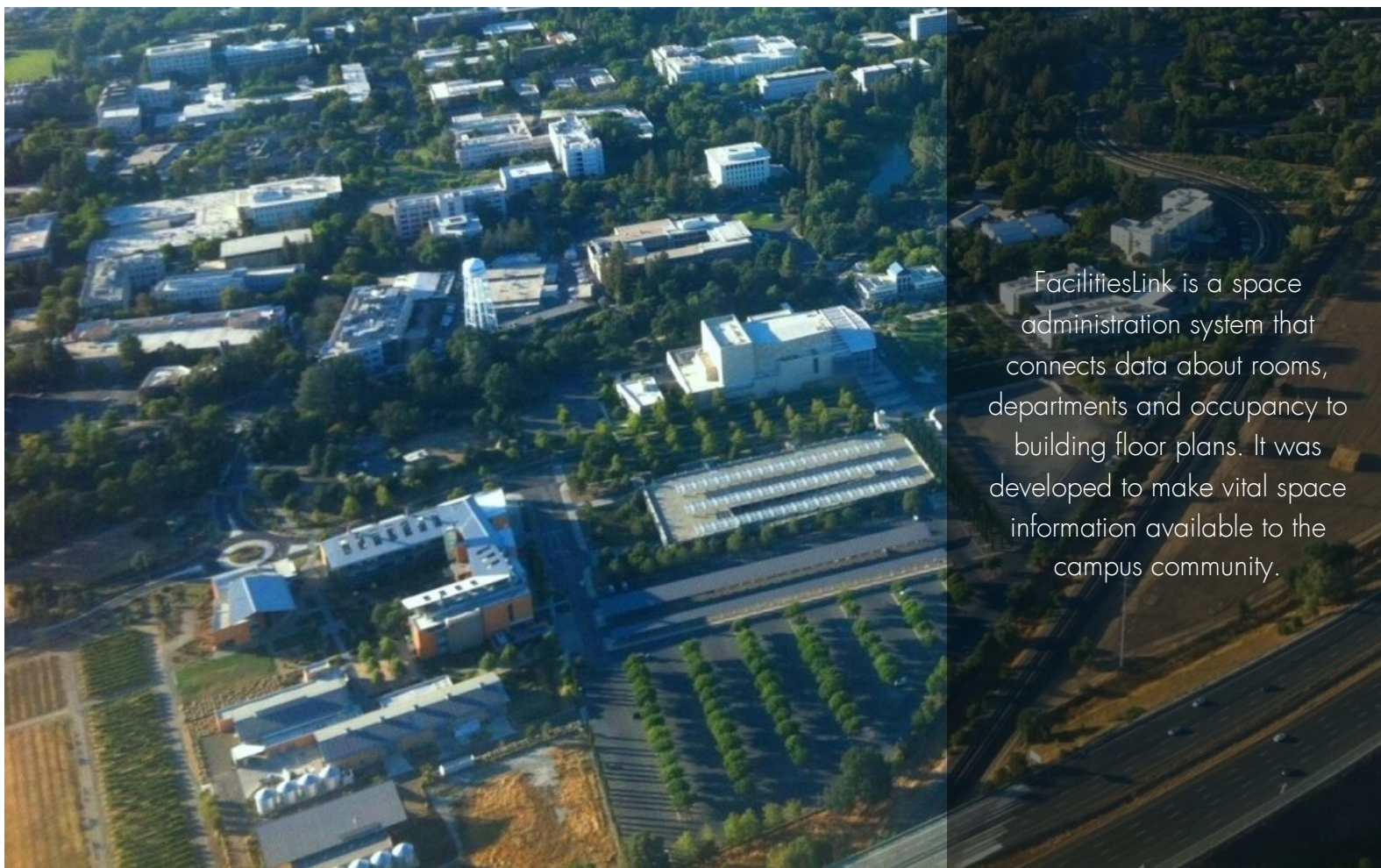


Prepared by  
**Capital and Space Planning**  
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UC Davis

# FacilitiesLink

A Reference Manual for the Annual Space Inventory



FacilitiesLink is a space administration system that connects data about rooms, departments and occupancy to building floor plans. It was developed to make vital space information available to the campus community.



# FacilitiesLink: A Reference Manual for the Annual Space Inventory

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## Introduction

This manual provides an introduction to the UC Davis space administration system, provides an overview of the different functions in FacilitiesLink<sup>®1</sup>, shows how to use FacilitiesLink to complete the annual space inventory, and includes definitions of terms and answers to frequently asked questions about room classification.

UC Davis uses FacilitiesLink to maintain information about the assignments, use, attributes and occupancy of all rooms in buildings on and off campus. This data is important to many departments for daily operations and for planning, analysis and reporting. In addition, the data supports negotiations with the State and with Federal Government of the indirect cost rate that is applied to sponsored projects.

The annual space inventory is the campus' official record of existing space and space assignments. Each year campuses submit their inventory of facilities to the Office of the President, based on a snapshot taken at the end of the third week of the fall quarter. This snapshot is used as a basis for comparison to prior years, and for future projections. The space database is fluid, with buildings added and subtracted throughout the year, so it is essential to have a consistent point of reference for analysis purposes.

Capital and Space Planning relies on department space coordinators, facility managers and department chairs to ensure that the information in the space database is accurate. The accuracy of the coding is of crucial importance to the University.

For questions about FacilitiesLink not addressed in this manual, please contact Teri Greenfield at [tgreenfield@ucdavis.edu](mailto:tgreenfield@ucdavis.edu).

<sup>1</sup>FacilitiesLink is a product of MetaBIM, Inc.



## **OVERVIEW of FacilitiesLink Space Management**

FacilitiesLink is a transaction-based, real-time space administration system that connects data about rooms, departments and occupancy to building floor plans. It was developed to make vital space information available to the campus community.

UC Davis uses FacilitiesLink as its space identity management system. It connects a physical space (a room) to information about that space. It represents the room in the context of the rest of the organization. The pages are dynamically linked to allow easy navigation from one level of the hierarchy to another. The system shows current space assignments by Division/College, "space department" and program using the DaFIS/KFS organizational hierarchy. It is a tool for space management and analysis of future space needs. Because it is accessible and open, it provides transparency in space management.

### **Official Data of Record**

FacilitiesLink serves as the official record of campus space. It encompasses the Davis campus, Medical Center and outlying areas (e.g., Bodega Bay, Tahoe, Tulare). The system provides current information about campus buildings and rooms, including official name, CAAN, zone, area, structural characteristics, occupancy, use, funding, revision history. It also contains information about retired and demolished buildings. FacilitiesLink has expanded to include buildings that do not meet the traditional definition of "building". These include Conex boxes, structures near wells, leased space off campus and assorted field buildings.

It provides a nightly data feed to many campus data systems, including Accounting and Financial Services, Information and Educational Technology, UC Environmental Health and Safety, Facilities Management, UC Davis Health System, the Office of the University Registrar and other units. It also imports reference data including equipment, campus NAMs and person directory information for look-up tables.

FacilitiesLink data also supports capital project planning, annual reporting to the California State Legislature, negotiations with the Federal Government of the indirect cost rate that is applied to sponsored projects, reporting to the National Science Foundation, environmental sustainability reporting, insurance and risk management, facilities management and long range campus planning.

## **History**

A 1971 California Legislative Action states that an accounting of space by campus, by building and room must occur every year. FacilitiesLink provides a mechanism for collecting and reporting an annual snapshot of UC Davis space utilization data to OP and the State.

The current system was implemented in fall 2006 by the UC Davis Office of Resource Management and Planning (now Capital and Space Planning) to support the annual space inventory submission to the Office of the President.

## **Campus Update Process**

### **Annual Update Period**

The official campus space inventory is updated *annually* from October through November. In October Capital and Space Planning asks department space coordinators to update their space inventory to reflect use as of the official date of record (the fifteenth day of instruction of the fall quarter). The updated files are submitted to the UC Office of the President by the tenth working day of December. These files represent a “snapshot” in time and can be compared against previous years’ data files to document changes in facilities and examine trends in our campus facilities inventory.

### **Ongoing Updates**

Throughout the year, Capital and Space Planning collects information on known changes and updates FacilitiesLink accordingly. These updates include:

- Major and Minor Capital Improvement Projects (new construction and alterations)
- Building acquisitions and retirements
- Building and department name changes
- Room numbering and re-numbering (approved by Capital & Space Planning)
- Temporary Space Assignments
- Lease information

### **Departmental Space Managers (Space Coordinators)**

UC Davis assigns a space manager to every “space department” in the system. These individuals are appointed by the Deans or department managers. They are permitted to edit room use, room type, number of stations and occupancy information. The central campus



depends on department space managers to let us know about room and building modifications such as:

- the removal and addition of walls that alter the square footage of rooms,
- assignment of space to a specific person, be it faculty, support or staff
- a change in room use or type,
- transfers of space from one department to another.

Department space managers are encouraged to input information on known room changes for their department and update occupancy any time during the year, not just during the fall quarter.

### **Approval Process**

- Capital and Space Planning reviews and approves department edits regularly.
- Discrepancies and/or issues are researched as necessary and resolved by Capital and Space Planning and the department submitting the edit.



# OBTAINING A FacilitiesLink ACCOUNT

## On-Line Account Application

To obtain an account, go to <http://facilitieslink.ucdavis.edu>, which opens the FacilitiesLink home page. Click on the link "[apply for access](#)." You will need to use your Kerberos Login ID and Kerberos Passphrase to create the FacilitiesLink account. If approved, your account will be activated within 24-48 hours. If the applicant is a student, we will need to check with his/her supervisor about any limits on access.

## Logging In

From the FacilitiesLink Login page, enter your Username and Password and click on **LOGIN**.

**UC Davis FacilitiesLink**

**LOGIN**  
To FacilitiesLink Main Menu

**UC Davis FacilitiesLink** is the system used to make changes to campus space inventory and space accounting data, and to administer the Indirect Costs Space Functional Use Survey. The system is also used to integrate spatial, capital planning, property agreement, and facilities data, in order to provide a common frame of reference to be used across multiple organizations. Access to the system is limited to qualified employees.

Registered users with a UC Davis FacilitiesLink account can reach the system by clicking on the 'LOGIN' button located at the upper right of this window.

New users can [apply for access](#). Applications are typically reviewed and processed within 48 hours. If you are a **School of Veterinary Medicine** student seeking to schedule rooms, please contact [svmhlpdesk@ucdavis.edu](mailto:svmhlpdesk@ucdavis.edu).

**NEWS**

If your browser is Internet Explorer, the first time you log in you will want to change your browser cache settings so that you obtain the most current data each time you visit the FacilitiesLink site. Go to: TOOLS/INTERNET OPTIONS/GENERAL TAB - Browsing History - Settings. Select "Every time I visit the webpage" and click OK. Close all browser windows and re-start your browser so the new settings will take effect.

You will receive basic browse access unless you or your supervisor indicates you need higher level permissions. If there is information that you think you should have access to and you do not, contact [flhelp@ucdavis.edu](mailto:flhelp@ucdavis.edu).

## Navigating the System

FacilitiesLink allows you to access detailed information from several different perspectives, or “lenses”. The home page includes links to the modules for which you have access.

UC Davis FacilitiesLink

My Apps / Show All

<b>Campuses / Regions</b> Regions, Locations	<b>Property</b> Parcels, Easements, Bonds	<b>Minor Projects</b> Reports, Home Pages	<b>Documents</b> Online Folders / Files
<b>Buildings</b> Home Pages, Reports	<b>Leasing</b> Agreements, Landlords, Tenants	<b>Work Orders</b> Internal Work Control, Reports	<b>Pictures</b> Image Galleries, Uploads
<b>Divisions</b> Schools, Colleges, Divisions	<b>Equipment</b> Property and Materiel	<b>Maps</b> Aerial, Site, GIS/CAD	<b>Comments</b> Online Forums, Blogs
<b>Departments</b> Space Department Accounts	<b>Features</b> Non-Equipment Assets	<b>Floor Plans</b> Existing Condition CAD	<b>Relocations</b> Expansions and Moves
<b>Room Use</b> Space Classifications	<b>Conditions</b> Designations, Hazards	<b>Roof Plans</b> Composite Roof Plans	<b>Database</b> Queries, Data Mining
<b>Space Inventory</b> Rooms, Space, Reports	<b>ADA Survey</b> Conditions, Deficiencies	<b>Plan Sets</b> Construction Drawings	<b>GIS Explorer</b> Features, Linework
<b>Indirect Costs</b> Space Functional Use Survey	<b>Key Control</b> Locks and Keys	<b>Contacts</b> Directory, Address Books	<b>My Info</b> Personal Preferences
<b>Research</b> Sponsored Projects	<b>Major Capital</b> Reports, Home Pages	<b>Calendars</b> Schedules, Timecards	

If you have additional questions about any of the information on the UC Davis FacilitiesLink website, or need technical assistance with these pages, please contact Teri Greenfield in Capital and Space Planning by phone at (530) 752-2437 or by email at [tlhelp@ucdavis.edu](mailto:tlhelp@ucdavis.edu).

## Making Changes/Edits

FacilitiesLink modules have different types of privileges. There are four levels of access which deal with various levels of authorization to view, enter or control data. These levels of access are managed by Capital and Space Planning.

The ability to make changes to FacilitiesLink data is called an “edit privilege.” Higher-level administrators and individuals across campus with responsibility for their unit’s facility inventory update (“Space Coordinators”) will be given space edit privileges. There are also many users with “Browse” accounts that have no edit privileges. Student employees can be granted access with the permission of their supervisor.

Edits at the Division, Building and Space Department levels are made by Capital and Space Planning.

Any space changes (edits) made by anyone with edit privileges will show immediately onscreen, but do not become part of the official database record until they are reviewed and accepted by Capital and Space Planning.

# OVERVIEW OF FacilitiesLink Modules

## Buildings

Use this module to answer questions such as:

- Who is in this building?
- What is the building mostly used for?
- How big is the building?
- What is the CAAN or Zone Code, and where is it located?
- Where can I find floor plans for my building?

This module provides Building Information for any building on campus. To find a building, use the search box or select the name in the alphabetical directory on the Directory tab. You can also select the four-digit building asset number (CAAN) or Code (Zone). On the alphabetical listing, building names in italics are “nicknames” or common names by which those buildings are known on campus.

The screenshot shows the UC Davis FacilitiesLink interface. At the top, there's a 'Print Version' link. Below that, a 'Navbar' shows 'Home' and 'Buildings'. A user 'tgreen' is logged in at 9/18/15, 2:55 pm. The main heading is 'Building Information'. There are tabs for 'Directory', 'Report', and 'Photos'. A search bar shows '1,712 Results' and filters for '1,712 Active' and '306 Retired / 2,018 All'. There are also links for 'CAD', 'Maps', and 'Earth'. Below the search filters, there's a grid of building names and their asset numbers (CAANs). The grid is organized by letter (A-Z) and number (1-9, %). The 'M' tab is selected, showing a list of buildings including Maddy Lab, Magnolia, Mahogany Hall, Mail & Custodial, Main Hospital, Malcolm Hall, Mann Laboratory, Manzanita, Maple Cottage, Marriot Courtyard, Martin Luther King, Jr. Hall, Materiel Management Office, Mathematical Sciences Building, Maurice J. Gallagher, Jr. Hall, Max B. Kleiber Hall, MBP M3 Storage, McClellan Nuclear Research Center, McClellan Nuclear Research Trailer, McClellan UC Data Center, McLaughlin Core Library, McLaughlin Field Station, McLaughlin Gate House, McLaughlin Greenhouse, McLaughlin Shop & Warehouse, Mechanical 2-5, Mechanical 6 Drain, Mechanical Sewer, Medical Pathology Trailer, Medical Records Building, Medical Sciences I A, Medical Sciences I B, I C, I D, I E, Medical Student Education Center, Med Neurosciences, Memorial Union, Memorial Union Catering Trailer, Meyer Hall, Midtown Clinic, Miller Hall, M.I.N.D. Institute Clinic and Resource Center, M.I.N.D. Institute Laboratory I, Mohammed S. Ghausi Hall, Mondavi Center for the Performing Arts, Mondavi Center for the Performing Arts - Administration, Mondavi Institute North Lab, Mondavi Institute South Lab, Mondavi Sensory Lab, Moore Hall, Mrak Hall, Mrak Hall Grounds Shed, MRI Facility for Integrative Neuroscience, MSB, and Music Building. At the bottom, there's a 'Total: 1,712 Buildings' and a link for 'Access Report'.

When you get to a building’s page, you can see details about the size and location of the building, construction and occupied dates, construction type, a listing of occupying departments (by area and room count) and links to a room-by-room space inventory. There are also detailed reports such as square footage summary, room usage types. Many building pages have a photo of the building and the goal is to have a picture for

every building in the system. Note that OMP eligibility is not listed on the building page. (See page Appendix A for more information about OMP.)

## Floor Plans

FacilitiesLink provides the ability to link multiple databases containing information about a room to that room's location on a floor plan drawing. If floor plans are available, the building page shows the latest plans and provides links to each floor. The floor plans are also linked to the room database. You can see a list of rooms by selecting each floor under "Space Inventory".

The types of questions that floor plans can be useful for include:

- *Why can't I find a room number on my space inventory?*
- *Which department occupies that room down the hall that doesn't have a number on the door?*

The majority of campus buildings have floor plans available on FacilitiesLink and additional buildings continue to be added. All newly constructed buildings now have floor plans in the system before they are occupied. Capital and Space Planning and GIS Services are also continually updating floor plans to reflect on-going building renovations. If a floor plan does not match the actual building layout, please inform Capital and Space Planning to coordinate the updating of the floor plan.

## Divisions

Use this module to answer questions such as:

- *In which buildings does this Division have space?*
- *Which departments are under this Division?*

Selecting this heading from the home page brings you one of two possible tabs: **Summary** and **Report**. Summary provides a graphic representation of space assignments in the top level organizations. Report displays a table format of space by top-level organization. Click on a name to open a page for that organization, with links to its departments and the Buildings it occupies, and floor plans. If you click on one of the icons it will bring you directly to the floor plan in the Floor Plan Viewer. The rooms occupied by the Division will be highlighted. You can go back to the Division page by clicking the Back button on your browser. Scroll further down the page to the **Report**

**Gallery** and click on **Space Inventory** to download the entire space inventory for the Division. File download options are at the bottom of the list (.xlsx, .csv, .tab).

## Departments

Use this module to answer questions such as:

- *In which building(s) is a department located?*
- *What kind of space does a department have there: (labs, offices)*
- *Who can I contact about a particular room?*

In FacilitiesLink a department is more accurately called a "Space Department". Each Space Department is assigned a program code that reflects the functions or activities that take place in that department, e.g., instruction and research, organized research, public service, academic support, student service, institutional operations. It also serves to separate programs with "standard" vs. "non-standard" space. Space Departments are not necessarily the same as administrative units or departments with the same name.

Selecting **Departments** from the home page takes you to a page with two possible views: **Table** and **Tree**. Table displays an alphabetical directory of departments, including official and common names. Tree provides a list showing the departments under the Division to which they belong. In either view, click on the department name to get to the department page, which includes program name and code, the number and list of buildings and rooms occupied, total square footage, as well as other Corporate Equipment and Facilities Assets (CEFA) - required reporting elements. There is a link to the department's website next to the department name ([Web](#)).

On a department page, scroll down to see the **Floor Plan Database** section. It shows floor plans for all buildings occupied by the Department. If you click on one of the icons it will bring you directly to the Floor Plan Viewer. The rooms occupied by the department will be shown in color, and a legend appears below the map. You can click on other items in the legend to see where other departmental space assignments.

You can go back to your Department page by clicking the Back button on your browser. Scroll further down the page to the **Space Inventories** section. Each building icon will lead you to a list of the department's space in that building. Click on "Complete Listing" (right side of window) to download the entire space inventory for the department.

## Space Inventory

Use this module to filter all of the rooms in the database using multiple filters and themes.

Building	Room #	Room Name	Area	Room Use	Stns	Department	O/M
ABMCO Building	1000	OFFICE	598	320 - Administrative Office	2	Plant Operations & Maintenance, UMC 9817	X
ABMCO Building	1000A	CORRIDOR	49	Public Circulation	--	Non-Assignable	--
ABMCO Building	1000B	TOILET-FEMALE	69	Public Restrooms	--	Non-Assignable	--
ABMCO Building	1000C	TOILET-MALE	69	Public Restrooms	--	Non-Assignable	--
ABMCO Building	1000D	OFFICE	98	320 - Administrative Office	1	Plant Operations & Maintenance, UMC 9817	X
ABMCO Building	1001	HVAC SHOP	8,848	710 - Shop - General and Research	0	Plant Operations & Maintenance, UMC 9817	X
ABMCO Building	1002	STORAGE	1,664	720 - Storage - General and Research	0	Plant Operations & Maintenance, UMC 9817	X
ABMCO Building	2000	OFFICE	519	320 - Administrative Office	3	Plant Operations & Maintenance, UMC 9817	X
Academic Surge Building	1EL1	Elevator	102	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1ST1	Stairway	274	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1EL2	Elevator	114	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1ST2	Stairway	274	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1000		2,500	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1000A		179	Public Circulation	--	Non-Assignable	--
Academic Surge Building	1000B		242	Public Circulation	--	Non-Assignable	--

This module answers questions such as:

- *How many Classrooms are in this building?*
- *How can I download a list with room attributes for the whole building?*
- *Where is Professor X's office?*

There are options to see Active, Retired and All rooms. Be sure you always look at a view of Active rooms. Active should be highlighted in yellow.

You can filter the results by Building, Floor, Department, Division, Room Use, size and stations. You can use the dropdown list or just start typing the search term in the boxes. You can search for a person by typing the name (or part of it) in the Occupant box, and you can search for a unique room type by entering the Room Name box (e.g., "Server Room"). You can download your results using the Download options on the bottom right, below the list. Room Name is included in the download.

To clear the filter, select the blank line at the top of the dropdown list and hit Enter on your keyboard. If you click on a room and want to go back to the Space Inventory page,



click on Rooms in the Navigation Bar at the upper left corner of the window. You can also use the back arrow in your browser.

## **Room Use Type**

Use this module to answer questions such as:

- *What is the definition of this room use code?*
- *Which code do I use to classify this room?*
- *What other rooms on campus use this code?*

Room Use Type describes the primary use of a room and is the key element in all the categorization, summaries, reporting, analysis and planning done with regard to facilities space. There are more than 100 different types of space in the UC Davis database, and the complete lists, and their definitions, are accessed from "Room Use Codes" on the FacilitiesLink home page. Selecting any specific room use code opens a page showing the number of rooms in that category, total and average square footages, area and number of rooms by building, and other related reporting elements. The Facilities Inventory Guide (FIG) definition for that code appears at the bottom of the page, and inventory listings are accessed from "Facilities Reports."

## **Leasing and Work Orders**

The Leasing module allows the tracking, management and reporting of information about leased space and will be visible only to those users granted that access privilege. It will soon be undergoing a major upgrade, and more information will be included in a future version of this manual

The Work Orders module is not linked to the Facilities Management Work Orders system. It is currently used to manage leases and real estate agreements.

## **My Info**


To update your account information or change your password, click on the My Info module icon on the home page. Then click on "Update Account" at the top left corner of the page. Here you can change your personal password or review and update your contact information. If you transfer to a new department you will need to update the department name and your contact information.



# USING FacilitiesLink: How to...

## View a Department's Space

### Method 1

1. Select the **Divisions** Module from the home page. Click on the Report Tab.
2. Select your Dean or Vice Chancellor's Office from the list.
3. Locate the Department of interest from the list. Click on the icon next to the name.  
 This will bring you to the Department's **page**. If you click on the Department name instead, you will see a list of the Department's rooms.

### Method 2

1. Select the **Departments** Module from the home page.
2. This takes you to an alphabetical directory of departments: Table, or an organizational view: Tree.
3. Select the Department of interest. This will bring you to the Department's page.
4. If you can't find the name of the department, select the Tree view and look for the Department in the list for that Division.

## View a Department's Space Highlighted in a Floor Plan

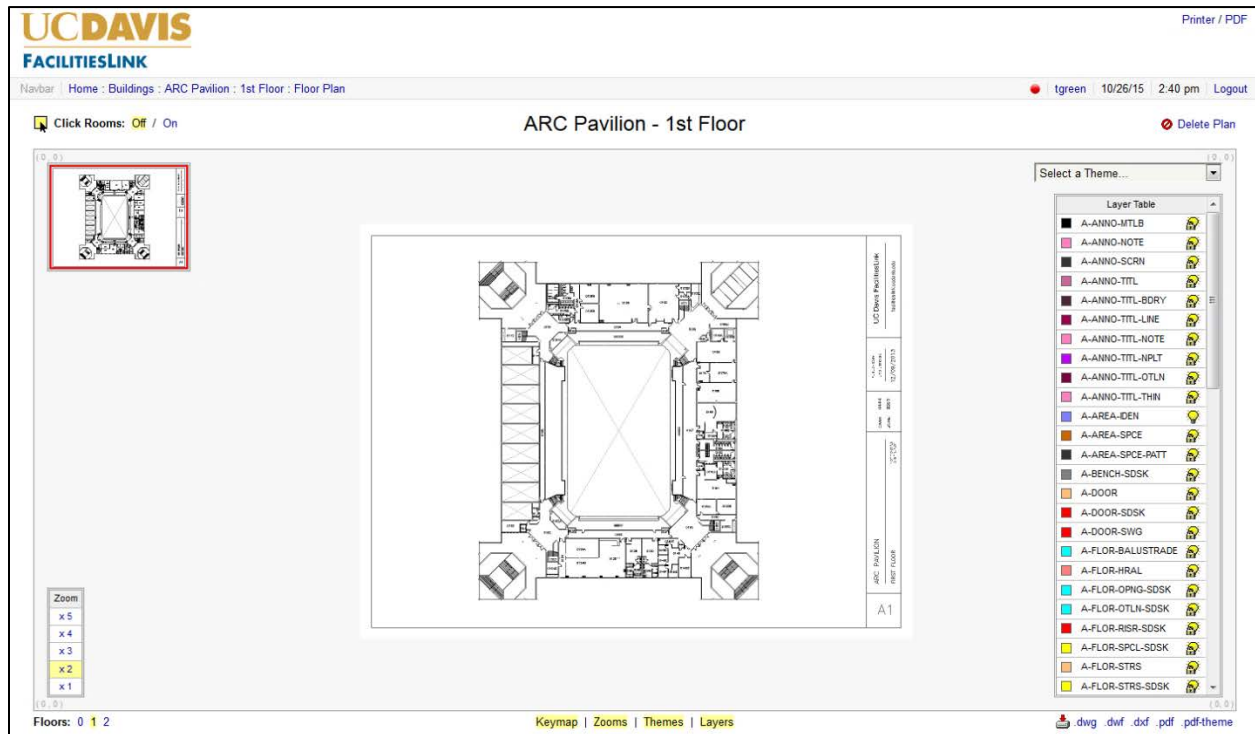
1. Navigate to the Department's page using Methods 1 or 2 above.
2. Scroll down the department page to the **Floor Plan Database** section. You will see floor plan icons for all of the buildings occupied by the Department.
3. Click on one of the icons to open the Floor Plan Viewer. The rooms occupied by the department will be shown in color, and a legend will appear below the floor plan.

## View and Download the Space Inventory List

1. Scroll further down the Department page to the **Space Inventories** section. You will see icons for each building in which your department has space. You can also select the "Complete Listing" (in blue) to the right of Space Inventories.
2. This will open the Space Inventory page with the Department's space pre-selected.
3. To download, scroll to the bottom of the room list and select one of the options under Download (.xlsx, .csv, .tab). You can also print the list as it appears in your browser using your browser print functions.

## View the Floor Plans for a Building

- Navigate to the Building Page. If the building has several floors, you will see an icon for each floor.
- Click on one of the icons. This will open up the floor plan in the Floor Plan Viewer.



## Options:

Click Rooms: Off / On:

This is located in the upper left corner of the page, above the viewer window. If you click **On**, the rooms will be outlined in yellow. When they are outlined in yellow, you can click on a room polygon and you will be transferred to that room's data page. If you click **Off**, the yellow lines disappear and you can move the floor plan around using the mouse.

Use Zoom Tool:

This is located in the lower left corner of the viewer. It can be used to zoom in to the floor plan. There are five zoom levels.

## Display a Theme on the Floor Plan:

The “themes” box is located in the upper right corner of the viewer box. The default selection is “Select a Theme...” You can show different categories of space (department, room use, NAMs, and many others), one at a time. A printable legend will appear below the viewer. You can also print a themed PDF (see instructions below).

## Layers Table:

This is located to the right of the floor plan and is not needed for most users at UC Davis. You can hide it by clicking on “Layers” below the viewer.

## Notes:

- You can open up more viewing space by turning off any of the items that appear below the Floor Plan Viewer. For example, click on “Keymap” to turn off the map in the upper left corner. Click again to turn it back on. You will need to do this again if you change the zoom level.
- If you see a floor called “Gross Area Floor”, it is for space accounting purposes. It will be removed when the floor plans for that building are uploaded.

## Print or Save Floor Plans

1. To print a blank floor plan:
  - a. Select PDF-Theme in lower right corner of floor plan viewer
  - b. The floor plan opens in Adobe Acrobat, and you can print or save it as a PDF.
  - c. You can also print using your browser print tools.
2. To print a “themed” floor plan:
  - a. Select a “theme” in the theme box located in the upper left corner of floor plan.
  - b. This opens the floor plan in Adobe Acrobat with the highlighted colors of the theme. You can print this or save it as a PDF.
3. To print a section of a floor plan:
  - a. Open the floor plan in Adobe Acrobat.
  - b. Go to Edit – Take a Snapshot.
  - c. Highlight the area of interest to you by dragging a box around it with your mouse.
  - d. Go to File – Print and click the box next to “Selected Graphic”.

- e. Use Adobe PDF as your printer to save the file as a new PDF, or just print the selected graphic to your printer.
4. You can also download a .dwg and open it in AutoCAD.

## Important Reminder about Floor Plans

Please inform Capital and Space Planning when:

- There have been modifications to a building and rooms that are not reflected in FacilitiesLink
- Room numbers have been changed, are missing, or do not match FacilitiesLink
- There are no floor plans for a building

Capital and Space Planning will coordinate the reconciliation of the data and plans on FacilitiesLink to the current layout of the building.

## Navigation Tips

Here are some tips to assist you in navigating FacilitiesLink most efficiently:

- As you move into deeper levels of a module, you can go back to previous screens by using the navigation bar at the top left of the screen. Or, you can use your browser's "back" arrow).
- All **blue text** is a link, either to another page, reference or documentation. You can open the item in a new window by right click (Windows) or Ctrl+click (Mac).
- On a **Department** page, when you select a building name under "Buildings Occupied," you jump to that building page. To get a list of the space occupied in that building, click on the icon under Space Inventory.
- On a **Building** page, if you click on a department name you jump to that department's page and it will display the space occupied by the department in that building only.
- In addition to the standard download options, any screen can be printed by selecting **File** and **Print** from your browser menu. If the text has not adjusted to fit one page in width, or if your printer is cutting off some text, try changing the page setup from portrait to landscape.

# Conducting the Annual Space Inventory

## Annual Fall Reporting Timeline

Time Frame	Activity
August	Capital and Space Planning asks Assistant Deans and Directors to confirm the names of departmental space coordinators.
End of September	Capital and Space Planning sends an email to space coordinators announcing the beginning of the space inventory, and provides the official date of record. Departments should update their space inventories to reflect occupancy and use on that date.
October	Departments update their space inventory and make edits in FacilitiesLink. The department space coordinator notifies Capital and Space Planning by email when the inventory update is complete.
November – early December	Capital and Space Planning reviews department edits in November and early December, and reaches out to space coordinators for clarification (if needed).
December	Capital and Space Planning submits the building file and room file to the Office of the President.
December – Spring (varies)	OP reviews and runs edits on these files, and then, after any necessary changes, approves the official fall space inventory.
January	The official fall space inventory is added to Capital and Space Planning’s web site.
Spring (varies)	B11 reports are produced and uploaded to Documents folder in FacilitiesLink.

## Responsibilities of the Department Space Coordinator

1. Keeps departmental space assignments current.
2. Completes a space inventory in the fall quarter.
3. Adds occupants to rooms.
4. Informs Capital and Space Planning when there are renovations that require updates to floor plans and room numbering changes. If a remodel is already completed, Capital and Space Planning will ask the project manager to send the CAD drawings to Utilities/GIS Services. In some cases, GIS Services will need to visit the space.
5. Serves as main contact regarding space and responds to questions clarifying room use.

## How to Update Your Space Inventory

### Summary

1. Print a list of your rooms.
2. Verify the occupancy and use of the rooms on your list.
3. Edit your rooms on FacilitiesLink
4. Inform Capital and Space Planning that your inventory is complete.

### Step 1: Print a list of your rooms

- Navigate to your unit's Space Inventory by selecting **Divisions** from the main menu.
- Select your Dean or Vice Chancellor's Office from the list.
- Select your Department.
- Scroll down the page to the Space Inventories section.
- Click on **Complete Listing** on the right side of the page.
  - Your current departmental space inventory will be displayed.
  - If you have room names entered, you will see them displayed.
- Finally, download and print your list of rooms. This option is available by selecting "Download: .xlsx .csv .tab " on the bottom right of the space inventory.



## Step 2: Verify your Space

Review your list and verify that the information properly reflects the assignment, predominant use, occupancy and station count as of the date of record. View or print floor plans with your department space highlighted. *We recommend you conduct a visual audit of your space.*

## Step 3: Edit your Rooms in FacilitiesLink

These are the room data elements that you are able to edit:

- Room Use code
- Number of Stations (i.e., seats or work stations – applies to certain rooms)
- Department Name
- Occupant
- Room Name (optional)
- Divide (optional)
- Loan From and Loan Notes (optional)

Please contact Capital and Space Planning if these changes are necessary:

- Change in Area (sf)
- Add a room to a building
- Delete a room from a building
- Delete a room from your space inventory (If your department no longer has a room, do not delete it; let us know it needs to be transferred).
- Change a room number
- Change the Function, CPEC Code or NSF Survey code

## How to Edit a Room Record

- Navigate to your unit's Space Inventory by selecting **Divisions** from the main menu (there are multiple ways to do this; this is just one way)
- Select your Dean or Vice Chancellor's Office from the list.
- Select your Department.
- Scroll down the page to the Space Inventories section. Click on the icon showing a list of rooms. Your current departmental space inventory will be displayed.
- Click on a room number (in blue).
- The room summary screen will open.
- To edit, click on [Update Room](#) in the top left (in blue). (If you do not see Update Room, you do not have editing privileges.)

UC DAVIS FACILITIESLINK Department updates →

Navbar : Home : Buildings : Mrak : Rooms : 0004 tgreen 9/21/15 11:12 am Logout

### Mrak - Room 0004 - Update Room

Update information for Mrak Hall - Room 0004. Enter the square footage and the room name if available. Provide space accounting details such as department, room type and stations. Split the room into spaces if there are multiple assignments. Retire Room

Building: \* Mrak Hall Room Name: → CUBICLES  
 Floor / Level: \* 0 - Basement Floor Square Feet: \* 338 Ceiling: \*  
 Room Number: \* 0004 Suite: Use Category: \* Assignable Area (AA)  
 Comments: →

Assignment For most rooms, space accounting is straightforward. There is one space assignment per room. In more complex situations, shared facilities for example, physical rooms may be subdivided on a prorated basis and assigned to different departments with various room types, stations, etc. Divide →

Space Suffix: \* N/A Percent: \* 100 Department: \* → Student Affairs Office of Technology  
 Room Use: \* → 320 - Administrative Office Division Code: \* Student Affairs (VCSA  
 Station Count: → 4 Program Code: \* 670000 - Administration Delete  
 Station Type: \* 00 - per counting standards Loan From: →  
 Function: \* NS - Not Specified Loan Notes: →

→ Update Cancel

- The screen above will open. The orange arrows indicate areas you can update.
- When you have made all of your changes, click on **Update** (at bottom of screen). If you do not click on Update, your changes will not take effect. *Note: we encourage you to complete all of your changes before you click on Update*
- To return to the list of rooms, click on “Rooms” in the Navbar on the upper left side of the page.

### Example 1: How to Change the Room Use Code

- To edit a room, click on Update Room in the top left (in blue).
- Click on arrow next to Room Use to open a “pick list” of possible codes.
- Select a room code based on the primary usage or activity that occurs in the room, rather than on the function or subject field served by the room.
- A complete list of definitions of room types, with exclusions, is available on FacilitiesLink under the heading “Room Use Types”. Contact us if you have any questions about how to classify a room.
- Click on Update at bottom of screen.

### Example 2: How to Change the Department

- To edit a room, click on Update Room in the top left (in blue).
- You can select a new Department by clicking on the arrow on the right edge of the Department box and selecting the new department from the pick list.
- We may contact you and your Dean’s Office for more information about changes between departments.
- Click on Update at bottom of screen.

### Example 3: How to Change the Room Name

- To edit a room, click on Update Room in the top left (in blue).
- You can enter a descriptive name in the "Room Name" box. For example: "Server room" or "Break Room" or "Paul Smith's Faculty Office".
- Room Name can be useful when you print a list of rooms.
- You can also search for unique room names in the Space Inventory module.
- Click on Update at bottom of screen.

### Example 4: How to Remove an Occupant

- Navigate to a Room record. *You do not need to click on Update Room.*
- Scroll down to the Occupants section.
- Click (Update) next to the occupant's name (on the far right of the page)
- Click on Remove Occupant (in blue) at far right of page
  - A screen appears: "Remove Occupant"
  - Click Remove. (Note: if you want to temporarily remove an occupant, you can include a date under Vacated. The person's name will remain in gray under the room listing.)
  - After you click Remove, you will be returned to the Room page.
  - You **do not** need to click on "Update Room".

### Example 5: How to Add an Occupant

- From a Room page, scroll down to the Occupants section.
- Click **Add** (next to Occupants, in blue)
- This brings you to the **Select Contact** page.
- If you see the correct employee name listed, click on the name.
  - You can select a start and end date, but it is not required.
  - Click Create.
  - You will automatically be returned to the room page.
  - You **do not** need to click on "Update Room".
  - If you do NOT see the employee name listed, you can type the name (or part of it) in the Name box or use the Staff Directory and Address Book dropdown lists.

(If you still can't find the name, the person might not be an employee. You can use one of the generic titles listed in each department e.g., General Graduate Student).

## **Example 6: How to Change the Number of Stations**

- To edit a room, click on Update Room in the top left (in blue).
- You can type in the number of stations on the line called "Station Count". If no station number is required for that room type, the Station Type will show "00-per counting standards".
- A station number is required for the following room use codes:
  - 110 – Classroom (number of student stations under normal seating conditions, not extra chairs)
  - 130 – Seminar Room (number of student stations under normal seating conditions, not extra chairs)
  - 260 – Class Laboratory (the number of students that can be accommodated in the room at one time)
  - 261 – Special Class Laboratory (the number of students that can be accommodated in the room at one time)
  - 270 – Open Laboratory (the number of students that can be accommodated in the room at one time)
  - 340 – Conference Room (the total of existing seats available in the room, plus a reasonable allowance for additional seating)
  - 650 – Assembly (the normal audience seating capacity of the room)
  - Hospital/Residence Uses (810, 830, 852, 860, 9xx)
- Click on Update at bottom of screen.

## **Example 7: How to Divide a Room**

Many departments have shared spaces (e.g., labs, cold rooms, break rooms). You may want to divide a room and assign a percentage of the space to more than one department, uses and/or functions.

- Click Divide on right side of Update Room screen. An additional section will be added for editing. A suffix of (X, Y, Z) will be appended to the room number.
- Update the rooms as usual, but include a value for the percentage of space.
- You are now able to add a Manager/PI to each part of the room.
- You can add occupants to each part of the room.
- Click on Update at bottom of screen.

## **Example 8: How to Use "Loan To" and "Loan From"**

- Use the dropdown list next to "Loan From" and select a Department. This should be the Department that loaned the room to the current Department.
- Include the details of the loan in the Loan Notes box.
- Click on Update at bottom of screen.

## **Step 4: Inform Capital and Space Planning that your inventory is complete**

Please email Teri Greenfield at [tgreenfield@ucdavis.edu](mailto:tgreenfield@ucdavis.edu) when you have finished updating your space inventory.

## **Step 5: Respond to requests for further information about changes you have made to your space inventory**

Over the next two months, we may contact you for clarification about changes you have made to rooms. While changes take effect immediately on FacilitiesLink, there is an approval required before it becomes part of the official database.

### **Best Practices**

- Don't wait until the fall quarter to make all of your changes. Input information on known room changes for your department throughout the year. Use fall quarter to **review** all space.
- Update occupancy regularly using the Add and Room Occupant option on the Room page.
- If you enter a Room Name in each room record, it makes it easier to identify rooms in the room reports. It is also easier to see what should be updated when you do your space inventory.
- Inform Capital and Space Planning regarding renovations early, especially those that will result in room number changes or square footage adjustments. Room number changes need to be approved by Capital and Space Planning.
- Before using Room Use Codes 110-Classroom, 130-Seminar Room, 260-Class Lab or 261-Special Class Lab, please contact Capital and Space Planning. It could have a campus-wide impact.

### **User Support**

Your primary point of contact for support for FacilitiesLink is Teri Greenfield, (530) 752-2437, [tgreenfield@ucdavis.edu](mailto:tgreenfield@ucdavis.edu). Additionally, you can email [flhelp@ucdavis.edu](mailto:flhelp@ucdavis.edu).



## **APPENDIX A**

### **DEFINITIONS OF TERMS**

#### **Assignable Area (ASF)**

Assignable square feet = the total floor or surface area of a room assigned to or available for assignment, including every type of space functionally usable by an occupant or user. *For leased facilities, when actual assignable area measurements are unavailable, net rentable area may be used to record assignable area and basic gross area.*

#### **Basic Gross Area**

The sum of all areas, finished and unfinished, on all floors of an enclosed structure (that is, within the environmentally controlled envelope), for all stories or areas which have floor surfaces. *Also known as OGSF.*

#### **Building**

A roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. The building inventory may encompass many different types of structures, including marine and space structures, research vessels; aquarium structures; and trailers that are not on wheels and are used for offices, research, residences and storage.

#### **CAAN**

Corporate Asset Account Number is a unique 4 or 5 digit number assigned by Capital Asset Accounting to a building or structure at the time a capital project or construction contract begins to incur expenses.

#### **CEFA**

Corporate Equipment and Facilities Assets. The UC system-wide reports that our campus data feeds into.

#### **Covered Unenclosed Gross Area**

Covered or roofed areas of a building located outside of the enclosed structure; i.e. the environmentally controlled envelope) for all stories and areas which have floor surfaces.

## **CPEC**

California Post-Secondary Education Commission. This is the defunct State body that developed the space standards we currently use. Space standards have been used by planners and policy makers in California for higher education since the 1950s, and are generally thought of as budgeting tool to determine overall space allowances. The standards were revised in the 1990s.

### **CPEC Guidelines (*aka Space Standards*)**

The UC Campuses continue to report annually to the Office of the President - for its reporting to the California State Legislature - using California Post-Secondary Education Commission (CPEC) guidelines detailed in the Facilities Inventory Guide. However, these guidelines only apply to General Instruction and Research departments (approximately 20% of total space). These guidelines were intended to compare whole campuses. A method was needed to determine if requests for additional space (across the UC system) were realistic.

CPEC guidelines use existing assigned standard space and compare it to an “allowed” amount of space per faculty member, grad student, post-graduate researcher and teaching assistant, which varies by research discipline.

### **Department (Space Department)**

Department is more accurately called a “Space Department” or “Space Account”. Each Space Department has a program code that reflects the functions or activities that take place in that department, e.g., instruction and research, organized research, public service, academic support, student service, institutional operations. It also serves to separate programs with standard vs. non-standard space. It should be noted that Space Departments are not necessarily the same as administrative units or departments with the same name. In some cases, a traditional academic department may have more than one Space Department.

## **FIG**

Facilities Inventory Guide is the UC system-wide reference guide for all facilities. It provides coding structures and definitions. It has not been edited significantly since 1993.

### **General I&R Departments**

General Instructional and Research (I&R) Departments are space departments with program codes beginning with 1.1 or 1.2. This distinction is used for many standardized reports submitted to the Office of the President.



## **Non-Assignable Area**

- Circulation = Sum of all areas on all floors of a building required for public physical access to some subdivision of space, whether or not physically bounded by partitions.
- Custodial = Sum of all areas on all floors of a building used for custodial supplies, sink rooms, and janitorial closets.
- Mechanical Area = Sum of all areas on all floors of a building designed to house mechanical equipment, utility and shaft areas, and all spaces housing utility services.
- Public Toilet Area = Sum of all areas on all floors of a building devoted to nonassignable public toilet facilities.

## **Official Date of Record**

This is the date on which the fall quarter inventory is based. It is fifteenth day of the fall quarter.

## **OGSF**

*Outside Gross square feet, aka Basic Gross Area* = The sum of all areas, finished and unfinished, on all floors of an enclosed structure (that is, within the environmentally controlled envelope), for all stories or areas which have floor surfaces. Excludes covered unenclosed areas, except for parking structures.

## **OGSF50**

The California method of calculating Outside Gross Square Feet (aka Related Gross Area). This is defined as: Basic Gross Area plus one-half (1/2) Covered Unenclosed area.

## **OMP**

*Operations and Maintenance of Plant (OMP)*. In general, the OMP funding eligibility of space in a building is determined by the eligibility status of the departments and activities occupying the building. The information on the Building record is not sufficient to determine OMP eligibility. The best sources for information about OMP are the "B11" reports. Click on the Documents module and navigate to Documents/Annual Reports and

Database Extracts/Fall 20XX. This report will also show if there is a special arrangement, such as the Garamendi Act.

## **Program Code**

A code indicating the classification of a space department for the purpose of space inventory reporting. Example: 1.1.01.01 = Agricultural Business & Production. These codes are described in detail in the Facilities Inventory Guide. In general, academic departments are classified by subject field and non-academic units are classified by activity.

A unit may have more than one space department if there are different activities taking place that require different program codes. For example, Dean's Office and research/academic space).

## **Room Use Code**

A code (e.g. 310-Academic Office) indicating the classification of a room based on the primary or predominant *usage* or *activity* which occurs in the room, rather than on the *function* or *subject field* served by the room. The room's intent, design, type, name, or the equipment in the room, **do not** affect the room classification unless it is compatible with actual use.

A list of codes can be found on the FacilitiesLink home page. The room use classification structure provides a framework of standardization and compatibility for comparisons across campuses.

## **Space Department (Department)**

Department is more accurately called a "Space Department". Each Space Department is assigned a program code that reflects the functions or activities that take place in that department, e.g., instruction and research, organized research, public service, academic support, student service, institutional operations. It also serves to separate programs with "standard" vs. "non-standard" space. It should be noted that Space Departments are not necessarily the same as administrative units or departments with the same name.

## **Space Inventory**

The annual space inventory is our campus' official record of existing space and space assignments. Each year campuses submit their inventory of facilities to the Office of the President, based on a snapshot taken on the fifteenth day of the fall quarter. This snapshot is used as a basis for comparison to prior years and for future projections. The

campus space database is fluid, with buildings added and subtracted throughout the year, so it is essential to have a consistent point of reference for analysis purposes.

## **Standard Space**

A subset of campus space that is subject to comparison with the CPEC space standards. A “standard” program code is assigned to the space of instruction and research units. Non-standard programs include CAES pilots, health sciences, Organized Research Units (ORU), academic support, vivaria, operations, and outside agencies.

A “standard” room use code is assigned to a room in which the typical activities of instruction and research (and their support) take place.

Standard space, therefore, is a “standard” room use code within a “standard” program code.

## **Stations**

The number of actual work stations which will adequately accommodate users in a particular room.

Required only for:

110 – Classroom

130 – Seminar Room

260 – Class Laboratory

261 – Special Class Laboratory

270 – Open Laboratory

340 – Conference Room

650 – Assembly

810 – Patient Bedroom

830 – Nurse’s Station

852 – Treatment/Examination – Doctor

860 – Diagnostic Service Laboratory

9xx – (All residential Facilities, except service and bathroom area)



## **APPENDIX B: FREQUENTLY ASKED QUESTIONS**

### **1. How do I decide if a room should be classified as a Seminar Room (130) or a Conference Room (340)? What is the difference?**

Some departments use "Seminar" room because the room is being used for student/grad/faculty seminars. However, this is not what "seminar" means in the Facilities Inventory Guide (FIG) context. Seminar Room refers to a room (generally relatively small) where (a) regularly scheduled classes meet, (b) it is equipped with a large table surrounded by chairs or the equivalent; and (c) it is not set up specifically for a particular discipline. Finally, it is based on predominant use.

Both Seminar Rooms and Classrooms are assigned to and scheduled by the Registrar's Office with very few exceptions. Most of the exceptions are in the general campus (non-health sciences) professional schools like School of Management and Law where they schedule their own classes.

**IMPACT:** if a room is classified as a Seminar Room and is not being used for scheduled classes, the seats/stations in the room must be counted. However, with no student contact hours being recorded, the room utilization rate will be low. This will negatively impact the overall Classroom Utilization statistics we report to the State.

For rooms where scheduled classes take place *that are not controlled by the Registrar*, Conference Room (340) can be used. We collect weekly student contact hours for classes that are taught in these rooms, but they are not reported to the Office of the President because conference rooms are excluded from the analysis.

**IMPACT:** Any weekly student contact hours that take place in a conference room rather than a classroom or seminar room are not represented in the campus overall utilization rates that are submitted to the Office of the President. This could have a negative impact if we want to demonstrate that we need more classroom space.

**Questions to consider:** How is the room set up? Do you report contact hours or is the room use very informal?

## **2. What is the difference between an Open Lab (270), Class Lab (260), and Special Class Lab (261)?**

**Class Lab:** A class lab is predominantly used for formally scheduled classes. We use weekly student contact hours to calculate utilization rates for this type of room because it is "Standard space".

**Special Class Lab:** From FIG: *"a room used primarily for regularly or formally scheduled instruction for student participation, observation, experimentation, or practice in a field of study, but for which the configuration, set-up or equipment makes its use unsafe, expensive or otherwise inappropriate for use by courses that do not require such equipment or set-up"*. If there are any lab sections scheduled in the room, it should be a classified as a special class lab. We use weekly student contact hours to calculate utilization rates for this type of room because it is "Standard space".

**Open Lab:** This classification is used for: (a) drop-in computer labs; (b) departmental computer labs with specialized software; (c) all Performance Arts class labs (required); (d) informal, individual or unscheduled instruction. Because an Open Lab is non-standard space, any weekly student contact hours generated by scheduled classes in the room are not part of the overall classroom utilization rates (although they are still calculated). (Conversely, a high number of weekly student contact hours in an Open Lab may indicate a shortage of Class Labs or Special Class Labs.) Feel free to contact us if you have questions about these issues.

## **3. Why can't I just call this a classroom if there are classes being taught in it?**

Generally, classrooms are only assigned to the Registrar's Office. The State requires very high utilization of Classrooms and Seminar Rooms (reportable to them each year) and individual departments can't meet those standards. Consequently, Classrooms and Seminar Rooms are considered a centralized resource that is scheduled through the Registrar's Office, and the expectation is that classes will be taught in Registrar - controlled classrooms. The unavailability of a Registrar classroom at a requested time is not a reason to use department space.

## **4. One of our rooms isn't showing in our inventory. What do I do?**

Go to the Building module, select the Building where the room is located, and click on "Space Inventory" next to the photo of the building. This will take you to the room list view. Check that the upper right corner selection box shows "Compete Listing". Find the

room number and determine the assignment using the report tabs. If it is listed under another department, it could be that a change was made in the past and the database was not updated. Work with the appropriate people in your department and the other department to confirm that the room should be updated, then make any necessary changes in FacilitiesLink.

**5. What do you mean by “Primary Use”? This room is used for a lot of different things.**

Primary, or predominant use is a key principle of room classification. The focus is on the actual primary **use** of the room *at the time the inventory is taken*. The room’s intent, design, the equipment in it, and the department using it do not wholly determine the classification. From the FIG: *“It is recommended that “primary” be evaluated in terms of time and the human activity element that focuses on use, rather than characteristics of the space.”*

**6. How can I find the OMP eligibility for a building in FacilitiesLink?**

OMP is based on program codes assigned to space departments and various agreements (Garamendi-funded buildings). Annual reports showing OMP are available on our department website. In FacilitiesLink, click on the Documents module and navigate to Documents: Annual Reports and Database Extracts/Fall 20XX. If you can’t see these, contact Teri Greenfield.





## Appendix C: Room Use Type by Type of Occupant: Coding Matrix

		PRIMARY ACTIVITY		
		Desk-based <b>academic</b> work	<b>Research or structured creative activity</b> in a room with office - type accommodations. <sup>1</sup>	Desk-based <b>administrative</b> work. <sup>2</sup>
OCCUPANT	Faculty Member (Primary Office)	Academic Office - 310		
	Faculty Member (Second Office)		Research Office - 211	
	Department Chair	Academic Office - 310		
	Lecturer	Academic Office - 310		
	Emeritus Faculty	Academic Office - 310		
	Specialist	Academic Office - 310		
	Teaching Assistant	Academic Office - 310		
	Postdoctoral Scholar	Academic Office - 310		
	Staff Research Associate		Research Office - 211	
	Professional Researcher		Research Office - 211	
	Graduate Student		Research Office - 211	
	Dean			Administrative Office - 320
	Director			Administrative Office - 320
	Administrative Staff			Administrative Office - 320

<sup>1</sup> Activity may not require that the room have additional infrastructure (ventilation, water).

<sup>2</sup> The space does not need to have clearly visible physical boundaries. Can be an open office area, or a reception room with small waiting area.



**Appendix D:  
Room Use Codes: Restrictions on Use**

<b>Room Type</b>	<b>Abbreviation</b>	<b>Room Use Code</b>	<b>Are Stations a Required Data Element?</b>	<b>Restrictions on Use of This Code</b>
Classroom	CLASSROOM	110	Yes	Codes 110 and 130 are restricted to general campus assignment, Law, University Extension, School of Medicine, and Veterinary Medicine. Others need C&SP approval.
Seminar	SEMINAR	130	Yes	Codes 110 and 130 are restricted to general campus assignment, Law, University Extension, School of Medicine, and Veterinary Medicine. Others need C&SP approval.
Class Laboratory	CLASS LAB	260	Yes	Check with Capital and Space Planning
Special Class Laboratory	SPEC CLSLB	261	Yes	Check with Capital and Space Planning
Open Laboratory	OPEN LAB	270	Yes	Check with Capital and Space Planning
Conference Room	CONFERENCE	340	Yes	
Assembly	ASSEMBLY	650	Yes	Assembly of special events, dramatic, musical, livestock, commencement
Classroom Service	CLASSRM SV	125	No	Same restriction as codes 110 and 130.
Research Laboratory or Studio	RESEARCH	210	No	
Research Office	RESEARCH OFC	211	No	
Research Laboratory or Studio Service	RSCH LABSV	225	No	
Research Office Service	RSCH OFCSV	226	No	
Scholarly Activity	SCHOLAR AC	250	No	I&R Departments Only: departmental libraries
Scholarly Activity Service	SCHOLAR SV	255	No	I&R Departments Only: departmental libraries
Class Laboratory Service	CLS LAB SV	265	No	Same restriction as codes 260, 261, and 270 - need C&SP approval
Open Laboratory Service	OPEN LABSV	275	No	Same restriction as codes 260, 261, and 270 - need C&SP approval
Academic Office	ACADEMIC OFF	310	No	
Other Office	OTHER OFF	320	No	
Office Service	OFFICE SRV	335	No	
Conference Rm Serv	CONF SERV	345	No	
Study Room	STUDY ROOM	410	No	Used only for central areas such as libraries, residential and student service facilities
Open Stack	OPEN STACK	430	No	Used only for central areas such as libraries, residential and student service facilities
Stack	STACK	440	No	Used only for central areas such as libraries, residential and student service facilities
Study Service	STUDY SERV	445	No	Supports 410, 430, 440, 460 - campus and branch libraries

**Appendix D:  
Room Use Codes: Restrictions on Use**

<b>Room Type</b>	<b>Abbreviation</b>	<b>Room Use Code</b>	<b>Are Stations a Required Data Element?</b>	<b>Restrictions on Use of This Code</b>
Processing Room	PROCESS RM	460	No	Supports campus and branch libraries
Tutorial or Training Room	TUTORIAL	470	No	For use in Non I&R Departments
Tutorial or Training Room Service	TUTORIAL SRV	475	No	For use in Non I&R Departments
Central Computer or Telecommunications	CMPTR TCOM	510	No	For central use at department, college, school, or campus level
Central Computer or Telecom Service	CMPTR SERV	515	No	For central use at department, college, school, or campus level
Athletics	ATHLETICS	520	No	Physical Education and Intercollegiate Activities
Athletic Service	ATHLET SRV	525	No	Physical Education and Intercollegiate Activities
Armory	ARMORY	530	No	Military Science
Armory Service	ARMORY SRV	535	No	Military Science
Clinic (Non-Health)	CLINIC	540	No	General campus use: psychology, law, speech, hearing, etc.
Clinic Service (Non-Health)	CLINIC SRV	545	No	General campus use: psychology, law, speech, hearing, etc.
Demonstration	DEMONSTRN	550	No	I&R practice rooms, practical teaching, child care, home mgmt, economics
Demonstration Service	DEMO SERV	555	No	I&R practice rooms, practical teaching, child care, home mgmt, economics
Media Production	MEDIA PROD	560	No	Rooms used for production and distribution, not storage
Media Production Service	MEDIA SERV	565	No	Rooms used for production and distribution, not storage
Field Building	FIELD BLDG	570	No	Agricultural Structures
Animal Quarters	ANIM QTRS	580	No	Vivaria
Animal Quarters Service	ANIM QTRS	585	No	Vivaria
Greenhouse	GREENHOUSE	590	No	
Greenhouse Service	GREENHS SV	595	No	
Food Facility	FOOD FAC	610	No	
Food Facility Service	FOOD SERV	615	No	
Recreation	RECREATION	620	No	Rooms used for recreation, not for instructional programs
Recreation Service	RECREAT SV	625	No	Rooms used for recreation, not for instructional programs
Commons	COMMONS	630	No	Rooms used for rest, not restricted to specific population. Departmental break rooms would be Office Service-335.

**Appendix D:  
Room Use Codes: Restrictions on Use**

Room Type	Abbreviation	Room Use Code	Are Stations a Required Data Element?	Restrictions on Use of This Code
Commons Service	COMMONS SV	635	No	Rooms used for rest, not restricted to specific population. Departmental break rooms would be Office Service-335.
Merchandising	MERCHANDIS	640	No	
Merchandising Service	MERCH SERV	645	No	
Assembly Service	ASMBLY SRV	655	No	Assembly of special events, dramatic, musical, livestock, commencement
Exhibit	EXHIBIT	660	No	Implies general use by faculty, staff, students, and public
Exhibit Service	EXHIBIT SV	665	No	Implies general use by faculty, staff, students, and public
Day Care	DAY CARE	670	No	Non-medical central service to specific community, ie, Law School
Day Care Service	DAY CARE SV	675	No	Non-medical central service to specific community, ie, Law School
Shop - General & Research	SHOP	710	No	
Shop - Teach Lab	SHOP-TLAB	711	No	Same restriction as code 260 - needs C&SP approval
Shop Service - General & Research	SHOP SERV	715	No	
Shop Service - Tech Lab	SHOP SV-TL	716	No	
Storage - General & Research	STORAGE	720	No	
Storage - Teaching Lab	STORAGE-TL	721	No	
Storage Office	STORAGE-OF	722	No	
Vehicle Storage	VEH STORAG	750	No	Houses vehicles controlled by campus: central garage, airport, farm equip
Vehicle Storage Service	VEH STO SV	755	No	Houses vehicles controlled by campus: central garage, airport, farm equip
Central Service	CENTRAL SV	760	No	Use in complex-central or campus-wide support service
Central Service Support	CENT SVSUP	765	No	Use in complex-central or campus-wide support service
Inactive	INACTIVE	10	No	Special use, confer with C&SP
Unfinished Area	UNFINISHED	20	No	Special use, confer with C&SP
Alteration	ALTERATION	30	No	Special use, confer with C&SP

Health Care Facilities Only				
Patient Bedroom - Regular	BED REGPAT	810	Yes	
Bedroom - Coronary Care	BED CCU	811	Yes	
Bedroom - Intensive Care	BED ICU	812	Yes	

**Appendix D:  
Room Use Codes: Restrictions on Use**

<b>Room Type</b>	<b>Abbreviation</b>	<b>Room Use Code</b>	<b>Are Stations a Required Data Element?</b>	<b>Restrictions on Use of This Code</b>
Bedroom - Neonatal Intensive	BED NIU	813	Yes	
Bedroom - Hemodialysis Care	BED HEMODI	814	Yes	
Bedroom - Pschiatric Care	BED PSYCH	815	Yes	
Bedroom - Maternity Care	BED MATERN	816	Yes	
Bedroom - Nursery Care	BED NURSRY	817	Yes	
Bedroom - Pediatric Care	BED PEDIAT	818	Yes	
Nurses Station	NURSE STAT	830	Yes	
Surgical Labor Room	SURG LABOR	845	Yes	
Surgical Recovery Room	SURG RECOV	847	Yes	
Treatment-Doctor	TREAT DOC	852	Yes	
Diagnostic Service Laboratory	DIA SV LAB	860	Yes	
Patient Bedroom Service	BED PAT SV	819	No	
Bathroom	BATH	820	No	
Bathroom - Toilet	BATH TOILT	821	No	
Bathroom - Other	BATH OTHER	822	No	
Nurses Station Service	NRS STA SV	832	No	
Patient Transporting Moving Equip	PT MOV EQP	834	No	
Staff On-Call Facility	STF ONCALL	838	No	
Staff On-Call Facility Service	STF ONCLSV	839	No	
Surgical Operating Room	SURG OP RM	840	No	
Surgery Service	SURGERY SV	842	No	
Surgical Special Procedure Room	SURG SP PR	844	No	
Surgical Delivery Room	SURG DELIV	846	No	
Surgical Cardiac Cath	SURG CARDC	848	No	
Treatment or Examination Room	TREAT EXAM	850	No	
Treatment Sevice	TREAT SERV	854	No	
Radiological Service Diagnostic	RAD SV DIA	855	No	

**Appendix D:  
Room Use Codes: Restrictions on Use**

<b>Room Type</b>	<b>Abbreviation</b>	<b>Room Use Code</b>	<b>Are Stations a Required Data Element?</b>	<b>Restrictions on Use of This Code</b>
Radiological Service Therapeutic	RAD SV TH	856	No	
Radiological Control Room Room	RAD CONTRL	857	No	
Radiological Film Processing	RAD FLM PR	858	No	
Radiological Film Viewing	RAD FLM VW	859	No	
Diagnostic Service Lab Support	DIA LB SUP	862	No	
Supplies	SUPPLIES	870	No	Only used for Health Care space
Public	PUBLIC	880	No	Only used for Health Care space
Custodial	CUSTODIAL	890	No	Only used for Health Care space
<b>Residential Facilities Only</b>				
Residence Hall Bedroom	RES BEDRM	910	Yes	
Bedroom 1 Occupant	BEDRM 1	911	Yes	
Bedroom 2 Occupants	BEDRM 2	912	Yes	
Bedroom 3 Occupants	BEDRM 3	913	Yes	
Bedroom 4 Occupants	BEDRM 4	914	Yes	
Bedroom 5 Occupants	BEDRM 5	915	Yes	
Bedroom 5 or More Occupants	BEDRM 6+	916	Yes	
House-Studio	HSE STUDIO	960	Yes	
House - 1 Bedroom	HSE 1 BDRM	961	Yes	
House - 2 Bedrooms	HSE 2 BDRM	962	Yes	
House - 3 Bedrooms	HSE 3 BDRM	963	Yes	
House - 4 or more Bedrooms	HSE 4+ BDRM	964	Yes	
House-Chief Campus Officer	HSE CCO	968	Yes	
Apartment-Studio	APT STUDIO	980	Yes	
Apartment - 1 Bedroom	APT 1 BDRM	981	Yes	
Apartment - 2 Bedrooms	APT 2 BDRM	982	Yes	
Apartment - 3 Bedrooms	APT 3 BDRM	983	Yes	

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Room Use Codes: Restrictions on Use**

<b>Room Type</b>	<b>Abbreviation</b>	<b>Room Use Code</b>	<b>Are Stations a Required Data Element?</b>	<b>Restrictions on Use of This Code</b>
Apartment - 4 or More Bedrooms	APT 4+ BDRM	984	Yes	
Residential Service	RESID SERV	920	No	
Bathroom - Private	BATH PRIV	922	No	
Bathroom - Share	BATH SHARE	924	No	
Bathroom - Gang	BATH GANG	926	No	
Apartment Service	APT SERV	985	No	