



ROOM TYPE CODES AND DESCRIPTIONS

100: CLASSROOM FACILITIES

110: Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms and general-purpose class rooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups or flexible in arrangement), tables and chairs (as in a seminar room) or similar types of seating. A classroom may be furnished with special equipment appropriate to specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: Does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point, which is used for dramatic or musical productions or for general meetings, is an assembly facility (i.e., an auditorium primarily used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment, such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

115: Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

Description: Included are projection rooms, cloakrooms, preparation rooms, closets, and storage, if they serve classrooms.

Limitations: Does not include projection rooms, cloakrooms, preparation rooms, closets, or storage, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

200 LABORATORY FACILITIES

210: Class Laboratory

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

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline or group instruction in regularly scheduled classes. The design of

and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms, if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories, if that instruction is conducted primarily in regularly scheduled classes.

Limitations: Does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special-use facilities (500). Computer processing facilities used jointly for instruction and/or administration are coded data processing/computer (710).

215: Class Laboratory Service

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

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve as a class laboratory, except animal rooms and greenhouses.

Limitations: Does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220: Special-Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special-class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special-class laboratories and class laboratories are the irregular or informal nature of the scheduling and not the specialization of the equipment or instruction.

Limitations: Does not include class laboratories (210), individual study rooms (230 or 410), and research (non-class) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special-use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

225: Special-Class Laboratory Service

Definition: A room that directly serves one or more special-class laboratories as an extension of the activities in those rooms.

Description: Included are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special-class laboratory, except animal rooms and greenhouses.

Limitations: Does not include rooms that serve class laboratories (215), individual-study laboratories (235), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230: Individual-Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject matter area. Stations may be grouped (as in an individual-study laboratory) or individualized (as in a music practice room).

Limitations: Does not include individual-study facilities intended for general-study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

235: Individual-Study Laboratory Service

Definition: A room that directly serves one or more individual-study laboratories as an extension of the activities in those rooms.

Description: Included are equipment storage rooms, stock rooms and similar rooms which serve an individual-study laboratory facility, except animal rooms and greenhouses.

Limitations: Does not include rooms that serve class laboratories (215), special-class laboratories (225), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250: Nonclass Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodologies that require special-purpose equipment for staff and/or student experimentation or observation.

Description: Included are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: Does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special-class laboratories (220), or individual-study laboratories (230).

255: Nonclass Laboratory Service

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

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a nonclass laboratory, except animal rooms and greenhouses.

Limitations: Does not include balance rooms, cold rooms, stockrooms, dark rooms, etc., that serve a class laboratory (215), a special-class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

300 OFFICE FACILITIES

310: Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: An office typically is equipped with one or more desks chairs, tables, bookcases, and/or filing cabinets. Included are faculty, administrative, clerical, graduate and teaching

assistant; and student offices, etc. Included is a studio (music, art, etc.) if that room also serves as the office of a staff member.

Limitations: Special note should be taken of rooms equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a nonclass laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that these 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 nonclass laboratories (250). Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member, are classified according to the primary purpose of the room rather than as offices.

315: Office Service

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

Description: Included are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

350: Conference Room (Office Related)

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

Description: A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principle use.

Limitations: Does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms (315), or lounge facilities (650).

355: Conference-Room Service (Office Related)

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

Description: Included are kitchenettes, chair storage rooms, projection rooms, sound equipment, etc.

Limitations: Does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (685). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

410: Reading/Study Room

Definition: A room used by individuals to study books or audiovisual materials.

Description: Included are library reading rooms, carrel, study rooms, individual-study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display

equipment, etc. (See also 430). Reading rooms need not be located only in libraries, but may be found also in residence halls or academic buildings.

Limitations: Does not include individual-study laboratories (230) limited to use in a particular area of study. This category does not include classrooms (110), class laboratories (210), special-class laboratories (220), nonclass laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or lounge facilities (650).

420: Stack

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

Description: Included are library stacks. (See also 430).

Limitations: Does not include bookshelf space in classrooms, laboratories, or offices. Audiovisual film and tape libraries that generally serve groups (rather than individuals) are classified as audiovisual, radio, TV facilities (530). Separate tape-storage rooms for language laboratories should be classified as special-class laboratory service (225) or individual-study laboratory service (235). Separate rooms containing musical scores, records, and tapes are classified as stack space, if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430: Open-Stack Reading Room

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

Description: Included are open-stack reading rooms.

Limitations: Not used if the area of an open-stack reading room can be prorated to reading room (410) and stack (420) at the title the physical inventory is made. This category might be used as a "working-purposes" category, if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

440: Processing Room

Definition: A room which serves a reading/study room, stack, or open-stack reading room as a supporting service to such rooms.

Description: Included are areas generally used to house card catalogs, circulation desks, bookbinding, microfilm processing, and audiovisual record-playback equipment for distribution to individual-study stations.

Limitations: Does not include such library space as offices for staff (310); acquisitions work areas that are to be classified as offices (310); campus wide or centralized audiovisual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special-class laboratories (220), offices (310), or other appropriate designations.

455: Study Service

Definition: A room which directly serves reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces, this one category of study-facility service space is provided for all types of study facilities. Included are rooms such as closets, locker space, coatrooms, etc.

Limitations: Does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

500 SPECIAL-USE FACILITIES

510: Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units.

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

Limitations: Classroom (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

515: Armory Service

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

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

Limitations: Classroom service rooms (115), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

520: Athletic/Physical Education

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

Description: Included are gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and field houses.

Limitations: No distinction by room-use category is made on the basis of instructional versus intramural or inter-collegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to subdivide this category further; it does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523); outside fields, tennis courts, archery ranges, etc; and rooms used for recreational purposes (670), such as bowling alleys, billiards rooms, ping-pong rooms, ballrooms, chess rooms, card-playing rooms, or hobby rooms.

523: Athletic Facilities Spectator Seating

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

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

Limitations: Does not include temporary or moveable seating areas. Stadium seating by definition is structural area.

525: Athletic/Physical Education Service

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

Description: Included are physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first-aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: Does not include public toilet rooms.

530: Audiovisual, Radio, TV

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

Description: Includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special-class laboratories (220) if not scheduled.

535: Audiovisual Radio, TV Service

Definition: A room that directly serves an audiovisual, radio or TV facility as an extension of the activities in that facility.

Description: Included are film libraries, tape libraries, control rooms, videotape recorder rooms, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service (215) or special-class laboratory service (225).

540: Clinic (Non-health Professions)

Definition: 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.

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

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

545: Clinic Service (Non-health Professions)

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

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include rooms which serve health care facilities (800).

550: Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.

Description: Includes demonstration schools, laboratory schools, preschool nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home-management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, preschool nurseries, and home management houses in which the students serve as the subjects for a research study are classified as nonclass laboratories (250). Rooms that serve nursery, elementary, or secondary school students (in a laboratory school or preschool nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should

be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

555: Demonstration Service

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

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

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas—such as kitchen, dining room living room (in a home-demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

560: Field Building

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

Description: Field-service facilities include barns, animals' shelters, 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.

Limitations: Location of a 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 nonclass laboratory facilities (250).

570: Animal Quarters

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

Description: Includes animal rooms, cage rooms, wards, and similar rooms used to house animals intended for class laboratories, nonclass laboratories, special class laboratories, or individual study laboratories.

Limitations: Does not include area for treatment of patient animals. (See health care facilities (800)).

575: Animal Quarters Service

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

Description: Includes feed storage rooms, feed mixing rooms, cage-washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. (See health care facilities [800]).

580: Greenhouse

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

Description: Includes greenhouses.

Limitations: Does not include greenhouse related to farm operations (See 560).

585: Greenhouse Service

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

Description: Includes rooms generally referred to as headhouses.

Limitations: Does not include greenhouses related to farm operations, (see 560).

590: Other

Definition: A category of last resort.

Description: Included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use if used at all.

600 GENERAL-USE FACILITIES

610: Assembly

Definition: A room designed and equipped for large numbers of persons for such events as dramatic, musical, devotional, livestock-judging, or commencement activities.

Description: Includes theaters, auditoriums, concert halls, arenas, chapels, and livestock-judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities used primarily for instructional purposes are classified as classrooms (110).

615: Assembly Service

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as circulation area (WWW).

620: Exhibition

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

Description: Includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

625: Exhibition Service

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

Description: Includes workrooms for the preparation of materials and displays, vaults, or other storage for works of art, check rooms, etc.

Limitations: Research areas in museums are classified as nonclass laboratories (250) or nonclass-laboratory service (255).

630: Food Facilities

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines, rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack services are classified as lounge facilities (650) or merchandising facilities (660).

635: Food-Facilities Service

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

Description: Includes kitchens; refrigeration rooms; freezers; dishwashing rooms; areas for cafeteria serving, preparation, cleaning, etc.; and similar areas in residence halls.

650: Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A lounge area associated with a toilet is non-assignable space and classified as mechanical area. A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

655: Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

660: Merchandising Facilities

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

Description: Includes bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680), which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665: Merchandising-Facilities Service

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

Description: Included are supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670: Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: Includes bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, (non-instructional) music-listening rooms, and hobby rooms.

Limitations: Does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses that

should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675: Recreation Service

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

Description: Includes storage closets, equipment-issue rooms, cashiers' desks, and similar rooms.

Limitations: Does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525), such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

680: Meeting Room

Definition: A room used for a variety of nonclass meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short-term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685: Meeting-Room Service

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

Description: Included are kitchenettes, chair storage rooms, projections rooms, sound-equipment rooms, etc.

Limitations: Does not include kitchenettes and chair storage rooms that serve conference rooms (355).

690: Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

Description: Includes service rooms intended for student and/or staff use, principally for storage of clothing and/or individual materials, e. g., physical plant locker rooms.

Limitations: Does not include physical education or inter-collegiate athletics locker rooms and area. (See 525).

700 SUPPORTING FACILITIES

710: Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: Includes keypunch rooms, electronic data-processing rooms, electronic computer rooms and similar data-processing areas.

Limitations: Does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office-service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an office (310) not be prorated to this category. A data processing facility used

only for instruction should be classified as a class laboratory (210), special-class laboratory (220), or individual-study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as an office (310).

715: Data Processing/Computer Service

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

Description: Includes card-storage, paper-form storage, tape-storage, and control rooms; plugboard storage and wiring rooms; and equipment repair rooms, observation rooms, and similar service areas.

Limitations: Does not include rooms for data-processing personnel. These rooms should be classified as offices (310).

720: Shop

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

Description: Includes carpenter, plumbing, electrical, and painting shops, and similar physical plant maintenance facilities including printing and duplicating shops, and campus-wide or centralized audiovisual preparation areas.

Limitations: Does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audiovisual, radio stations, and TV studios should be classified as (535); maintenance and repair areas for vehicles, airplanes, boats, etc., should be classified as (745). Engineering drafting rooms serving the physical plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

725: Shop Service

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

Description: Included are tool-supply storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker, shower, and lunch rooms and similar non-public areas that serve the shop facility should be included.

Limitations: Does not include service areas related to class laboratories (215) or nonclass laboratories (255). It does not include vehicular repair facilities (garages) classified as vehicle-storage facility service (745). Blue-print storage rooms should be classified as office service (315).

730: Storage

Definition: A room used to store materials.

Description and Limitations; Classification of a room as a storage facility is limited by definition to a central storage facility (warehouse) and 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 classified as office service (315). The distinction between the "service" and "storage" classifications 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 material, then storage facility is the appropriate classification. Storage that must be close at hand because of the demands placed on them by the program should be classified in the appropriate "service" category.

735: Storage Service

Definition: A room that directly serves a storage facility.

740: Vehicle Storage Facility

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

Description: Includes parking structures and other rooms and buildings generally referred to as garages, boathouses, airport hangers, and other storage areas for vehicles (broadly defined).

Limitations: Does not include portions of barns or similar field building facilities used to house farm implements. Uncovered exterior parking areas are excluded.

745: Vehicle Storage Facility Service

Definition: A room or structure used to service vehicles.

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

Limitation: Does not include service areas that serve building maintenance and repair, and are classified as shop facilities (720).

750: Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: Includes food storage areas, lockers, cold rooms, refrigerators, meat-processing areas, and similar facilities located in a central food-stores building.

Limitation: Offices (310) located in a central food-stores building are so classified. Food-storage areas, freezers, lockers, etc., not located in a central food-stores building are classified as food-facilities service (635).

760: Central Laundry

Definition: A central facility used for cleaning, washing, drying rooms, ironing linens, uniforms, etc.

Description: Includes laundry rooms, drying rooms, ironing rooms, etc, located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

800 HEALTH-CARE FACILITIES

Note: 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 (800) are designed to describe health-care facilities for humans as well as animals requiring health care. This category does not include non-medical clinic facilities. Note also that offices that serve in health-care activities are classified as offices (310).

810: Patient Bedroom

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

Description: 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.

820: Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830: Nurse Station

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

Description: Included are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses' stations, such as utility rooms, work-storage area, formula-preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be classified 310.

840: Surgery

Definition: A room used for surgery.

Description: Included are major and minor surgery rooms, delivery rooms, special-procedures operating 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/observations 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.

850: Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: 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.

860: Service Laboratory

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

Description: Includes pathology, pharmacy, autopsy labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope rooms, and rooms which serve services laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, and warm and cold rooms.

Limitations: Does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

870: Supplies

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

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

880: Public Waiting

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

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

885: Health Care Services

Definition: Rooms used for housekeeping and linen storage and handling. Includes rooms used by housekeeping staff for store-rooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Non-assignable areas are explicitly excluded from this category; excludes mechanical and equipment areas.

900 RESIDENTIAL FACILITIES

Note: Offices that serve residential activities are coded 310. Likewise, food facilities that serve student and faculty housing activities are coded 630 and 635.

910: Sleep /Study without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping-room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartments (950). Separate food preparation rooms serving as sleep/study areas, including small kitchens used by the occupants, are coded as food service (635).

919: Toilet/Bath

Definition: A toilet and/or bathroom intended only for the occupants of residential facilities, rather than for the general public.

Description: Includes common or shared bathroom facilities which may consist of full or half-bath, showers, toilet-and-shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (920), and apartment (950), or house (970) are included in those respective categories.

920: Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chairs(s), with an internally connected bath.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas including small kitchens used by the occupants, are coded as food-facilities service (635).

935: Sleep/Study Service

Definition: A room (or group of rooms) which directly serves the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: Does not include food facilities (See 630 and 635), central laundry (see 760), central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670 and 675), or non-assignable building service areas.

950: Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. Includes apartments provided for faculty, staff, or students; apartments need not be located in a residential building.

955: Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970: House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living rooms(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified with the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students.

000 UNCLASSIFIED FACILITIES

010: Custodial

020: Circulation

030: Mechanical

040: Structural

050: Inactive Area

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

Limitations: Rooms being modified or not completed at the time of the inventory are classified (060) or (070).

051: Faculty Toilet

052: Public Toilet

053: Staff Toilet

060: Alteration or Conversion Area

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

Limitation: Rooms inactive or not completed at the time of the inventory are classified (050) or (070), respectively.

065: Area Requiring Alteration

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

Limitations: Intended only for rooms that are in need of alterations or remodeling but are not included in current remodeling or alteration plans.

070: Unfinished Areas

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

Limitations: Intended only for the unfinished part of a building or addition; the parts that are in use should be classified elsewhere.