



Room Use Codes Definitions

Please read through this list completely before starting to classify rooms.

Assignable Area :

- 100 Series : Classroom Facilities
- 200 Series : Laboratory Facilities
- 300 Series : Office Facilities
- 400 Series : Study Facilities
- 500 Series : Special Use Facilities
- 600 Series : General Use Facilities
- 700 Series : Support Facilities
- 800 Series : Health Care Facilities
- 900 Series : Residential Facilities
- 000 Series : Unclassified Facilities

Non-assignable Area :

- WWW : Circulation Area
- XXX : Building Service Area
- X10 : Public Rest Room
- YYY : Mechanical Area

Revision

Reference

Assignable Area

100 Series: Classroom Facilities

General: This category aggregates classroom facilities used primarily for scheduled non-laboratory instruction. A classroom may contain instructional aids or equipment (e.g. multimedia or telecommunication equipment) for classroom activities of various disciplines.

110 Classroom: A room used primarily for student instructional classes or employee training and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled non-laboratory instruction.

111 Media Classroom: A classroom (110) characterized by media equipment or a specific space configuration and used primarily for media instructional activities. Examples are TV studios, editing rooms and other media spaces used for teaching purpose and student-focused learning experience.

115 Classroom Service: A room or space that directly serves one or more classrooms as an extension of the activities in that space. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

200 Series: Laboratory Facilities

General: A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or closely related group of disciplines. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.

210 Class Laboratory: A room used primarily for formally or regularly scheduled instruction that does require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. Excludes Computer Class Laboratory (230).

212 Wet Lab: A room used for scheduled instruction or unscheduled participation, experimentation, observation, or practice in the field of study where chemicals, drugs, or other material or biological matter are handled in liquid solutions or volatile phases, requiring direct ventilation, and specialized piped utilities (typically water and various gases).

215 Class Laboratory Service: A room or space that directly serves one or more class laboratories as an extension of the activities in those rooms.

220 Open Laboratory: A room used primarily for individual or group instruction that is informally scheduled, unscheduled, or open that requires special purpose equipment for student participation, experimentation, observation, or practice in a particular field of study, including language labs, music practice rooms, etc.

225 Open Laboratory Service: A room or space that directly serves one or more open laboratories as an extension of the activities in those rooms.

230 Computer Class Laboratory: A specially designed and equipped room used primarily for group instruction in regularly scheduled classes that require computer terminals for student or employee participation, experimentation, observation, or practice.

235 Computer Class Laboratory Service: A room or space that directly serves one or more computer class laboratories as an extension of the activities in those rooms.

240 Computer Laboratory: A specially designed and equipped room for individual or group use that has computers and terminal workstations for student or employee participation and practice, including assigned class work, special projects, and study.

245 Computer Laboratory Service: A room or space that directly serves one or more computer laboratories as an extension of the activities in those rooms.

250 Research Laboratory: A room 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.

252 Research Wet Lab: A wet lab (212) 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.

255 Research Laboratory Service: A room or space that directly serves one or more research laboratories as an extension of the activities in those rooms.

300 Series: Office Facilities

General: Office facilities are individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university.

310 Office: A space housing the University faculty, staff, graduate assistants, students, or non-university paid staff at one or more desks, tables, or workstations. A receptionist room that includes a waiting area should be coded as Office (310).

360 Conference Room: A room serving an office complex and used primarily for staff meetings and departmental activities. Excludes meeting room (680) which is used by the institution or the public for a variety of non-class meetings. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and classrooms (110) because it is used primarily for activities other than scheduled classes.

380 File Room: A room or space used by a department or an academic unit primarily to store files, publications, records, etc.

394 Departmental Lounge or Break Room: A departmental room or space used for rest, relaxation or informal socializing which is not available to the public. It may be used for personal break activities, and may contain sinks, stoves, microwaves, tables, chairs, and similar items. Does not include building lounge or break room (650).

395 Office Service: A room or space that directly serves an office or group of offices as an extension of the activities in those rooms. Includes supply/storage rooms, copy/fax/work rooms, closets, interview and waiting rooms, student counseling and testing rooms (non-health), private restrooms, private circulation, etc., if it serves office.

396 Nursing Mothers Room: A nursing mothers room is a private facility where nursing mothers can pump their breast milk, store it safely while at work, and then take their milk home to their babies. A typical nursing mothers room has a private area with comfortable chairs, hooks for hanging clothing, may also be equipped with a sink area for cleanup and a refrigerator for storage of breast milk. The room is locked to ensure the mother's security and privacy.

400 Series: Study Facilities

General: A study room (410) may appear in almost any type of building on campus, whereas stack (420), open-stack study room (430) and processing room (440) is typically located in central, branch, and departmental libraries.

410 Study Room: A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment (library reading rooms, carrels, individual study stations, study booths, etc. which may located in a library, resident halls, or academic buildings).

420 Stack: A room or space used to house arranged collections of educational materials.

430 Open-Stack Study Room: A combination study room and stack, generally without physical boundaries between the stack and study areas.

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

455 Study Service: A room or space that directly serves study spaces, stacks, open-stack study spaces or processing spaces as a direct extension of the activities in those spaces.

500 Series: Special Use Facilities

General: this category includes several space use categories that are specialized in their primary activity or function to merit a unique space code. Special use facilities are typically limited to a small group or special population.

510 Armory: A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities. Includes indoor drill areas, indoor rifle ranges, specially designed or equipped military science rooms, etc.

515 Armory Service: A room or space that directly serves an armory facility as an extension of the activities in that facility. Includes supply rooms, weapons rooms and military equipment storage rooms, etc.

520 Athletic or Physical Education: A room or area used by students, staff, or the public for athletic or physical education activities. Includes gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, field houses and spaces for dancing and bowling, etc.

523 Athletic Facilities Spectator Seating: The covered permanent or fixed seating area used by students, staff, or the public to watch athletic events.

525 Athletic or Physical Education Service: A room or space that directly serves an athletic or physical education facility as an extension of the activities in that facility. Includes locker rooms, shower rooms, non-office coaches' rooms, ticket booths, and spaces for dressing, equipment, supply, storage, first aid, towels, etc.

530 Media Production: A room used for the production or distribution of multimedia materials or signals. Includes TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, media centers, and electronic visualization studios, etc. These spaces have a clearly defined production or distribution function that serves a broader area, such as department and entire campus.

535 Media Production Service: A room or space that directly serves a media production or distribution room as an extension of the activities in that facility. Examples include film, tape or cassette libraries or storage areas, media equipment storage rooms, recording rooms, engineering maintenance rooms, dark room, preparation rooms, and studio control booths, etc.

540 Clinic: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with primary purpose of instruction, research, or public service. Includes examination rooms, testing rooms, and consultation rooms, and holding areas. Clinics are typically associated with educational programs such as psychology, law speech, hearing, and similar areas. Excludes separately organized health care facilities (800 series).

545 Clinic Service: A room or space that directly serves a clinic as an extension of the activities in that facility. Includes waiting rooms, observation rooms, control rooms, records rooms, diagnostic laboratories, and similar supporting spaces.

550 Demonstrations: 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. These rooms closely simulate a real-world or occupational setting for the purpose of training college students.

555 Demonstration Service: A room or space that directly serves a demonstration facility as an extension of the activities in that facility. Examples include storerooms and pantries in a family and consumer science facility, kitchens and lockers in a laboratory school, and similar support spaces in a demonstration day care center.

570 Animal Quarters: A room that houses laboratory animals used for research or instructional purposes. Includes animal rooms, cage rooms, stalls, wards, and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

575 Animal Quarters Service: A room or space that directly serves an animal quarters facility as an extension of the activities in that facility. Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

580 Green House: A building or space usually composed chiefly of glass, plastic, or other light transmitting material, for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

585 Green House Service: A room or space that directly serves a green houses facility as an extension of the activities in that facility. Includes equipment or materials storage areas and rooms.

600 Series: General Use Facilities

General: This category facilities comprise a campus general service or functional support system and available to all faculty, students, staff, and the public.

610 Assembly: A room designed and equipped for the assembly of many persons for events such as dramatic, musical, devotional, livestock judging or commencement activities. Includes theaters, auditoriums, arenas, concert halls, chapels, and livestock judging pavilions, etc.

611 Media Assembly: An assembly space (610) featured with media equipment and used primarily for public media activities, such as video theaters.

615 Assembly Service: A room or area that directly serves an assembly facility as an extension of the activities in that facility. Includes 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, etc.

620 Exhibition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff and the public. Includes both departmental and institution-wide museums, galleries, and similar exhibition areas.

625 Exhibition Service: A room or area that directly serves an exhibition facility as an extension of the activities in that facility. Includes preparation workrooms, storage rooms, vaults, etc.

630 Food Facilities: A room or space used for eating. Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas in residence halls and faculty clubs, etc.

635 Food Facility Service: A room or area that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation areas, cold storage and freezer/refrigeration room, dishwashing rooms, food serving areas, cleaning areas, first aid and vending areas directly serving food facilities, or adjacent to an eating area.

640 Day Care: A room used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community. Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g. play areas, non-staff eating areas, and child training spaces).

645 Day Care Service: A room or area that directly serves a primary activity room in a day care facility as an extension of the activities in that space. Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, etc.

650 Building Lounge or Break Room: A room or space used for rest, relaxation or informal socializing that is not restricted to a specific group of people, unit or area. It may be used for personal break activities, and may contain food dispensing machines, sinks, stoves, microwaves, tables, chairs, and similar items. Does not include departmental lounge or break room (394).

655 Building Lounge or Break Room Service: A room or area that directly serves a building lounge or break room as an extension of the activities in that space.

660 Merchandising: A room or space used to sell products or services, including bookstores, student supply stores, barber or beauty shops, post offices, candy counters, central ticket outlets servicing multiple facilities or activities, etc.

665 Merchandising Service: A room or area that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms and closets, sorting rooms, private rest rooms, and other support space.

670 Recreation: A room used by students, staff, and the public for recreational purposes. Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, chess rooms, card playing rooms, bowling alleys, ping-pong rooms, ballrooms, hobby rooms, music rooms, TV rooms, etc.

675 Recreation Service: A room or area that directly serves a recreation facility as an extension of the activities in that facility. Includes storage rooms, closets, equipment issue rooms, cashers' desks, first aid, and other support areas.

680 Meeting Room: A room used by the institution, student government, community groups or general public for a variety of non-class meetings. Does not include conference room (360) which is used by office occupants for staff meeting or other departmental non-class activities.

685 Meeting Room Service: A room or area that directly serves a meeting room as an extension of the activities in that facility. Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms and other spaces that directly serve a meeting room.

690 Locker Room: A room used for changing clothes and/or storing personal materials, for student or staff, in areas such as physical plant, food service, animal quarters, etc. Does not include the locker rooms in an athletic or physical education facility (refer to 525 athletic or physical education service).

695 Locker Room Service: A room or area that directly serves a locker room (690) facility as an extension of the activities in that facility.

700 Series: Support Facilities

General: Support facilities provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational.

710 Central Computer or Telecommunications: A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls. Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (repair or modification only) should be classified as YYY mechanical area.

715 Central Computer or Telecommunications Service: A room or area that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

720 Shop: A room used for the manufacture, repair, or maintenance of products or equipment. Includes carpenter, plumbing, HVAC, electrical, and painting shops, centralized shops for construction or repair of research or instructional equipment, etc. Department instructional shops are not included.

725 Shop Service: A room or area that directly serves a shop facility as an extension of the activities in that facility.

730 Central Storage: A room or building that is used to store equipment or materials and that serves multiple room used types, organizational units, or buildings. Does not include a storage room directly serving a primary room.

733 Central File Storage: A central storage room or building (730) that is specifically used for storing files or similar materials.

735 Central Storage Service: A room or area that directly serves a central storage facility as an extension of the activities in that facility, such as support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses.

740 Vehicle Storage: A room or structure that is used to house or store vehicles.

745 Vehicle Storage Service: A room or area that directly serves a vehicle storage facility as an extension of the activities in that facility.

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. Includes central food preparation facilities, central mail facilities, central printing service facilities, central laundries facilities, central shipping and receiving facilities, central environmental testing or monitoring facilities, etc.

755 Central Service Support: A room or area that directly serves a central service facility as an extension of the activities in that facility.

760 Hazardous Materials Storage: A centralized facility used for the storage of hazardous materials. Includes those materials that are flammable, chemically aggressive, chemically unstable, biologically toxic, or radioactive.

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 small storage room or area distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

800 Series: Health Care Facilities

General: This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities. Excludes clinic (540) which is typically associated with educational programs and located outside of separately organized and budgeted health care facilities.

810 Patient Bedroom: A room equipped with one or more beds and used for patient care. Includes general nursing care, acute care, intensive care units, observation units, etc.

815 Patient Bedroom Service: A room or space that directly serves one or more patient bedrooms as an extension of the activities in those space.

820 Patient Bath: A room containing patient bath and toilet facilities.

830 Nurse Station: A room or area used by nurses or other patient care staff who are supervising or administering health care services.

835 Nurse Station Service: A room or space that serves one or more nurse stations as an extension of the activities in those spaces.

850 Treatment/Examination Clinic: A room used for examinations, diagnosis, consultation, or treatment.

855 Treatment/Examination Clinic Service: A room or space that serves a treatment/examination clinic as an extension of the activities in those spaces. Such as dressing room, X-Ray, film view, dark room, preparation area, equipment and supply storage area, clean & dirty utility room etc.

860 Diagnostic Service Laboratory: A room used to provide diagnostic support services to the health care facility.

865 Diagnostic Service Laboratory Support: A room or space that directly serves a diagnostic service laboratory as an extension of the activities in the facility.

870 Central Supplies: A room or space used centrally to store health care supplies in a health care facility.

880 Public Waiting: A room or space used by public to await admission, treatment, or information within a health care facility.

900 Series: Residential Facilities

General: Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel 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).

910 Sleep/Study without Toilet or Bath: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.

919 Toilet or Bath: A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

920 Sleep/Study with Toilet or Bath: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.

935 Sleep/Study Service: A room that directly serves the occupants of sleep/study rooms. Such as kitchen that directly serves sleeping area, mail room, laundry room and linen closet.

950 Apartment: A complete living unit, with private cooking facilities, bedroom(s), living room(s), restroom facilities, that is not a separate structure. Duplex units and townhouses should be classified as apartment.

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. Such as laundry room, mail room, linen closet, maintenance, housekeeping or security room, exercise room that serves apartment facilities.

970 House: A complete living unit, with private cooking facilities, bedroom(s), living room(s), toilet facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution. House and other residential properties that are owned or controlled by the institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from coded facilities inventory.

000 Series: Unclassified Facilities

General: Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated; or converted; or in an unfinished state.

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: Rooms 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.

Non-assignable Area

General: The building net usable area includes both assignable area and non-assignable area:

$$\text{Net Usable Area} = \text{Assignable Area} + \text{Non-assignable Area}$$

WWW Circulation Area: The sum of all areas on all floors of a building required for physical access to floors and some subdivision of space within the building, whether physically bounded by partitions or not. Includes lobby, public corridor, stairway, elevator, loading dock, covered and walled bridge between two buildings, etc.

XXX Building Service Area: A room or area used to support a building's cleaning and public hygiene functions. Includes janitor closets, maintenance material storage areas, and trash rooms (general trash room that is not specific to a group).

X10 Public Rest Rooms: A common room (a room that is available to all occupants of the building) which contains toilets, sinks, and similar provisions for personal activities.

YYY Mechanical Area: Includes mechanical areas such as central utility plants boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and communications closets, air ducts, mechanical service shafts, service chutes, and stacks.

Revision

1. Updated definition for room use code 360 Conference Room.
2. Updated definition for room use code 710 Central Computer or Telecommunications.
3. Updated definition for room use code 110 Classroom.
4. Updated definition for room use code 230 Computer Class Laboratory.
5. Updated definition for room use code 240 Computer Laboratory.
6. Updated definition for room use code 395 Office Service.
7. Combined room use code 310 Academic Office, 320 Administrative Office, 330 Secretarial Office, 340 Staff Office, 350 Graduate Student Office and 370 Other Office into one single room use code 310 Office.

Reference

The main reference for this update is Postsecondary Education Facilities Inventory and Classification Manual (FICM) May 2006 edition from Institute of Education Sciences (IES).

<http://nces.ed.gov/pubs2006/ficm/content.asp?ContentType=Section&chapter=4§ion=3&subsection=1>

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