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General Education

Includes all activities that are part of an institution's Instructional Program.

11 General Academic Instruction

Includes space for programs associated with Academic disciplines offering credit courses, as well as space occupied and utilized by faculty associated with such programs (includes offices, conf rooms, lounges, etc)

12 Vocational/Technical Instruction

Includes space for programs that are part of the institutions formal degree or certificate programs that prepare student for immediate entry into specific occupation career, as well as space occupied and utilized by faculty associated with such programs (includes offices, conf rooms, lounges, etc)

13 Requisite Preparatory/Remedial Instruction

Space used for instruction to provide basic knowledge required by the institution before formal academic courses. General non credit courses.

Continuing Education

Includes all activities associated with instructional programs that are funded by the state appropriations and open to public

14 General Studies

Typically Administered by continuing education office funded by state appropriations. Programs are usually open to the general public and not part of degree or certificate program.

Examples: continuing education classes in painting, sculpture, fine arts, foreign language for travel and computer literacy

15 Occupation-Related Instruction

Typically administered by a continuing education office funded by state appropriations. Programs are usually open to the general public and not part of a degree or certification program.

Examples: continuing education classes for physicians and nurses, real estate, word processing and spreadsheet classes or other non degreed Vocational/Technical courses.

16 Social Roles/Interaction Instruction

Typically administered by a continuing education office funded by state appropriations. Programs are usually open to the general public and not part of degree or certification program.

Examples: continuing education classes in civil defense, consumerism, and languages for persons seeking US citizenship.

17 Home and Family Life Instruction

Typically administered by a continuing education office funded by state appropriations. Programs are usually open to the general public and not part of a degree or certification program.

Examples: child development, gardening, do-it yourself repair, household budgeting.

18 Personal Interests & Leisure Instruction

Typically administered by a continuing education office funded by state appropriations. Programs are usually open to the general public and not part of a degree or certification program.

Example: speed reading, leadership development, folk dancing, personality development.

Research Programs- State Funded

Activities specifically organized to produce research results and funded by the state.

21 Institutes & Research Centers

Includes spaces for research activities conducted within the framework of a formal research organization

Examples: Agricultural Experiment Stations, Center for Behavioral Science and Center for Study of the Aging

Exclusions: Auxiliary Funded (55 or 56), Federally Funded Research (92)

22 Individual or Project Research

Normally managed within the academic departments and has a stated goal or purpose and projected outcome. Generally for a specific time period as result of contract, grant or specific allocation of institutional resources.

Exclusions: Personnel Development research (48)

Public Service

Programs making Institutional resources, services, and expertise available to the community-at-large.

31 Direct Patient Care (Non E&G)

Space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc)

Exclusions: Medical Services for students (57), Faculty staff (65)

32 Health Care Supportive Services (Non E&G)

Spaces that directly support teaching hospitals

Examples: blood banks, pharmacies, optical services, medical records, inpatient reception, admitting offices and credit offices.

33 Community Service (Non E&G)

Space providing resources, services, and expertise to persons and groups outside the context of regular instructions, research and support programs. Fee is often charged for service.

Examples: consulting services, summer camps for public school students, community meetings and recreational programs not a part of Student Service programs.

34 Cooperative Services (Non E&G)

Space providing resources, services, and expertise to persons and groups outside the context of regular instruction, research and support programs. Fee is often charged for service. Administration and fiscal control are cooperative efforts with outside agencies.

Examples: consulting services, soil testing, and seminars for companies or businesses.

35 Public Broadcasting Services (Non E&G)

Space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research and support programs. Usually receive funding from national public broadcasting agencies and listener support grants.

Exclusions: Broadcast student laboratories (11), student broadcasting clubs (52)

Academic Support

Provide support services for the institution's primary mission for instruction, research, and/or public service.

41 Library service

Centrally operated, staffed, and controlled library space. Separately funded and do not include departmental libraries furnished by department operating funds.

42 Museums and Galleries (Non E&G)

Space for collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.

Examples: cataloging, reparinging, specimen photography, specimen identification, exhibits, reference services.

Exclusions: Research associated with museum (22)

43 Educational Media Services

Space for audio, visual and other media that support instruction, research and public service.

Exclusions: media production for institutional information, news or public relations (66)

44 Academic Computing Support

Space includes mainframe computer rooms and computer maintenance areas. often a part of a central mainframe center that additionally provides Administrative Computing or Telecommunications Support (64) and would therefore be prorated.

Exclusions: Computer labs and study areas with computer equipment

45 Ancillary Support

Space unique to a particular academic program or department.

Examples: demonstration schools, planetariums, kilns, glassblowing shops, university presses, etc.

46 Academic Administration

Space for academic deans, department heads, and their administrative staff. Also includes academic advising offices. *Deans and department heads who also teach should use Function Codes 46- Academic Admin and 11- Academic Instruction*

Exclusions: Space assigned to administrative officers (vice presidents, vice chancellors, etc. = Executive Management (61)

Note: Deans and department heads who also teach should use Function Codes 46- Academic Admin and 11- Academic Instruction

47 Course Curriculum Development

Space for formal planning and development. Generally such responsibilities are assigned to the academic vice president's area.

48 Academic Personnel Development

Provides faculty with opportunities for academic growth and development. Includes departmental research areas when the research is for the professional development of academic personnel and not departely budgeted

Student Services

Programs that contribute to emotional and physical well being of students as well as intellectual, cultural and social development. Programs are outside the context of formal instruction and research.

51 Student Service Administration

Space for the administration of student service activities

Examples: dean of students, dean of student personnel services, also international student advising when supported by state funds.

Exclusions: chief administrative offices (vice president or vice chancellor for student affairs) and offices for specific programs (placement, financial aid, etc)

52 Social and Cultural Developments (Non E&G)

Programs that provide social and cultural development outside formal academic programs. Typically supported by student fees and controlled by the student body.

Typical Space Use Codes that apply: 220, 310, 610, 620, 670, 680

Examples: orientation, students' legal advising, student organizations, student newspapers, intramural athletics, art exhibitions, drama productions (including green rooms) & recreation

Exclusions: Intercollegiate Athletics (56)

Note: Typical Space Use Codes that apply: 220, 310, 610, 620, 670, 680

53 Placement and Career Guidance

Activities that are provided to assist students in obtaining employment upon leaving the institution.

Examples: Career placement offices, career counseling and guidance, and vocational testing services.

Exclusions: Offices that assist students in obtaining part-time employment as a means of defraying educational expense should be assigned to Financial Aid Admin (54)

54 Financial Aid Administration

Activities that are provided to assist students with financial aid.

Examples: Financial aid counseling and evaluation, financial aid records maintenance and reporting, student employment services and student loan offices.

55 Student Auxiliary Services (Non E&G)

Housing administrative services, food services, retail services, concessions and specialized services. Fee is often charged for services. If service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65)
Examples: Bookstores, cafeterias, snack bars, vending areas, photocopy area for fee, billiards rooms, and childcare centers

56 Intercollegiate Athletics (None E&G)

All areas involving intercollegiate athletics

Examples: Director's office, coaches office, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fundraising areas and sports information offices.

57 Student Health/Medical Services (Non E&G)

Space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care and patient education. Typically supported by fees from services rendered.

Examples: Infirmarys, student health services, counseling centers and wellness programs

Institutional Administration

Space for operations that provide planning and executive direction, public relations, employee services and student recruiting & admissions

61 Executive management

Includes boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provost, and emeritus executive management administrators. Also includes offices that report directly to the chief executive officer: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resources management, and assistant to the president.

62 Financial Management and Operations

Space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples: comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if auditor does not report directly to the chief executive officer

63 General Administration and Logistical Services

Space used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, security.

Examples: faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, campus police, purchasing, shipping, inventory control, central storage, campus mail, printing and duplicating services. Also includes affirmative action officers, human resource officers and risk manager who do not report directly to the chief executive officer.

64 Administrative Computing or Telecom Support

Space includes mainframe computer rooms, computer maintenance areas, telecommunication with rooms, and telecommunication maintenance rooms that provide administrative support. This is often part of central mainframe computer center that also provides Academic Computing Support (44)

Examples: mainframe computer rooms, areas for software development, equipment storage, computer personnel offices and computer center reception areas

Exclusions: computer laboratories and study areas with computer equipment.

Telephone switch areas that provide service to dorms are Student Auxiliary Service (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or Telecommunication Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03)

65 Faculty and Staff Auxiliary Services (Non E&G)

Areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee is often charged.

Examples: faculty/staff clubs, coffee shops, lounges, wellness programs where fees are charged and childcare centers provided only for children of faculty/staff.

Governmental relations other than those assigned to the institution's legal office are also Faculty and Staff Auxiliary Services.

66 Alumni Records

Spaces for operations that maintain relations with alumni.

67 Student Recruitment and Admissions

Activities in these areas include identification and recruitment of prospective students and the processing of admissions applications

68 Student Records

Spaces used for maintaining, handling, and updating records for current and former students.

Examples: Registrar's office and transcript offices

69 Public Relations/Development

Space used for operations that maintain relations with local community and general public about the institution

Examples: news and information offices that provides news releases, internal newsletters, institutional brochures and other publications

Physical Plant Operations

Space for operations providing maintenance of buildings, grounds, utilities and planning future plant expansions and modifications

71 Physical Plant Administration

Space assigned to physical plant director, campus architects, and construction engineers.

72 Building Maintenance

Space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures

73 Custodial Service

Space includes Offices (310) and other assignable areas required for custodial service.

Exclusions: Custodial Closets are Non-Assignable Custodial Areas (02)

74 Utilities

Space includes Offices (310) Shops (720) and other areas required to provide heating, cooling, light and power, gas, water and other utilities necessary for operation of physical plant.

Exclusions: Mechanical rooms are Non-Assignable Mechanical Areas (03).

75 Landscape and Grounds Maintenance

Includes Offices (310), Shops (720), Field Service Bldgs (560) and other areas required for grounds maintenance and landscaping

76 Construction Project Management

Space used by staff that manages/oversees construction projects

Independent Operations

Space owned or controlled by institution as an investment OR owned by institution but leased and/or controlled by an outside agency.

91 Independent Operations/Institutional (Non E&G)

Space, usually designed to generate income, services activities unrelated to institutions mission and not intended to provide services to students, faculty/staff. Institution controls the space.

Examples: Commercial Rental Space, Conference Centers, independent school districts within the institution and development/fundraising offices.

92 Independent Operations/External Agencies (Non E&G)

Space controlled and/or leased to outside agencies, including state agencies.

Examples: federally funded research centers. Also, when one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/Institutional (91), and the institution controlling the space should report its actual usage.

Non-Assignable Space

Space not assigned directly to support programs but necessary for general operations of a building

02 Custodial Areas (Non E&G)

Space used for the protection, care and maintenance of a building

Examples: trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply room.

03 Mechanical Areas (Non E&G)

Includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioner/air handler rooms, mechanical shafts, telephone closets, air ducts, etc. Elevator space also may be included in this category

04 Mothballed and/or Incapable of Use (Non E&G)

Space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.

05 Public Rest Rooms (Non E&G)

Rest rooms accessible to public.

Exclusions: Private rest rooms are service areas.

06 Shell Space/Space Under Renovation (non E&G)

Unfinished space designed to be converted into usable space.

07 Circulation Areas (Non E&G)

Space includes areas of common access, transit, or general use that are accessible to the public and not used for instructional purposes.

Examples: atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, waiting rooms.