South Dakota Facilities Management User's Manual

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System Overview

The Facilities Management System consists of On-line processing via Datatel's Colleague Student System Facilities Profile module, batch processing (performed only by RIS at this time), and RIS-written report programs. There are three main files used in this system: a BUILDINGS file and CLASSROOMS file delivered with Colleague, and a XH.BUILDINGS file created by South Dakota/RIS.

The On-line system allows the user to have interactive access to their institution's room and building data – except for access to information stored in the XH.BUILDINGS file (see Conversion Notes for more detail). This interactive capability will allow the user to add, delete, query, and update room and building data. It will also allow the user to view the contents of the tables that are used in the Facilities Management module as well as run RIS-written facility reports.

Conversion Notes

In the Fall/Winter of 1997, the six public higher ed institutions converted their Facilities Management module data from the RIS mainframe system to Datatel's Facilities Profile module within the Colleague Student System. During this conversion all building and room data in the legacy system were converted to and stored within the Colleague Student System Facilities Profile module.

A problem encountered during this conversion was that SD was storing some building information in the RIS mainframe system for which there were no associated data elements in the Colleague BUILDINGS file. To resolve this situation RIS created a file named XH.BUILDINGS. In doing so, the majority of the legacy Building information was converted to and stored in the BUILDINGS file and the remaining legacy building information that couldn't be stored in the BUILDINGS file was stored in the XH.BUILDINGS file.

At the time of this manual's creation/revision, information stored in the XH.BUILDINGS file cannot be viewed on any Colleague on-line screen.

On-line System Access

Logon Procedure – To logon to the Datatel Facilities Profile module, the user must 1) log on to either the test or production UNIX (Colleague) box via UI Web, then 2) enter the Facilities Profile Module. In this example, user hjensenc will be logging into the live/prod box to the R18live account using URL https://datatprd.sdbor.edu:

1. Logon to the appropriate Datatel/Colleague box.
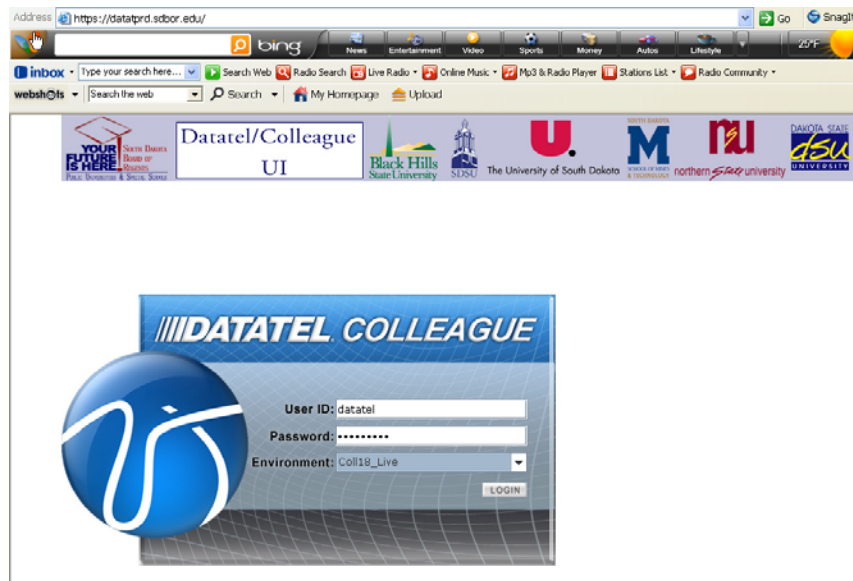
Select your environment (Coll18_Test or Coll18_Live), then enter your user ID and associated password at the prompts then click on the LOGIN button.

After entering the password, a "flash screen" will display. Please read this screen to see if there are any scheduled system downtimes in the near future, then hit enter when done reading. The Main Menu screen will display next. *Note the system maintenance times on the flash screen. Do not use the Colleague system during the maintenance times identified.

The next screen to appear will be the Colleague menu for that environment:
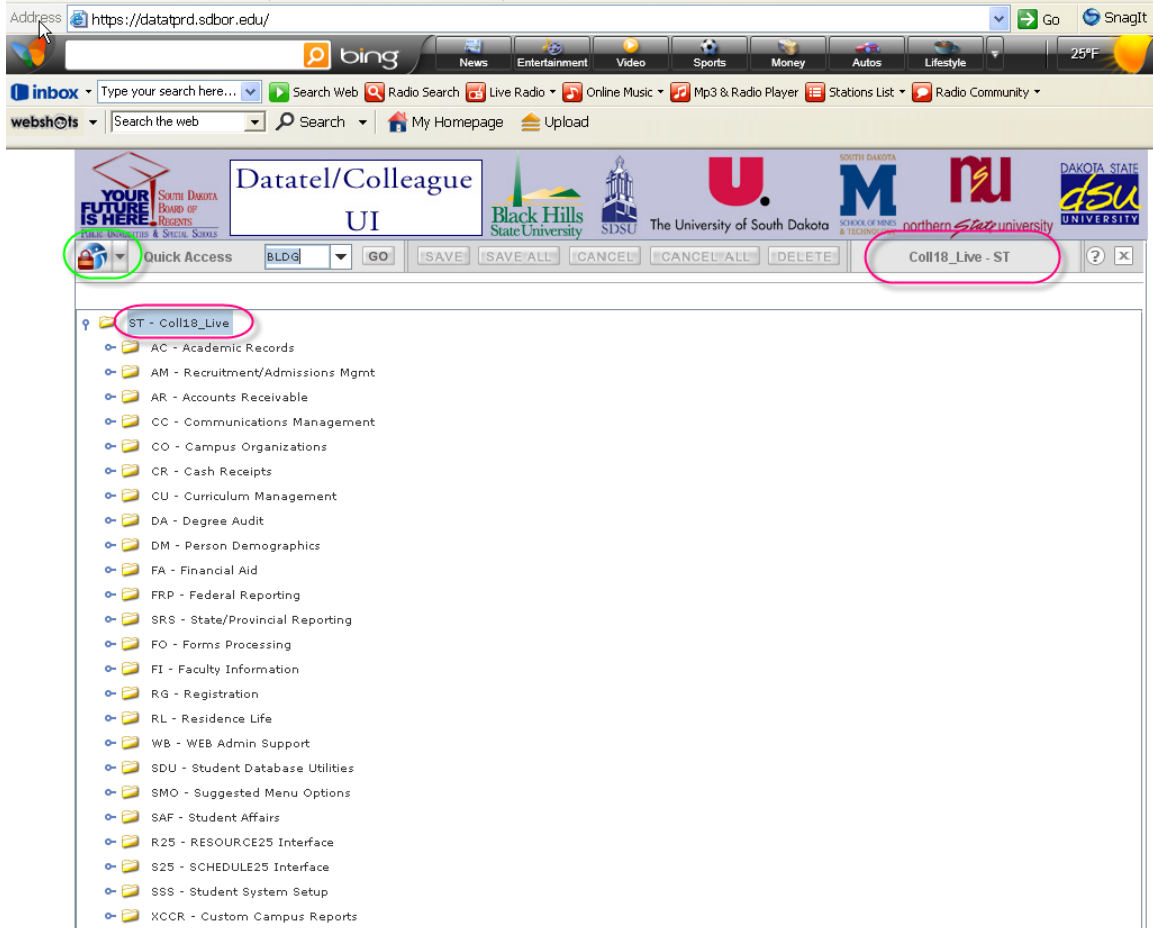
UIWEB1

2. Log into the CORE module where facilities resides.

Each user's Student System menu may differ from the one shown above, in that users will only see modules they can access based on the security attached to their userid. Note from the screen menu header (circled in pink in two places above) that this is the Student (ST) system menu. Since the Facilities Profile module exists in the CORE system, users need to move from the default ST system menu to the CORE system menu. To access CORE, note the icon circled in green above. Click on that arrow for a drop down box, then in that drop down box select Apps, then select CORE. Your screen will change and should now look like this (again, your security access may be different such that you have less items displaying on your screen):
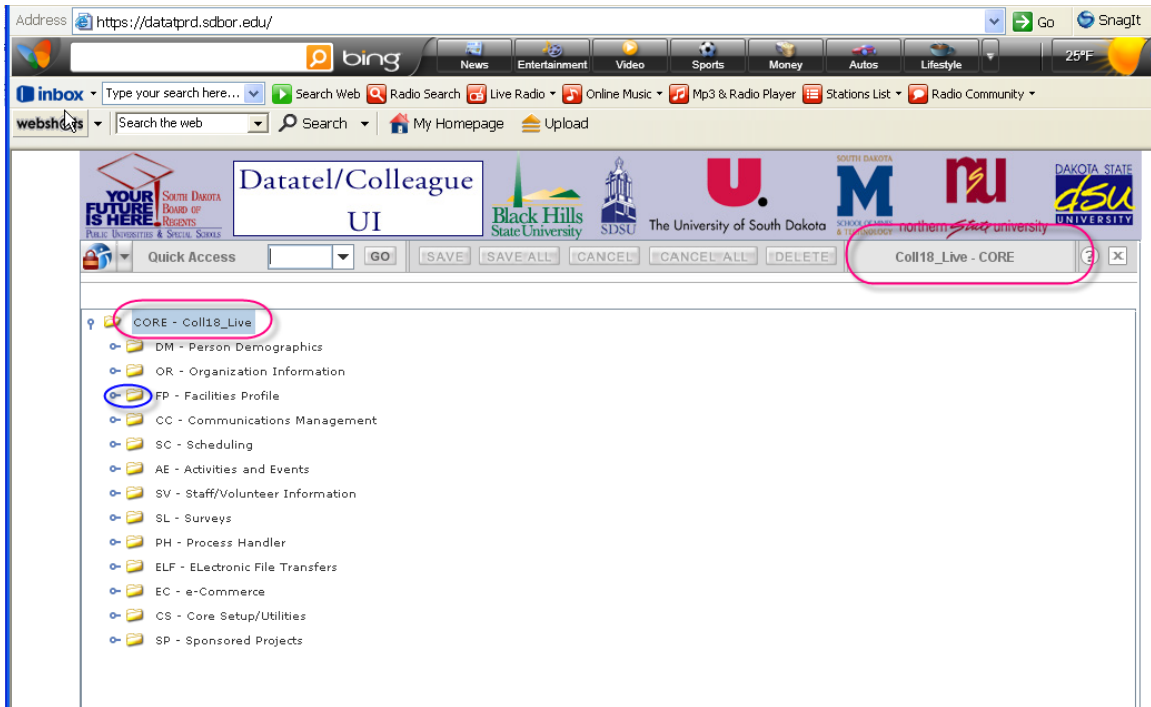
Note the items circled in pink show that we are now in the CORE application system of Colleague.

3. Access the Facilities menu. Click on the "key" icon to the left of the folder icon for Facilities Profile (circled in purple in the above screen print). You are now in the Facilities module of the Colleague system – your screen should look similar to this:
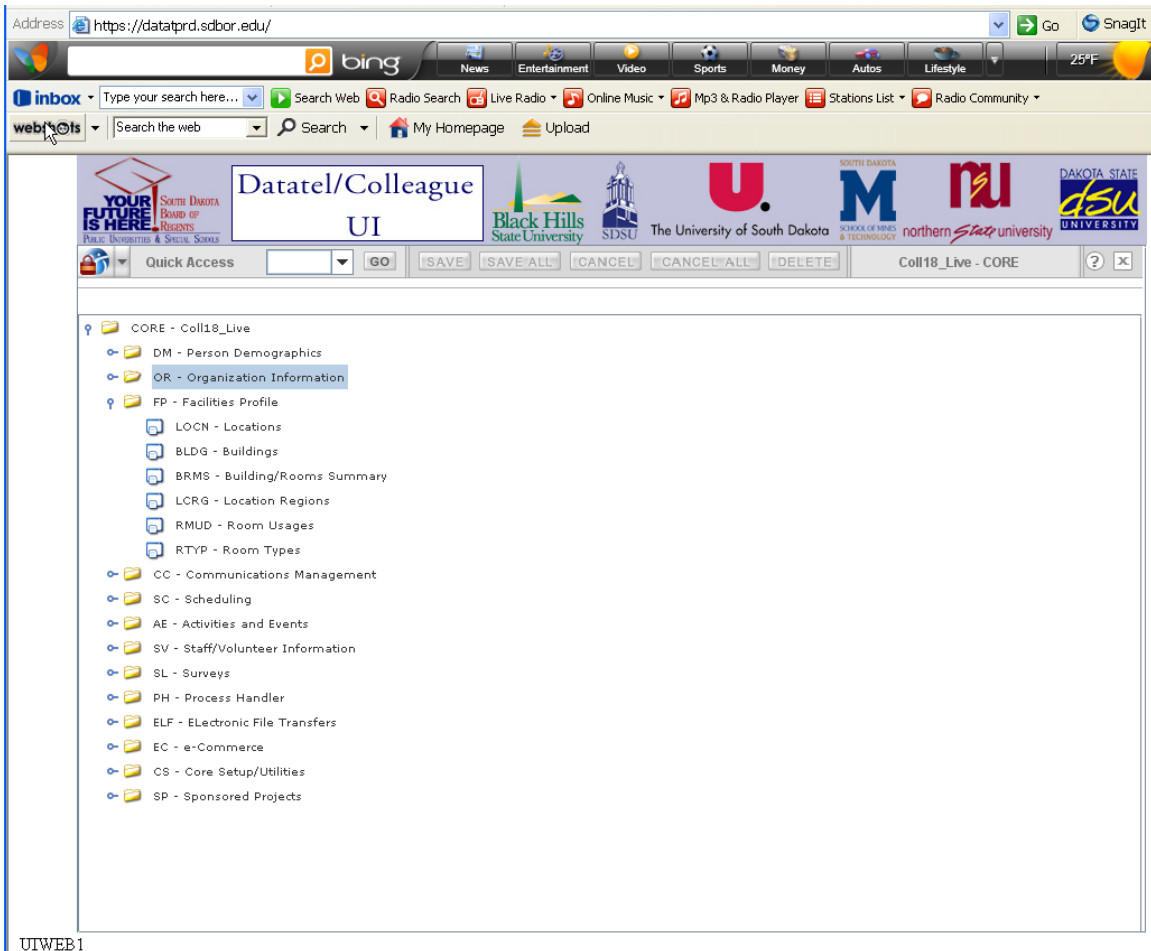
Most users should see the same screen as the one shown above. If the security attached to an id does not allow access to some of the mnemonics above, those mnemonics will not be displayed on the menu for that user.

The user is now in the Colleague Facilities Profile in the CORE module and may modify their institutions Facilities data as needed. If the user is new to Colleague they may consult the 'Getting Started' brochure written by Datatel to explain maneuvering in and between screens as they edit and view data. If the user would like to experiment, each university has a test account for this purpose. Modifying data in the test account will not affect production, aka live, data.

Logoff Procedure

1. Log out of the Facilities Profile module.
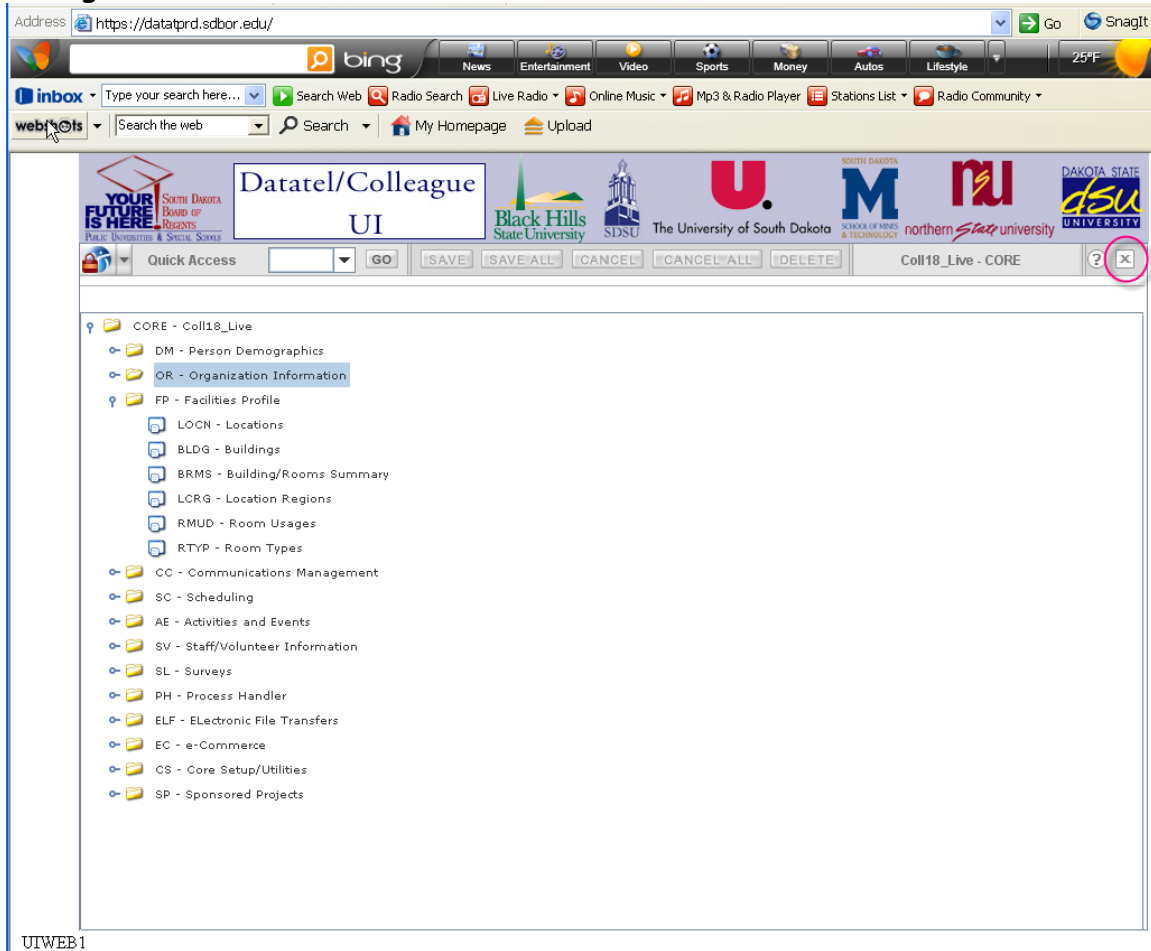
Click on the X box (circled in pink above). You will next see this msg:

Click on OK. You will then be brought back to the login screen and can drop your browser.

****A note that the remaining screens in this manual are from the GUI method of accessing data. The screens themselves have **not** changed – they simply look different when using UI Web to now access them.

Online Building Access

To access an existing building or to add a new building, the BLDG screen must be invoked.   Double-click on the "BLDG – Buildings" entry to display the Building screen:

```
wIntegrate V3.0, Port Windows Sockets datatprd.state.sd.us        _ □ ✕

File  Edit  Setup  Run  Help

06/02/00  14:37              Facilities Profile            Core System
                    Regents Information Systems - Live Account
DATATEL                                                  Colleague 16.0


              1 LOCN  Locations
              2 BLDG  Buildings
              3 BRMS  Building/Rooms Summary
              4 LCRG  Location Regions
              5 RMUD  Room Usages
              6 RTYP  Room Types




     Enter Mnemonic or Selection Number, or press FINISH: BLDG
                    Press HELP for assistance

Ready                              Ln 20  Col 67          CAPS NUM
```

Adding a Building

Note: Before adding a building please notify RIS first.   Buildings that are located off campus and are not university-owned, such as the VA Medical Center in Sioux Falls, are not added as buildings – rather they are added as a room to building COFC. When notifying RIS that you intend to add a building they can confirm that you should add the building rather than make it a room in building COFC.

From the blank BLDG screen, enter the bldg id of the building to add at the Building lookup prompt at the bottom of the BLDG screen. **The building id must start with the appropriate university identifier.**   For example, to add a building called Manual Building for SDSMT use bldg id MMNL or MANL

where the first char is an M to signify SDSMT. Following is the list of bldg
id 1st characters to use:

USD   U   University of South Dakota
SDSU   S   South Dakota State University
BHSU   B   Black Hills State University
SDSMT M   SD School of Mines
DSU   D   Dakota State University
NSU   N   Northern State University
             F   University Center
             W West River Higher Ed Center
SDSD   O South Dakota School for the Deaf
SDSBVI V   South Dakota School for the Blind and Visually Impaired
             H   Regents Information Systems – for test only
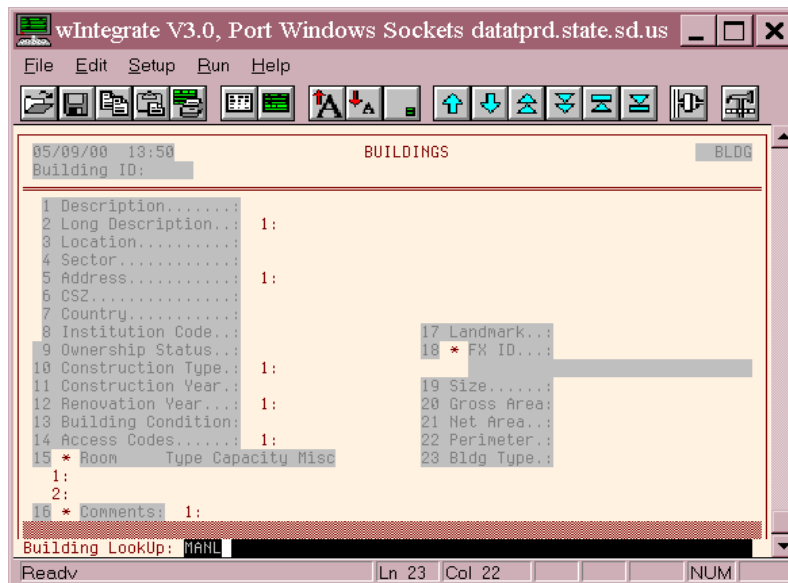
Enter the SDSMT building id, ie 'MANL' in this example, then <enter> which
will display an Add building prompt at the bottom of the BLDG screen:
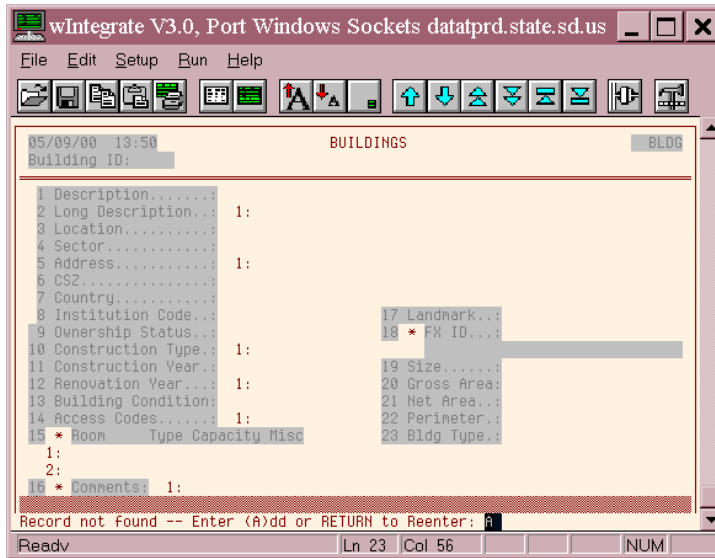
Enter an 'A' at the prompt then <enter> to display the BLDG screen for building MANL.
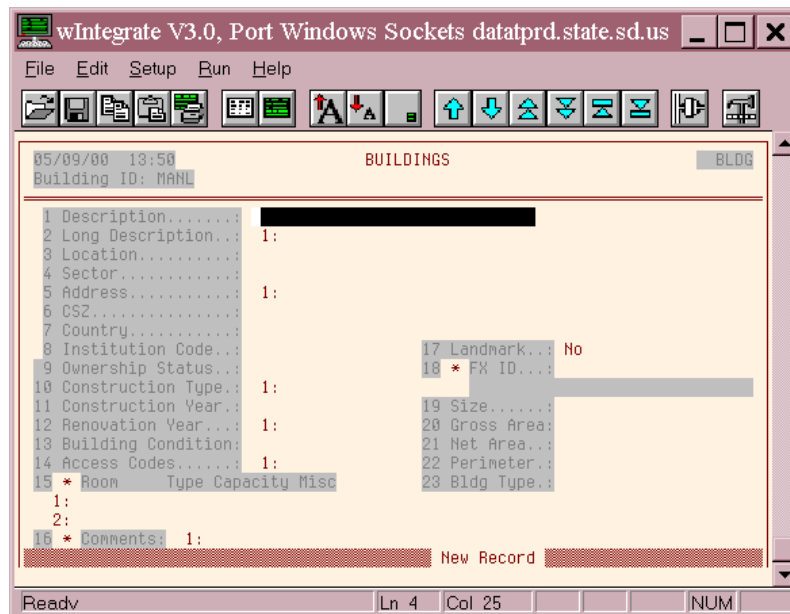
Note the field in the header portion of the screen titled 'Building id:' has the value 'MANL' after it to designate that the user is now working with building MANL.

After completing all information, use the F10 key (SAVE) to save the information or the F9 key to save the information and return to the previous menu. All information added and/or modified on the BLDG screen is then saved to the BUILDINGS file.

The majority of each building's information is stored in the BUILDINGS file. To populate the remainder of the building's information into the XH.BUILDINGS file, such as original cost, etc., users adding a building must also email RIS the following information for the building being added:
- building name and abbreviation, ie the id used to add the building on the BLDG screen
- building original cost
- building estimated replacement cost (usually the same as orig cost)
- fire alarm code (FD (fire detection) , PK (partial fire detection), ND (no
    fire detection), FA (fire alarm) or NR (not required))
- airconditioning in tons
- is building insured code (I (insured), N (not insured))
- number of floors code (B (basement), 1, 2, 3, 4, 5, 6, P (penthouse))
- building usecode code (AES (ag ext/research), AUX (auxiliary bldg), LEASE (leased bldg), MUS (museum), NBLDG (nonbldg/misc), RVACX (rev/acad mixed use bldg), RVFAC (rev only bldg), RVAC (rev used for acad bldg).
- if the building's usecode is RVFAC, then the user must also notify RIS which percentage of the building will be used for revenue, and which percentage will be used for academics- these percentages should add to 100 with the exception of those buildings that are not 100% university owned, in which case if the university owns 40% of the building, then the percentages must add to 40.
Upon receipt of the XH.BUILDINGS information, RIS will populate the XH.BUILDINGS file with this information to complete the process to add a building.

Modifying a Building
The process to modify a building depends on whether the user is modifying data in the BUILDINGS file, ie data that can be seen on the BLDG screen,

or if the user is modifying data in the XH.BUILDINGS file, ie data that can not be seen on the BLDG screen.

If the data to be modified is in the XH.BUILDINGS file, the user will need to email a request to RIS of the building to be modified, and the XH.BUILDINGS data elements to be modified and by what values the data is to be modified. RIS will modify the XH.BUILDINGS data as requested then email the requesting university that the modification is complete. *A note that RIS will only modify bldg replacement cost with numbers provided by and from the BOR. If you need RIS to modify one of your buildings replacement costs, you must submit that request to the BOR, who will then forward the approval (or change) to RIS for the update to be made.

If the data to be modified is in the BUILDINGS file, ie can be seen on the BLDG screen, the user may begin the modification process by displaying the BLDG screen for that building.
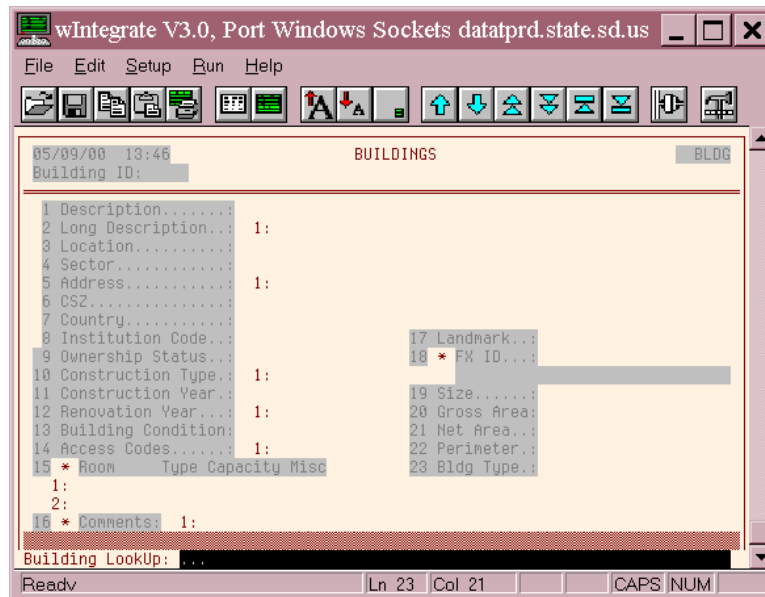
Enter the id of the building to be modified at the Building LookUp prompt, then <enter>. If the id is unknown, enter '...' (dot dot dot) at the Building LookUp prompt instead then <enter>, which will display a Buildings Resolution screen.   Entering '...' will display all buildings; therefore, if the user wishes to display only their institution's buildings they should enter their university

identify followed by ... then <enter>. For example, USD would enter 'U...' to list only their buildings.

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 wIntegrate V3.0, Port Windows Sockets datatprd.state.sd.us  _ □ ✕

File  Edit  Setup  Run  Help

05/09/00                    BUILDINGS Resolution                    13:47
                      using BUILDINGS, View: BUILDINGS

   Seq: ID      Description                      Campus/Site

     1: ADMN    Deleted
     2: BTLR    Butler Business Building              VM
     3: HNWN    Hansen-Wilson Admin Building          VM
     4: RIS     Regents Info Systems Bldg             VM

Controller LookUp Resolution                  Page 1/1
Seq Number,(F)lag,(S)ort/Select or <UPDATE> to Exit: 3
Ready                                    Ln 23  Col 55              NUM
```

Enter the number of the building to be edited, then <enter>. In this example building HNWN will be modified so we enter "3" then <enter>. (Note that this is an example shown before the Student System was merged into one database; therefore, this example does not have the university identifier as the first char of the bldg id as is now required for all buildings post merge)

```
 wIntegrate V3.0, Port Windows Sockets datatprd.state.sd.us  _ □ ✕

File  Edit  Setup  Run  Help

05/09/00  13:48              BUILDINGS                           BLDG
Building ID: HNWN

 1 Description.......: Hansen-Wilson Admin Building
 2 Long Description..:  1: Hansen-Wilson Admin Building
 3 Location.........: VM Vermillion
 4 Sector...........: C     Central
 5 Address..........:  1: 123 Regents Lane
 6 CSZ..............: Vermillion              SD 57069
 7 Country..........: US United States of America
 8 Institution Code..:                 17 Landmark..: No
 9 Ownership Status..: OW Owned - Fee   18 * FX ID...:
10 Construction Type.:  1: MW Load Bear M
11 Construction Year.: 1998             19 Size......:
12 Renovation Year...:  1:              20 Gross Area:
13 Building Condition: SA    Satisfact   21 Net Area..:
14 Access Codes......:  1: HAND  Handic  22 Perimeter.:
15 * Room    Type Capacity Misc         23 Bldg Type.:
   1: 100      OF       10
   2: 101A     OF        1
16 * Comments:   1:

Ready                                    Ln 4   Col 25              NUM
```

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The user may now modify the necessary data on the BLDG screen, then F10 to save and stay on that screen, or F9 to save and return to the menu.

Deleting a Building

The process to delete a building is:

1. Bring up the BLDG screen for the building to be deleted.
2. Enter the Terminate code of 'TE' for Building Condition (field 13).
3. Mark each room in the building as deleted. (See Deleting a Room)
4. Update the comments section with information regarding the delete.

Note: The building, nor its associated rooms, will not physically be deleted from the system, only marked that they are deleted. Facilities Profile module users should be aware that they are not to alter data of deleted buildings or their deleted rooms. To help ensure that this doesn't happen, universities may elect to modify the building name to include the word or phrase 'delete', 'deleted', or 'do not use', etc to warn users.

Buildings with Building Condition code of TE (terminated), as well as DE (undergoing or marked for demolition) and UC (under construction), are excluded from most Facility programs – read the documentation for each program to know if that is the case for the program being run.

Online Room Access

Adding a Room

Room information can be added/modified/deleted on the RMSM screen. The RMSM screen can be accessed either through field 15 on the BLDG screen or field 1 on the BRMS screen.

Option 1: To add a room via the BLDG screen, display the BLDG screen of the building where the room will exist:
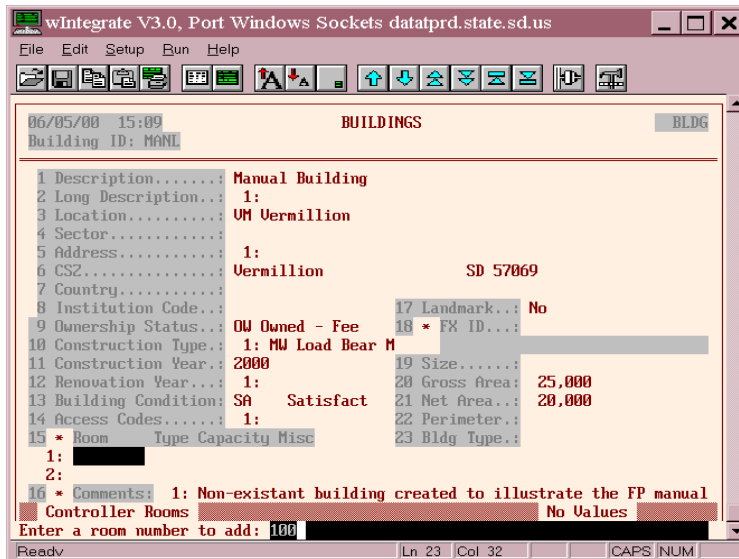
Position the cursor on the first blank line in the field 15 window (labeled 'Rooms') which will cause the 'Enter a room number to add:' prompt to display at the bottom of the BLDG screen.   Note in this example, the black rectangle on line 1 in the window of field 15 is where the cursor is positioned, and that the user has entered 100 at the prompt. Answer the prompt with a room number to add, then <enter> to display the RMSM screen for that room in that building.

 ...or...

Option 2: To add a room via the BRMS screen, display the BRMS screen of the building in which the room will exist.

Position the cursor on the first blank line in the field 1 window which will cause the 'Enter a room number to add:' prompt to display at the bottom of the BRMS screen. In this example, the black rectangle on line 1 in the window of field 1 is where the cursor is positioned, and that the user has entered 100 at the prompt. Answer the prompt with a room number to add, then <enter> to display the RMSM screen for that room in that building.
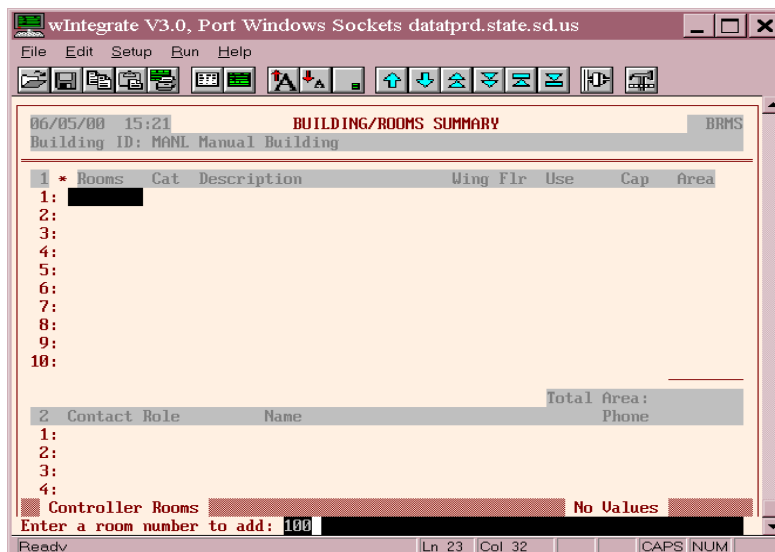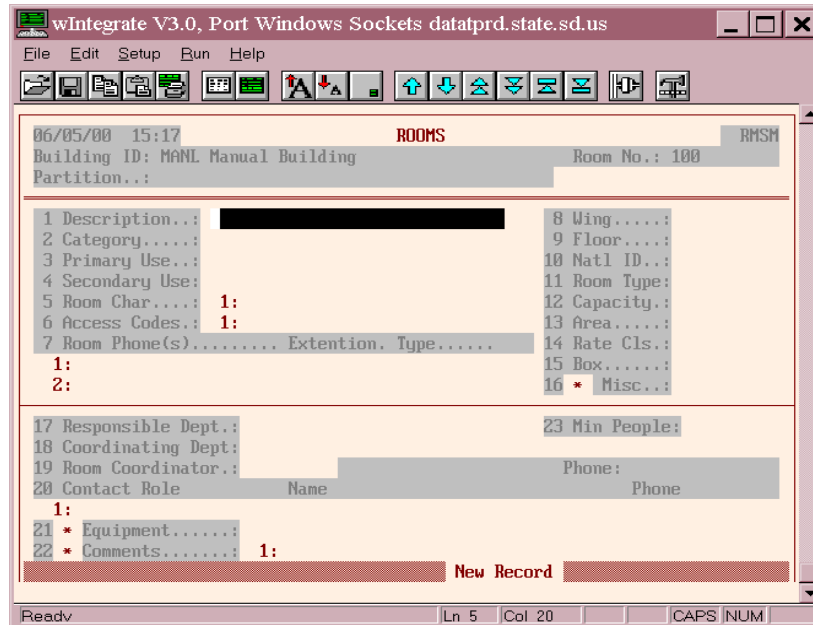

Note that the header portion of the RMSM screen shows that this is the room screen for room 100 of the MANL building.

Note that you can detail on field 16 to the RMSC screen. This screen holds misc data for that particular room. Currently the first four fields are populated with this data:

RMSC field 1:   year last painted, which was populated during the conversion to Colleague facilities from the legacy mainframe system

RMSC field 2: agency code, which was populated during the conversion to Colleague facilities from the legacy mainframe system

RMSC field 3:   began populating in Spring 2006 with HEGIS codes

RMSC field 4:   began populating in Spring 2006 with finance codes, aka ORG codes, from the finance system.

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Complete the necessary data elements on this screen, then F10 to save and return to the RMSM or F9 to save and return to the previous menu of BLDG or BRMS. When brought back to the BLDG screen, adjust the BLDG net area and/or gross area by the corresponding room area change made on the RMSM screen so that these two remain in synch. The user must then also F9 or F10 when exiting the BLDG or BRMS screen to save the RMSM <u>and</u> BLDG information. *Caution: If you save out of the RMSM screen, but do not save out of the 'calling' BLDG or BRMS screen, then the room information is <u>not</u> saved.

Modifying a Room
To modify a room, bring up the RMSM screen of the affected room via either the BLDG screen or the BRMS screen, modify the data as needed, then F10 to save or F9 to save and return to the previous menu of BLDG or BRMS. When brought back to the BLDG screen, adjust the BLDG net area and/or gross area by the corresponding room area change made on the RMSM screen so that these two remain in synch.

Deleting a Room
The current process to delete a room from a building is:
1. Bring up the RMSM screen via BLDG or BRMS for the building in which the room exists.
2. Set Area (field 13) to 0.
3. Enter the Delete code of 'DEL' for Primary Usage (field 3).
4. Enter the Delete code of 'DEL' for Room Type (field 11).
5. Set Room capacity (field 12) to 0.
6. Update the comments section as needed.
7. Subtract the room area value from the BLDG net area and/or gross area field values so the two remain in synch.

Yearly Building Replacement Factor Update
Each Summer RIS receives an email from the South Dakota Board of Regents that lists buildings at institutions that should have their estimated replacement cost updated, as well as what the new estimated replacement

cost should be. RIS will update those costs per the Board request then notify the institution and the BOR that it has been completed. Once completed, institutions may run UniBasic program XH.B.FAC.FACT.BOOK (via Colleague screen XRFB) or UniBasic program XH.B.FAC.BLDG.INV (via Colleague screen XRBI) to see a listing of their buildings and the estimated replacement costs at any time.

Facilities Reports
Yearly BOR-requested Reports

There are currently two reports requested by the Board of Regents each year. Those reports are a) Fact Book, and b) Utilization Reporting.

Fact Book Report(s) – six universities, SDSD and SDSBVI

RIS provides some of the yearly Facilities Fact Book information to the BOR for inclusion in the BOR published Fact Book produced each Fall for the six institutions as well as for SDSD and SDSBVI. Institutions also self-report Facilities information to the BOR directly. Together, the institution self-reported information and the RIS-submitted information comprise the yearly Facilities information reported in the Fact Book.

Each Fall, usually in October, RIS emails the university Facilities group of the Fact Book deadline for the RIS-reported Fact Book information.   In response, universities should run UniBasic program XH.B.FAC.FACT.BOOK (via Colleague screen XRFB) repeatedly until the output is accurate. Once institution data is accurate, the institution is to notify RIS. RIS will then create a backup copy of the institutions Building and Room data as well as route a copy of the output from XH.B.FAC.FACT.BOOK (XRFB) to the BOR on behalf of the institution.

The BOR deadline for accurate, ie institution-approved output, from XRFB (program XH.B.FAC.FACT.BOOK) is usually the first week of November each year.

Utilization Reporting – six universities and UC

Each Fall, RIS emails the university facilities group (excluding SDSD and SDSBVI) of the Utilization reporting deadline, which is usually the first of

December. This email notification is usually sent around late September and outlines the process as well as the deadlines for the process steps. Overall, the process for Utilization reporting is for universities to clean-up their course data so that it is clean/accurate in time for the mid-term Fall semester extract freeze (usually the end of October), at which time that course data is then frozen and can no longer be changed. Universities then have the month of November to continue running Unibasic program (XH.B.FAC.UTIL.RPT via Colleague screen XRUT) against the frozen extract (prior to freezing the extract, this program should be run against the working extract) to confirm that the data is now correct. Once the university establishes that the data is correct, they should notify RIS who will forward their data to the Board by the final deadline. (See the program documentation section for additional information). To complete the yearly Facilities utilization reporting, university facilities groups usually work closely with their university office in charge of course offerings.

In addition to running XRUT, the main utilization reporting program, universities should also run (after the extract is frozen – do NOT run against the working extract):

    XH.B.FAC.ACAD.SQFT (via Colleague screen XRQA)
    XH.B.FAC.SQFT.RPT (via Colleague screen XRSQ)
    XH.B.FAC.CAPRATIO (via Colleague screen XRER)

Submitting RIS-written Reports
Datatel's Colleague product includes very few reports for Facilities Management purposes; therefore, RIS has written some basic UniBasic reports.

After the Student System was merged from six university databases to one shared database in October of 2003, all facility reports written by RIS will now be run from the Colleague menu XRFC. (In Dec 2005, SDSD and SDSBVI information was merged into this same Colleague database). The path to this screen is:

    ST --> XCCR --> XRIS –> XRFC

Note that the Colleague Facilities screens are in the CORE module, and the RIS-written programs are in the ST module; therefore, when logging in the user will automatically be in the ST module otherwise if the user if already in the Colleague Facilities system in CORE the user will need to move over to the ST module. (instructions on how to do are on page 15-6)

All of the RIS-written reports can be seen on the XRFC screen, if the Colleague university security coordinator has given the user access to them.

Each of the above Colleague screens will execute a RIS-written facilities program. For example, if the user entered XRFB at the 'Enter Mnemonic or Selection Number' prompt, as soon as they entered XRFB then hit enter, the program XH.B.FAC.FACT.BOOK would begin running. If there were input parameters they would display on the screen waiting for a user response. After answering the prompts the program will complete. When the program is complete it will prompt the user to hit enter to return back to the XRFC Colleague menu. Before the user hits enter to be returned to the screen, note that each program will list the name of the output and the error report from that program that can be found in the HOLD file (accessed via UTFB). Note the HOLD file names before returning to Colleague.

To access program output: Access the UTFB screen from the ST module in Colleague:

```
Wintegrate V3.0, Port Windows Sockets 164.154.143.162          _ □ ×
File  Edit  Setup  Run  Help

03/25/04  14:29               Student System                Student System
                    SD Board of Regents - Production Account
DATATEL                                                  Colleague 17.0.14


   1 AC    Academic Records            14 FI    Faculty Information
   2 AM    Recruitment/Admissions Mgmt 15 RG    Registration
   3 AR    Accounts Receivable         16 RL    Residence Life
   4 CC    Communications Management   17 WB    WEB Admin Support
   5 CO    Campus Organizations        18 SDU   Student Database Utilities
   6 CR    Cash Receipts               19 SMO   Suggested Menu Options
   7 CU    Curriculum Management       20 R25   RESOURCE25 Interface
   8 DA    Degree Audit                21 S25   SCHEDULE25 Interface
   9 DM    Person Demographics         22 SSS   Student System Setup
  10 FA    Financial Aid               23 XCCR  Custom Campus Reports
  11 FRP   Federal Reporting           24 XEX   Exit to Query Account
  12 SRS   State/Provincial Reporting  25 EX    Exit
  13 FO    Forms Processing            26 LO    Logout

     Enter Mnemonic or Selection Number, or press FINISH: UTFB

                    Press HELP for assistance
```

<enter> then the UTFB screen will be displayed. As an example, if NSU had run XRBI (the building inventory report), the following message would have displayed to the screen towards the end of that program run:

Now browse the HOLD files XN.FAC.XRBI.RPT and XN.FAC.XRBI.ERR for output.

To continue with the example, to view the output in XN.FAC.XRBI.RPT on the UTFB screen, the user would populate UTFB as follows:
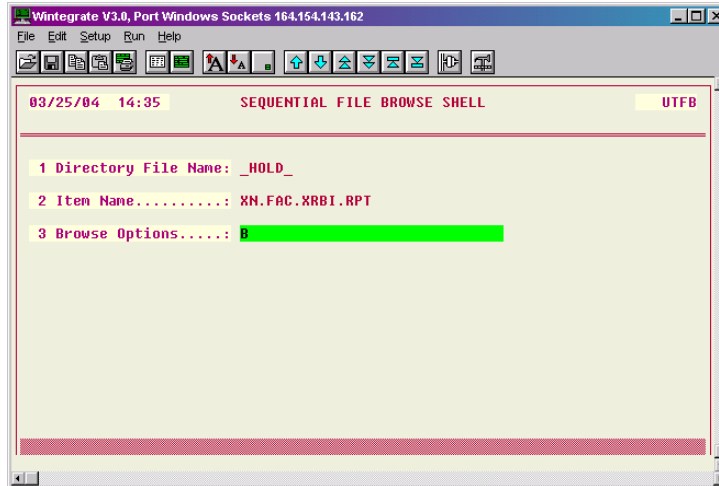
where field 1 of UTFB will always be populated with the value '_HOLD_'.

Once the user <enters> through the UTFB screen they will then be brought into the output to view it. At the bottom of the screen will be the following options to maneuver in the output:

Page: 1 @(0,0) ->>> Enter L,R,U,D,P,T,B,S,@(), <RETURN> or FINISH:

where L means to 'move left' to see the left side of the output/screen
        R means to 'move right' to see the right side of the output/screen
        U means to 'page up'
        D means to 'page down'
        P means to 'page' (enter 'P3' to go to Page 3 of the output)
        T means to go to the 'top' of the output
        B means to go to the 'bottom' of the output, ie the last page
        S means 'spool' (enter 'S' then <enter>)

Routing Output to a Printer
If the user wishes to print the output they should enter 'S' at the prompt. This will bring them to a screen where the user can select which printer to route the output to:

```
03/25/04  14:46              SEQUENTIAL FILE BROWSE                    BROWSE


   1 Output Device..: P  Printer Spooler
   2 Printer........: NSU-RL-LAND
   3 Form Name......:
   4 Banner.........:
   5 Copies.........:     1
   6 Defer Until....:
   7 * Other Options:
     1: NFMT
     2: NOEJECT
     3:
     4:

   8 Page Width.....: 132
   9 Page Length....:  66
  10 Top Margin.....:   0
  11 Bottom Margin..:   0


Form LookUp:
```
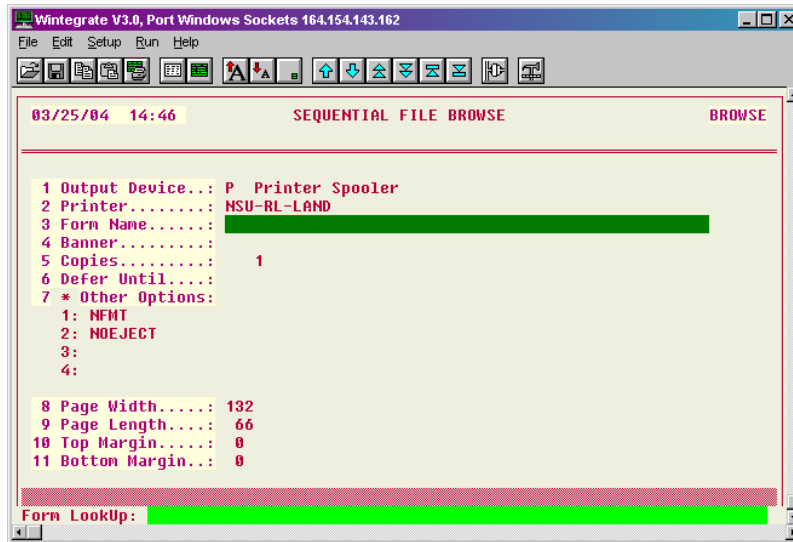
The above screen shows that the user will be routing the output to a printer at NSU known as 'NSU-RL-LAND'. Users should not need to enter any further information on this screen beyond field 2. Most of the RIS-written facilities reports should be routed to printers that will print 132 chars across instead of 80, ie landscape instead of portrait.

After specifying a value in field 2, the user should <enter> through the remainder of the field screens, or as a shortcut can simply F9 (submit) after completing field 2.   Either way, this message will then display to the screen:

Job number is: 645
Press RETURN to continue:

Press RETURN as instructed. This will bring the user back into their output. Shift F8 out of the output until returned to the UTFB screen.

Colleague Facilities Tables
XH.BUILDINGS tables

Numerous Colleague Facilities tables were initially populated with values agreed upon by the SD Facilities Conversion Group formed during the conversion to Colleague in the Fall of 1997. Enrollment Services Center (ESC) staff is the central office responsible for updating these tables. Users should not change, add, nor delete any value in any Facilities table. If an institution should decide they need a value added to a table they should submit a request to RIS staff supporting the Facilities module, who will forward the request on to the appropriate group, who will either approve or reject the proposed table value. If accepted, RIS will update the affected table with the new value in both test and live. All institutions will be notified when the table value(s) have been added.

Tables used by the Facilities Profile module may have their values displayed while entering/modifying Facilities information on the on-line screens using either a ... (dot dot dot) at the lookup prompt, or by using the PF1 key (Field help key).

Four tables were created by SD/RIS for four data elements stored in the XH.BUILDINGS file. These four tables cannot be seen on-line via a lookup prompt or field help since they are not Colleague tables; therefore, they are listed below along with their current values and descriptions:

XH.BUILDING.FLOOR

```
B          Basement
1          First Floor
2          Second Floor
3          Third Floor
4          Fourth Floor
5          Fifth Floor
6          Sixth Floor
P          Penthouse
```

XH.INSURED

```
I          Insured
N          Not Insured
```

XH.FIRE.ALARM

FD	Fire Detection
PD	Partial Fire Detection
ND	No Fire Detection
FA	Fire Alarm
NR	Not Required

XH.USE.CODES

ACAD	Academic
AES	Ag Ext/Research Farm
AUX	Auxiliary
LEASE	Leased
MUS	Museum
NBLDG	Non-Bldg/Misc
RVACX	Rev/ Academic Mixed
RVFAC	Revenue Facility
RVAC	Revenue Used for Academic

Colleague BUILDINGS and CLASSROOMS Tables
(as of March 17, 2004)

All tables in Colleague have a drop down box so the user can see the code and its description, ex. ADMC Admin Computing Services. If the user should need additional information to determine exactly what qualifies as 'Admin Computing Services', they would need to visit with someone on their campus who is familiar with that table, ie no additional information can be found online in Colleague for tables.

The Colleague tables listed below are ones where you can find additional information on the codes in the 1993 Facilities Inventory Manual, so they are listed below along with the page and/or Chapter to reference for that additional information. If a table is not listed here, then no further information on its codes can be found in the 1993 Facilities Inventory Manual. (see above paragraph)

A note regarding the classroom equipment table and the classroom characteristics tables in Colleague as I frequently receive questions about which table is appropriate. The agreed upon distinction is if the item is equipment but is bolted to the room such that it is no longer easily movable, then it is a classroom characteristic – if the item can be moved from room to room with relative ease, then it is classified as equipment.

Colleague Tables with additional information in the 1993 Facilities Inventory Manual:
Bldg.Conditions (BLDG screen, field 13)
(see page 34, Chapter 4 of the 1993 Facilities Inventory Manual for definitions)
```
SA          Satisfactory
RA          Remodeling – A
RB          Remodeling – B
RC          Remodeling – C
DE          Demolition
TE          Termination
UC          Under Construction
```

Bldg.Ownership.Statuses (BLDG screen, field 9)
(see page 35, Chapter 4 of the 1993 Facilities Inventory Manual for addt'l info)
```
OW          Owned – Fee Simple
LP          Leased – Purchase
```

```
LR          Leased - rented
LO          Leased-out/Non Univ Bldg
SF          Shared Fac/Non Univ Bldg
OD          Owned/Donated
```

Room.Categories (RMSM, field 2)

```
ACAD        Academic Administration
ACCM        Academic Computing Srvcs
ACPD        Academic Personnel Develop
ACSP        Academic Support
ADCM        Admin Computing Services
AINS        General Academic Instruct
ANSP        Ancillary Support
AUX         Auxiliary Enterprises
BDMT        Building Maintenance
CCUR        Course and Curriculum
CINS        Community Education
CMSV        Community Services
COUN        Counseling & Career Guide
CSSV        Custodial Services
EMED        Educational Media Services
EXEC        Executive Management
EXSV        Cooperative Extention Service
FAAD        Financial Aid Admin
FAUX        Aux Enterp – Fac/Staff
FSOP        Fiscal Operations
GADM        Gen Admin & Logis Support
GRND        Landscape and Grounds
HOSP        Hospital
INCA        Intercollegiate Athletics
INDO        Independent Operations
INSP        Institutional Support
IPRS        Individual & Project Research
IRCT        Institutes & Research Center
LIB         Library
MUSE        Museums and Galleries
OMPL        Oper & Maint of Plant
PBS         Public Broadcasting Services
PBSV        Public Service
PINS        Prep/Remedial Instruction
PPAD        Physical Plant Admin
PRDV        Public Relations Develop
RNR         Major Repairs & Renov
RSRC        Research
SAUX        Aux Enterp – Student
SCDV        Social & Cultural Develop
SINS        Special Session Instruct
SNF         Scholarships & Fellowship
STAD        Student Services Admin
STDT        Student Admissions
```

```
STHT        Student Health Services
UTIL        Utilities
VINS        Vocational / Tech Instruct
```

(Primary and Secondary) Room Usages Table (RMUD and RMSM screens, field 3 on RMSM, field 4 on RMUD)
(see Appendix A for definitions and descriptions)

```
ABRL        Animal Behavior Research Lab
AERL        Ag Engineering Research Lab
ALSV        Animal Rm Res Lab Service
AMSV        Assembly Service
ANQ         Animal Quarters
APT         Apartment
AQSV        Animal Quarter Service
ARCL        Art Class Lab
ARMY        Armory
ARSV        Armory Service
ASMB        Assembly Facility
ASRL        Animal Science Research Lab
ATSV        Apartment Service
BCRL        Bacteriology Research Lab
BIRL        Biology Research Lab
BURL        Business Research Lab
CARL        Carrel
CDRL        Child Dev & Behavior Lab
CFSV        Conference Room Service
CHRL        Chemistry Research Lab
CIRC        Circulation Area
CLAS        Classroom
CLIN        Clinic Facilities
CLSV        Classroom Service
CMCL        Computer Class Lab
CNSV        Clinic Fac Services
COML        Computer Open Lab
CONF        Conference Room
CONS        Construction Area
CRCS        Central/Rec - Stor
CRPT        Carpenter Shop
CSRV        Central Service
CSSV        Central Storage Service
CSTG        Central Storage
CSUP        Central Supplies
CUST        Custodial Area
DAIR        Dairy Processing Facility
DAYC        Day Care
DEL         Deleted Room - Do Not Use
DEMO        Demonstration Facility
DGSL        Diagnostic Service Lab
```

```
DLIB        Department Library
DMSV        Demonstration Fac Service
DRCL        Drafting Class Lab
DRIL        Armory Drill Area
DSLS        Diagnostic Service Lab Support
DYRL        Dairy Research Lab
DYSV        Day Care Service
ELEC        Electric Shop
ENCL        Engineering Class Lab
EXHB        Exhibit Facility
EXSV        Exhibit Fac Service
FDSV        Food Fac Service
FLCL        Foreign Language Class Lab
FLDB        Field Building
FOOD        Food Facility
GHSV        Greenhouse Service
GRNH        Greenhouse
GVRL        Governmental Research Lab
GYM         Gym Floor Area
HAPT        Handicapped Apartment
HAZM        Hazardous Materials
HCSV        Health Care Service
HECL        Home Economics Class Lab
HERL        Home Economics Research Lab
HFRL        Human Factors Research Lab
HHOU        House-Modified for Handicapped
HNGR        Airport Hangar
HOUS        House
HRST        Handicapped Restroom
HSST        Sleep/Study W/Toilet/Bath Hand
HTB         Toilet/Bath Mod for Handicap
HZSV        Hazardous Materials Service
INAC        Inactive Area
INRL        Indian Studies Research Lab
INV         Investment Properties
LAB         Laboratory
LBSV        Lab Service
LGSV        Lounge Service
LNG         Lounge
LPRO        Library Proc Room
LRR         Library Reading Room
MDSV        Media Production Service
MEAT        Meat Processing Facility
MECH        Mechanical Area
MEDI        Media Production
MERC        Merchandising Facility
MGSV        Meeting Room Service
MRSV        Merchandising Fac Service
MTG         Meeting Room
MUPR        Music Practice Room
```

```
NSCL       Natural Science Class Lab
NSSV       Nurse Station Service
NSTA       Nurse Station
NUCL       Nursing Class Lab
OFF        Office
OFSV       Office Service
OGYM       Other Gym Room
OLAB       Open Lab
OLSV       Open Lab Service
OTH        Other
PBR        Patient Bedroom
PBSV       Patient Bedroom Service
PBTH       Patient Bath
PE         Physical Education
PESV       Athletic/Phys Ed Fac Serv
PHCL       Pharmacy Class Lab
PHRL       Pharmacy Research Lab
PLMG       Plumbing Shop
PNT        Paint Shop
POCL       Photography Class Lab
POFF       Post Office
POOL       Swimming Pool
POW        Power Plant
PRCL       Printing Class Lab
PRNT       Printing/Duplicating Shop
PSCL       Physical Science Class Lab
PSRL       Psychology Research Lab
PW         Public Waiting
PYRL       Physics Research Lab
RCSV       Recreation Service
READ       Read Room
RECR       Recreation
REMO       Remodeling
REST       Restroom
RIFL       Armory Rifle Range
RLAB       Research Lab
RLSV       Research Lab Service
SEAT       Athletic Fac Spectator Seat
SGSV       Surgery Service
SHOP       Shop
SHSV       Shop Service
SLST       Sleep/Study Room
SSSV       Sleep/Study Service
SSTB       Sleep/Study With Toilet/Bath
STCK       Stack
STDY       Study Room
SURG       Surgery
SYSV       Study Service
TB         Toilet/Bath
TCCL       Tech Class Lab
```

```
TELE          Telecommunications
TESV          Treatment/Exam Service
TLSV          Telecomm Service
TREX          Treatment/Exam
TYCL          Typing Class Lab
UNF           Unfinished
VERL          Veterinary Sci Research Lab
VSSV          Vehicle Storage Service
VSTG          Vehicle Storage
```

Room Types (RMSM screen)

```
A             Apartment
AU            Auditorium
BD            Band Room
CC            Conference Center
CH            Choir Room
CL            Class Laboratory
CP            Computer Laboratory
CR            General Classroom
DDN           DDN Room
DEL           Deleted Room - Do Not Use
DF            Dining Facility
FC            Fitness Center
GC            Governor's Classroom
GM            Gymnasium
LB            Library
LG            Lounge
MH            Married Housing
ML            Miscellaneous Lab
MP            Multi-Purpose Room
MR            Meeting Room
OCL           Off Campus Lab
OF            Office
OT            Other
POOL          Pool
RA            Resident Assistant
RD            Do Not Use; Use DDN Instead
RF            Recreational Facility
RH            Residence Hall Room
RL            Research Lab
RQ            Racquetball Court
SC            Smart Room
SL            Science Lab
SMR           Seminar Room
ST            Studio
STR           Study Room
TH            Theatre
VS            Visitor/Guest
```

Appendix A

ROOM DATA DEFINITIONS AND CODE SUMMARY

(Conversion of legacy SODAK code to Colleague Room Usage Code)

LEGACY CODE	USAGE CODE	DESCRIPTION
250	ABRL	**Animal Behavior Research Lab**
	Definition	A laboratory specially equipped for research in animal behavior.
250	AERL	**Ag Engineering Research Lab**
	Definition	A laboratory specially equipped for research in the field of agricultural engineering.
255	ALSV	**Animal Room Research Lab Service**
	Definition	A room or rooms where animals are housed for use in research, including rooms used for the housing and feeding of animals such as cats, guinea pigs, dogs, mice, etc., located in an academic building.
615	AMSV	**Assembly Service**
	Definition	A room or area 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, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.
	Limitations	Entrance lobbies and other circulation areas surrounding or adjacent to the outside of the primary assembly room are classified as non-assignable (circulation) space. A concession stand in as assembly facility is classified as Merchandising. Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge code.
570	ANQ	**Animal Quarters**
	Definition	A room that houses laboratory animals used for research or instructional purposes.
	Description	Includes animal rooms, cage rooms, stalls, wards, and similar rooms for instruction and research.

	Limitations	Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., AALAC requirements). Does not include areas for treatment of veterinary patient animals (see *Health Care Facilities*). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research.
950	**APT**	**Apartment**
	Definition	A complete living unit, with private cooking facilities, that is not a separate structure.
	Description	This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it 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 included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need to be located in a residential building. A duplex unit should be classified as an Apartment because it is not a separate, freestanding structure.
	Limitations	Does not include single, freestanding structures (see *House*) or any residential units that do not contain private cooking facilities (see *Sleep/Study Without Toilet/Bath, Sleep/Study With Toilet Bath*).
575	**AQSV**	**Animal Quarter Service**
	Definition	A room that directly serves an animal quarters facility as an extension of the activities in that facility.
	Description	Includes feed storage rooms, feed mixing rooms, cage washing rooms, non-patient surgery rooms, casting rooms, or instrument rooms.
	Limitations	Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see *Health Care Facilities*).
210	**ARCL**	**Art Class Lab**
	Definition	A room specifically designed and equipped for instruction in art, i.e., painting, ceramics, etc.
510	**ARMY**	**Armory**
	Definition	A room or area equipped or designed for use by Reserve Officer Training Corps (ROTC) and ancillary units.
	Description	Rooms that are obviously 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.
	Limitations	Conventional room use types such as Classrooms, Class

Laboratories, Offices, and Study Rooms are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service.

515 **ARSV** **Armory Service**

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

Description This category includes supply rooms, weapons rooms, and military equipment storage rooms.

Limitations Rooms directly serving convention primary activity areas are classified with the appropriation corresponding service code (e.g., classroom service, class laboratory service, office service, study service).

610 **ASMB** **Assembly Facility**

Definition A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities.

Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

Limitations Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space. Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom space.

250 **ASRL** **Animal Science Research Lab**

Definition A laboratory specially equipped for research in the field of animal science.

955 **ATSV** **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, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms

(laundry, storage, etc.) that are internal to an apartment unit are included in the *Apartment* space.

Limitations		Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities which have no internal cooking facilities (see *Sleep/Study without Toilet/Bath, Sleep/Study with Toilet/Bath, Sleep/Study Service*). This category also excludes service rooms within a separate, freestanding residential unit (see *House*).

250   **BCRL**   **Bacteriology Research Lab**

Definition   A laboratory specially equipped for research in the field of bacteriology.

250   **BIRL**   **Biology Research Lab**

Definition   A laboratory specially equipped for research in the field of biology.

250   **BURL**   **Business Research Lab**

Definition   A room or rooms used to conduct research in business and economic trends.

410   **CARL**   **Carrel**

Definition   The area for an individual study station within or adjoining the library stacks within the main library.

250   **CDRL**   **Child Development and Behavior Lab**

Definition   A laboratory specially equipped for research in child development and behavior.

355   **CFSV**   **Conference Room Service**

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

Description   Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

Limitations   Excluded are service rooms that support meeting rooms or offices.

250   **CHRL**   **Chemistry Research Lab**

Definition   A laboratory specially equipped for research in the field of chemistry.

000   **CIRC**   **Circulation Area**

Definition   That non-assignable porting of a building which is required for physical access to some subdivision of space whether directly bounded by partitions or not.

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	Description	Circulation space should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, tunnels and bridges.
	Limitations	When determining corridor areas, only horizontal spaces required for general access should be included; not aisles which are used only for circulation within office suites, auditoriums, or other working areas. Deductions should not be made for columns and projection necessary to the building.

110   **CLAS**   **Classroom**

	Definition	A room used for classes that is not tied to a specific subject or discipline by equipment in the room or the configuration of the room.
	Description	Includes room generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, or general purpose classrooms. A classroom may be quipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, maps) appropriate to a specific area of study, *if* this equipment does not render the room unsuitable for use by classes in other areas of study.
	Limitations	This category does not include Conference Rooms, Meeting Rooms, Auditoria, or Class Laboratories. Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see *Conference Room* and *Meeting Room* for distinction).

Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions is an Assembly facility (e.g., an auditorium normally used for purposes other than scheduled classes).

A class laboratory is distinguished from a classroom based on equipment in the room *and* by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory.

540   **CLIN**   **Clinical Facilities**

	Definition	A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those

separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

	Description	Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.
	Limitations	Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals. Also does not include rooms used for remedial instruction with should be classified as classrooms or laboratories.
115	**CLSV**	**Classroom Service**
	Definition	A room that directly serves on or more classrooms as an extension of the activities in that room.
	Description	Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.
	Limitations	Does not include projection rooms, coat rooms, preparation rooms, closets or state areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes as classified as Assembly Service.
NA	**CMCL**	**Computer Class Lab**
	Definition	A room equipped with computers for use during computer classes.
	Description	A room equipped with computers whereby on average per week it has more than two computer classes scheduled in it is considered a Computer Class Lab. If the room equipped with computers has on average less than two computer classes scheduled in it, then it should be considered a Computer Open Lab instead (see COML below)
545	**CNSV**	**Clinic Facility Services**
	Definition	A room that directly serves 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.
NA	**COML**	**Computer Open Lab**
	Definition	A laboratory specially equipped with computers for student's use.
	Description	A laboratory equipped with computers whereby the students may come and go unscheduled to use the computers. Note that this room may have a computer class scheduled in it, but is considered an open computer lab if less than two computer

classes scheduled per day in the room and the rest of the time the room and its computers are available for student use as they need. Compare with CMCL above.

350	**CONF**	**Conference Room**
	Definition	A room serving an office complex and used primarily for staff meetings and departmental activities.
	Description	A conference room is typically equipped with tables and Chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.
	Limitations	Does not include classrooms, seminar rooms, lecture rooms, auditoria, departmental lounges, open lounges, and Meeting Rooms.

000	**CONS**	**Construction Room**
	Definition	Construction area should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.
	Description	Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions and unusable areas in attics, basements, or comparable portions of the building.

720	**CRCS**	**Central/Rec – Stor**
	Definition	
	Description	
	Limitations	

720	**CRPT**	**Carpenter Shop**
	Definition	Room and/or rooms where carpentry work is performed.

750	**CSRV**	**Central Service**
	Definition	A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
	Description	The central service delivery may be provided by special equipment, human activity, the special availability of space, or

any combination of these elements. Includes centralized food stores and laundries which serve the occupants or activities or more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations   Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded Food Facilities Service; a laundry room in a residence hall should be coded Sleep/Study Service; a copy or mail room in an office area is coded Office Service. Media Production or distribution facilities and computer-based data processing and telecommunications equipment centers (see Central Computer or Telecommunications) are coded separately. Facilities used for the manufacture, repair or maintenance of products or equipment should be coded shop. Central Storage or supply facilities and Vehicle Storage facilities also have separate codes.

735   **CSSV**   **Central Storage Service**

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

Description   Central storage service rooms are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage rooms for hand trucks and other moving equipment, shelving storage, and other rooms supporting the central storage function are included.

Limitations   Only those rooms directly supporting the (usually) larger Central Storage (73) area should be classified with this code.

730   **CSTG**   **Central Storage**

Definition   A room or building that is used to store equipment or materials and that serves multiple room use types, organizational units, or buildings.

Description   The concept of central or general is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. Service storage rooms are somewhat close to the areas that serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage and inactive storage. A storage

room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple room use types and which are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all storage areas that do not qualify as service rooms.

Limitations   Does not include a storage room directly serving a primary room use type or group of such rooms (i.e., a room that is clearly a service room). Also, this category does not included non-assignable areas (circulation, building service, or mechanical areas). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

870   **CSUP**   **Central Supplies**

Definition   A room used centrally to store health care supplies in a health care faculty.

Description   This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

Limitations   Does not include central storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment; such areas should be classified Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

000   **CUST**   **Custodial Area**

Definition   The portion of the non-assignable area which is the sum of all protection, care and maintenance.

Description   Included should be such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms and custodial supply rooms

Limitations   This category should not include central physical plant shop areas, nor should it include special purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

660   **DAIR**   **Dairy Processing Facility**

Definition   That room or rooms utilized for the production of dairy products. Includes rooms used as classrooms and laboratories in connection with the dairy processing function. These rooms have a restricted and limited use associated with the primary function or the area

and department to which they are assigned.

640	DAYC	**Day Care**

Definition   A room used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Description   Includes all primary activity rooms 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 rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations   Does not include those support rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms. This category also does not include demonstration houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process (see Demonstration Facilities). Also excluded from this category are those service areas classified as Central Service, and Laboratory Facilities that directly support instruction (e.g., vocational training programs for parent education and early childhood education.

DEL   **Deleted Room – Do Not Use**

Definition   A room that no longer physically exists.

Description   Rooms that no longer physically or logically exists, whether it was because the building was demolished or the rooms were renumbered, etc are considered deleted rooms.   Since we cannot remove these deleted room entries from our system, we simply mark them as deleted.

550	DEMO	**Demonstration Facility**

Definition   A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description   The key criterion here is practice activity within an instructional program which closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Limitations   Does not include day care and development centers which are not used as part of an instructional program. This category also does not include laboratories that are used for direct delivery of

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instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Research Laboratories

860	**DGSL**		**Diagnostic Service Lab**

Definition A room used to provide diagnostic support services to an entire health care facility.

Description Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. Also includes areas commonly termed canine, feline, poultry, and bovine equine necropsy rooms in veterinary institutions.

Limitations Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination (850) facilities.

410 **DLIB** **Department Library**

Definition All Library space located in buildings other than the main library, including all space devoted to study, collection, storage, circulation and the used of books, periodicals, manuscripts and other reading and reference materials. A branch library under the control of the main library should be classified under the appropriate room use classification. Examples: Separate departmental and/or college libraries go into this category.

555 **DMSV** **Demonstration Facility Service**

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

Description Includes facilities generally called storerooms, pantries, etc., in a home demonstration facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms which directly serve primary care and training areas in a demonstration day care center (see 550) are included in this category.

Limitations Generally, the primary activity areas-such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)-should be designated as Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas; eating or training rooms for children are classified as primary activity areas.

210 **DRCL** **Drafting Class Lab**

Definition A room specifically designed and/or equipped and used for instruction in drafting.

510 **DRIL** **Armory Drill Area**

Definition That area in the ROTC armory used especially for conduction of drill.

865 **DSLS** **Diagnostic Service Lab Support**

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

Description Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institution.

Limitations Does not include storage areas, dressing rooms, work preparation rooms and other areas that support a patient treatment or examination room (see 855).

250 **DYRL** **Dairy Research Lab**

Definition A laboratory specially equipped for research in the field of dairy.

645 **DYSV** **Day Care Service**

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

Description Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.

Limitations Does not include those rooms (e.g., child training rooms, playrooms) where primary day care activities are conducted. Rest rooms designed for child training should be code Day Care; staff-only rest rooms should be coded Day Care Service. Kitchen or food preparation areas in a day care facility are classified as service areas. Staff eating or break areas should be coded Day Care Service, whereas eating or training areas for children are classified as primary activity space, Daycare. Staff office areas should be coded Office.

720 **ELEC** **Electric Shop**

Definition Room and/or rooms where electrical work is performed.

210 **ENCL** **Engineering Class Lab**

Definition A room specifically equipped for experimentation or instruction in the field of engineering.

620   **EXHB**   **Exhibit Facility**

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

Description   Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public.

Limitations   Displays that are intended only for instructional purposes and not for general exhibition (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service. Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), which are for study resource as opposed to exhibition use.

625   **EXSV**   **Exhibit Facility Service**

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

Description   Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas.

Limitations   Research areas in museums are classified as Research Laboratory or Research Laboratory Service. Service areas for displays that are part of an instructional program are classified as classroom service or laboratory service areas.

635   **FDSV**   **Food Facility Service**

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

Description   Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes vending areas that directly serve food facilities, as well as vending rooms adjacent to an eating area.

Limitations   Does not include any type of food preparation room which does not serve a food facility or eating area. Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service. Service areas for vending room are classified as Merchandising Service. Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities.

210   **FLCL**   **Foreign Language Class Lab**

Definition   A room specifically equipped for experimentation or instruction in

the field of foreign language.

560   **FLDB**   **Field Building**
         Definition   A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
         Description   Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.
         Limitations   Animal quarters directly supporting research or instructional laboratories should be coded as such. Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house non-agricultural or non-farm related vehicles.

630   **FOOD**   **Food Facility**
         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 students, faculty, staff, or the public at large.

         The primary distinction of a Food Facility area is the availability of some form of accommodation (seating counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters or tables are included in this category.
         Limitations   Vending areas not provided with seating, counters or tables are classified as Merchandising or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a vending room serving a dining hall).

         Lounges with vending machines that are incidental to the primary user of the room (i.e., relaxation are coded as part of the lounge, if within the room 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; staff-only eating or break rooms in these facilities are classified as service areas.

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585   **GHSV**   **Greenhouse Service**

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

Description   Includes equipment or materials storage areas and rooms generally called head houses.

Limitations   Excludes storage areas that do not directly serve greenhouses.

580   **GRNH**   **Greenhouse**

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

Description   The primary criterion here is the combination of structural design as a greenhouse and the use of cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program.

Limitations   Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage).

250   **GVRL**   **Governmental Research Lab**

Definition   A room or rooms used to conduct research in all phases and aspects of government with particular reference to governments in South Dakota.

520   **GYM**   **Gym Floor Area**

Definition   All assignable space of the main hardwood floor in the gym. This includes inside track area.

950   **HAPT**   **Handicapped Apartment**

Definition   Similar to Apartment but accessible to handicapped.

760   **HAZM**   **Hazardous Materials**

Definition   A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description   Hazardous or toxic materials include any materials which have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

Limitations   Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (see 215, 225, 255).

895 **HCSV** **Health Care Service**

Definition Rooms used for housekeeping, linen storage and handling. Includes rooms used by housekeeping. Includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operations.

Limitations Non-assignable areas are explicitly excluded from this category. Excludes mechanical and equipment areas.

210 **HECL** **Home Economics Class Lab**

Definition A room specifically equipped for experimentation or instruction in the field of home economics. Excludes home management house and preschool nursery.

250 **HERL** **Home Economics Research Lab**

Definition A laboratory specially equipped for research in the field of home economics.

250 **HFRL** **Human Factors Research Lab**

Definition A laboratory specially equipped for research in the field of human factors.

970 **HHOU** **House – Modified for Handicapped**

Definition Similar to House but accessible to handicapped.

740 **HNGR** **Airport Hangar**

Definition Buildings used as airport hangars.

970 **HOUS** **House**

Definition A complete living unit, with private cooking facilities, that is a separate structure.

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

Limitations Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see Apartment). Houses used as office areas should be classified with the Office Facilities codes.

000 **HRST** **Handicapped Restroom**

Definition Same as Restroom except they are designed to accommodate the

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mobility handicapped.

	Description	See Restroom	
	Limitations	See Restroom	

920   **HSST**   **Sleep/Study W/Toilet/Bath Modified for Handicapped**

Definition   Similar to Sleep/Study w/Toilet/Bath but accessible to handicapped.

919   **HTB**   **Toilet/Bath Modified for Handicapped**

Definition   Similar to Toilet/Bath but accessible to handicapped.

765   **HZSV**   **Hazardous Materials Service**

Definition   A facility that services a centralized facility in the storage, treatment, or disposal of hazardous or toxic waste materials.

Description   Includes those facilities that directly serve the Hazardous Materials (760) facility.

Limitations   Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional or research facilities.

050   **INAC**   **Inactive Area**

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

250   **INRL**   **Indian Studies Research Lab**

Definition   A room or rooms used for research studies and the dissemination of information in the various phases of Indian culture.

000   **INV**   **Investment Properties**

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

Limitations   Rooms that are being modified or are not completed at the time of the inventory are so classified.

210   **LAB**   **Laboratory**

Definition   A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description   A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. The design of the space or equipment in the room normally limits or precludes its use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral

rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regular scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

| | *Limitations* | Does not include Classrooms. Does not include informally or unscheduled laboratories (see Open Laboratory). This category does not include rooms generally defined as Research Laboratories. It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities. |

215   **LBSV**   **Lab Service**

	Definition	A room that directly serves one or more class laboratories as an extension of the activities in those rooms.
	Description	Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.
	Limitations	Does not include service rooms that support classrooms, Open Laboratories or Research Laboratories. Animal Quarters and Greenhouses are categorized separately.

655   **LGSV**   **Lounge Service**

	Definition	A room that directly serves a general use lounge facility.
	Description	Includes kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility (see 650)
	Limitations	This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room use types (e.g., a small vending area serving a dining hall eating area should be classified as 635-Food Facility Service).

650   **LNG**   **Lounge**

| | *Definition* | A room used for rest and relaxation that is not restricted to a specific group of people, unit or area. |
| | *Description* | A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge (see Lounge) differs from an office area or break room lounge (Office Service) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge. Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not for eating (see Food |

Facilities).

Limitations	A lounge facility is distinguished from a Conference Room and a Meeting Room, both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction and its public availability. A lounge are associated with a public rest room is included with the rest room as non-assignable (building service area) space. A room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising. A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service). A lounge differs from a lobby (non-assignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office.

440   **LPRO**   **Library Processing Room**

Definition	A room or area devoted to processes and operations in support of library functions.
Description	A procession room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.
Limitations	Areas which serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category. Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms. Acquisitions work areas with a primary office use should be classified as Office.

410   **LRR**   **Library Reading Room**

Definition	Includes total area of those rooms with bookshelves along the wall, includes typing, microfilm-reading rooms and main study hall within the main library.

535   **MDSV**   **Media Production Service**

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

Description   The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include **film,** tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room.

Limitations   Those rooms containing media materials, equipment or operations which serve a primary activity room other ant a 530 should be assigned the appropriate corresponding service code.

660   **MEAT**   **Meat Processing Facility**

Definition   Rooms utilized for the processing of meat, studying the several types of cuts and storing of butchered meat. Rooms in this category have restricted us to the area department in which they are located or assigned.

000   **MECH**   **Mechanical Area**

Definition   That portion of the gross area designed to house mechanical equipment and utility facilities.

Description   Mechanical area should include, but not be limited to mechanical areas in central utility plants, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes and stacks.

Limitations   Deductions should not be made for columns and projects necessary to the building.

530   **MEDI**   **Media Production**

Definition   A room used for the production or distribution of multimedia materials or signals.

Description   Includes rooms generally called **TV** studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly. Defined production or distribution function that serves a broader area (e.g., department, entire campus) than would be a typical service room.

Limitations   Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Service (535) rooms if serving the primary production or distribution room (see 530), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210,

220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities.

660   **MERC**   **Merchandising Facility**

Definition   A room used to sell products or services.

Description   Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine rooms, and central ticket outlets servicing multiple facilities or activities.

Limitations   Does not include dining rooms, restaurants, snack bars, and similar Food Facilities. A vending machine room that directly serves a dining, lounge or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as Food Facility. Meeting and conference rooms in hotels or motels are classified as Meeting Rooms. Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities. Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Recreation, Recreation Service). Daycare centers used for practice within an instructional program are classified under Day Care.

685   **MGSV**   **Meeting Room Service**

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

Description   Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support rooms that directly serve a meeting room.

Limitations   Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (355) or Assembly Facility (615).

665   **MRSV**   **Merchandising Facility Service**

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

Description   Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a Merchandising (660) facility.

Limitations   Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding room use type.

680   **MTG**   **Meeting Room**

Definition   A room that is used by the institution and the public for a variety

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of non-class meetings.

| | *Description* | The key concept her is public availability. Conference Rooms are often confused with meeting rooms because they are both primarily used for non-class meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meeting or other departmental non-class activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, non-employees of the institution, and various combination of institutional and community members. |

Meeting rooms in institutional hotels or motels and other for fee meeting rooms are included in this category.

Meeting rooms may be configured like classroom (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

| | *Limitations* | Rooms serving an office complex and used primarily for staff meeting are classified as Conference Room. Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom. Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly. |

210	**MUPR**	**Music Practice Room**
	Definition	A room specifically designed, equipped and used for instruction in band, orchestra and group vocal activity.

210	**NSCL**	**Natural Science Class Lab**
	Definition	A room specifically equipped for experimentation or instruction in the natural sciences, such as botany, zoology, biology, agronomy, animal science, entomology, bacteriology, dairy science, horticulture, forestry, plant pathology, veterinary science, and wildlife management, etc.

835	**NSSV**	**Nurse Station Service**
	Definition	A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.
	Description	Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms and

separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations   Rooms used as offices should be classified appropriately (see Office). Pharmacy and other central supply areas are classified Central Supplies. Areas directly serving patient bedrooms are coded Patient Bedroom Service. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

830   **NSTA**   **Nurse Station**

Definition   A room or area used by nurses or other patient care staff that are supervising or administering health care services.

Description   This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations   Rooms that are used as offices should be classified appropriately (see Office).

210   **NUCL**   **Nursing Class Lab**

Definition   A room specifically equipped for experimentation or instruction in the field of nursing.

310   **OFF**   **Office**

Definition   A room housing faculty, staff or students working at one or more desks, tables, or workstations.

Description   An Office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, table, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices, etc.

Limitations   Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service.

A combination office, studio or research laboratory should he coded according to its primary use if multiple room use codes with prorations are not used. A receptionist room that includes a waiting area should be coded as Office.

315   **OFSV**   **Office Service**

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

Description   Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, and private (restricted access) circulation areas.

Limitations   Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory. A receptionist room that includes a waiting area should be coded as Office. Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service. Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service.

520   **OGYM**   **Other Gym Room**

Definition   Wrestling rooms, gymnastics rooms, handball courts, weight-lifting rooms, experimentation rooms or rooms used for instruction in golf, archery, tennis, etc.

220   **OLAB**   **Open Lab**

Definition   A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Description   An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories is discipline-restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering of CAD software of a computer-based writing laboratory available only to English Composition students would qualify as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Computer rooms in which

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applications are not restricted to a specific discipline are not classified as laboratories.

Limitations   Laboratories with formally or regularly scheduled classes are Class Laboratories. This category also does not include rooms defined as Research Laboratories. A room that contains equipment (e.g., typewriters, microcomputers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study Room.

225   **OLSV**   **Open Lab Service**

Definition   A room used for laboratory experimentation, research or training research methods; or professional research and observation; or structured creative activity within a specific program.

Description   A research laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes labs that are used for experiments or "dry runs" in support of both instructional and research activities.

Limitations   Student practice activity rooms should be classified under Open Laboratory. A combination office/music or art studio or combination office/research laboratory should be coded according to is primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research" lab component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service system. Also does not include the often unstructured, spontaneous or improvisational creative activities or learning and practice within the performing arts (and other science and non-science) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research Laboratory category.

590   **OTH**   **Other**

Definition   A category of last resort.

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

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

810   **PBR**   **Patient Bedroom**

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

Description   This category includes general nursing care, acute care, semi-convalescent and 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 cloths closets are included. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in these category.

Limitations   Student residence quarters should be classified with the Residential Facilities codes. Staff on-call rooms for resting and sleeping are coded Health Care. Does not include non-patient animal shelters used for farm animals (see Field Building) or non-veterinary school laboratory animals (see Animal Quarters).

815   **PBSV**   **Patient Bedroom Service**

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

Description   Included are linen closets, patient lounges, children's play rooms and any other service areas that are used primary by patients as opposed to staff. Also includes small anterooms to the patient bedrooms if these areas are not aggregated with the Patient Bedroom space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

Limitations   Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom space. Support areas that do not directly serve a patient bedroom or patient bedroom ward would be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation and other work rooms that serve a nurse station (see Nurse Station Service). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (see Animal Quarters Service). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service.

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820	PBTH	**Patient Bath**
	Definition	A room containing patient bath and toilet facilities.
	Description	Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service).
	Limitations	Public rest rooms and private rest rooms serving 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 Nurse Station Service. Animal groom rooms should be coded Patient Bedroom Service.

520	PE	**Physical Education**
	Definition	A room or area used by students, staff, or the public for athletic or physical education activities.
	Description	Includes gymnasia, 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, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instruction program.
	Limitations	This room use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction.
		Classroom Facilities, Laboratory Facilities, Office Facilities, and other primary room use types are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded as such. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys (non-instructional), table tennis rooms, ballrooms (non-instructional), chess and card playing rooms, and hobby and music listening areas (non-instructional) are classified Recreation.

525	PESV	**Athletic/Physical Education Facility Services**

	Definition	A room that directly serves an athletic or physical education facility as an extension of the activities in that facility.
	Description	Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.
	Limitations	Does not include public rest rooms which should be classified as non-assignable building service space. Rooms which directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities are classified Recreation. Central ticket outlets serving multiple facilities or services are classified as Merchandising.

210   **PHCL**   **Pharmacy Class Lab**

Definition   A room specifically equipped for experimentation or instruction in the field of pharmacy.

250   **PHRL**   **Pharmacy Research Lab**

Definition   A laboratory specially equipped for research in the field of pharmacy.

720   **PLMG**   **Plumbing Shop**

Definition   Room and/or rooms where plumbing work is performed.

720   **PNT**   **Paint Shop**

Definition   Room and/or rooms where painting work is performed.

210   **POCL**   **Photography Class Lab**

Definition   A room specifically equipped for experimentation or instruction in the field of photography.

660   **POFF**   **Post Office**

Definition   Those rooms and/or buildings on campus used specifically for the collection and distribution of United States mail and related services thereto.

520   **POOL**   **Swimming Pool**

Definition   Includes pool area, shower rooms, dressing rooms, restrooms, etc., if in a separate building. If the swimming pool is in the gymnasium, only the swimming pool area will be coded.

000   **POW**   **Power Plant**

Definition   That building or buildings and/or area which supply the campus proper with its main source of heat and power.

Description   This will be the main power plant facility on campus as opposed to auxiliary mechanical rooms with heating facilities for one

building alone or hot water heating for an outlying area.

210   **PRCL**   **Printing Class Lab**

Definition   A room specifically equipped for experimentation or instruction in the field of printing.

720   **PRNT**   **Printing/Duplicating Shop**

Definition   Room and/or rooms where printing and duplicating work is performed.

210   **PSCL**   **Physical Science Class Lab**

Definition   A room specifically equipped for experimentation or instruction in the physical sciences, such as chemistry, mathematics, physical geography, geology, and physics, etc.

250   **PSRL**   **Psychology Research Lab**

Definition   A room or rooms used for research and/or training in psychological research methodology which requires special purpose equipment and/or facilities for staff or student experimentation and observation.

880   **PW**   **Public Waiting**

Definition   A room used by the public to await admission, treatment or information within a health care facility.

Description   Included are lobby areas that are specific configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

Limitations   Open lounges and other service room lounges (e.g., patient lounge) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information should be classified with this code.

250   **PYRL**   **Physics Research Lab**

Definition   A laboratory specially equipped for research in the field of physics.

675   **RCSV**   **Recreation Service**

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

Description   Includes storage rooms, closets, equipment issue rooms, cashiers' desks, and other support areas that directly serve a Recreation facility.

Limitations   Does not include kitchens, snack bars, or other Food Facilities and

Food Facility Service area. Locker rooms shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education facilities are classified as service rooms to those facilities. Central ticket outlets serving multiple facilities or services are classified as merchandising.

430	**READ**	**Reading Room**
	Definition	A room not within a library for the expressed purpose of providing an area for reading.

670	**RECR**	**Recreation**
	Definition	A room used by students, staff or the public for recreational purposes.
	Description	Includes billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas Athletic or Physical Education facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.
	Limitations	Does not include gymnasia, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, intramural or intercollegiate athletic activities (see Athletic/Physical Education). Outdoor athletic and physical education, courts, and other non-enclosed area are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas which are primarily used for instruction Reading or media use rooms that are designed and intended as study rooms are also excluded from this category (see Study Room).

060	**REMO**	**Remodeling**
	Definition	Rooms that are temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory.
	Limitations	Rooms that are inactive or are not completed at the time of the inventory are classified Inactive Area or Unfinished, respectively.

000	**REST**	**Restroom**
	Definition	Those mechanical areas designed to house non-private (public) toilet facilities.

	Description	Restrooms located in academic and administrative facilities that are normally available to the public or the general occupants of the building.
	Limitations	Small restrooms service one office or office suite are not included in this definition, but are classified as office service.

510 **RIFL** **Armory Rifle Range**

Definition That area of an armory specifically designed and equipped to be used for the firing of small arms.

250 **RLAB** **Research Lab**

Definition A room used for laboratory application, research, and/or training in research methodology that requires special purpose equipment for staff and/or student experimentation or observation.

Description Included in this category are rooms generally referred to as research laboratories and research laboratory offices.

Limitations This category does not include rooms generally referred to as teaching laboratories, such as class laboratories, special class laboratories or individual study laboratories.

255 **RLSV** **Research Lab Service**

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

Description Includes only those rooms that directly serve a research laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research laboratories.

Limitations Does not include service rooms that support classrooms, Class Laboratories, or Open Laboratories. Animal Quarters, Greenhouses, and Central Service facilities are categorized separately.

523 **SEAT** **Athletic Facilities Spectator Seating**

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

Description Includes indoor permanent or fixed seating areas in gymnasia, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

Limitations Does not include temporary or moveable seating areas (e.g., moveable bleachers). Outdoor permanent seating is not assignable space although it may contain assignable areas under it (e.g., locker rooms, offices, etc.)

845 **SGSV** **Surgery Service**

	Definition	A room that directly serves a surgery room as an extension of the activities in that facility.	
	Description	Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, and clean and dirty linen areas if these rooms directly serve the surgery facility.	
	Limitations	Storage and other support rooms that do not directly serve a Surgery facility should be classified with the appropriate service room category. Rooms used for the direct implementations of surgical procedures are classified Surgery.	

720   SHOP   Shop

Definition	A room used for the manufacture, repair or maintenance of products or equipment.
Description	Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.
Limitations	Does not include instructional "shops" (i.e., industrial arts or vocational-technical shops used for instruction), which should be classified as Laboratory Facilities. Facilities used for producing and distributing multimedia materials and signals are classified as Media Production. Architectural and engineering drafting rooms serving the physical plant operation are classified as Office. Blueprint storage rooms are classified as Office Service. Small, incidental equipment repair, assembly or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see Vehicle Storage Service) or rooms directly serving media production or distribution areas (see Media Production Service). Also excludes costume and scene "shops" serving theater areas (see Auditorium Service).

725   SHSV   Shop Service

Definition	A room that directly serves a shop facility as an extension of the activities in that facility.
Description	Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower,

and similar nonpublic areas that serve the shop facility should be included.

Limitations		Does not include service areas for class laboratories (see Class Laboratory Service) or research laboratories (see Non-Class (Research) Laboratory Service). Also does not include vehicular repair facilities (garages) classified as Vehicle Storage service. Blueprint storage rooms should be classified as Office Service. Rooms directly serving media production or distribution facilities are coded Media Production Service. Sit-down lunch or vending rooms that serve a shop facility are classified Food Facility.

910   **SLST**   **Sleep/Study Room**

Definition   A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), and chair(s), without an internally connected bath, toilet, or either.

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 and study. Connected closets are considered part of the room.

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 Study Room. Residential quarters equipped with internal cooking facilities are coded Apartment. Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service unless there is an accompanying eating area (see Food Facilities) that the food preparation area directly serves. The appropriate service code of Food Facilities Service would then be applied.

935   **SSSV**   **Sleep/Study Service**

Definition   A room that directly serves the occupants of Sleep/study rooms.

Description   This is the service code for the Sleep/Study Without Toilet/Bath and Sleep/Study With Toilet/Bath residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, main rooms, serving rooms, trunk storage rooms, and telephone rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facilities) are also classified as Sleep/Study Service.

Limitations   Does not include Offices, Lounges, Study Rooms, eating or dining areas (see Food Facilities), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet/Bath), Recreation areas or Meeting Rooms in any residential facility, including institutionally controlled hotels or motels.

920   **SSTB**   **Sleep/Study with Toilet/Bath**

Definition   A residential room for one or more individuals, typically furnished

with bed(s), wardrobe(s), closet(s), and chair(s), with an internally connected bath or toilet.

| | *Description* | Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath. A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and include connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room which is private to the residents of the suite area. Theses areas are included as part of the Sleep/Study With Toilet Or Bath space. |
| | *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 Study Rooms. Residential quarters equipped with cooking facilities are coded as Apartment. Sleep/Study Rooms Without Toilet Or Bath and their corresponding external Toilet Or Bath rooms are coded separately. |

420 **STCK** **Stack**

	Definition	A room used to house arranged collections of educational materials.
	Description	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, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.
	Limitations	Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories, book storage rooms for classrooms, music for general listening enjoyment. Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), which are for exhibition use as opposed to a study resource.

410 **STDY** **Study Room**

| | *Definition* | 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. |

Includes study or reading rooms located in libraries, residential facilities, academic or student service.

	Description		Includes study or reading rooms located in facilities, study carrel and booth areas, and similar rooms which 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 may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed "learning labs: or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).
	Limitations		Does not include Open Laboratories that are restricted to a particular discipline or discipline group. This category also does not include Lounges that are intended for relaxation and casual interaction.
840	**SURG**		**Surgery**
	Definition		A room used for surgery.
	Description		Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment. Institution may wish to distinguish specific types of surgery of operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery etc.
455	**SYSV**		**Study Service**
	Definition		A room that directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.
	Description		Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room.
	Limitations		Does not include Processing Rooms that house specific library sport processes and operations (e.g., bookbinding rooms, multimedia processing rooms).
919	**TB**		**Toilet/Bath**
	Definition		A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
	Description		Includes common or shared bathroom facilities which 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.

Limitations   Does not include public rest rooms. Bathrooms internal to a sleep/study room (see Sleep/Study with Toilet/Bath), Apartment, or House are included in those respective categories. Private rest room areas that serve offices are Office Service.

210   **TCCL**   **Tech Class Lab**

Definition   Rooms specifically equipped for experimentation or instruction in the technical field such as automotive, diesel, electrical, electronic, carpentry, etc.

710   **TELE**   **Telecommunications**

Definition   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.

Description   A Central Computer or Telecommunications room may be one of a group of rooms which constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. 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. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone or modem access. Includes central rooms housing computer or computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the Central Computer or Telecommunications code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

Limitations   Does not include office space (see Office) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an

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access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see Class Laboratory, Open Laboratory, Study Room), or offices with data processing equipment used as office tools (see Office, Office Service). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office Service (Office Service). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular bases (i.e., repair or modification only) should be classified a non-assignable mechanical space.

855	TESV	**Treatment/Exam Service**
	Definition	A room that directly serves a treatment/examination room as an extension of the activities in that facility.
	Description	Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.
	Limitations	Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory, Diagnostic Service Laboratory Support), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination. Treatment or examination waiting rooms are classified as Public Waiting Facilities.

715	TLSV	**Telecomm Service**
	Definition	A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
	Description	Includes 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. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.
	Limitations	Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see Office), primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications),

and office areas containing data processing or networking office service equipment or materials (see Office, Office Service). Also does not include rooms directly supporting study rooms (see Study Service) or laboratories (see Class Laboratory Service, Open Laboratory Service, Non-Class (Research) Laboratory Service) that contain special computer equipment used for study, instruction or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service. A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service.

850   TREX   Treatment/Exam

Definition   A room for diagnostic and therapeutic treatment.

Description   Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations   Does not include rooms used or the more radically invasive treatment procedures of surgery (see Surgery).
Treatment/Examination diagnosis differs from Diagnostic Service Laboratory testing and diagnosis in that the former requires the presence of the patient.

210   TYCL   Typing Class Lab

Definition   A room specifically designed and/or equipped and used for instruction in typing.

070   UNF   Unfinished

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

Limitations   This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

250   VERL   Veterinary Sci Research Lab

Definition   A laboratory specially equipped for research in the field of veterinary.

745   VSSV   Vehicle Storage Service

		Definition	A room that directly serves a vehicle storage facility as an extension of the activities in that facility.
		Description	Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage.
		Limitations	Does not include shops as defined in Shop above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as such (see Office).
740	**VSTG**	**Vehicle Storage**	
		Definition	A room or structure that is used to house or store vehicles.
		Description	Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.
		Limitations	This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Field House). (See final section of Chapter 4 for suggested classification of parking structures.)

OFFICE FACILITIES

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office, others may wish to differentiate through additional codes for academic, administrative, staff, secretarial, clerical, or student assistant offices, etc.

STUDY FACILITIES

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks, Open-Stack Study Rooms, and Processing Rooms are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

SPECIAL USE FACILITIES

This category includes several room use types that are sufficiently specialized in their primary

activity, function, or design to merit a unique room code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use, design, or configuration dictates that these areas not be coded as service rooms.

GENERAL-USE FACILITIES

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities, which are typically limited to a small group or special population. Together, general use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, daycare) for the institutional and participant community populations.

SUPPORTING FACILITIES

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities, these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

MEDICAL CARE FACILITIES

This series provides room use classification for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see *Clinic Facilities (Non-Medical*). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office special use, general use, supporting facilities, etc.)

RESIDENTIAL FACILITIES

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).

Note: Not all space in residential facilities is coded using the *Residential Facilities* series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices, Lounges, Study Rooms, dining areas (see *Food Facilities*), recreational rooms (see *Recreation*), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service description.