IOWA STATE UNIVERSITY
GUIDE TO ROOM TYPE CODES - Fall 2018

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Classroom Facilities

110 Classroom (CLASS)
Any general purpose instructional room designed primarily for lecture, lecture-demonstration, recitation or seminar type class. If a room is subject to regular assignment by Facilities Planning and Management, it is considered a general classroom. These rooms are to be charged to Iowa State University General Instruction instead of a department.

115 Classroom Service (CL SER)
A room which directly serves a classroom as an extension of the activities in such a room. Included in this category are projection rooms, cloakrooms, preparation rooms, and closets and storage, if associated with a classroom.

354 Seminar Room (SEM RM)
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. This classification differs from a conference room in that conference rooms are not usually used for organized classes. They also differ from a table and chair classroom, in that they usually are restricted to a specific department's class use.

355 Seminar Room Service (SEM SR)
A room that directly serves one or more seminar rooms as an extension of the activities in that room. Includes kitchenettes, storage rooms, telecomm control booths, projection rooms and sound equipment rooms if they serve seminar rooms.

Laboratory Facilities

221 Music Practice (MUSIC)
A music laboratory used for individual or group instruction that is informally scheduled, unscheduled or open. It is designed and furnished with equipment that serves the needs of the Music department.

220 Open Laboratory (OPEN L)
A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. It is designed for or furnished with equipment that serves the needs of a particular discipline for group or individual instruction. Included are studios for individualized instruction and discipline restricted computer labs and writing labs. Rooms containing computer equipment that is not restricted to a specific discipline are classified as study rooms (410).

225 Open Laboratory Service (OP SR)
A room that directly serves one or more open laboratories. This category includes areas such as equipment storage rooms, projection rooms, cold rooms, dark rooms, stock rooms and similar rooms which serve an open laboratory facility.
250  Research Laboratory (RES L)
A room used by students or staff for laboratory applications, research and/or training in research methods, or professional research and observation; or structured creative activity within a specific program. Requires special purpose equipment, and is not used for formal classes. Does not include testing and monitoring facilities (e.g. seed sampling, water or environmental testing rooms) that are a part of the institution’s Central Service system.

**Special note should be taken of rooms equipped both as office and "research laboratory".**
A room equipped with laboratory benches, specialized scientific equipment or such utilities as gas, water, steam, air, etc., is classified as a research laboratory (250). Note that this distinction rests on equipment rather than function. 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 laboratories (250).

255  Research Laboratory Service (RES LS)
Related service rooms for a research laboratory, including darkrooms, controlled-environment storage rooms, sterilizer rooms, supply and equipment issue rooms, etc. Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

210  Teaching Laboratory (T LAB)
A room used primarily for formally or regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study. Examples could include wet or dry laboratories, computer laboratories, drafting rooms, art and music studios, and language labs. The design of, and/or, equipment in such a room normally precludes its use for other areas of study. This category does not include special purpose rooms used by ROTC units, such as drill areas and rifle ranges. It does not include special purpose rooms used by Physical Education, such as gymnasiums, handball courts, indoor track and swimming pools.

215  Teaching Laboratory Service (T L SR)
A room which directly serves a teaching laboratory as an extension of the activities of the teaching laboratory. This category includes areas such as balance rooms, cold rooms, dark rooms, stock rooms, etc., which serve a teaching laboratory. Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

**Office Facilities**

302  Academic Office (ACA OF)
A room assigned as an office or used by one or more persons of the rank of instructor through professor. This includes visiting lecturers.

301  Administrative Office (ADM OF)
A room used for administrative personnel including the administrative office of a department. This does not include clerical, stenographic or other general office space.

303  Clerical Office (CLR OF)
A room or space to which clerks, secretaries or receptionists are assigned. This includes space where any machines, files and waiting callers are in the same room with clerical staff.

351  Conference Room (CONF)
A room serving an office complex that is used primarily for staff meetings and departmental activities other than scheduled classroom activities.

352  Conference Room Service (CONF SR)
A room that directly serves one or more conference rooms as an extension of the activities in that room. Includes kitchenettes, storage rooms, telecomm control booths, projection rooms, and sound equipment rooms _if they serve conference_ rooms.
304 Graduate Assistant Office (GA OF)
A room to which graduate students classed as teaching or research assistants are assigned.

305 Office, Other (OF OTH)
All other offices which do not fit in the other categories, including engineering drafting rooms serving the Facilities Planning and Management operations.

315 Office Service (OF SER)
File rooms, vaults, machine-record rooms, interview rooms, supply closets, private rest rooms and other auxiliary office facilities, including internal corridors within office suites. A room with a computer intermittently used by one or more people separately assigned to different offices should be coded Office Service.

306 Office Studio (OF STU)
A room used for instruction of individual students (Music, Art, etc.), which also serves as an office for staff members.

Study Facilities

420 Library Stack (LIB ST)
A room (or portion of a room) used to provide shelving for library materials.

430 Open-Stack Study Room (OPEN S)
A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas. 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)
A room or area devoted to processes and operations in support of library functions, including card, microfiche and on-line catalog areas, reference and circulation desks, bookbinding rooms, multimedia materials processing areas and other supporting areas.

410 Study Room (STUDY)
A room used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment. This category includes rooms referred to as library reading rooms, carrels, study booths and similar rooms that are intended for general study purposes. Study stations may be grouped or individualized and may include typewriters, computers, etc. This category includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms need not be located only in libraries, but may also be found in academic buildings.

455 Study Service (STUDY S)
A room which serves a study room, library stack and open-stack study rooms as a supporting service to such rooms. Included in this category are areas generally used to house card catalogs, circulation desks, bookbinding and microfilm processing. This category does not include such library spaces as offices or conference rooms.

Special Use Facilities

570 Animal Quarters (ANIMAL)
A room that houses laboratory animals maintained for the institution for research and/or instruction purposes. Includes animal rooms, cage rooms, stalls, wards and similar rooms. Does not include areas for treatment of patient animals. (See Health Care Facilities.)
575 Animal Quarters Service (AN SER)
A room that directly serves an animal care facility. Includes feed storage rooms, feed mixing rooms, cage-washing rooms, instrument rooms, etc. Does not include areas that directly serve areas used for the treatment of patient animals. (See Health Care Facilities.)

510 Armory (ARMORY)
A room or area used by Reserve Officer Training Corps (ROTC) units. This category includes indoor drill areas, indoor rifle ranges and special-purpose military-science rooms. Classrooms, teaching laboratories, offices, etc. are designated as such, even though they are located in an armory building.

515 Armory Service (ARM SR)
A room that directly serves an armory facility as an extension of the activities of that facility. This category includes supply rooms, weapons rooms, coatrooms, etc. Teaching laboratory service, office service, etc. are designated as such, even though they are located in an armory building.

523 Athletic Facilities Spectator Seating (ATH SP)
The seating area used by students, staff or the public to watch athletic events. Included are permanent seating areas in field houses and gymnasiums. Does not include temporary or moveable seating areas.

520 Athletic/Physical Education (ATH PH)
A room (or area) used by students, staff or the public for athletic/physical education activities. Included are gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, dance rooms, indoor tracks and field houses.

525 Athletic/Physical Education Service (ATH SR)
A room that directly serves an athletic/physical education facility as an extension of the activities in that facility. Included are locker rooms, shower rooms, coaches' rooms, ticket booths, equipment supply rooms, first-aid rooms, etc. Does not include public toilet rooms.

540 Clinic (Non-health Professions) (CLINIC)
A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry and student health care. Included are patient examination rooms, testing rooms and consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading and remedial writing. Does not include clinics associated with student health care or the medical or dental treatment of humans or animals.

545 Clinic Service (CLIN S)
A room that directly services a clinic facility as an extension of the activities in that facility. Included are waiting rooms, observation rooms, control rooms, records rooms and similar supporting rooms. Does not include rooms which serve health care facilities.

560 Field Building (FIELD)
A barn or similar structure for animal shelter or the handling, storage and/or protection of farm products, supplies and tools for field experiments. Includes sheds, silos, feed units, hay storage and seed houses. Greenhouses related to farm operations are included in this category. 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. Also included are meteorological field test stations. Location of building is not sufficient justification for classification as a field-service facility. Finished rooms, such as endocrine research laboratories, dairy research laboratories, etc., should be classified as research laboratory facilities (250).

580 Greenhouse (GRHSE)
A building or room, usually composed chiefly of glass or other light-transmitting material, for the cultivation and/or protection of plants.

585 Greenhouse Service (GRH SR)
A room that directly serves a greenhouse facility. Includes rooms referred to as headhouses.
Media Production (MEDIA)
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. Includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios and similar rooms. Studios used primarily as part of an instructional program to train students in communication techniques should be classified as teaching laboratories (210).

Media Production Service (MED SR)
A room that directly serves a media production room as an extension of the activities in that facility. Included are film, tape or cassette libraries or storage areas, control rooms, videotape recorder rooms, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms and equipment storage rooms. Control rooms, recording rooms and similar facilities used primarily to train students in communication techniques should be classified as teaching laboratory service (215).

General Use Facilities

Assembly (ASSEMB)
Any room designed and equipped for dramatic or musical activities but no auditoriums used primarily for instructional purposes. Seating areas, stage, orchestra pit and aisles are included in this type of room.

Assembly Service (AS SER)
A room which directly serves a theater as an extension of the activities of such a facility such as check room, coatrooms, ticket booth, dressing rooms, projection booths, property storage, make-up rooms, costume storage, control rooms, etc.

Day Care (DAYCARE)
A room to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Day Care Service (DAY SR)
A room that directly serves a primary activity room in a day care facility as an extension of the activities in that area.

Exhibition (EXHIB)
A room used for exhibits. This category includes museums, art galleries and similar exhibition areas. Study collections not primarily for general exhibition, such as departmental displays in Geology, Botany or Zoology, should be classified under an appropriate laboratory category.

Exhibition Service (EXH SR)
A room which directly serves an exhibition facility as an extension of the activities. This category includes workrooms for the preparation of materials and displays, vaults or other storage for works of art, checkrooms, etc. Service rooms for study collections not primarily for general exhibition, such as departmental displays, should be classified under an appropriate laboratory service category.

Food Facilities (FOOD)
A room used for eating food. This category includes dining halls, cafeterias, snack bars, etc. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category.

Food Facilities Service (FOOD SR)
A room that directly serves a food facility, such as kitchens, freezers, serving, cleaning, etc.

Lounge (LOUNGE)
A room used for rest and relaxation. A lounge facility is typically equipped with upholstered furniture to provide a more informal atmosphere and may be open to the public. A lounge area associated with a rest room is nonassignable space and considered part of the rest room.
655  Lounge Service (LOUNGE SR)
A room that directly serves a general use lounge.

680  Meeting Room (MEET)
A room designed and equipped to hold a variety of nonclass meetings. It is primarily used by
groups for general purposes such as community groups or short term meetings conducted by an
extension division. A meeting room is distinguished from a conference room because a conference
room is considered part of an office complex and is generally used for departmental activities.

685  Meeting Room Service (MEET S)
A room that serves a meeting room as an extension of the activities in that room. Included are
kitchenettes, chair storage rooms, projection rooms, sound-equipment rooms, etc.

660  Merchandising (MERCH)
A room used to sell products or services. This category includes such rooms as bookstores, barber
shops, post offices and vending machine areas devoted wholly to vending machines.

665  Merchandising Service (MERCH S)
A room that directly serves a merchandising facility as an extension of the activities in that area.

670  Recreation Room (REC RM)
A room used by students, staff and/or public for recreational purposes. This category includes such
rooms as bowling alleys, billiard rooms, ping pong rooms and hobby rooms. This category does not
include gymnasiums (520).

675  Recreation Room Service (REC SR)
A room that directly serves a recreation facility as an extension of the activities in that facility.

Supporting Facilities

710  Central Computer/Telecommunications (C COMP)
A room or group of rooms used as a computer-based data processing 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, school, or entire
institution. Includes central rooms housing computer or computers (e.g. large mainframe,
minicomputers, etc.) peripheral input (e.g. data entry terminals, input tape or disk drives, data
reading equipment and output (e.g. printers, output tape, disk drives) devices. and electronic data-
processing areas.

Computer based telecommunications equipment rooms, ranging from micro-driven LAN (local area)
to the larger PBX (private branch) network centers should be assigned this code.

Does not include rooms containing desk calculators, post-billing machines, check-writing machines
and similar office or office service rooms. **Personal computer or terminal 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 Telecommunications Service (COM SR)
A room 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
console rooms, tool and parts rooms, bursting and decollating rooms and repair and assembly
rooms. **Does not include office areas for personnel assigned to the central computer facility (coded
office), primary equipment (coded Central Computer)**, or office areas containing data processing or
networking office service equipment or materials (coded Office Service).
Central Service (C SERV)
A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service. 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. Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a copy room or mail room in an office area is coded Office Service. Also does not include Media Production rooms, computer based data processing or telecommunication centers, Shop areas, Central Storage areas or Vehicle Storage areas.

Central Service Support (C SUPP)
A room that directly serves a central service facility as an extension of the activities in that facility. These rooms are typically limited to extension storage rooms for supplies, parts and moving or inactive equipment; and adjacent, directly supporting and maintenance areas.

Central Storage (C STOR)
A room or building used to store materials or equipment and that serves multiple room use categories, organizational units or buildings. Classification of a room as a central storage facility is limited by definition to a central storage facility (warehouse) or inactive departmental storage. Storage related to other types of space follows the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classification rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials being stored, then central storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

Central Storage Service (C STOR S)
A room that directly serves a central storage facility as an extension of the activities in that facility.

Dispensary (DISPEN)
A room used to dispense chemicals, glassware and/or apparatus. Does not include service areas in health-care facilities for humans or animals. (See Health Care Facilities.)

Dormitory Facility (DORM)
One or more residential rooms for one or more individuals typically furnished with beds, wardrobes, desks and chairs.

Hazardous Materials Storage (HAZARD)
A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste. Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities.

Hazardous Materials Storage Service (HAZARD SR)
A room that directly serves a hazardous material storage area.

Hazardous Waste Storage (HAZ WST STG)
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.

Hazardous Waste Service (HAZ WST SVC)
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.

Incinerator (INCIN)
A room or building used for disposing of waste materials.
593 Production Laboratory (PROD L)
A room or pilot plant used for the processing of a commodity such as meat, cheese or similar products.

594 Production Laboratory Service (PRD LS)
A room that directly serves a production laboratory. Includes freezers, curing rooms, storage rooms, etc.

595 Receiving Room (RECEIV)
A room used for receiving and shipping. 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.

721 Shop (SHOP)
A room used for the manufacture, repair or maintenance of products or equipment. Includes carpenter, plumbing, electrical and painting shops and similar physical plant maintenance facilities. Includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Does not include instructional shops as they should be classified as teaching laboratories (210). Rooms used to dispense chemicals, glassware and/or apparatus should be coded Dispensary (722).

725 Shop Service (SHOP S)
A room that directly serves a shop facility as an extension of the activities in that facility. Included are tool supply storage rooms, materials storage rooms, locker rooms, lunch rooms, etc. Does not include service rooms for instructional shops as they should be classified as teaching laboratory service (215).

591 Support Laboratory (SUP LB)
A room used for creating and/or disseminating information usually gained from samples, materials or data from organizations, departments or individuals. Included are soil testing laboratories, seed testing laboratories, photographic service laboratories, art production laboratories, etc.

592 Support Laboratory Service (SUP LS)
A room that directly serves a support laboratory as an extension of the activities in that facility.

740 Vehicle-Storage Facility (VEH ST)
A room or structure that is used to house and/or store vehicles. Includes parking structures and other rooms and buildings generally referred to as garages, airport hangars and other storage areas for vehicles (broadly defined). Does not include portions of barns or similar field building facilities used to house farm implements.

745 Vehicle-Storage Facility Service (VEH SR)
A room or structure used to service vehicles. Includes any area associated with a vehicle-storage facility used for maintenance and repair of automotive equipment, airplanes and similar vehicles. Does not include service areas that serve building maintenance and repair, and are classified as shop facilities (725).

Health-Care Facilities

Includes the room uses listed below located in student health facilities and in health-professions clinics and in hospitals. The codes and definitions in this series are designed to describe health-care facilities for humans as well as animals requiring health care. This category does not include nonmedical clinic facilities. Rooms such as offices, classrooms, teaching laboratories, etc. should be classified in their appropriate category.

870 Central Supplies (SUPPLY)
A room used to store supplies for health-care facilities. Includes central supply, pharmacy supplies/storage and dispensary and miscellaneous storage of a relatively inactive nature, other than that included in other primary and service-room types.
Diagnostic Service Laboratory (DIAG LB)
A room used to provide diagnostic support services to health care facilities. Includes pathology, pharmacy, autopsy labs, etc., providing such services and hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope rooms and rooms which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to a cadaver storage/morgue, autoclave and centrifuge rooms and warm and cold rooms. Does not include teaching laboratories, or other facilities used primarily for organized instruction.

Diagnostic Service Lab Support (DIAG SP)
A room that directly serves a diagnostic service lab as an extension of the activities in that area. Included are locker rooms, warm and cold rooms, scrub up and gown rooms, special processing rooms and supply and storage areas.

Nurse Station (NURSE)
A room or area used by nurses who are supervising and/or administering health-care facilities. Included are areas devoted to records charting, reception desks, admissions desks and areas adjoining nurse’s stations, such as utility rooms, work-storage areas, formula-preparation areas, medications areas, etc. Rooms that can be identified as offices should be classified as such.

Patient Bedroom (PT BED)
A room equipped with a bed and used for patient care. Includes general nursing care, acute care, semi convalescent/rehabilitative adult or pediatric bedrooms, intensive-care units, progressive-coronary-care units, emergency-bed-care units, observation units, infant-care nurseries, incubator units, wards, etc. Connected clothes closets are included, as are stalls for animal patients.

Patient Bath (P BATH)
A room containing patient bath and toilet facilities. Included are toilet/bath facilities adjoining or in conjunction with patient bedrooms. Public toilet facilities are excluded.

Public Waiting (WAIT)
A room used by the public to await admission, treatment or information. Included are lobbies, waiting and reception areas, visiting areas and viewing areas. Lounges are excluded from this category.

Surgery (SURG)
A room used for surgery. Included are major- and minor-surgery rooms, delivery rooms, special-procedures operation rooms and rooms used in conjunction with and as a direct extension of the activities of a surgery room, such as labor rooms, recovery rooms, monitoring/observation rooms, special support-equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub up areas, instrument cleanup and storage, gurney storage and sterile-supplies storage.

Surgery Service (SURG SR)
A room that directly serves a surgery room as an extension of activities in those spaces.

Treatment (TREAT)
A room used for diagnostic and therapeutic treatment. Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms and rooms which support treatment rooms as a direct extension of the activities of such a facility, such as dressing rooms, film-processing and viewing rooms, work-preparation rooms and special-equipment storage.

Treatment Service (TREAT S)
A room that directly serves a treatment room as an extension of activities in those spaces.

Unclassified Facilities

Unusable Space (UNUSE)
Space that is unusable for any assignable or other activity due to its condition or location. Assigned to department category "Space Unallocated".
50 Inactive Area (INACT)
Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

60 Alteration or Conversion Area (ALTER)
Rooms temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory.

70 Unfinished Area (UNFIN)
All potentially assignable areas in new buildings or additions to existing buildings not completely finished at the time of the inventory.

Non-assignable Areas

Mechanical Areas

Y04 Mechanical Room (MACH R)
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.

Y01 Central Utility Plant (UTIL PL)
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.

Building Services

X01 Custodian Room (CUSTDN)
A room used by janitors or custodians for the service of the building, such as mop sink rooms, storage closets and work rooms.

X02 Custodian Team Room (TEAM RM)
A room or area used by janitors or custodians for team meetings.

X03 Restroom (REST R)
Any public toilet room and/or adjoining lounge for the service of the building. Private toilets should be included as office service.

Circulation

W01 Bridge/Tunnel
W02 Elevator
W05 Lobby
W06 Public Corridor
W07 Stairway
W08 Vestibule