST STG)
775	Hazardous Waste Service (HAZ WST SVC)
800	Health Care Facilities
810	Patient Bedroom (PT BED)
820	Patient Bath (P BATH)
830	Nurse Station (NURSE)
840	Surgery (SURG)
845	Surgery Service (SURG SR)
850	Treatment/Examination Clinic (TREAT)
855	Treatment/Examination Clinic Service (TREAT S)
860	Diagnostic Service Laboratory (DIAG LB)
865	Diagnostic Service Laboratory Support (DIAG SP)
870	Central Supplies (SUPPLY)
880	Public Waiting (WAIT)

900	Residential Facilities
910	Dormitory Facility (DORM)
935	Dormitory Facility Service (DORM S)
950	Apartment (APTMNT)
970	House (HOUSE)
000	Unclassified Facilities
040	Unusable Space (UNUSE)
050	Inactive Area (INACT)
060	Alteration or Conversion Area (ALTER)
070	Unfinished Area (UNFIN)
WWW	Circulation Area
W01	Bridge/Tunnel (BRG/TUN)
W02	Elevator (ELEV)
W06	Public Corridor (CORR)
W07	Stairway (STAIRWAY)
W08	Vestibule (VEST)
XXX	Building Services Area
X01	Custodian Room (CUSTDN)
X03	Restroom (REST R)
X04	Lactation Room (LACT R)
X07	Men's Restroom (M REST R)
X08	Women's Restroom (W REST R)
YYY	Mechanical Area
Y01	Central Utility Plant (UTIL PL)
Y04	Mechanical Room (MACH R)

Assignable Area

100 Classroom Facilities

This series encompasses general instructional space that is used as an institution-wide resource.

110 Classroom (CLASS)

Definition: A regularly scheduled instructional space that is not tied to any specific subject or discipline by equipment or the configuration of the room.

Description: Any general-purpose instructional room used primarily for lecture, lecture-demonstration, discussion, or recitation-type class. These rooms are suitable for instruction of a wide range of disciplines. If a room is subject to regular assignment by Facilities Planning and Management, it is considered a general university classroom. These rooms are owned by the Office of the Senior Vice President and Provost (Iowa State University General Instruction) instead of a department. These are managed and scheduled by Facilities Planning and Management. It is important to consider the space's primary purpose and course scheduling data, as not every room used for scheduled instruction should be classified as a classroom.

Examples:

- General University Classroom / Auditorium

Exceptions:

- Instructional rooms with specialized equipment or configurations should be considered Teaching Laboratory (210).
- Instructional rooms that are controlled by a specific department for regular academic classes should be coded as Seminar Room (354). These rooms are normally equipped with tables and chairs and are used for small, organized classes usually on the senior and graduate level.
- An auditorium that is primarily used for performances rather than instruction should be classified as Assembly (610).

Purpose: Accurate classification of classroom spaces allows the institution to benchmark the utilization rates against peers and national standards and both identify and justify capital projects. Annual utilization is reported to the Board of Regents, State of Iowa.

115 Classroom Service (CL SER)

Definition: A room which directly serves one or more classrooms as an extension of the classroom activities.

Examples:

- AV closets
- Storage rooms
- Control booths
- Projection rooms

- Preparation rooms
- Pre- and post-class space for instructors and students to meet

Exceptions:

- Service spaces that support teaching laboratories, conference rooms, assembly facilities, or other types of space should be coded accordingly.

200 Laboratory Facilities

This series includes all types of laboratories regardless of discipline, and inclusive of those used for instruction, research, and practice.

210 Teaching Laboratory (T LAB)

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or 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, the activities fulfill course requirements, and/or there is a formal facilitator present.

Description: A teaching laboratory is designed for or furnished with equipment to serve the needs of regular instruction in a particular discipline. The room design and/or equipment in such a room normally precludes its use for other areas of study. A primary distinction between teaching laboratories and other specialized spaces is that teaching laboratories are used for instruction in a particular discipline. Rooms with similar (or the same) names might be coded differently. For instance, a dark room used primarily to teach photography should be coded as a teaching laboratory, while a dark room used primarily to support science labs should be coded as Teaching Laboratory Service (215).

Examples:

- Intro chemistry lab
- Engineering lab
- Instructional computer lab
- Art studio
- Language lab
- Cybersecurity lab
- Kinesiology lab

Exceptions:

- Instructional laboratories that are not regularly scheduled for academic classes should be coded as Open Lab (220).
- Laboratories that are used for research should be coded as Research Lab (250).
- Breakout rooms should be coded as Teaching Lab Service (215).
- Physical education spaces that are not regularly scheduled for teaching subjects such as kinesiology or exercise science should be classified as Athletic or Physical Education (520).

Key Distinction: Teaching lab, open lab, or research lab? The separation of regularly scheduled lab spaces from those that are not regularly scheduled may seem semantic, but it is important for measuring the use of instructional resources. Space utilization of teaching labs is reported annually to the Board of Regents, State of Iowa. The distinction also helps Iowa State University to reserve certain rooms as unscheduled, open spaces for students to learn, create, make, and interact outside of class hours.

215 Teaching Laboratory Service (T L SR)

Definition: A room which directly serves a teaching laboratory as an extension of those activities.

Examples:

- Prep rooms
- Instrument rooms
- Balance rooms
- Cold rooms
- Stock room
- Breakout room from teaching lab
- Book storage closet for adjacent teaching lab

Exceptions:

- Rooms that provide housing for laboratory animals are classified as Animal Quarters (570).
- Greenhouses are coded separately (580).
- Book storage rooms that serve a broader audience should be classified as Library Stack (420).

220 Open Laboratory (OPEN L)

Definition: A laboratory used primarily for individual or group instruction in a specific academic area that is informally scheduled, unscheduled, or open.

Description: Open laboratories are designed for or furnished with equipment that serves the needs of a particular discipline for group or individual instruction in a space that is not formally or regularly scheduled for academic classes. Laboratory access is limited to specific groups of students or for specific purposes.

Examples:

- Writing center
- Tutoring center
- Makerspace
- Testing center
- Computer lab with specialized restrictive software
- Learning community room, if restricted to specific disciplines by contained equipment or software
- Mock interview rooms

Exceptions:

- Laboratories with regular, formally scheduled classes are classified as Teaching Laboratory (210).
- Computer labs not restricted to specific disciplines and not used for teaching are categorized as Study Room (410).

- Music practice room is classified as Music Practice (221).

221 Music Practice (MUSIC)

Definition: A music laboratory used for individual or small group instruction or practice that is informally scheduled, unscheduled, or open. It is designed and furnished with equipment that serves the needs of the music department.

Description: These rooms may include, but do not require, musical instruments such as a piano. These spaces are irregularly scheduled or open for student practice.

225 Open Laboratory Service (OP SR)

Definition: A room that directly serves one or more open laboratories as an extension of those activities.

Examples:

- Makerspace equipment room
- AV closet
- Writing center storage room

250 Research Laboratory (RES L)

Definition: A space for laboratory experimentation, research and/or training in research methods, or professional research and observation; or structured creative activity within a specific program or for sponsored research.

Description: A laboratory for faculty, staff, and/or students to conduct research or structured creative activities, typically directed by one or more faculty or principal investigators. The spaces are not primarily used for practice or for regularly scheduled academic classes. Work conducted in Research Labs is often intended to produce new knowledge in academic fields.

Examples:

- Biology research lab
- Faculty art studio
- Computational lab
- Anthropology research lab
- Education research lab
- Robotics research lab

Exceptions:

- Does not include testing and monitoring facilities such as for seed sampling and water or environmental testing rooms – see Support Lab (591).
- If research is patient-oriented, it would be categorized as Clinic (540).

Key Distinction: Special attention should be taken regarding rooms equipped both as office and research laboratory. It is recommended that those rooms that have office type equipment and

fixed laboratory-type equipment (primarily in the biological and physical sciences) within the same room be classified as Research Laboratory (250).

255 Research Laboratory Service (RES LS)

Definition: A room that directly serves one or more research laboratories as an extension of those activities.

Examples:

- Chemical storage room
- Sample prep room
- Instrumentation/support room
- Supply room
- Write-up room
- Dark room
- Sterilizer rooms
- Controlled-environment rooms
- Storage rooms

Exceptions:

- Rooms that provide housing for laboratory animals are classified as Animal Quarters (570), and animal feed storage, cage washing, and instrument rooms are classified as Animal Quarters Service (575).
- Greenhouses are categorized separately (580).

300 Office Facilities

This series encompasses all office and workspace assigned to academic, administrative, and service functions. It includes office space associated with other use codes. For example, offices within a healthcare or library setting are coded within the 300 series, not the 800 series.

301 – 307 Office

General Definition: A room or space used as a work area for one or more persons, often including a desk or workstation, chair, and computer or docking station. See definitions below for specific office codes based on title or function.

301 Administrative Office (ADM OF)

Definition: Office space used by administrative personnel, such as vice presidents, deans, directors, professional and scientific staff, academic advisors, and other administrators.

302 Academic Office (ACA OF)

Definition: Office space used by faculty, including visiting lecturers.

Exceptions:

- Faculty offices that are also used for individual or small group instruction such as in music are considered Office Studio (306).

303 Clerical Office (CLR OF)

Definition: Office space typically used by administrative assistants, support/merit staff, and receptionists. Spaces that have both a work area for a receptionist and a waiting area for guests are included in this category.

Exceptions:

- Work areas that are used to directly support library functions, such as circulation desks and reference desks, are to be classified as Processing Room (440).

304 Graduate Assistant Office (GA OF)

Definition: Office space used by graduate and/or post-doctoral students working as teaching or research assistants.

Exceptions:

- Does not include office/write-up space within laboratories (255).

305 Office Other (OF OTH)

Definition: All other offices which do not fit in the other categories, including hoteling offices that may be shared by individuals from a variety of employment categories. Also included are offices for facilities technicians, food service personnel, and other individuals who don't fit into other categories listed.

306 Office Studio (OF STU)

Definition: A room used for instruction of individual students (Music, Art, etc.), which also serves as an office for staff members.

307 Custodial Team Room (TEAM RM)

Definition: A room or area used by janitors or custodians for team meetings.

315 Office Service (OF SER)

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Examples:

- Kitchenette
- Faculty/staff break room
- Work room
- File room
- Supply closets
- Departmental mail rooms
- Internal circulation within office suite
- Internal corridors with restricted access
- Waiting areas for offices
- Private toilets and showers, not for public use

Exceptions:

- Centralized service spaces that support more than one building, department, or college, or that are generally campus-wide services, such as mail rooms, shipping or receiving areas, or print shops should be classified as Central Service (750).

351 Conference Room (CONF)

Definition: A room serving a group of offices that is used primarily for staff meetings and departmental activities.

Description: A conference room is typically furnished with tables and chairs, and often with teleconference or videoconference equipment. The space is normally used by a specific organizational unit or office area for formal gatherings rather than for relaxation or casual interaction.

Exceptions:

- Rooms used for meetings serving a broader audience, such as those available campus-wide or to the larger community are classified as Meeting Room (680).

Key Distinction: Conference Room, Meeting Room, or Break Room? Rooms should be coded based on their use. For example, a room that is designed for and used primarily for formal meetings between employees of an office area, but is sometimes used as a break or lunchroom,

should be classified as Conference Room (351). Conversely, a space designed as a break room (with kitchenette or similar equipment) that is used occasionally for conference activity should be classified as Office Service (315). Finally, Meeting Rooms (680) are differentiated from conference rooms based on the formality of the meetings and whether or not the room is considered "general purpose" beyond a department or office area. Care should be taken to look at how each room is used rather than relying on the name of the room or room signage, for instance, as the words "meeting" and "conference" are often used interchangeably in contexts other than space coding.

352 Conference Room Service (CONF SR)

Definition: A room that directly serves one or more conference rooms as an extension of the activities in that room.

Examples:

- AV closet
- Storage
- Coat closet
- Kitchenette

354 Seminar Room (SEM RM)

Definition: A regularly scheduled instructional space that is controlled by a specific department for regular academic classes.

Description: These rooms are normally equipped with tables and chairs and are used for small organized classes usually on the senior and graduate level. These rooms may have reference materials for specific areas of study housed within the room.

355 Seminar Room Service (SEM SR)

Definition: A room that directly serves one or more seminar rooms as an extension of the activities in that room.

Examples:

- AV closets
- Storage rooms

400 Study Facilities

This series encompasses codes for library and study facilities, including spaces throughout campus that are not in library buildings.

410 Study Room (STUDY)

Definition: A room used by individuals or small groups to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

Description: This category includes spaces that are intended for general study purposes. Study stations may be grouped or individualized and may include computers, docking stations, and/or monitors, or they may have no technology provided. Study spaces need not be located only in libraries, but may also be found in academic buildings, and they do not need to have clearly defined physical boundaries.

Examples:

- Reading room
- Computer labs not restricted to specific disciplines
- Group study/collaboration
- Team room
- Learning community room, if not restricted to a specific discipline by contained equipment or software
- Breakout space
- Quiet study room
- Study nook

Exceptions:

- Computer labs restricted to specific disciplines and not used for teaching are categorized as Open Labs (220).

Key Distinction: Students study everywhere. How is one to differentiate between 410 - Study Room and 650 - Lounge? Like other spaces, the correct classification can be determined by intention, equipment, and infrastructure. A space designed and furnished with hard surfaces, access to power, and is primarily intended for studying or collaboration, should be considered a Study Room (410). A room that is used primarily for relaxation or gathering with friends, often with soft seating, should be coded as Lounge (650).

420 Library Stack (LIB ST)

Definition: A room (or portion of a room) used to provide shelving for library materials.

Description: Library stacks typically appear in central or branch libraries. Library materials (collections) can include books as well as journals, periodicals, electronic storage media, and other educational material.

Exceptions:

- Does not include storage for media collections that directly serve an adjacent area. For example, a closet area that stores books that support an adjacent teaching lab should be considered as service to that room, Teaching Laboratory Service (215).
- Collections that are for exhibition rather than as an educational resource should be classified as Exhibition (620).

430 Open-Stack Reading Room (OPEN S)

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: This category is not used if a pro-ration, on some appropriate basis, can identify the portions of the room being used as a Study Room (410) and Library Stack (420).

440 Processing Room (PROCESS)

Definition: A room or area devoted to processes and operations in support of library functions.

Examples:

- Circulation desk
- Reference desk
- Book/media processing room
- On-line catalog areas

Exceptions:

- Offices and associated spaces located in the library are to be classified under the office category (see 300 series).

455 Study Service (STUDY S)

Definition: A space which serves a study room, library stack, open-stack study rooms, or processing rooms as a direct extension of those spaces.

Examples:

- Copy room
- Supply closet

500 Special Use Facilities

This series includes categories that are highly specialized.

510 Armory (ARMORY)

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units, specifically designed or equipped for use in a military training or military instructional program.

Examples:

- Indoor drill areas
- Indoor rifle ranges
- Special purpose military-science rooms

Exceptions:

- Non-military spaces such as classrooms, teaching laboratories, offices, and study rooms should be classified with their appropriate corresponding code (not 510), even though they are located in an armory building.

515 Armory Service (ARM SR)

Definition: A room that directly serves an armory facility as an extension of the activities of that facility.

Examples:

- Supply rooms
- Weapons rooms
- Locker rooms

520 Athletic or Physical Education (ATH PH)

Definition: A room (or area) used by students, staff or the public for athletic/physical education activities.

Description: These spaces may be used for athletics, intramural and club sports, or for-credit courses in physical education.

Examples:

- Gymnasium
- Basketball court
- Handball/squash courts
- Dance rooms
- Wrestling room
- Weight room
- Fitness studio
- Indoor swimming pool
- Indoor track

- Cardio room
- Stretching/warm up area

Exceptions:

- Physical education spaces that are scheduled regularly and are primarily kinesiology lab spaces should be coded as Teaching Lab (210).
- Dance studios that are regularly scheduled for performing arts classes should be coded as Teaching Lab (210).
- Recreational areas such as billiard rooms, bowling alleys, gaming/esports rooms, and climbing walls should be classified as Recreation (670).

523 Athletic Facilities Spectator Seating (ATH SP)

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

Description: Included are permanent seating areas in field houses and gymnasiums.

Exceptions:

- Does not include temporary bleachers. If the seating can be moved around and used in different locations, the area where they are stored would be Athletic Service (525).

525 Athletic or Physical Education Service (ATH SR)

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Examples:

- Locker rooms
- Team restrooms and shower rooms
- Ticket offices
- Equipment supplies rooms
- Storage closets

Exceptions:

- Does not include public restrooms (see X series – Building Service Area).
- Showers and changing rooms that do not serve an athletic purpose, such as in an academic building, should be classified differently. If the rooms are restricted to the people who work in the building, the space would be classified as Office Service (315).

530 Media Production (MEDIA)

Definition: A room or group of rooms used for the production and distribution of multimedia materials or signals, and for the operation of equipment for the communication of these materials.

Description: Includes rooms used for the production of media for a wide audience such as campus-wide or for university marketing

Examples:

- Photography studio
- Videography studio
- TV studio
- Radio station broadcasting room
- One-button studios for recording teaching material
- Print media production studio
- Recording rooms

Exceptions:

- Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Teaching Laboratory (210).

535 Media Production Service (MED SR)

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

Examples:

- Storage rooms
- Equipment rooms
- Control rooms

540 Clinic (CLINIC)

Definition: A room used for the diagnosis, consultation and/or the treatment of patients or clients with a primary purpose of instruction, research, or public service.

Description: Clinics are typically associated with educational areas such as psychology or speech and hearing. Included are patient examination rooms, testing rooms and consultation rooms.

Examples:

- Auditory clinic
- Psychology clinic

Exceptions:

- Clinics associated with student health care or the medical or dental treatment of humans or animals should be classified accordingly (see 800 series).

545 Clinic Service (CLIN S)

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

Examples:

- Waiting rooms

- Records rooms
- Storage rooms
- Observation rooms

550 Demonstration (DEMO)

Definition: A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science, typically involving providing goods or services to the public.

Examples:

- Child Development Lab School
- Business Professional Sales Suite
- Student-operated restaurant
- Veterinary outreach facilities

Exceptions:

- This category does not include day care, restaurant, hotel, or other facility types that are NOT part of an instructional program. Examples of other space classifications include Food Facility (630), if there is seating, or Merchandising (660), if there is no seating.

555 Demonstration Service (DEMO SR)

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

Examples:

- Storage room
- Workroom
- Kitchens
- Lockers
- Shower rooms

560 Field Building (FIELD)

Definition: A barn or similar structure for animal shelter or the handling, storage and/or protection of farm products, supplies, and tools for field experiments.

Description: Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to agricultural field operations and are frequently located outside the central campus area.

Examples:

- Sheds
- Silos
- Feed units
- Hay storage

- Seed houses
- Greenhouses related to field operations

Exceptions:

- Finished rooms, such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Research Laboratory (250).
- Animal quarters directly supporting research or instructional laboratories should be coded as Animal Quarters (570).

570 Animal Quarters (ANIMAL)

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Examples:

- Animal rooms
- Cage rooms
- Stalls

Exceptions:

- Does not include areas for veterinary treatment of patient animals (see 800 series).

575 Animal Quarters Service (AN SER)

Definition: A room that directly serves an animal quarters facility.

Examples:

- Feed storage room
- Feed mixing room
- Cage washing room
- Instrument room
- Internal (nonpublic) circulation space

Exceptions:

- Does not include areas that directly serve areas used for treatment of patient animals (see 800 series)

580 Greenhouse (GRHSE)

Definition: A building or room, usually composed chiefly of glass or other light-transmitting material, for the cultivation and/or protection of plants.

Description: The primary characteristic of greenhouses is that they are structurally designed as greenhouses and are used for cultivation or protection. 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 (GRH SR)

Definition: A room that directly serves a greenhouse facility.

Examples:

- Headhouse
- Storage room

591 Support Lab (SUP LB)

Definition: A room used for creating and/or disseminating information usually gained from samples, materials or data from organizations, departments or individuals.

Examples:

- Soil Testing Laboratories
- Seed Testing Laboratories

592 Support Lab Service (SUP LS)

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

593 Production Lab (PROD L)

Definition: A room or pilot plant used for the processing of a commodity such as meat, cheese, ice cream, wine, or similar products.

Examples:

- Creamery production
- Brewery production

594 Production Lab Service (PRD LS)

Definition: A room that directly serves a production laboratory. Includes freezers, curing rooms, storage rooms, etc.

595 Receiving Room (RECEIV)

Definition: A room used for receiving and shipping.

Description: Generally, receiving areas are considered part of the circulation space of a building. However, if the room can be secured independently from corridors, the space should be separately inventoried.

596 Incinerator (INCIN)

Definition: A room or building used for disposing of waste materials.

600 General Use Facilities

This series includes spaces that are broadly available to faculty, staff, students, and the public.

610 Assembly (ASSEMB)

Definition: Any room designed and equipped for the assembly of large groups for events such as dramatic or musical activities.

Examples:

- Arena Seating
- Theater
- Concert hall
- Chapel
- Movie theater

Exceptions:

- Does not include auditoriums used primarily for instructional purposes (see Classroom 110).

615 Assembly Service (AS SER)

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

Examples:

- Ticket booth
- Coat rooms
- Dressing rooms
- Projection booths
- Costume storage

Exceptions:

- A concession stand in an assembly facility is classified as Merchandising (660).
- Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or as Lounge (650).

620 Exhibition (EXHIB)

Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

Examples:

- Museums
- Art Galleries
- Planetarium

Exceptions:

- Displays that are for instructional use only rather than for general exhibition, such as departmental displays in Geology, Botany, or Zoology, should be classified under an appropriate laboratory category (see 200 series).
- Collections of books that are used as an educational resource rather than as an exhibit should be classified as Library Stack (420).

625 Exhibition Service (EXH SR)

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

Examples:

- Exhibition preparation rooms
- Coat rooms
- Vaults or other storage

630 Food Facility (FOOD)

Definition: A space used for eating.

Description: This category includes areas where food is eaten and some accommodation for seating is provided. It includes areas open to students, faculty, staff, and the general public.

Examples:

- Dining halls
- Cafeterias
- Snack bars
- Vending rooms with seating
- Creamery store with seating

Exceptions:

- Break rooms and kitchenettes for specific office areas are classified as Office Service (315).
- Vending areas that do not include seating are classified as Merchandising (660) or as a service code to an appropriate area.

635 Food Facility Service (FOOD SR)

Definition: A room that directly serves a food facility.

Examples:

- Kitchen
- Food storage
- Cold storage/refrigeration freezer rooms
- Dishwashing room
- Cleaning areas

Exceptions:

- Does not include any type of food preparation space that does not serve a food facility or eating area.
- Service areas for vending spaces are classified as Merchandising Service (665).
- Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities. See Demonstration Service (555) and Day Care Service (645).

640 Day Care (DAYCARE)

Definition: A room to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Examples:

- Day care classrooms
- Restrooms intended for child use in day care
- Eating spaces for day care

Exceptions:

- Does not include day cares that are primarily used as part of an instructional program. See Demonstration (550).

645 Day Care Service (DAY SR)

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

Examples:

- Food preparation area
- Storage
- Staff-only eating areas and restrooms

Exceptions:

- Does not include staff office areas (300 series).

650 Lounge (LOUNGE)

Definition: A room used for rest and relaxation that is available for general use and/or affinity and community groups.

Description: A lounge facility is typically equipped with upholstered furniture to provide a more informal atmosphere for relaxation and informal gatherings.

Examples:

- Student lounge
- Collaboration area

Exceptions:

- A lounge area associated with a restroom is nonassignable space and considered part of the restroom (see X series – Building Service Area).
- A staff break room should be classified as Office Service (315).
- Areas that are primarily used for individual or group study rather than relaxation should be classified as Study (410).

Key Distinction: Lounge or Study? How is one to differentiate between 410 - Study Room and 650 - Lounge? Like other spaces, the correct classification can be determined by intention, equipment, and infrastructure. A space designed and furnished with hard surfaces, access to power, and is primarily intended for studying or collaboration, should be considered a Study Room (410). A room that is used primarily for relaxation or gathering with friends, often with soft seating, should be coded as Lounge (650).

655 Lounge Service (LOUNGE SR)

Definition: A room that directly serves a general use lounge.

Examples:

- Vending area
- Storage
- Kitchenette

660 Merchandising (MERCH)

Definition: A space used to sell products or services.

Examples:

- Bookstore
- Vending area without seating
- Concession stand
- Convenience store
- Student-operated store

Exceptions:

- Does not include dining rooms, restaurants, or similar Food Facilities (630).
- A vending area that directly serves another space type should be classified as service to that space. Merchandising (660) should be used for vending areas without seating that are not directly in service to another space classification.

665 Merchandising Service (MERCH S)

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

Examples:

- Storage

670 Recreation (REC RM)

Definition: A room used by students, staff and/or the public for recreational purposes, relaxation, and amusement-type activities.

Examples:

- Gaming/esports rooms
- Billiard rooms
- TV rooms
- Bowling alley
- Climbing walls

Exceptions:

- This category does not include gymnasias, swimming pools, weight rooms, or other athletic spaces where the primary use is for more robust physical activities; see Athletic or Physical Education (520).

675 Recreation Service (REC SR)

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

Examples:

- Equipment issue rooms
- Storage
- Reception desk

680 Meeting Room (MEET)

Definition: A room designed and equipped to hold a variety of non-class meetings and available to a wide audience.

Description: A Meeting Room is publicly available to a wider audience, often including campus-wide or community groups, various student groups, nonemployees of the institution or short-term meetings conducted by an extension division.

Examples:

- Interview Rooms such as in a career center
- Student Organization space

Exceptions:

- A meeting room is distinguished from a Conference Room (351) because a Conference Room is considered part of an office complex and is generally used for departmental activities.

685 Meeting Room Service (MEET S)

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

Examples:

- Chair storage room
- Kitchenette
- AV closet
- Student organization lockers

700 Support Facilities

This series includes spaces that provide centralized support campus-wide or for multiple programs, colleges, buildings, etc. Although these spaces are not typically accessed by the greater institutional or community members, the spaces provide a continuous, indirect support system to faculty, staff, students, and the public.

710 Central Computer or Telecom (C COMP)

Definition: A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment need of a central group of users, department, college, or entire institution.

Examples:

- Server room
- Data closet
- Telecommunications closet
- IDF room
- Node room

Exceptions:

- Does not include rooms containing post-billing machines, check-writing machines, and similar office or office service rooms. Computer work rooms and printer rooms that serve an office area should be coded Office Service (315). A computer facility used only for instruction should be classified as a Teaching Laboratory (210). If a room, otherwise classifiable as an office, happens to contain computer equipment, do not prorate the area in that room, but rather classify the entire room as office.

715 Central Computer or Telecom Service (COM SR)

Definition: A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

Examples:

- Telecommunications or other central computer spare parts storage

721 Shop (SHOP)

Definition: A space used for the manufacture, repair, or maintenance of products or equipment. This includes physical plant shops and shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices by IT.

Examples:

- Carpentry shop
- Maintenance shop

- Computer repair shop

Exceptions:

- Does not include makerspaces or instructional shops (i.e., glass, metal, wood, or 3D parts fabrication shops) which should be coded as Teaching Laboratory (210) if they are regularly scheduled for instructional use or as Open Lab (220) if they are unscheduled or informally scheduled.
- Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530).
- Fabrication spaces that directly serve a Research Lab should be coded as Research Lab Service (255).

722 Dispensary (DISPEN)

Definition: A room used to dispense chemicals, glassware, and/or apparatus used by multiple groups and/or departments.

Exceptions:

- Does not include service areas in health-care facilities for humans or animals (see 800 series).

725 Shop Service (SHOP S)

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

Examples:

- Tool storage
- Paint storage
- Locker rooms
- Breakroom

730 Central Storage (C STOR)

Definition: A room or building used to store materials or equipment and that serves multiple room use categories, organizational units, or buildings. These spaces are typically accessed only occasionally.

Examples:

- Warehouse
- Surplus furniture storage
- Bulk janitorial supply storage

Exceptions:

- Central Supplies (870) specific to health-care facilities.

Key Distinction: Central Storage or Office Service? The vast majority of storage spaces are categorized as Office Service or another service category rather than Central Storage. The distinction is that storage spaces categorized as service are directly related to that particular use group. They are specific in nature, typically assigned to a particular department or other organizational unit, and the items being stored must be kept near the department due to frequency of use. Central Storage, on the other hand, is more long-term, intended for items used by a wider audience such as surplus furniture.

735 Central Storage Service (C STOR S)

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

Examples:

- Hand truck storage
- Shelving storage

740 Vehicle Storage (VEH ST)

Definition: A room or structure that is used to house and/or store vehicles.

Description: Includes parking structures and other spaces used for a wide variety of vehicles, including automobiles, airplanes, lawn equipment, forklifts, and other powered transport devices.

Examples:

- Parking deck
- Garage
- Airport hanger
- Lawn equipment storage
- Snowplow storage

Exceptions:

- Does not include portions of barns or similar field building facilities used to house farm implements (see 560).

745 Vehicle Storage Service (VEH SR)

Definition: A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

Description: Includes any area associated with a vehicle-storage facility, including spaces used for maintenance and repair of automotive equipment, airplanes and similar vehicles.

Examples:

- Parts storage
- Maintenance garage

750 Central Service (C SERV)

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

Examples:

- Central print shop
- Central mail facility
- Central shipping & receiving

Exceptions:

- Mail Rooms serving a single department or building should be classified as Office Service (315).

Key Distinction: Just like Central Storage (730) is defined by serving multiple departments and/or buildings, Central Service (750) differs from other service use codes in that these spaces serve a wide audience, often campus wide.

755 Central Service Support (C SUPP)

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

Examples:

- Central print shop supply room
- Central mail facility equipment storage

760 Hazardous Materials Storage (HAZARD)

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

Exceptions:

- Does not include temporary hazardous materials storage areas located near or adjacent to instructional or research facilities (see 215 or 255).

765 Hazardous Materials Storage Service (HAZARD SR)

Definition: A room that directly serves a hazardous materials storage area.

770 Hazardous Waste Storage (HAZ WST STG)

Definition: A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified and controlled under government environmental regulations.

775 Hazardous Waste Service (HAZ WST SVC)

Definition: Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified and controlled under government environmental regulations.

800 Health Care Facilities

This series provides space use codes for patient care areas in separately organized and budgeted health care facilities for both humans and animals, including space such as teaching hospitals, student health centers, and veterinary hospitals. Rooms such as offices, classrooms, teaching laboratories, etc., within health care facilities should be classified in their appropriate category.

810 Patient Bedroom (PT BED)

Definition: A room equipped with a bed and used for patient care, and typically used for care that involves overnight stays

Examples:

- Veterinary quarters
- Cage rooms

820 Patient Bath (P BATH)

Definition: A room containing patient bath and toilet facilities.

Examples:

- Patient bathroom
- Animal cleaning room

Exceptions:

- Does not include public toilet facilities (see X series – Building Service Area).

830 Nurse Station (NURSE)

Definition: A room or area used by nurses or other patient care staff who are supervising and/or administering health-care facilities.

Description: This is the primary workstation area used by nurses and other patient care staff. It also includes spaces that directly serve the Nurse Station.

Examples:

- Nurses desk
- Charting areas
- Equipment sterilization
- Nurses work room
- Rounds room
- Reception/Admissions desk

Exceptions:

- Offices should be classified as such (see 300 Series).

840 Surgery (SURG)

Definition: A room used for surgery.

Description: These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment.

Examples:

- Major and minor surgery rooms, including veterinary facilities

Exceptions:

- Surgery areas classified as Demonstration (550)

845 Surgery Service (SURG SR)

Definition: A room that directly serves a surgery room as an extension of activities in those spaces.

Examples:

- Recovery rooms
- Surgery prep rooms
- Gas storage rooms
- Scrub rooms
- Gown rooms

850 Treatment/Examination Clinic (TREAT)

Definition: A room used for examinations, diagnosis, consultation, or treatment.

Examples:

- Large or small animal treatment
- Examination room
- MRI room
- Physical therapy room
- X-ray room

855 Treatment/Examination Clinic Service (TREAT S)

Definition: A room that directly serves a treatment room as an extension of activities in those spaces.

Examples:

- Patient dressing room
- X-ray reading room
- Equipment storage
- Animal holding area

860 Diagnostic Service Laboratory (DIAG LB)

Definition: A room used to provide diagnostic support services to health care facilities.

Examples:

- Pathology labs
- Hematology lab
- Tissue lab
- Blood bank
- Autopsy lab
- Autoclave and centrifuge rooms
- Cadaver storage rooms
- Pharmacy

Exceptions:

- Does not include Teaching Laboratories (210) or other facilities uses primarily for organized instruction.

865 Diagnostic Service Laboratory Support (DIAG SP)

Definition: A room that directly serves a diagnostic service lab as an extension of the activities in that area.

Examples:

- Locker rooms
- Warm and cold rooms
- Scrub up and gown rooms
- Special processing rooms and supply and storage areas

870 Central Supplies (SUPPLY)

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

Examples:

- Pharmacy supply and dispensary
- Central linen supply

Exceptions:

- Does not include central storage for materials and equipment that are not healthcare related – see Central Storage (730).

880 Public Waiting (WAIT)

Definition: A room used by the public to await admission, treatment, or information as part of a Health Care Facility.

Examples:

- Waiting and reception area
- Student health center lobby

900 Residential Facilities

This series includes housing for students, faculty, staff, and visitors to the institution, including dormitories and houses owned by the University. Not all spaces in residential buildings are classified under the 900 series – for offices, lounges, study rooms, dining facilities, recreation spaces, etc., the appropriate code based on primary use should be used.

910 Dormitory Facility (DORM)

Definition: One or more residential rooms for one or more individuals typically furnished with beds, wardrobes, desks, and chairs.

935 Dormitory Facility Service (DORM S)

Definition: A room that directly serves the occupants of a dorm room.

Examples:

- Mail room
- Laundry room
- Housekeeping room
- Shared restroom/shower room serving occupants of a dormitory facility

950 Apartment (APTMNT)

Definition: A complete living unit, with private cooking facilities, that is not a separate structure.

970 House (HOUSE)

Definition: A complete living unit, with private cooking facilities, that is a separate structure.

000 Unclassified Facilities

040 Unusable Space (UNUSE)

Definition: Space that is unusable for any assignable or other activity due to its condition or location. Assigned to department category “Space Unallocated.” Unusable space is not typically assigned to a department.

050 Inactive Area (INACT)

Definition: Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

060 Alteration or Conversion Area (ALTER)

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

070 Unfinished Area (UNFIN)

Definition: All potentially assignable areas in new buildings or additions to existing buildings not completely finished at the time of the inventory.

Examples:

- Shell space

Nonassignable Area

WWW Circulation Area

W01 Bridge/Tunnel (BRG/TUN)

Definition: A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

Exceptions: Ground-level covered passageways, walled or not, are coded as Public Corridors (W06). 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 classified accordingly.

W02 Elevator (ELEV)

Definition: The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.

Exceptions: Individual elevator cabs are considered as fixed equipment within the shaft space; thus, their area is not added to the space inventory.

W06 Public Corridor (CORR)

Definition: A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor.

Exceptions: Restricted access private circulation aisles or ramped areas used only for circulation within an organizational unit's suite of rooms or other working areas should not be included. In these cases, they may fall within the service subcategories of those space use categories (see Office Service 315).

W07 Stairway (STAIRWAY)

Definition: The covered internal or external space dedicated to providing nonmechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

Exceptions: In stairways that pass through floor openings larger than themselves, the open area around the stairway's floor penetration is not counted as either gross area or usable area. In an unenclosed stairway, that area beneath the stairway structure that is accessible and has a 3-foot ceiling height or greater should be included as both gross area and usable area in the inventory.

W08 Vestibule (VEST)

Definition: A room between the outer door and the interior of the building.

XXX Building Service Area

X01 Custodian Room (CUSTDN)

Definition: A room used by janitors or custodians for the service of the building, such as mop sink rooms, storage closets, and work rooms.

Examples:

- Custodial service closet
- Custodial supply storage room
- Custodial equipment storage room

X03 Rest Room (REST R)

Definition: Any public toilet room and/or adjoining lounge for general public use.

Examples:

- Restroom

Exceptions:

- Men's and Women's Restrooms are classified as X07 and X08 respectively.
- Private toilets should be included as Office Service (315).
- Restrooms serving an athletic team or associated with an athletic locker room should be classified as Athletic or Physical Education Service (525).

X04 Lactation Room (LACT R)

X07 Men's Restroom (M REST R)

Definition: Any public toilet room and/or adjoining lounge designated for men.

X08 Women's Restroom (W REST R)

Definition: Any public toilet room and/or adjoining lounge designated for women.

YYY Mechanical Area

Y01 Central Utility Plant (UTIL PL)

Definition: A facility that houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, co-generation facilities, and electrical distribution facilities.

Y04 Mechanical Room (MACH R)

Definition: A room or area for the service of the building. Should include, but not be limited to, mechanical areas in central utility plants, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, etc.