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100 Classroom Facilities

110 Classroom

A room or space used primarily for instructional courses that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

If the room is a departmentally controlled classroom, such as those in the School of Business, the room should be classified as a 110 if scheduled use is greater than 18 hours per week. If scheduled use is less than 18 hours, the room should be classified as a 111. This is because the use of these rooms is quite heavy and would increase the overall utilization averages for VCU.

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.

Classrooms may be furnished with special equipment appropriate for a specific area of study (e.g., globes, pianos, maps, computers, and network connections) as long as the equipment does not render the space unusable by classes in other concentrations (i.e., an English course cannot be taught at chemistry laboratory tables).

Examples:

- Lecture rooms
- Lecture-demonstration rooms
- Seminar rooms

111 Speciality Classroom

A room or space used primarily for instruction that is controlled and scheduled by a department and not used beyond 18 hours per week. Classrooms reserved for non-credit bearing activities, such as the Global Education classrooms, should be categorized in this space use code. Through classifying classroom spaces as 110 and 111 based on scheduled use and scheduling expectations, the University will be able to accurately report and evaluate instructional space utilization. Rooms classified as specialty classrooms will not be included in the State Council of Higher Education for Virginia (SCHEV) scheduling report.

Examples:

- VCU Brandcenter classrooms
- Global Education classrooms

115 Classroom Service

A space that directly serves one or more classrooms as an adjacent extension of the activities in that space.

Examples:

- Projection rooms
- Telecommunications control booths
- Preparation rooms
- Coat rooms
- Closets

200 Laboratory Facilities

210 Class Laboratory

A space used primarily for formally or regularly scheduled instruction that requires special-purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. Special-purpose equipment or the configuration of a room normally limits or precludes the space's use by other disciplines.

Formally or regularly scheduled use is defined as course activities that are regularly scheduled every term in the year, through an institutionally approved entity (i.e., the Registrar's office). These activities fulfill course requirements and typically have a faculty member present.

Class laboratories may be either instructional studio rooms used by the School of the Arts or traditional class laboratories as used by the sciences.

Examples:

- Teaching laboratories (such as biology and chemistry laboratories)
- Instructional shops
- Drafting rooms
- Choral rooms
- Instructional health laboratories (such as gross anatomy, anatomy, and physiology laboratories)
- Computer rooms used primarily to instruct students in the use of computers if that instruction is conducted primarily in formally or regularly scheduled classes
- Regularly scheduled class studios in the School of the Arts

215 Class Laboratory Service

A space that directly serves one or more class laboratories as an adjacent extension of the activities in those spaces.

Examples:

- Projection rooms
- Telecommunications control booths
- Preparation rooms
- Coat rooms
- Closets
- Material storage (including temporary hazardous materials storage)
- Balance rooms
- Cold rooms
- Dark rooms
- Stock rooms
- Equipment issue rooms

220 Open Laboratory

A space that is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction, where use of the space is not formally or regularly scheduled and / or access is limited to specific groups of students.

Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as study rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.

Unscheduled art studio spaces should also be considered and classified as open laboratories.

Examples:

- Music practice rooms
- Studios for individualized instruction and independent learning
- Individual laboratories
- Special laboratories or learning laboratories if discipline restricted
- Open-access computer laboratories
- Maker spaces
- Computer laboratories involving specialized restrictive software or where access is limited to specific categories of students
- Language laboratories used for individualized instruction and independent learning
- Unscheduled or irregularly scheduled art studio spaces
- Standardized patient care laboratories
- Simulation laboratories for health care or related disciplines

225 Open Laboratory Service

A space that directly serves one or more open laboratories as an adjacent extension of the activities in those spaces.

Examples:

- Projection rooms
- Telecommunications control booths
- Preparation rooms
- Coat rooms
- Closets
- Material storage (including temporary hazardous materials storage)
- Balance rooms
- Cold rooms
- Dark rooms
- Stock rooms
- Equipment issue rooms

250 Research/Nonclass Laboratory

A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators.

These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline.

255 Research/Non Class Laboratory Service

A space that directly serves one or more research / non-class laboratories as an adjacent extension of the activities in those spaces.

Examples:

- Projection rooms
- Telecommunications control booths
- Preparation rooms
- Coat rooms
- Closets
- Material storage (including temporary hazardous materials storage)
- Balance rooms
- Cold rooms
- Dark rooms
- Stock rooms
- Equipment issue rooms

255 Research Lab Bench

A space that directly serves one or more research / non-class laboratories as an adjacent extension of the activities in those spaces.

300 Office Facilities

310 Office

A space housing faculty, staff, or students working at one or more desks, tables, or workstations. Included are faculty, administrative, clerical, graduate and teaching assistant, and student employee offices.

A receptionist room that includes a waiting area should typically be coded as an office. If the waiting area is substantial, consider using phantom walls to separate the two areas.

Any other spaces, such as glass shops, printing shops, study rooms, classrooms, research / non-class laboratories, or others that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, rather than as an office.

Office spaces that house student organizations should be considered as [meeting room space \(680\)](#).

311 Research Office

A research space housing Principal Investigators, dedicated research staff, or students working at one or more desks, tables, or workstations. Included are research-based faculty, administrative, clerical, graduate and teaching assistant, and student employee offices. A research receptionist room that includes a waiting area should typically be coded as a research office.

315 Office Service

A space that directly serves an office or group of offices as an adjacent extension of the activities in those spaces. An office is differentiated from office service by the latter's use as a casual or intermittent workstation or service room.

Examples:

- File rooms
- Break rooms
- Kitchenettes serving office areas
- Copy and fax rooms
- Vaults
- Closets
- Private restrooms not available to the public
- Records rooms
- Office supply rooms
- First aid rooms serving office areas
- Small, open, and private (restricted / non-public) circulation areas (under 500 SF)
- Lounges that serve specific office areas and are not generally available to the public

350 Conference Room

A space that serves an office complex and/or department and is used primarily for staff meetings and departmental activities, typically equipped with tables and chairs. Normally, it is used by a specific organizational unit or office area, whereas [meeting rooms \(680\)](#) are available for use by the larger campus community.

355 Conference Room Service

A space that directly serves one or more conference spaces as an adjacent, direct extension of the activities in those spaces.

Examples:

- Kitchenettes
- Storage spaces used for tables and chairs used in the conference room
- Telecommunications control booths
- Projection rooms
- Sound equipment rooms

400 Study Facilities

410 Study Room

A room or area used by individuals to study at their convenience that is not restricted to a particular subject or discipline by contained equipment. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g. a departmental study room).

Examples:

- Study or reading rooms located in libraries, residential facilities, academic or student service facilities
- Study carrel and booth areas
- Similar spaces that are intended for general study purposes
- “Learning laboratories” or “computer laboratories” if they are not restricted to specific disciplines by contained equipment or software
- Formal and informal collaboration spaces

420 Stack

A space used to house arranged collections of educational materials for use as a study resource. Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections.

Collections can include:

- Books
- Periodicals
- Journals
- Monographs

- Micromaterials
- Electronic storage media (e.g., tapes, disks, slides, etc.)
- Musical scores, maps, and other educational materials

430 Open-Stack Study Room

A combination study space and stack, generally without physical boundaries between the stack and study areas. Institutions may wish to separate and code the seating or study areas and stack areas into separate space records.

440 Processing Room

A room or area devoted to processes and operations that support the library’s functions and overall mission. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category.

Examples:

- Card and microfiche areas
- Reference desk and circulation desk areas
- Bookbinding rooms
- Multimedia materials processing areas
- Interlibrary loan processing areas

455 Study Service

A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as an adjacent and direct extension of the activities in those spaces.

Examples:

- Storage spaces
- Copy rooms
- Closets
- Locker rooms
- Coat rooms

500 Special Use Facilities

510 Armory

A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military or police training and / or instructional activities.

These spaces are designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

515 Armory Service

A space that directly serves an armory facility as an adjacent extension of the activities in that facility. This category includes supply rooms, weapons rooms, and military / police equipment storage rooms.

520 Athletic or Physical Education

A room or area used by students, staff, or the public for athletic or physical education / kinesiology activities. Scheduled or unscheduled instruction might take place in these spaces.

Examples:

- Gymnasias
- Indoor putting areas
- Basketball courts
- Handball courts
- Indoor tracks
- Squash courts
- Indoor stadium fields
- Wrestling rooms
- Field houses
- Weight or exercise rooms

- Dance studios
- Racquetball courts
- Bowling alleys
- Indoor swimming pools

523 Athletic Facilities Spectator Seating

A covered seating area used by students, staff, or the public to watch athletic events. Does not include temporary or movable seating areas or uncovered permanent seating.

Examples:

- Covered permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

525 Athletic or Physical Education Service

A space that directly serves an athletic or physical education / kinesiology facility as an adjacent extension of the activities in that facility.

Examples:

- Locker rooms
- Shower rooms
- Non-office coaches' rooms
- Ticket booths
- Spaces for dressing, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

530 Media Production

A space used for the production or distribution of multimedia materials or signals. These spaces have a clearly defined production or distribution

function that serves a broader area (e.g., department, entire campus, local community) than would a typical service room.

Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for

scheduled courses to teach broadcasting to students should be coded as laboratories.

Examples:

- TV studios
- Radio studios
- Sound studios
- Photo studios
- Video or audio cassette and software production or distribution room and media centers
- Electronic visualization studios
- Studio spaces used for curriculum development

535 Media Production Service

A space that directly serves a media production or distribution space as an adjacent extension of the activities in that facility.

Examples:

- Film, tape, or cassette libraries or storage areas
- Media equipment storage rooms
- Recording rooms
- Engineering maintenance rooms
- Dark rooms
- Preparation rooms
- Studio control booths

540 Clinic

A space used for providing diagnosis, consultation, treatment, or other services to patients, clients, or subjects with the primary purpose of instruction, research, or public service. Such spaces and their related uses are typically associated with educational programs like dental clinics, physical and occupational therapy clinics, psychology, law, speech, and hearing. The distinction between a laboratory classification and a clinic classification can sometimes be determined by understanding if the clinic is fee based. If it is fee based, the space is to be considered as clinic space.

Examples:

- Examination rooms
- Testing rooms
- Consultation rooms
- Holding areas

545 Clinic Service

A space that directly serves a clinic as an adjacent extension of the activities in that space.

Examples:

- Waiting rooms
- Observation rooms
- Control rooms
- Records rooms
- Diagnostic laboratories

550 Demonstration

A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science. The key criterion here is practice activity within an instructional program that closely simulates a real-world or occupational

setting. This category also does not include laboratories that are used for direct delivery of instruction as opposed to practice.

Examples:

- Demonstration day care and development centers
- Laboratory schools
- Family and consumer science houses

555 Demonstration Service

A space that directly serves a demonstration facility as an adjacent extension of the activities in that facility.

Examples:

- Storerooms, pantries, etc., in a family and consumer science facility
- Kitchens, lockers, shower rooms, etc., in a laboratory school

560 Field Building

A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area.

Examples:

- Barns
- Animal and poultry shelters, sheds, silos, feed units, and hay storage
- Storage space for farm vehicles and implements

570 Animal Facilities

A space that houses laboratory animals used for research and / or instructional purposes.

Examples:

- Animal rooms
 - Operating
 - Cage rooms
 - Recovery
 - Stalls
 - Isolation
 - Wards
 - Quarantine
 - Procedure

575 Animal Facilities Service

A space that directly serves an animal quarters facility as an adjacent extension of the activities in that facility.

Includes:

- Feed storage rooms
- Feed mixing rooms
- Cage washing rooms
- Cage storage rooms
- Casting rooms
- Instrument rooms
- Internal (non-public) circulation space

580 Greenhouse

A building or space that is usually composed chiefly of glass, plastic, or other light-transmitting material and used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

The primary criterion is the combination of structural design as a greenhouse and the use for cultivation or protection.

585 Greenhouse Service

A space that directly serves a greenhouse facility as an adjacent extension of the activities in that facility.

Examples:

- Equipment or materials storage areas
- Head houses

590 Other (All Purpose)

A category of last resort — should have very limited use, if used at all.

600 General Use Facilities

610 Assembly

A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities. If not used primarily for instruction, seating areas, orchestral pits, chancels, aisles, and stages are included in and usually aggregated into the assembly space.

Examples:

- Theaters
- Auditoria
- Concert halls
- Arenas
- Chapels
- Livestock judging pavilions

615 Assembly Service

A room or area that directly serves an assembly facility as an adjacent extension of the activities in that facility, even if they are used for instruction.

Examples:

- Check rooms
- Coat rooms
- Ticket booths
- Dressing rooms
- Projection booths
- Property storage
- Make-up rooms, costume and scenery shops, and storage

- Green rooms
- Multimedia and telecommunications control rooms

620 Exhibition

A room or area used for exhibition of materials, works of art, artifacts, etc., that is intended for general use by faculty, students, staff, and the public.

Examples:

- Departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public
- Planetariums used primarily for exhibition

625 Exhibition Service

A space that directly serves an exhibition facility as an adjacent extension of the activities in that facility.

Examples:

- Preparation workrooms
- Storage rooms
- Vaults

630 Food Facility

A space used for eating. The primary distinction of a food facility is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This category includes facilities open to students, faculty, staff, or the public at large.

Lounges with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as lounge service if separate from and directly supporting the main lounge facility.

Break rooms serving specific office areas are classified as office service. Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see demonstration and day care); staff-only eating or break rooms in these facilities are classified as service areas (see [demonstration service](#) and [day care service](#)).

Examples:

- Dining halls
- Cafeterias
- Snack bars
- Restaurants
- Similar eating areas in residence halls, faculty clubs, etc.

635 Food Facility Service

A space that directly serves a food facility as an adjacent extension of the activities in that facility.

Examples:

- Kitchens and other preparation areas, cold storage and freezer refrigeration rooms
- Dish washing rooms
- Food serving areas, cleaning areas, etc.
- First aid and vending areas directly serving food facilities, or adjacent to an eating area

640 Day Care

A space used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community. This category does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see [demonstration](#)).

Includes:

- Rest rooms designed for child training
- Eating or training areas for children

645 Day Care Service

A space that directly serves a primary activity space in a day care facility as an adjacent extension of the activities in that space.

Examples:

- Storage rooms
- Closets
- Kitchens or food preparation areas
- Pantries
- Private or staff-only eating areas and restrooms

650 Lounge

A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area. This general-use lounge differs from an office area or break room lounge (see [office service](#)) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a lounge.

655 Lounge Service

A space that directly serves a general use lounge facility as an adjacent extension of the activities in that facility.

Examples:

- Kitchenettes
- Storage areas
- Vending spaces

660 Merchandising

A space used to sell products or services.

Examples:

- Bookstores
- Student supply stores
- Barber or beauty shops
- Post offices
- Campus food stores
- Walk-away vending machine spaces
- Central ticket outlets servicing multiple facilities or activities

665 Merchandising Service

A space that directly serves a merchandising facility as an adjacent extension of the activities in that facility.

Examples:

- Storage rooms and closets
- Sorting rooms
- Private restrooms

670 Recreation

A space used by students, staff, or the public for recreational purposes. Recreation rooms are areas that are used for relaxation and amusement-type activities, whereas athletic and physical education / kinesiology facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that often require specialized configuration.

Examples:

- Billiards rooms
- Hobby rooms
- Game and arcade rooms
- TV rooms
- Table tennis rooms
- Reading (non-study) rooms
- Chess rooms
- Music listening rooms that are used for recreation and amusement and not for instructional purpose
- Card playing rooms
- Movie theaters

675 Recreation Service

A space that directly serves a recreation facility as an adjacent extension of the activities in that facility.

Examples:

- Storage rooms
- Cashiers' desks
- Closets
- First aid areas
- Equipment issue rooms

680 Meeting Room

A room that is used by the campus community for a variety of non-class meetings. The key concept here is availability. Although a room might be assigned to a specific organizational unit, a meeting space is more often available and open to study groups, boards, governing groups, community groups, student groups, non-employees of the institution, and various combinations of institutional and community members. Conference rooms are typically limited to the direct unit or office suite it serves. This category also includes office space for student organizations.

685 Meeting Room Service

A space that directly serves a meeting space as an adjacent extension of the activities in that space.

Examples:

- Kitchenettes
- Multimedia storage and control rooms
- Furniture storage rooms

700 Support Facilities

710 Central Computer or Telecom

A space used as a data or telecommunications center with applications with broad applications to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. It is important to distinguish between these space types and telecommunication rooms that service a single building. A building's telecommunication closets should be classified

as a [utility / mechanical space \(Y04\)](#).

Examples:

- Central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.)
- Central rooms housing peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.)
- Central rooms housing output devices (e.g., printers, output tape or disk drives, etc.)

715 Central Computer or Telecom Service

A space that directly serves a central computer or telecommunications facility as an adjacent extension of the activities in that facility.

Examples:

- Paper and forms storage
- Off-line tape and disk storage
- Separate control or console rooms or booths
- Tool and parts rooms
- Bursting and decollating rooms
- Areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.) and separate areas used for delivering tapes or picking up printouts
- Repair and assembly rooms

720 Shop

A space used for the manufacture, repair, or maintenance of products or equipment.

Examples:

- Carpenter, plumbing, HVAC, electrical, and painting shops
- Repair and maintenance of multimedia equipment and devices
- Physical plant maintenance facilities
- Centralized shops for construction or repair of research or instructional equipment
- Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research

725 Shop Service

A space that directly serves a shop facility as an adjacent extension of the activities in that facility.

Examples:

- Tool storage rooms
- Materials storage rooms
- Locker, shower, first aid, and similar non--public areas

730 Central Storage

A space or building that is used to store equipment or materials that serves multiple space use categories, organizational units, or buildings. The concept of central or general is key to applying this code correctly

Examples:

- Warehouses
- Surplus storage
- Central campus supply or storage
- Inactive storage

735 Central Storage Service

A space that directly serves a central storage facility as an adjacent extension of the activities in that facility. This category is typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses.

740 Vehicle Storage

A space or structure that is used to house or store vehicles. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

Examples:

- Parking decks
- Garages
- Boathouses
- Airplane hangars

745 Vehicle Storage Service

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

Examples:

- Storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other Vehicles

750 Central Service

A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service (typically serves the occupants or activities of more than one building).

Examples:

- Centralized food stores and laundries
- Central facilities for printing and duplicating services
- Central mail facilities

- Central shipping and receiving areas
- Central environmental testing or monitoring facilities

755 Central Service Support

A space that directly serves a central service facility as an adjacent extension of the activities in that facility. This category is typically limited to extension storage rooms for supplies, parts, and moving or non-active equipment, and adjacent, directly supporting repair and maintenance areas.

760 Hazardous Materials Storage

A centralized facility used to store materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials. These materials are “new” in nature, in that they have been acquired for specific planned use and are not remnants (or “leftovers”) from other work activities.

770 Hazardous Waste Storage

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

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.

780 Unit Storage

A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

800 Health Care Facilities

This series provides space use classifications for patient care areas located in separately organized and budgeted health care facilities, such as student infirmaries and centers, intercollegiate athletics, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Clinics associated with educational programs should be coded as [clinic \(540\)](#) and [clinic service \(545\)](#). Although the codes in this series are confined to the settings listed, these facilities might also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.)

810 Patient Bedroom

A room equipped with one or more beds that is used for patient care.

Examples:

- General nursing care
- Observation units
- Acute care
- Infant care nurseries
- Intensive care units
- Incubator units
- Progressive coronary care units
- Wards
- Emergency bed care units
- Semi Convalescent and rehabilitative adult or pediatric bedrooms

815 Patient Bedroom Service

A room that directly serves one or more patient bedrooms as an adjacent extension of the activities in those spaces.

Examples:

- Linen closets
- Patient lounges
- Children's play rooms
- Any other service areas that are used primarily by patients rather than staff

820 Patient Bath

A room containing patient bath and toilet facilities. Public restrooms and private restrooms that serve areas other than patient bedrooms (e.g., [Office Service](#), [Nurse Station Service](#)) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified as Nurse Station Service.

830 Nurse Station

A room or area used by nurses or other patient care staff who are supervising or administering health care services. Includes ward reception and admissions desks and records or charting work areas.

835 Nurse Station Service

A space that directly serves one or more nurse station spaces as an adjacent extension of the activities in those spaces.

Examples:

- Nurse lounges or break rooms
- Locker rooms or Private staff restrooms
- Utility rooms
- Medication storage and preparation
- Equipment sterilization
- Special tub rooms

840 Surgery

A room used for surgery.

Examples:

- Major and minor surgery rooms
- Delivery rooms

845 Surgery Service

A space that directly serves a surgery room as an adjacent extension of the activities in that facility.

Examples:

- Recovery rooms
- Labor rooms
- Special support equipment rooms
- Dictation booths
- Scrub-up rooms
- Gown rooms
- Locker rooms
- Instrument cleanup and storage rooms
- Sterile supply storage rooms

850 Treatment/Examination Clinic

A space used for examinations, diagnosis, consultation, or treatment.

Examples:

- Radiology rooms
- Physical and occupational therapy
- Dental examination and treatment
- Combined doctor's office and treatment /examination clinic rooms

855 Treatment/Examination Clinic Service

A space that directly serves a treatment / examination clinic room as an adjacent extension of the activities in those spaces.

Examples:

- Dressing rooms
- X-ray and film reading or viewing rooms
- Film processing rooms
- Work preparation areas
- Equipment and supply storage areas
- Patient dressing rooms

860 Diagnostic Service Lab

A space used to provide diagnostic support services to an entire health care facility. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as [treatment / examination clinic \(850\)](#) facilities.

Examples:

Pathology, pharmacy, autopsies, isotope rooms or laboratories, and the like that provide such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism.

865 Diagnostic Service Lab Support

A space that directly serves a diagnostic service laboratory as an adjacent extension of the activities in that facility.

Examples:

- Cadaver storage rooms

- Morgues
- Autoclave and centrifuge rooms
- Warm and cold rooms
- Lockers
- Scrub-up and gown rooms
- Special processing rooms

870 Central Supplies

A room used centrally to store health care supplies in a health care facility. Storage is relatively inactive in comparison to standard service rooms, which are usually smaller.

Examples:

- Pharmacy supply and storage rooms
- Dispensary areas
- Central linen storage rooms

880 Public Waiting

A space used by the public to await admission, treatment, or information within a health care facility. Phantom boundaries should be assigned as needed to define non-assignable areas of entrance lobbies that simply serve a circulation function.

Examples:

- Lobby areas
- Patient waiting rooms
- Visiting areas
- Viewing rooms
- Ward day rooms

890 Staff On-Call Facility

A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

895 Staff On-Call Facility Service

A space that directly serves as a staff on-call room as an adjacent extension of the activities in that facility.

Examples:

- Kitchens
- Baths
- Laundry rooms
- Lounges
- Closets
- Storage rooms

Residential Facilities

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, such as [office](#), [lounge](#), [study area](#), and [food facility](#), apply to specific areas.

910 Sleep/Study Without Toilet or Bath

A residential room for one or more individuals without an internally connected bath or toilet. A sleep / study facility may be a room for combined sleep / study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

919 Toilet or Bath

A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public. Includes common or shared bathroom facilities that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

920 Sleep/Study With Toilet or Bath

A residential room for one or more individuals with an internally connected bath or toilet.

935 Sleep/Study Service

A room that serves the occupants of sleep / study rooms as an adjacent direct extension of the activities in that facility.

Examples:

- Mail rooms
- Laundry and pressing rooms
- Linen closets
- Housekeeping rooms
- Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see [Food Facility](#))

950 Apartment

A complete living unit with private cooking facilities not within a separate structure. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests.

955 Apartment Service

A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility. Apartment service facilities may be located in a separate building that serves an apartment complex.

Examples:

- Mail rooms
- Laundry and pressing rooms
- Linen closets
- Housekeeping rooms

970 House

A complete living unit with private cooking facilities in a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for.

Unclassified Facilities

050 Inactive Area

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

060 - Alteration or Conversion Area

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

070 - Unfinished Area

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

Circulation Areas

W01 Bridge / Tunnel

A covered and walled connecting passageway for people to pass over or underground to gain access to another facility. Ground-level covered passageways, walled or not, are coded as [public corridors \(W06\)](#).

W02 Elevator

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.

W03 Escalator

A moving passageway that carries passengers from one floor level to another, or along a level path over some distance.

W04 Loading Dock

A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time, such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory.

W05 Lobby

A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

W06 - Public Corridor

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.

W07 - Stairway

The covered internal or external space dedicated to provide non-mechanically 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 three-foot ceiling height is included.

Building Service Area

X01 Custodial Supply Closet

A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.

X02 Janitor Room

A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for non-hazardous waste materials.

X03 Public RestRoom

Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public restroom are also included as part of the toilet facility's area.

X04 Trash Room

A space for the temporary storage of non-hazardous waste awaiting disposal or removal.

X06 Women's Restroom

X07 Men's Restroom

X08 Lactation Room

Mechanical Area

Y01 - Central Utility Plant

A facility that primarily 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 - Utility / Mechanical Space

Covered and walled areas that house one or more utility and / or mechanical functions for the building. These areas range from large rooms co-located on a "mechanical" floor or basement area to small closet spaces