

University of Nebraska

Space Management Policies & Standards

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Section 1: Space Management Policies

Introduction and Scope

The University of Nebraska System – Office of the President (UNOP), Facility Planning and Capital Program’s (FP&CP) Space Management office provides comprehensive facilities space planning, space allocation, and facility data information for the University of Nebraska’s Lincoln, Omaha and Kearney campuses.

All University of Nebraska buildings, spaces, and land—regardless of funding source or location—are University-owned assets. These assets are subject to assignment and reassignment by the campus Chancellor or their designee to align with the institution's overall needs and best interests. No space assignments are irrevocable, and long-term planning ensures the optimal use of these valuable resources. The purpose of space management is to ensure university resources are planned, maintained, and managed in a way that contributes to the university’s and each campuses’ missions.

These policies and standards support but do not include related policies and standards for [facilities planning](#), [design](#), [construction](#), [real estate](#), or other activities that may be required to implement outcomes of these policies.

Questions regarding these policies and standards can be addressed to the [University Space Manager](#).

Applicability

These policies, and specifically Sections 1, Space Management Policies, and Section 2, Space Standards, apply to all University of Nebraska personnel responsible for the planning, allocation, tracking, or reporting of university-owned or occupied space.

Section 3, Space Inventory and Classification, provides definitions for Appendix A, the room type classification reference guide. Appendix B, charts space data fields, listing applicable responsibility. Appendix C lists standard reports and deliverables supported by or provided by Space Management in accordance with federal and state statutes and regulations, Board of Regents policies and other related university, FP&CP or campus policies.

Policies

As noted in the Coordinating Commission for Postsecondary Education’s (CCPE) *Procedures Concerning Capital Construction*, Section VII.B., these space and land standards are used to plan and justify the amount of space required by room-use category, and the amount of land required for campus, as required by Nebraska Revised Statute, Chapter 85 § 1423 (1) and Title 281.005.03.

In addition, these standards support the [NU Strategic Planning priorities](#), policies, and other standards outlined here:

- [Board of Regents \(BOR\) Bylaws 6.5](#) – Board authorization to prescribe rules governing the use of university property,
- [BOR Policy for Capital Planning and Development, RP-6.3.6](#) – space utilization and existing conditions for capital improvement planning and development of the Facilities Development Plan.

- [Coordinating Commission for Postsecondary Education \(CCPE\), Capital Construction Procedures, Section VII Planning Guidelines and Data Base](#)
- [Nebraska state statute 81-1108.15](#) – utilization records of state owned, state occupied, and vacant facilities.
- [Space Planning Policy](#) – policy to document and maintain accurate building drawings

Governance and Oversight

- **Governance:** Space is managed under the governance of university leadership, including the Board of Regents, the President, Chancellors, and designated committees and offices.
- **Oversight:** Oversight is centralized through a dedicated space management office and campus space committees to ensure consistent application of policies.
- **Decision-making drivers:** Space allocation is guided by [Strategic Planning priorities](#) and alignment with Facility Development Plans, accreditation requirements, programmatic needs, funding, long-term total cost of ownership, and productivity metrics.
- **Decision-makers:** Space assignment decisions are made transparently by the Chancellor, or a designee, in a participatory process with affected units as outlined in these standards.
- **Priorities:** Academic, research, clinical, and service-based spaces take precedence over administrative or auxiliary spaces to align with the university’s mission. Academic classrooms and laboratories are prioritized for regularly scheduled, credit-bearing courses, with secondary uses limited to support core academic functions. Shared use of space is encouraged to improve efficiency and maximize utilization.
- **Office Assignments:** Assignment of administrative and office space will consider sustainability, resource stewardship, and work modalities to support every individual’s ability to thrive, consistent with [NU’s Strategic Planning priorities](#) and [Alternative Worksite Policy](#).
- **Vacated and underutilized space:** Unused or underutilized space will be considered for reassignment. Vacated space that is not addressed during construction/renovation planning or vacated space due to moves or program reductions will revert to the Chancellor for reassignment.
- **Interior Signage:** Coordinate and maintain standards for signage design, installation, and maintenance to ensure consistency, accessibility, and alignment with university mission and branding. Applies to all campus interior signage, including permanent and temporary signage.
- **Base Maps and Plans:** Ensure accurate, up-to-date campus maps and building floor plans for effective space management and navigation.

Roles and Responsibilities

University Services: Facilities Planning & Capital Programs (FP&CP)

- **Associate Vice President of University Services**
 - Serves as the point of contact for all space planning and allocation efforts for facilities assigned to the President’s office (i.e., Varner Hall).
- **University Space Management Staff:**
 - **Space Planning Analyst** – Coordinates with and supports the campus Space Committee by managing the space request process and the space survey, and by maintaining space data to provide analysis, reporting, and temporary move coordination when requested.

- **Signage Coordinator** – Coordinates installation of university-approved signage and assists departments and committees with requests for new interior room signage and changes to meet university and regulatory requirements. Exterior wayfinding, building identification, and other informational or regulatory external or digital signage is managed by other entities; Space Management staff can assist in identifying the appropriate POC for signage managed outside of Space Management.
- **Drafting Technician** – Reviews vendor CAD files for conformance to guidelines, including review and approval of space and door numbering. Maintains, updates, and distributes campus maps and building floor plans.
- **FP&CP Project Managers**
 - The Project Manager is responsible for involving Space Management staff, from early in the design process through project completion, to ensure space use requirements and project floor plans comply with university standards in the following areas:
 - Vendor compliance with Space Management Standards.
 - [Space requirements and change notification standards](#)
 - [CAD drafting standards](#)
 - [Space layout, and room and door numbering standards](#)
 - [Wayfinding signage standards](#)

Campuses

- **Chancellor and Executive Leadership:**
 - Campus Chancellors are responsible for the assignment of all NU owned, leased or NU-personnel occupied space. Each Chancellor appoints a Space Committee, representing at a minimum Academic Affairs and Facilities, and delegates space management and oversight of the space allocation request process to the co-chairs. Campus Executive Leadership are responsible for participating in strategic campus facilities planning and space allocation decision-making.
- **Deans and Directors, including Institute Directors:**
 - To maintain an accurate space inventory, deans and directors, or their designee, are **Surveyors** and responsible for reviewing and updating space and occupancy data and notifying NU Space Management staff of any space changes for on-campus or off-campus leased or occupied space including vacancies and consideration of available new-hire space. And, in preparation for temporary or long-term moves, they will assign a staff or faculty member as [Move Coordinator](#).
- **Space Committees:**
 - Campus Space Committees report to the Chancellor and represent the campus community. Co-chairs, from Facilities and Academic Affairs, manage the Space Allocation Request Process and make approvals or space request recommendations, with input from executive leadership, as determined by the Chancellor.
- **Campus Facilities Directors:**
 - In addition to leading or co-leading the campus Space Committee, the Facilities Director is the primary campus contact for Space Management staff. The Facilities Director provides campus-related space information, such as new and removed buildings, leased property, land, and outdoor facilities, and communicates Space Management information to the campus.

Section 2: Space Standards

These standards guide the management, allocation, and planning of campus space across the University of Nebraska system. Space management standards support the [Space Allocation Request Process](#) and updates to the Facilities Development Plan (FDP). These standards focus on space management and do not address program requests required by CCPE, landscaping, architectural design, construction, or signage. The following references inform these standards:

- Campus Facilities Development Plans
 - [UNK](#), [UNL](#), [UNMC \(2015\)](#), [UNO](#)
- Campus Faculty Senate – Committees for Facilities Planning
- NU Program Statement Procedures and Template
- NU Physical Condition, Suitability, and Attributes Assessments

Overview

- **Space Estimation:** Standards provide estimates for space needs based on room-use categories but allow flexibility for individual needs, equipment, and functions. These estimates help determine if a unit's space requirements are adequate but do not address space quality or functionality.
- **Adjustments:** If additional space is needed, units must justify the request and provide rationale beyond standard space needs.
- **Space Factor Limitations:** Space factors establish boundaries for space needs but are not design tools. They should not be used to specify exact room dimensions.
- **Data Considerations:** Ensure space inventory is accurate before applying space factors. Adjust factors, if necessary, based on actual space conditions and structural limitations.
- **Not Design Standards:** Space standards set parameters for space allocation but do not dictate exact room dimensions. They define the total area needed, not the specific design of spaces.
- **Unique Space Needs:** Some spaces (e.g., art galleries, armories) require program-specific justification and are not bound by the standard space estimates.
- **Consistency:** Space factors should be consistently applied in assessing current space utilization for effective capital planning.
- **Flexibility:** Space standards provide a framework but allow flexibility to accommodate unique space requirements and the varying needs of specific activities.

Definitions

AHC (Adjusted Head Count) – employees who work ½ time or less and require office space are counted as ½; employees who work more than half time and require office space are counted as 1.

Average Occupied Stations per Week – the sum of enrollment divided by the number of classes.

Hoteling space – a flexible workspace used to accommodate the Alternative Worksite Policy. Reservable workspaces—such as desks, cubicles, or offices—are provided to employees with an Alternative Worksite agreement and visiting staff or faculty.

Net Assignable Square Feet (NASF) – The sum of all areas (measured from interior walls) on all floors of a building assigned to, or available for assignment to, an occupant or specific use. This excludes main corridors, bathrooms, and other unassigned support space.

Station-Hours Utilization – the average occupied station hours per week divided by the available station hours per week.

Station Utilization – average occupied stations per week divided by the room’s seat capacity

Time Utilization – the percentage of hours used equals the total scheduled hours per week divided by the Weekly Room Utilization Goal

Weekly Room Utilization Goal (WRUG) – [30 hours for classrooms](#), [20 hours for laboratories](#)

Weekly Student Contact Hours (WSCH) – the total number of instructional hours a group of students spends in class or under the instruction of a faculty member during a typical week. WSCH = Total number of students enrolled x contact hours per week.

Net Assignable Area (NAA): Space available for assignment to specific uses, such as classrooms, laboratories, or offices.

Net Usable Area (NUA): Includes all usable spaces but excludes unassignable areas like corridors or stairwells.

Structural Area: Non-usable areas of a building, such as walls, columns, and structural spaces.

Requesting New Space and Reporting Changes

Campus Space Committees, with support from NU Space Management, maintain a master inventory of campus space assignments for analysis, reporting, and future planning efforts based on these standards. Criteria for [assignable space standards](#) provide direction for appropriate size, use, and [classification of space](#) based on the [NCES FICM manual](#).

The data provided by campus representatives or department surveyors, as assignments change and during the annual survey, form a good foundation to allow for regular, ongoing oversight and data maintenance, and transparency in campus space planning and utilization.

Reporting New Programs and Positions, including for New Construction, Renovations or Lease:

- To allow sufficient time for review and to consider the impact on other campus assignments, new programs or space assignments within a division or college should be reported to and reviewed by the campus Space Committee before any permanent assignments are made. Provide program space requirements using the space or the following information to the campus Space Committee as soon as possible, and request assistance if desired.
 - Department name and org number
 - Position title (if known)
 - Current/new room number
 - Current/new room use
 - Preferred new room number (if applicable)

Reporting Changes in Room Use or Occupancy:

- **Changes within a college/division:** For collaboration and to avoid unintended consequences, when considering a space change in use or changes in the employee position assigned to a space, the campus representative or department surveyor will update the applicable space assignment file

and/or will notify the campus Space Committee or Space Planning Analyst by providing a rationale and other information described for New Space, as soon as possible for review.

- **Changes across divisions/colleges:** Follow the same process for New Space.

New Space Allocation Request

If a division or college needs additional space, a Space Management staff member, and the **Space Allocation Request Form** ([UNL](#), [UNK](#)) ([UNO](#)), is available to assist with developing the necessary information. The form includes the information needed to make a request. Provide information as soon as a position is approved, or a space need is determined, with as much key information as possible, for assistance, review, and approval by the campus Space Committee. Larger space requests may require a more involved Facilities planning effort.

- Key information for a space request includes:
 - Department name and org number
 - Type of space and number of seats
 - Current/new room number (if applicable)
 - Position name and primary position number (if known)
 - Rationale to support the request

A [Space Requirements Worksheet](#) may be required to define or update a department's space needs. The tool is used to support effective planning and decision-making. The worksheet also supports the [CCPE Program Statement](#) Table 6.B.1, identifying program components, and streamlining the process of requesting and reviewing space needs. A Space Requirements Worksheet will be provided with a Space Request whenever additional space is required or when reallocating existing space within or across divisions. For assistance in completing the worksheet, contact the Space Management office.

Criteria for Space Assignment

Approval to occupy space does not confer other approvals that may be required, such as approval of a Project Request or approval of a Program Statement by the Board of Regents.

- Every effort will be made to consolidate units, and to assign contiguous space for accreditation requirements or program needs. Except for space intended to be interdisciplinary, space assignments that disperse departments across buildings or floors should be considered temporary. Allocation of long-term space assignments will take priority over temporary assignments.

Space assignments are made after careful consideration of all relevant factors and consultation with the units involved. Criteria governing assignment and reassignment of University space are:

- Appropriateness of the space to meet the function to be served considering the quality and suitability of the space, feasibility, and cost.
- Physical proximity of departmental units in cases where programs can be enhanced by close geographical locations.
- Audits and analyses of space requests based on recognized space utilization.
- Accessibility of the space to persons with disabilities and resulting impact on program accessibility.
- Priorities for research, academic programs and support services established by the Chancellor or a designee.
- Minimal disruption of ongoing activities of faculty, students and staff.

- Restrictions relating to grants, donor intent, and legal liability.
- Unassigned or vacant space will be assigned to the Chancellor's Office.

Space Management supports campus Space Committees with periodic audits and assessments of the utilization of space throughout. If improvements in utilization seem possible by relocation, consolidation, or physical changes, the alternatives are explored with the affected units.

Use by non-university entities – assignment of space to non-university entities is subject to notice to vacate for reasons beyond the control of the University (damage from flood, fire, environmental considerations, etc.), to demolish the building, to construct a new building, or to sell the site or use it for another purpose. As much advance notice as possible will be provided in the event it is necessary to vacate all or portions of the building. In the event of notice to vacate there is no obligation on the part of the University to provide replacement space or moving costs.

Competing demands for space – competing space demands within units will be resolved by the head of the respective academic or administrative unit. Competing demands between academic and/or administrative units will be resolved by the Chancellor's cabinet supported by Space Committee recommendation.

Building code and government regulations – changes in space or use that involve building and safety codes, employee labor laws, or other related government or university regulations will be implemented in coordination with the applicable university official or subject matter expert.

In addition to the space classifications and size standards provided in the current Space Management Standards, the following principles apply:

100 CLASSROOM FACILITIES: Changes to any classroom space must involve the Registrar, or their designee, and must be requested through the space allocation request process.

200 RESEARCH LABORATORY FACILITIES: College deans are responsible for oversight of their respective research laboratory facilities.

Grant and contract proposals – faculty should coordinate any space requests or changes intended for inclusion in proposals with the Space Committee, gaining any necessary approvals, prior to making a proposal.

Utilization and assignment – objective “value-based” criteria in the assessment, allocation and reallocation of laboratory space resources based on productivity metrics including sponsored research expenditures, scholarly publications, and sponsored research award history, is used to determine the hierarchy of assignments to university research space. Research space will be reviewed on a regular and recurring basis with reports sent to the appropriate administrators (Chair, Director, Dean, etc.).

Adjunct, Visiting, Part-time and Emeritus Faculty - A shared research laboratory will be assigned to part-time faculty members maintaining on-campus contributions over .25 FTE/week. The portion of space allocated should be proportional to the contribution to the department mission and research requirements of a PI's research grants. No space should normally be provided to faculty less than .25 FTE unless a funded grant requires dedicated space.

300 OFFICE FACILITIES: Offices and workstations will be assigned according to Space Management Space Standards to include a mix of open, private/quiet, hoteling, and collaboration space to meet the

needs of the program and, as feasible, to allow employees to work where they are most productive. Workplace assignments will recognize changes in work modalities, different employee role requirements, and resource stewardship.

Hybrid and remote work: Employees with an [Alternative Worksite agreement](#) and in the campus office less than 3 days per week will be assigned to shared hoteling space at a ratio of 50%. Employees on campus less than once per week are assigned to hoteling space at a ratio of 25%. Remote employees are not assigned to hoteling space. Whenever feasible, unassigned hoteling spaces will be reservable. Hybrid workspace may not be personalized.

Emeritus faculty – in compliance with RP 4.2.6 if an emeritus faculty appointment is over .25 FTE/week, and activities justify, a shared office space may be assigned by the department which is proportional to the contribution to on-campus teaching, advising, or research/scholarly productivity. Full time space needs will take priority over emeritus space.

Part-time instructors, graduate assistants, and student employees are not allowed individual offices and should always share space. An average of three part-time instructors, graduate assistants or student workers per workstation is expected in most cases. Unpaid workers are not entitled to office space.

Office service (including storage) will be reviewed regularly to ensure that these areas are the best use of space. Vacant offices should not be used as service areas unless approved.

Personnel with multiple offices – assignment of more than one office to faculty or staff engaged in research, centers, and institutes, administrative positions or as department chairs is strongly discouraged, unless there is a true demonstrated need. Faculty with joint appointments and persons with staff in multiple buildings may be assigned a secondary office, provided it is not located within the same building as the primary office.

Personnel assignment to loaned or leased space – assignment of space on loan or leased for use by university personnel will be requested through the space request process. Any required agreements must be in accordance with Board of Regent’s policy and executed by authorized signatories.

Non-university entity uses of university space – assignment of space to non-university entities must be requested through the space request process and acted upon by the Chancellor’s cabinet. Agreements must be in accordance with Board of Regent’s policy and executed by authorized signatories.

Room Size Standards

The use of system and campus wide standards for space allocation and usage is an effective method to account for space utilization and provides a mechanism for a periodic review of how well facilities are meeting the mission of the University. These standards are drawn from state and national space management models and modified where appropriate to better reflect the circumstances on each campus, as appropriate, providing a framework to compare space usage statistics with peer institutions.

Predictor components that establish space allowances and form the basis to translate program elements into a defined physical space need are included in the related category of the [Space Inventory and Classification](#) section. In addition, see Criteria for Space Assignments in the [Requesting New Space and Reporting Changes](#) section.

Table 1 – 100 Classrooms Standards

See also [Classification Section 100 Classroom Facilities](#)

Ranges of Classroom Unit Area Criteria – Square Foot per Station

The following ranges of classroom unit area criteria provide benchmarks for analyzing existing spaces and designing new classrooms. Actual space per station may vary based on room shapes, seating configurations, and amounts of circulation space. The net assignable square feet (NASF) per station includes service space.

Room Category	Room Capacity	Moveable Tablet Arm	Fixed Tablet Arm Chairs	Fixed Chairs and Fixed Tables	Moveable Chairs and Fixed Tables	Moveable Tables and Chairs	Auditorium Seating
		<i>SF/Station</i>	<i>SF/Station</i>	<i>SF/Station</i>	<i>SF/Station</i>	<i>SF/Station</i>	<i>SF/Station</i>
Seminar/Small Classroom	0-19	17-24			18-25	25-32	
	20-29	17-22			18-25	18-30	
Classrooms	30-39	16-18			18-25	18-30	
	40-49	16-18	19-21	17-19	18-24	16-24	
Large Classrooms and Lecture Rooms	50-99	15-17	15-17	16-18	18-24	16-22	12-15
	100-199		14-16	16-18	16-20		10-14
	200+		10-14	14-16			10-14

Notes:

1. Includes classroom service space and seating space
2. Seating capacity per fire codes for most classrooms with only one entrance/exit door should not exceed a capacity set by the code authority having jurisdiction.

Table 2 – 200 Class Laboratory Standards

See also [Classification Section 200 Class Laboratory Facilities](#)

Agriculture and Natural Resources	NASF/Station
Agricultural Economics (AECN)	22
Agricultural Engineering	42
Agricultural Systems Tech	42
Agronomy (AGRO)	36
Animal Science	38
Biological Chemistry (BIOC)	50
Biological Systems Engineering	42
Entomology	28
Food Science & Technology	48
Forensic Science	15
Life Sciences	38
Natural Resources	38
Plant and Landscape Systems	38
Plant Health Program	34
Range Science	34
Soil Science	25
Veterinary Medicine	34

Arts and Sciences	NASF/Station
Anthropology	25
Biological Sciences (BIOS)	34
Chemistry	54
Communication Studies	18
Dance	64
English	30
Environmental Studies	38
Geography	40
Geology	38
Health Science	30
Mathematics	32
Medical Humanities	58
Meteorology	34
Music	22
Neuroscience	72
Physics	40

Psychology	20
Statistics	28
Theatre	50
Business Administration	NASF/Station
Economics	45
Finance and Banking	45
Marketing	25

Business and Technology	NASF/Station
Cyber Systems	35
Finance	46
Interior and Product Design	40
Industrial Technology	36

Architecture	NASF/Station
Architecture	46
Design	32
Landscape Architecture	46

Communication, FA and Media	NASF/Station
Art	105
Communication Studies	40
Journalism & Media Communication	38
Theatre	45
Writer's Workshop	58

Education, Health, Human Sciences	NASF/Station
Biomechanics	28
Health and Kinesiology	104
Kinesiology	90
Physical Education Activities	80
Spec Educ & Comm Disorders	46
Teacher Education	36

Education	NASF/ Station
Communication Disorders	34
Learning Skills	34
Teacher Education	34
Teacher Education Special Ed	34
Education & Human Sciences	NASF/ Station
Athletic Training	50
Hospitality Rest & Tourism Mng	40
Nutrition & Health Sciences	45
Special Education	45
Teaching, Learning & Tcher Edu	32
Textiles, Merch & Fashion Dsg	46

Engineering	NASF/ Station
Architectural Engineering	90
Chemical & Biomolecular Eng	24
Civil Engineering	52
Construction Management	56
Computer Science & Engineering	22
Electrical & Comp Engineering	36
Environmental Engineering	56
Mechanical Engineering	54

Fine and Performing Arts	NASF/ Station
Art Theory and Practice	58
Art-Special Topics	85
Art-Ceramics	105
Dance	50
Art-Drawing	65
Emerging Media Arts	68
Art-Graphic Design & Illust	65
Music - Applied	45
Music Education	35
Music	50
Art-Painting	65
Art-Printmaking	65
Art-Sculpture	160
Theatre Arts	65

Graduate Studies	NASF/ Station
CBIO	35

Information Science & Tech	NASF/ Station
College of IS&T	34
Computer Science	34
Cybersecurity	34

Journalism and Mass Comm	NASF/ Station
Advertising & Public Relations	32
Broadcasting	30
Journalism - Core (JOMC)	28
Journalism (JOUR)	25
Sports Media and Comm	34

Law	NASF/ Station
Law	30

Military Science	NASF/ Station
Military Science	20

University Honors Program	NASF/ Station
University Honors Program	50

University College	NASF/ Station
Loper First-Year Seminar	40

Table 2.1 – 250 Research Laboratory Standards

The University of Nebraska encompasses a diverse array of research programs across its multiple campuses, including the University of Nebraska–Lincoln (UNL), University of Nebraska Omaha (UNO), and University of Nebraska Medical Center (UNMC). Best practices emphasize a strategic approach to research space allocation, balancing individual research needs with institutional priorities. Research space is typically assigned based on factors such as research intensity, funding, and collaboration potential. Shared research spaces, including core facilities and interdisciplinary centers, are increasingly utilized to maximize efficiency, reduce duplication of equipment, and foster cross-disciplinary collaboration. Implement a flexible space reassignment strategy to accommodate evolving research demands to ensure optimal use of available resources.

The following criteria provide benchmarks for analyzing existing spaces and for designing new research space. Actual space may vary based on room shapes, seating configurations, and amounts of circulation space. The net assignable square feet (NASF) per station includes service space.

Research Laboratory Benchmarks

National Science Foundation Categories	Disciplines	Wet Lab (NASF Range)	Dry Lab (NASF Range)	Office (NASF Range)
(A) Agricultural Sciences, Animal Sciences, Plant Sciences, Veterinary Sciences	Agronomy, Horticulture, Food Science, Animal Science, Veterinary Medicine, Plant Pathology	220 – 320	—	40 – 140
(B) Biological and Biomedical Sciences	Molecular Biology, Genetics, Microbiology, Neuroscience, Biochemistry, Physiology	220 – 320	—	40 – 140
(C) Computer and Information Sciences	Artificial Intelligence, Machine Learning, Cybersecurity, Data Science	—	40 – 100	40 – 140
(D) Engineering	Structural Engineering, Materials Science, Electrical Systems, Robotics, Mechanical Engineering, Chemical Engineering	—	40 – 140	40 – 140
(E) Geosciences, Atmospheric Sciences, and Ocean Sciences	Geology, Climatology, Environmental Science, Meteorology, Hydrology	220 – 320	—	40 – 140
(F) Health Sciences	Internal Medicine, Surgery, Pharmacology, Dentistry, Radiation Therapy, Public Health	220 – 320	—	40 – 140
(G) Mathematics and Statistics	Applied Mathematics, Theoretical Statistics, Data Analytics	—	40 – 100	40 – 140
(H) Natural Resources and Conservation	Conservation Biology, Renewable Energy, Water Resources, Sustainability, Wildlife Ecology	220 – 320	40 – 100	40 – 140
(I) Physical Sciences	Chemistry, Physics, Astronomy, Quantum Mechanics, Nanotechnology	380 – 430	—	40 – 140

National Science Foundation Categories	Disciplines	Wet Lab (NASF Range)	Dry Lab (NASF Range)	Office (NASF Range)
(J) Psychology	Cognitive Psychology, Behavioral Science, Neuroscience, Experimental Psychology	—	20 – 120	40 – 140
(K) Social Sciences	Political Science, Sociology, Anthropology, Public Policy, Economics	—	20 – 120	40 – 140
(L) Other Field of S&E, Multidisciplinary	Robotics, AI-Driven Automation, Quantum Computing, Energy Systems, Interdisciplinary STEM	150 – 250	150 – 250	40 – 140

Notes:

- **NASF:** Net Assignable Square Feet per station ranges
- **Wet Labs:** Used for research requiring liquids, chemicals, biological materials, and ventilation.
- **Dry Labs:** Focus on engineering, physics, computational work, or other research not requiring specialized wet lab infrastructure.
- **Office:** Offices and workspaces for non-laboratory research, writing, and administration.

Table 3 – 300 Office Facilities Standards

See also [Classification Section 300 Office Facilities](#)

The following tables show the recommended assignable square footage for a person by position type (unrelated to NU job titles). This standard is not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square feet, but rather defines the maximum net assignable square feet (NASF) a person in a specific role should occupy.

Position Workstation/Office Type	Net Assignable Square Feet Guide	Description
Academic - President, Chancellors	300	Single Office
Vice Presidents, Deans, Vice Chancellors, and Academic Directors equivalent to Deans	240	Single Office
Associate Vice Chancellors, Chairman/Chief Administrators, Assistant and Associate Deans, and Associate Vice Presidents	180	Single Office
Director, Department	140	Single Office
Director, Assoc. or Assist.	100	Small office, shared office or cubicle
Faculty - tenure track, full time, Professor, Full, Associate, and Assistant	100	Range 100-120 Single Office
Faculty - tenure track, part time	80	Range 80 - 100 Shared office or cubicle
Instructors, Adjunct Professor, Visiting Faculty/Scholars, Fellows, Affiliates	64	Range 64-80 Shared office or cubicle
Department Chair, Academic	140	Single Office
Managerial/Professionals requiring offices	100	Range 100-120 Single Office
Managerial & Professional Staff	100	Small office, shared office or cubicle
Full-time Office-Service staff	64	Range 64-100 Small office, shared office or cubicle
Multiple Occupancy Staff	50	Cubicle
Part-time, temporary staff	34	34-100 Cubicle
Service Staff requiring office area	34	34-100 Cubicle
Hoteling (unassigned)	34	34-64 Cubicle
Research Associate	80	Range 80-100 Small office, shared office or cubicle
Research Specialist, Research Fellow, Research Assistant, Project Assistant, Scientist, Technician, Visiting Research Assistant, Post-Doctoral Fellow, Post-Doctoral Associate, and Emeriti	80	Range 80-100 Shared office or cubicle
Students: (Allowance based on actual headcount)	30	
Student Office Assistants	34	34-64 Cubicle
Graduate Teaching, Research and Administrative Assistants	34	34-64 Cubicle

Office Support Spaces	Net Assignable Square Feet Guide	Description
Reception Area	15	5-10 waiting stations
Staff Lounge	5	Per AHC of assigned personnel. Assign faculty and staff lounge in Category 650
Conference Room – 35 NASF service area	25 22 20 18	Stations 2-14 15-19 20-29 30
Reading/Study/Reference	See 410	
Storage Room	See 730	

Notes: additional space should be allotted for workspace required for equipment.

- AHC (Adjusted Head Count)—Employees who work ½ time or less and require office space are counted as ½; Personnel who work more than half time and require office space are counted as 1.
- File Space – Where the “extent of storage” required is unusually high, include additional file space by multiplying the number of file units by 11 NASF per file

Physical Footprint Standard

These standards and measures support separate but related standards for building life-cycle management and total cost of ownership, incorporating best practices to limit the university’s physical footprint through space optimization and removal of aging buildings.

- 1. Optimize Space Utilization:** Regularly assess space needs to eliminate underutilized areas, promote multi-use spaces, and reduce the demand for new construction using:
 - a. Utilization Reporting:** Conduct annual classroom and laboratory utilization report and space and occupancy survey.
 - b. Documenting space needs:** The space allocation request process includes documenting justification for space needs based on [Room Size Standards](#).
 - c. Justification for New Space:** Space requirements are determined during campus planning efforts to provide justification for new space based on academic growth metrics, demonstrating that conversion or demolition of underutilized space is not feasible. Rationale is also required when planning for spaces larger than standard, such as needs for expansion space or additional equipment needs.
- 2. Benchmark Measurements:** Use the following metrics to compare
 - a. Land Allocation Density Factor:** Regularly update the campus density factor to align with university priorities and support planning decisions. Density factor equals the building footprint (Sq. Ft. including overhangs) divided by the total land area in acres (acres multiplied by 43,560 Sq. Ft.).
 - b. Square Footage Bank:** Manage the physical footprint efficiency by tracking, allocating, and optimizing building space based on institutional priorities, growth plans, and financial constraints. The square footage bank balance equals the Total Existing Square Footage –(Allocated Square Footage+Vacant or Reclaimed Space)

- c. **Space Utilization Rate:** Target an 85% overall occupancy/utilization rate for instructional, administrative, and research spaces as suggested by the Society for College and University Planning.
 - d. **Space Efficiency Ratio:** Maintain or improve the gross square footage per full-time equivalent (FTE) student and staff.
3. **Communicate Academic & Business-Related Strategies to Executive Leadership:**
- a. **Space Utilization Best Practice:** Conduct annual space assessments to ensure all spaces are aligned with current institutional needs, promoting more efficient space allocation.
 - b. **Time-Based Scheduling** – Maximize classroom and office usage with extended hours. Use hybrid work and shared workstations where feasible.
 - c. **Virtual & Hybrid Learning:** Expand online courses to reduce demand.
 - d. **Multi-Use Facilities & Space Sharing** – Design flexible, shared spaces for classrooms, offices, and event areas. Implement modular and flexible spaces, where feasible, to accommodate future academic expansion.

Facility Condition Assessment

The evaluation of facilities' physical condition, to inform maintenance and renovation budgets and to support planning efforts, is managed by staff from campus Facilities Operations, Environmental Health and Safety, and the University Building Code official's office.

Facility Condition Assessment data is used in assessing the physical condition of a building and its systems, such as HVAC, mechanical, electrical, plumbing, roofing and structural elements. An evaluation of the physical condition of a building is conducted in four major assessment areas: Primary Structure, Secondary Structure, Mechanical Systems, and Health and Life Safety Systems. Based on these ratings, facilities are classified as being worth investment or not worth investment candidates for decommissioning and eventual demolition. Architectural/Engineering assessments may also be used in assessing buildings or space to look at the design, structure, safety, code compliance, and other engineering aspects. A/E assessments are often more technical and may be done when there are specific concerns about design flaws, safety issues, or compliance with building codes.

Campus Maps and Floor Plan Standards

[Space Management](#) staff supports several campus departments and Facilities project managers to ensure accurate electronic maps and building floor plans are available to support various campus entities including telecommunications, building automation systems, CCTV, maintenance management, security and response, building access, and Geographic Information Systems (GIS).

. Space Management staff work with others as needed following detailed instructions and standards as follows:

- [CAD drafting standards](#) – part of the space numbering and Design Development review process
- [Space, room, and door numbering](#) standards and instructions – coordinated throughout the project; official review and approval of numbering is required during the Design Development phase and will be used throughout design for reference on schedules.
- [Wayfinding signage standards](#)
- **Campus Maps** – Base campus maps locating buildings and other improvements
- **As-Built Construction Floor Plans** – Electronic “as-built” archived building construction documents produced as part of capital construction projects are reviewed for vendor conformance with NU drafting standards.
- **Base Floor Plans** – Electronic base floor plans, “base plans,” incorporate plan changes from project documents, and are published to Archibus.

Space layout, room and door numbering, and wayfinding standards

[Space Management](#) is responsible for reviewing space and door numbering, either new or changed including during the design process. [Space and Door Number Standards](#) establish a consistent and logical system for numbering spaces and doors across all University of Nebraska facilities, ensuring clarity and efficiency in space management, navigation, and documentation. The Space Management staff work collaboratively to review and coordinate space, room and door numbering for all new and renovated space, gathering existing information, researching archive plans and consulting with others as needed.

Space layouts, numbering conventions and specific standards are outlined in the Space and Door Numbering Instructions, including specific campus signage approval processes.

Move coordination

The Move Coordinator, assigned by the dean or department director, is a staff or faculty member who is familiar with the department and able to coordinate the overall planning, including the scheduling of campus university services to effect a temporary or long-term move. It is recommended that this individual be designated as soon as a move becomes a serious possibility. The Move Coordinator will request temporary space, if needed, and will work with the campus Space Committee representative to identify an appropriate location.

Move coordination instructions provide a guide to departments initiating a move, whether it is related to an alteration, relocation, or an internal relocation. Where appropriate, campus University service units have been identified that can assist in or will be an integral part of the process. The experience of many units is that planning, scheduling, and executing a move takes more lead time than is usually anticipated.

Analysis and reporting

Coordinating Commission for Post-Secondary Education

[Space Management](#) supports the needs of [Planning](#) and [Projects](#) to provide data required by the [Coordinating Commission](#). Statewide Facilities Inventory Section VII: CCPE's [Procedures Concerning Capital Construction](#) Section VII outlines standards for submitting a biennial report to the Commission updating [building and land \(every 10-years report university owned and operated structures\) inventory](#), and room use inventory information as outlined by the Commission. The biennial submission also includes [utilization data for classrooms, class laboratories, etc.](#) as outlined by t101he Commission. Updates to the Facilities Inventory shall be submitted to the Commission by July 1st of each odd numbered year. The report includes any update to the university's space and land guidelines approved by the Board of Regents.

Facilities Management Information Report (FMIR) & Insurance Report

NU's annual update of the Facilities Management Information Report (FMIR) is required to support State of Nebraska Revised Statutes [81-1108.15](#) and [72-813](#) and the Risk Manager's insurance report. The statutes require the collection and reporting of all university-owned, leased and occupied buildings, land and outdoor facilities. Annual FMIR reports are posted to the Facilities, Planning & Capital Programs [here](#).

- **Space Management:** Coordinates and prepares the FMIR and updates the Risk Manager's insurance report from data received from campus Facilities Director, the Real Estate Manager, and others, as indicated in the [data collaboration chart](#), with review of the FMIR by campus representatives and campus leadership. At a minimum, the Facilities Director provides the basic insurance report data. The completed FMIR and insurance report is distributed to all campus representatives, the Space Management Manager, and others as requested.

Space and position occupancy survey

Space Management is responsible for maintaining an inventory of campus space assignments, conducting analysis to support campus planning efforts. Assigned campus representatives or department surveyors provide annual data reviews and updates of assigned space and position occupancy data. Surveyors will not report student names in occupant data in accordance with FERPA student data regulations.

- **Annual Survey:** The Chancellor, or the Space Committee co-chairs, will set a survey period and request divisions/departments to confirm room and position occupant assignment data. Survey Instructions outline the process for reviewing and editing room use, department details, and occupant information. As a method of regularly reporting assignment changes within a division, departments have access to their space data and are encouraged to update assignments as needed throughout the year.

Field surveys

To ensure accurate and up-to-date data on building space assignments, usage, and conditions, space management staff conducts periodic field visits. These field survey visits support space analysis, reporting, and future planning efforts. Prior to the survey, staff will contact the relevant department to announce the visit, to determine if they would like to participate in a walk-through of the space, or to determine if there is any restricted research space.

Utilization Reports for Classroom and Laboratories

In addition to supporting program requests submitted to CCPE, the annual fall term utilization reports for classrooms and laboratories are a comprehensive analysis of how these critical spaces are being used across the University. The purpose of the report is to assess the efficiency and effectiveness of space allocation by examining standards and metrics such as occupancy rates, scheduling frequency, and overall capacity utilization. Reports include a [detailed list of sessions by room](#), a [summary report by room](#), a report by seat range and summary reports by building.

By identifying underutilized or overbooked classrooms and laboratories, the report provides valuable data to inform strategic, executive level decision-making, such as optimizing course scheduling, reallocating resources, or planning future renovations and expansions. Additionally, the report helps ensure that the university meets academic and research needs while maximizing the use of existing facilities, ultimately supporting institutional goals related to student success, operational efficiency, and cost management.

National Science Foundation Survey

Space Management supports Research to coordinate and enter the National Science Foundation (NSF) survey data collected on research and development activities, including funding, expenditures, and facilities. The survey assesses research capacity, benchmarks against peers, and identifies trends to support strategic planning. The results also contribute to national evaluations of research investments, informing policymakers and advancing scientific and economic progress.

Survey space is categorized as outlined in [Table 2.1](#), and calculated based on the amount of space used for scientific research activities such as research laboratories, support spaces (e.g., equipment rooms,

clean rooms), and related facilities that directly contribute to scientific work. Non-research areas like offices and hallways are typically excluded.

Facilities and Administrative (F&A) Survey Coordination Standard

Space Management supports Sponsored Programs with collected data for the Facilities and Administrative (F&A) Survey to calculate indirect costs for research, such as facilities, utilities, and administrative support. The report ensures fair recovery of these expenses from funding agencies, supports indirect cost rate negotiations, and helps sustain research infrastructure while ensuring compliance with federal regulations. Space Management staff coordinate the collection and validation of research space utilization with department researchers and others according to the F&A Survey Process.

Building inventory and utilization data

Space Management staff oversees the Facilities Inventory System, maintaining over 98,000 space records totaling 26 million square feet of campus buildings. The system utilizes Archibus, AutoCAD, Revit, GIS, and SharePoint for data collaboration, ensuring consistency and interoperability across platforms. This data supports critical functions like cost recovery for research, instructional analysis, and space utilization studies. The university enforces role-based access, version control, and regular audits to maintain data accuracy and security. Additionally, ongoing staff training and technical support are provided to ensure effective management and accurate integration of space and floor plan data.

Section 3: Space Inventory and Classification

The University of Nebraska space classification system establishes categories and room type descriptions generally based on the National Center for Education Statistics, [Facilities Inventory and Classification Manual](#) (FICM) which describes the “standard practices for initiating, conducting, reporting, and maintaining a postsecondary institutional facilities inventory.” The system also provides a guide to estimate the quantity of space required.

FICM classifications are needed to provide definitions for building area measurements, space and room use codes, and other data elements that are useful for including in a facilities inventory. FICM classifications, with other Space Management supported data fields found in [Appendix B](#), describe the facilities database and elements for inclusion in a facilities inventory for analytics, administrative and comparative uses of facilities records, collection, maintenance and reporting of facilities information.

For analysis, the gross area of a building is divided into three parts: net assignable area (Categories 000-900); net usable area (WWW, XXX, and YYY); and structural area (ZZZ). This framework is shown in [FICM Figure 3-1](#).

100 Classroom Facilities

Types

111	Classroom - General	115	Classroom - Service
112	Classroom - Lecture Hall	120	Classroom - Seminar
113	Classroom - Indoor Amphitheater / Auditorium	140	Classroom – Dist Ed / Interactive
114	Classroom - Multipurpose	160	Classroom - Computer
		170	Classroom - Collaborative

General

This category includes institution-wide scheduled instruction classroom facilities, regardless of the level of organizational control. “Classroom” encompasses general-purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces primarily used for scheduled, non-laboratory instruction.

Classroom facilities also include any support rooms directly serving classroom activities (e.g., 111 and 115). A classroom may contain instructional aids or equipment (e.g., multimedia or telecommunications devices) as long as the equipment does not tie the room to instruction in a specific subject or discipline. For spaces specialized for a subject or discipline, refer to **Laboratory Facilities (Category 200)**.

Limitations: Do not include Conference Rooms (350) when used primarily for meetings, Assembly (610) primarily used for productions, or Class Laboratories (212) with specialized equipment or configuration.

Standards and Space Requirements

The number of classrooms needed is determined by the number of **Weekly Student Contact Hours (WSCH)**, which represents the total instructional hours students spend in scheduled classes under the instruction of a faculty member during a typical week. WSCH is a critical metric used in educational

institutions to measure teaching activity, allocate resources, and assess classroom and instructor utilization.

WSCH is also essential for effective space planning, helping to estimate classroom demand, optimize utilization through metrics like **Weekly Room Utilization Goals (WRUG)** and **Student Station Occupancy Goals**, and guide future decisions on new spaces or technology integration. Additionally, WSCH ensures that resources are aligned with instructional needs, addressing issues like underutilization or overcrowding.

Classroom utilization goals are:

- **Weekly Room Utilization Goals (WRUG):** 30 hours/week for classrooms.
- **Student Station Occupancy Goal:** 65% (percentage of stations used out of total stations available).
- **Weekly Student Contact Hours (WSCH):** Goal - WRUG x Student Station Occupancy Goal; calculated as the number of students x contact hours per week.
- **Classroom Space Requirement:** Station size in assignable square feet ÷ WSCH x WSCH.

Classroom Size: classroom size in net assignable square feet (NASF), is based on the desired station count and the type of seating. NASF standard ranges are provided in [Table 1](#).

Space Analysis and Utilization Formulas: Annual [classroom and laboratory utilization reports](#) use the following formulas:

- **Average Occupied Stations per Week:** the sum of enrollment divided by the number of classes
- **Average Station Hours per Week:** Average Occupied Stations per Week divided by Scheduled Hours per Week.
- **Available Station Hours per Week:** room capacity multiplied by the Weekly Room Utilization Goal (WRUG)
- **Station Utilization:** Average Occupied Stations per Week divided by the room seat capacity
- **Time utilization:** Scheduled hours per week divided by the Weekly Room Utilization Goal (WRUG)
- **Station-Hours Utilization:** Average Station Hours per Week divided by Available Stations Hours per Week

111 Classroom - General

Definition: A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

Description: Description: Equipped with seating like tablet armchairs, multimedia devices, or other general-purpose tools. These rooms are flexible for various instructional activities.

Limitations: Do not include Conference Rooms (350) when used primarily for meetings, Assembly (610) used primarily used for productions, or Class Laboratories (212) with specialized equipment or configuration.

112 Classroom - Lecture Hall

Definition: Spaces with flat, stepped, or sloped floors for optimal viewing, accommodating 100+ students.

Description: Typically equipped with fixed seating but not tied to specific subject disciplines.

Limitations: Not included are conference rooms, meeting rooms, public performance area (see Room Type Code 610), auditoriums (see Room Type Code 611) or class laboratories (212). Auditoriums are distinguished from lecture rooms based on primary use: an auditorium is a large room with seating oriented toward some focal point which is used for dramatic or musical production, or for general meetings as an assembly facility.

113 Classroom - Amphitheater/Auditorium

Definition: A large, tiered or sloped room designed for large audiences, typically used for lectures, presentations, or performances.

Description: Features fixed seating arranged for optimal visibility of a central stage or podium, with audio-visual technology for enhanced presentations. Ideal for large lectures or events but not suited for smaller meetings or specialized labs.

Limitations: Excludes Conference Rooms (350), Meeting Rooms (300), Auditoriums (610) (used for performances), and specialized Class Laboratories (212).

114 Classroom - Multipurpose

Definition: A flexible classroom designed for various instructional activities with movable seating arrangements.

Description: Supports different teaching methods, such as lectures or group work, with reconfigurable seating and presentation tools. Ideal for courses that require adaptable layouts.

Limitations: Excludes Conference Rooms (350), Class Laboratories (212), and Lecture Halls (112), which have fixed layouts. Not suitable for large events or performances like Auditoriums (113).

115 Classroom - Service

Definition: A room which directly serves a classroom as an extension of the activities of that room. (NCES, 1992)

Description: Included in this category are telecommunication control booths, projection rooms cloak rooms' preparation rooms, closets, storage, etc., if they serve a classroom. There should be no station count for "Classroom Service."

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

120 Classroom - Seminar

Definition: A room designed for small-group instruction, typically seating up to 30 students, often with a central table surrounded by chairs.

Description: Seminar rooms are equipped for discussions and small-group learning, typically featuring a large table and chairs arranged for interaction. Ideal for interactive, discussion-based classes.

Limitations: Excludes Conference Rooms (350), which are used primarily for meetings, and any rooms with seating arrangements used mainly for meetings rather than classes.

140 Classroom - Distance / Interactive

Definition: A room primarily used for synchronous or asynchronous distance education activities, equipped with technology to facilitate real-time or recorded interaction between instructors and students at remote locations.

Description: These classrooms typically feature telecommunication systems, interactive monitors, cameras, microphones, and other distance learning tools. They are configured to enable both traditional instruction and interactive remote participation.

Limitations: Do not include rooms designed solely for video conferencing or meeting purposes (see Conference Room, 350) or laboratories with specialized equipment for distance learning (see Lab Facilities, 200).

160 Classroom - Computer

Definition: A classroom equipped with fixed or mobile computer workstations designed for instructional purposes, with a primary focus on computer-based learning.

Description: These spaces typically include individual student computer stations, a teacher workstation, and often projection or interactive whiteboard technology. Computer classrooms are distinguished from open computer labs (213), which are unscheduled and intended for general student use.

Limitations: Do not include open-access computer labs or facilities used exclusively for technical support or administrative functions.

170 Classroom - Collaborative

Definition: A room designed for collaborative, student-centered learning, supporting group discussions and interactive activities.

Description: Collaborative classrooms are equipped with movable furniture, whiteboards, interactive displays, and other flexible tools to foster teamwork and active learning. These spaces are typically designed to accommodate dynamic configurations.

Limitations: Do not include conference rooms (350) used primarily for meetings or laboratories with specialized collaborative equipment tied to a specific discipline.

200 Laboratory Facilities

Types

212	Laboratory - Class	231	Laboratory - Music Practice (non-scheduled)
213	Laboratory - Computer (non-scheduled)	240	Laboratory - Special Nonclass
214	Laboratory - Studio	245	Special Nonclass Lab Svs
215	Laboratory - Service		
220	Laboratory - Open (non-scheduled)		

General Overview

Laboratories are specialized spaces with equipment or configurations that support specific instructional or research activities within a discipline. These activities may include hands-on experimentation, practice, and research. The introduction of computer simulations has shifted the role of traditional “wet labs” in many fields. Laboratory spaces are categorized into **class**, **open**, and **research/nonclass**

laboratories, based on their intended use. This categorization is essential in institutions where research and instructional activities often overlap, particularly in fields like medical and health sciences.

The categorization also includes four primary types of research/nonclass activities: externally funded projects, departmental research, independent creative activities, and collaborative research, all of which may influence space planning.

Standards and Space Requirements

Laboratory requirements are determined by the discipline, station sizes, and the weekly student contact hours (WSCH) of scheduled or expected activities. The number and size of laboratories are calculated based on the specific needs of each discipline, considering factors such as equipment size, station count, and utilization goals. For further details, see [Table 2](#) for specific space allowances and station sizes for each laboratory type.

Laboratory utilization goals are:

- **Weekly Room Utilization Goal:** 20 hours
- **Station Occupancy Goal:** 65%

See Classroom 100 section: [Space Analysis and Utilization Formulas](#) for additional information.

212 Laboratory - Class

Definition: A space for regularly scheduled classes requiring specialized equipment or space configurations for group instruction, experimentation, or practice in a specific academic discipline.

Description: Includes spaces such as teaching laboratories, computer labs, band rooms, and language labs, where activities generate WSCH.

Limitations: Does not include **Classrooms (111)**, **Open Laboratories (220)**, or **Research Laboratories (250)**.

213 Laboratory – Computer (non-scheduled)

Definition: Rooms designated for individual student use with computer access, typically available for drop-in use.

Limitations: Excludes scheduled computer classrooms (Classroom - Computer 160) and rooms used for data processing or machine-related activities (Computing/Network Facility 710).

214 Laboratory - Studio

Definition: A space designed for experimental learning where lecture, lab, and discussion are integrated in a single session.

Description: Focuses on hands-on, team-based projects rather than traditional lectures, often requiring longer class periods.

Limitations: Not to be confused with general classrooms or open labs.

215 Laboratory - Service

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

Description: Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Limitations: Does not include service spaces that support a Classroom, see (115), Open Laboratory (220), or a Research Laboratory (250), Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

220 Laboratory - Open (non-scheduled)

Definition: A laboratory used for individual or group activities, typically not scheduled regularly.

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 space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Includes spaces like music practice rooms, language labs for independent study, or specialized software labs with limited access for specific student groups.

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

Limitations: Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (212). This category also does not include spaces defined as Research Non-class Laboratory (250). A space that contains equipment (e.g., 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/Collaborative Area (410).

Standards

The weekly room utilization and station occupancy goals may vary. The special-class laboratories may contain equipment so specialized that they are used only occasionally. Other rooms may contain little or no equipment and can be used considerably more intensively for a variety of learning experiences. The size of the special-class laboratory would be based on equipment size and/or on the station size and student count desired. The size of special-class laboratories will be determined on an individual basis when required.

231 Lab - Music Practice

Definition: Rooms dedicated to individual or group music practice, not directly supervised by an instructor.

Description: Assigned for short periods and used for individual practice in music or other fields of study.

Limitations: Excludes spaces with formal instruction.

Standards

The amount of space for individual-study laboratory is based on the average station size, utilization goal, and weekly student contact hours.

Individual-study laboratory space requirements are determined by the following:

Weekly Room Utilization Goal = 50 hours

Standard Occupancy Goal = 80%

Allowance:

Average Station Allowance:

Music Practice = 70 NASF

Tutorial = 20 NASF

Architecture = 80 NASF

Carrels = 30 NASF

240 Laboratory – Special Nonclass

Description a room used for group instruction specifically set aside with audio or visual media. This room is meant for the reception of television instruction, either through closed circuit or network reception. The use of the room is mandatory as part of classroom or curriculum material, this Includes television instruction rooms.

NOTE: Not included are: rooms which may have television reception used only intermittently to augment regular classroom instruction or CLASSROOM - LECTURE HALLS (Room Type Code 112) serving the same purpose.

245 Special Nonclass Lab Services

Definition: A space that directly serves 240 Special Nonclass Laboratories as an extension of the activities in those spaces.

250 Research laboratory facilities

Types

250	Research - Dry Laboratory (Non-Class)	264	Research - Cold / Freezer Room
251	Research - Wet Laboratory (Non-Class)	265	Research - Warm Room
253	Research - Pilot Plant	266	Research - Constant Temperature Room
254	Research - Flex Laboratory	267	Research - Autoclave room
255	Research - Service	268	Research - Glass Wash/Storage Room
257	Research - Imaging	271	Research - Chemical Storage
258	Research - Shared Freezer/Equipment	274	Research - Bio-containment Laboratory
259	Research - Interaction Space	275	Research - Clean Room
260	Research - Shop	276	Research - Dark Room
261	Research - Equipment	277	Research - Air Lock
262	Research - Instrument Room	290	Research - Other
263	Research - Tissue Culture Room		

GENERAL OVERVIEW

Definition

Research laboratories are spaces used for faculty or principal investigator research, experimentation, observation, research training, or structured creative activity that supports the extension of knowledge in a specific field. These spaces also serve as venues for graduate-level instruction, often functioning as extensions of formal academic programs.

Purpose and Use

Research laboratories are designed for the following purposes:

- Conducting experiments and testing hypotheses.
- Developing new methods, techniques, or technologies.
- Supporting structured creative activities aimed at advancing knowledge.

- Facilitating faculty and graduate research collaborations.

These spaces are typically equipped with specialized utilities such as water, gas, electricity, steam, **compressed air, and vacuum systems to accommodate a variety of research activities.**

Limitations

- Spaces used solely for student practice or independent study are classified under 220 Special or Open Laboratory.
- Testing or monitoring facilities, such as seed sampling or environmental testing rooms, fall under 750 Central Service.
- Artistic or creative activities that are unstructured or improvisational are not included in this category. Instead, they are classified as part of 212 Class Laboratories or 220 Special or Open Laboratories.

Standards

Space Allocation:

- Research space needs vary significantly across disciplines and depend on the level of graduate research activity and equipment requirements.
 - Space allowances for individual disciplines are detailed in Appendix B and are determined by the adjusted headcount (AHC) of researchers.
1. Integration with Offices:
 - Research activities often occur in both offices and laboratories. Portions of research space can be incorporated into faculty offices, especially in disciplines with lower research space requirements.
 2. Formula for Space Requirements:
 - Predictor: Adjusted Headcount (AHC) of researchers.
 - Allowance: Variable Research Allowance (see [Table 2.1](#)).
 - Formula: $AHC \text{ researchers} \times \text{Variable Research Allowance (NASF)} = \text{Research Space Requirement}$.

Examples of Research Laboratory Configurations

- Individual faculty laboratories for specific research projects.
- Shared group laboratories for interdisciplinary research teams.
- Service spaces for preparation and storage of experimental materials.
- Interaction spaces for research collaboration and discussion.

250 Research – Dry Laboratory (Non-Class)

Definition: A space used for laboratory experimentation, research, or training in research methods that do not typically involve the use of water or chemicals.

Description: Dry laboratories are generally designed for computational research, data analysis, theoretical work, or equipment-based research that does not require wet lab utilities. These spaces often support disciplines such as physics, mathematics, computer science, and engineering.

251 Research - Wet Laboratory (Non-Class)

Definition: A laboratory designed for experimentation involving liquids, chemicals, or biological materials.

Description: Wet labs are equipped with sinks, fume hoods, piped utilities, and specialized containment systems to ensure safety and efficiency. These labs support fields such as biology, chemistry, and biomedical research.

253 Research - Pilot Plant

Definition: A laboratory designed for experimentation involving liquids, chemicals, or biological materials.

Description: Wet labs are equipped with sinks, fume hoods, piped utilities, and specialized containment systems to ensure safety and efficiency. These labs support fields such as biology, chemistry, and biomedical research.

254 Research - Flex Laboratory

Definition: A flexible laboratory designed to accommodate a wide range of research activities and interdisciplinary programs, with adaptable infrastructure and utilities.

Description: Flex laboratories are typically open and modular, equipped to support diverse research needs across disciplines. These spaces are designed with movable workstations, adaptable casework, and access to shared utilities like electricity, gas, water, and data connections. The flexibility allows for quick reconfiguration to meet the changing needs of research projects or teams. Common uses include experimental research, prototype development, or collaborative activities that require customization of space and equipment.

255 Research - Service

Definition: A space that directly serves one or more research laboratories as an extension of their activities.

Description: Includes preparation rooms, equipment storage, balance rooms, cold rooms, and other support facilities.

257 Research - Imaging

Definition: A specialized space dedicated to housing imaging equipment used in research to analyze and visualize structures, systems, or processes at microscopic or macroscopic scales.

Description: Imaging laboratories are equipped with high-resolution imaging systems such as MRI machines, CT scanners, electron microscopes, confocal microscopes, and other advanced imaging tools. These spaces are designed to meet specific requirements for equipment size, shielding, vibration isolation, temperature stability, and lighting control. They support research in fields like biology, materials science, medicine, and engineering.

258 Research - Shared Freezer/Equipment

Definition: A space designated for storing research materials or housing shared equipment that supports multiple laboratories.

Description: Shared freezer/equipment rooms provide centralized storage for freezers, refrigerators, and other shared devices such as centrifuges or incubators. These spaces are often located adjacent to research laboratories to optimize accessibility and reduce redundancy. They are designed to meet specific temperature, power, and safety requirements to protect stored materials and ensure equipment functionality.

259 Research - Interaction Space

Definition: Collaborative spaces designed to facilitate communication and brainstorming among researchers.

Description: These spaces may include informal seating areas, conference rooms, or whiteboard-equipped meeting spaces.

260 Research - Shop

Definition: A workshop space used to design, fabricate, or repair scientific equipment and apparatus to support research activities.

Description: Research shops are equipped with tools, machinery, and materials for the fabrication and maintenance of custom experimental setups, scientific instruments, or prototypes. These spaces may include woodworking, metalworking, or electronics equipment, depending on the research needs. Staffed by technicians or researchers, these shops are essential for creating bespoke solutions for unique scientific challenges.

261 Research - Equipment Room

Definition: A room dedicated to housing specialized research equipment that is too large, noisy, or disruptive to be placed in a standard laboratory setting.

Description: Equipment rooms typically house large or sensitive research instruments such as spectrometers, chromatographs, freezers, or environmental chambers. These rooms are designed to isolate noise, heat, vibrations, and other disturbances from surrounding areas while ensuring adequate ventilation, power, and environmental controls.

262 Research - Instrument Room

Definition: A space dedicated to housing research instruments and equipment used for specialized experimental, analytical, or measurement purposes.

Description: Instrument rooms contain complex, sensitive equipment such as mass spectrometers, gas chromatographs (GC), high-performance liquid chromatographs (HPLC), Fourier-transform infrared (FTIR) spectrometers, and other analytical devices. These spaces are typically designed to minimize external vibrations, noise, and temperature fluctuations that could interfere with the instruments' operation. Instrument rooms may also include dedicated electrical systems, cooling systems, and workstations for data analysis. The equipment housed in these rooms is often shared among multiple research teams and supports advanced research methodologies across various disciplines.

263 Research - Tissue Culture Room

Definition: A room designed for culturing and maintaining biological tissues, cells, or microorganisms under sterile conditions.

Description: Tissue culture rooms are equipped with biological safety cabinets, incubators, autoclaves, and other specialized equipment to support the cultivation and manipulation of living cells. The design focuses on maintaining cleanliness and preventing contamination, often featuring high-efficiency particulate air (HEPA) filtration systems and stringent protocols for access and use.

264 Research - Cold / Freezer Room

Definition: A room where low temperatures are maintained for the storage of samples or for conducting temperature-sensitive experiments.

Description: Cold rooms are typically maintained at 4°C, while freezer rooms may operate at temperatures as low as -80°C to -100°C. These spaces include insulation, temperature monitoring, and alarm systems to ensure the integrity of stored materials. They are used for preserving biological samples, chemicals, or experimental reagents.

265 *Research - Warm Room*

Definition: A room where temperatures higher than ambient levels are maintained to support research activities requiring controlled warmth.

Description: Warm rooms are used for experiments such as culturing thermophilic organisms, storing heat-sensitive materials, or conducting chemical reactions that require elevated temperatures. These spaces are equipped with temperature control systems and monitoring devices to ensure consistent environmental conditions.

266 *Research - Constant Temperature Room*

Definition: A room where the temperature is precisely controlled and maintained within a specific range to support research activities requiring stable environmental conditions.

Description: Constant temperature rooms are designed to maintain consistent temperatures for experiments, processes, or material storage that are sensitive to temperature fluctuations. These spaces often include insulation, climate control systems, and monitoring equipment to ensure precise temperature regulation. They are commonly used for biological, chemical, or material science research.

267 *Research - Autoclave Room*

Definition: A space dedicated to sterilizing laboratory materials or decontaminating waste using high-pressure steam.

Description: Autoclave rooms are equipped with one or more autoclaves and include utilities like steam and water connections. These spaces may also have storage for sterilized materials and disposal areas for decontaminated waste. They are essential for maintaining sterile conditions in biological, chemical, and clinical research settings.

268 *Research - Glass Wash/Storage Room*

Definition: A space used for cleaning, drying, and storing laboratory glassware and related materials.

Description: Glass washrooms are equipped with industrial dishwashers, drying ovens, and storage racks for glassware and plasticware. These spaces often support media preparation and sterilization. Designed for efficiency and cleanliness, they play a vital role in ensuring laboratories are supplied with contaminant-free materials for experiments.

271 *Research - Chemical Storage*

Definition: A room designated for the safe storage of research-related chemicals, with containment measures depending on the chemical properties and hazards.

Description: Chemical storage rooms are equipped with ventilation systems, fire suppression, spill containment features, and safety signage. Materials may be organized by compatibility groups, such as flammable, corrosive, or reactive substances. These rooms ensure compliance with safety regulations while supporting research laboratory needs.

274 *Research - Bio-containment Laboratory*

Definition: A secure laboratory designed for the handling, containment, and experimentation of biohazardous materials, including pathogens, toxins, or other infectious agents.

Description: Bio-containment laboratories are constructed to meet specific biosafety levels (BSL-1 through BSL-4) depending on the risk of the agents handled. Features may include specialized ventilation systems, HEPA filters, autoclaves, negative air pressure, and secure access controls. These spaces are critical for research in virology, microbiology, and infectious diseases, ensuring both researcher safety and environmental protection.

275 Research - Clean Room

Definition: A controlled environment designed to minimize airborne particles, contaminants, and other pollutants for precise experimental or fabrication processes.

Description: Clean rooms are classified by the level of air cleanliness, such as Class 1,000 or Class 100, based on particle counts per cubic meter. They are equipped with air filtration systems, positive air pressure, and strict access protocols. Commonly used for semiconductor research, nanotechnology, or biochemical applications, these spaces maintain stringent temperature, humidity, and cleanliness standards.

276 Research - Dark Room

Definition: A room designed for activities that require minimal or controlled lighting conditions, often for photography or light-sensitive experiments.

Description: Dark rooms are equipped with specialized lighting systems (e.g., red or infrared light), light-blocking features, and development equipment. These spaces support activities such as film processing, fluorescence microscopy, or light-sensitive chemical experiments. They may include sinks, ventilation systems, and safelights tailored to the specific research needs.

277 Research - Air Lock

Definition: A transitional space between areas with different environmental conditions, used to minimize contamination or environmental exchange.

Description: Air locks serve as buffer zones, typically located between clean rooms, bio-containment labs, or other controlled environments and adjacent spaces. They often include double-door systems, air filtration, and pressure differentials to maintain environmental integrity. Researchers may use air locks to don protective clothing or sterilize equipment before entering the main laboratory.

290 Research – Other

Definition: A category for research spaces that do not fit into any other defined classifications but support research-related activities.

Description: These spaces are designed for unique or specialized research purposes that do not align with standard laboratory categories. Examples might include research archives, unique experimental setups, or multipurpose spaces used for innovative or emerging research methods.

300 Office facilities

Types

310	Office - Prof and Admin	329	Office - Pantry / Kitchenette
311	Office - Staff	330	Office - Lounge / Lunch Room
312	Office - Faculty	331	Office - File Room
313	Office - Adjunct Faculty	332	Office - Work Room
314	Office - Graduate / Post Doc Students	333	Office - Mail Room
315	Office - Service	334	Office - Vault
317	Office - Research / Non-Faculty	340	Office - Department / Suite Circulation
318	Office - Emeritus Faculty	350	Office - Conference Room
320	Office - Other	351	Office - Conference Room Service
321	Office - Waiting / Reception	358	Office - Library / Reference Room
325	Office - Student / Organization	360	Office - Collaborative Work Space

GENERAL OVERVIEW

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

Standards

Refer to [Office Facilities Standards](#). Space allowances are determined by the nature of the function, adjusted headcount, and departmental requirements. An administrative unit requires service space to support its operations. Standards provide for additional space for reception area and staff lounge area. Normally, only one staff lounge area is programmed for each building. Additional space can be justified based on the operation of the administrative unit.

310 Office – Professional and Administrative

Definition: A room or space for housing administrative and professional staff at one or more desks, tables, or workstations.

Description: This category includes spaces occupied by executives, such as Presidents, Vice Presidents, Associate and Assistant Vice Presidents, Deans, Directors, and other administrative staff. It is equipped with desks, chairs, tables, bookcases, filing cabinets, and other necessary office furniture or equipment.

Limitations: Spaces used exclusively for research-related activities by non-faculty personnel should be classified under Office – Research/Non-Faculty (317). Stations to be reported are the number of staff members the room is designed to accommodate.

311 Office – Staff

Definition: A room or space for housing clerical, technical, or administrative support staff at one or more desks, tables, or workstations.

Description: Includes primary administrative offices of Deans and Directors and general staff office spaces, such as secretarial or clerical offices.

Limitations: Spaces for faculty or adjunct faculty offices should not be included here. Stations to be reported are the number of staff members the room is designed to accommodate.

312 Office – Faculty

Definition: A room or space assigned to a faculty member for professional tasks and individual study.

Description: Includes offices of regular faculty members, Deans, and department chairs. These spaces may be used for research, administrative tasks, or individual work.

Limitations: Spaces assigned to graduate students or postdoctoral researchers should be classified under Office – Graduate/Postdoctoral Students (314). Stations to be reported are the number of faculty members the room should accommodate.

313 Office - Adjunct Faculty

Definition: A space designated for part-time or contingent faculty who are not full members of the faculty.

Description: These spaces are typically smaller than standard faculty offices and are often shared among adjunct faculty members.

Limitations: Not intended for full-time faculty or research-focused personnel.

314 Office – Graduate/Post Doc/Students

Definition: A room used primarily by students, graduate or postdoctoral students for research and study purposes.

Description: Includes office or study spaces assigned to students, graduate students or postdoctoral researchers.

Limitations: Spaces intended for faculty or administrative staff should not be classified here. Stations to be reported are the number of occupants the room should accommodate.

315 Office – Service

Definition: A space that directly supports an office or group of offices by providing auxiliary functions.

Description: Includes file rooms, break rooms, kitchenettes, copy rooms, vaults, supply rooms, and private restrooms serving office areas. These spaces are not accessible to the public.

Limitations: Waiting areas (321), lounges (330), or mailrooms (333) that serve broader building functions should be classified separately. Spaces serving multiple buildings or the entire campus should be classified as Central Service (750).

317 Office - Research/Non-Faculty

Definition: An office space used by research personnel who are not part of the faculty, such as research associates, fellows, or visiting scholars.

Description: These spaces accommodate research-related activities and may be located in or adjacent to research laboratories.

Often research personnel are “officed” within research laboratories and lab service rooms. Regardless of whether research office space is located in a laboratory or in a more traditional office setting, the following research personnel generate office space:

Research Associate; Research Specialist; Research Fellow; Research Assistant; Project Assistant; Scientist; Technician; Visiting Research Scholar; Post-Doctoral Fellow; Post Doctoral Associate; and Graduate Research Assistant.

Limitations: Spaces with laboratory equipment or utilities are classified as research laboratories (250). Offices for faculty conducting research should be classified under Office – Faculty (312).

Besides the above heavily research oriented positions, virtually all ranked faculty also perform research activities within their offices. To remain consistent with inventory and Federal reporting requirements, office space generated by research-oriented positions should be tabulated and recorded in the Research Category 250 rather than Office Category.

Special note should be taken of rooms equipped both as offices and research laboratories. A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a research laboratory. Note that this distinction rests on equipment rather than function. Large rooms such as glass shops, printing shops, reading rooms, etc., that incidentally contain a desk space for a technician or staff member, are classified according to the primary purposes of the room, rather than as offices. In the case of research-oriented positions, office space should be tabulated and recorded in Research Category 250 rather than office Category 310.

318 Office - Emeritus Faculty

Definition: An office assigned to retired faculty who maintain a formal relationship with the institution.

Description: These spaces may be used for research, mentorship, or other scholarly activities.

Limitations: Not intended for administrative or non-academic personnel.

320 Office – Other

Definition: Office-related spaces that do not fit into other defined categories.

Description: Includes offices for unique functions or personnel not covered by standard office classifications.

Limitations: Spaces that clearly align with other categories (e.g., staff offices, faculty offices) should not be included here.

321 Office - Waiting/Reception

Definition: A designated space for visitors to wait before being attended to by office personnel.

Description: Includes seating, reception desks, and amenities such as magazines or information displays.

Limitations: Does not include lounge areas (330) or spaces that directly serve other specific office functions (315) or workstations for receptionist (311).

325 Office – Student Organization

Definition: A room used exclusively by student groups or organizations for administrative and meeting purposes.

Description: Includes office or meeting spaces for student clubs, government, or other activities.

Limitations: Spaces shared with faculty or administrative functions should be classified under the

329 Office - Pantry/Kitchenette

Definition: A small space serving as a basic food preparation area for office staff.

Description: Typically includes coffee makers, microwaves, and mini refrigerators but lacks a sink.

Limitations: Larger spaces with sinks, stoves, or additional equipment should be classified as Office – Lounge/Lunch Room (330).

Definition: A small space that directly serves a department and is sometimes part of a workroom. May be called a coffee room and contain coffee makers, microwaves, and mini refrigerators. These areas are usually without a sink. (UN 2018)

330 Office - Lounge/Lunch Room

Definition: A room designed for staff relaxation, meals, or informal gatherings.

Description: Larger and better equipped than a kitchenette (329), often including a refrigerator, microwave, or sink.

Limitations: Spaces smaller than a kitchenette or without equipment should not be classified here.

331 Office - File Room

Definition: A room used for storing documents, files, or records.

Description: Includes physical filing cabinets, shelving, or secure storage for departmental records.

Limitations: Spaces primarily used for archiving inactive records may be classified under Storage (780).

332 Office - Work Room

Definition: A room within an office area dedicated to administrative or operational tasks.

Description: May include copiers, printers, scanners, and other office equipment.

Limitations: Spaces designed specifically for mail processing or sorting should be classified as Mail Room (333).

333 Office - Mail Room

Definition: A room for sorting, processing, and distributing incoming and outgoing mail.

Description: Includes workstations, mail slots, and organizational tools for managing mail services.

Limitations: Does not include spaces for file storage (331) or general work areas (332).

334 Office - Vault

Definition: A secure room for storing valuable items, sensitive documents, or financial assets.

Description: Constructed with reinforced walls, doors, and access controls to ensure safety and security.

Limitations: General storage rooms or archives without enhanced security features should not be classified here.

340 Office - Department/Suite Circulation

Definition: Circulation space within a department or office suite, distinct from general building circulation.

Description: Includes hallways created by cubicle layouts or passageways within a suite of offices.

Limitations: General building corridors or hallways outside department or suite boundaries should not be classified here.

350 Office - Conference Room

Definition: A room serving an office complex, used primarily for meetings, presentations, or departmental activities.

Description: Typically equipped with a table, chairs, and audiovisual equipment. May be general assignable or departmentally assigned. Normally it is used by a specific organizational unit or office area for scheduled or unscheduled group meetings.

Limitations: Spaces used for classroom instruction should not be included here. Stations to be reported are the number of seats available.

Standards

Each administrative unit of the University is authorized space for a conference area. See [Table 3](#) for conference room space standards. The size of the conference area is normally based on the size of the administrative unit and/or the number of people who can normally be expected to be in conference at any one time. The maximum conference room is limited to 30 stations. Administrative units with need for more than 20 stations should consider including a meeting room with stacking chairs in lieu of a conference room as part of the departmental or administrative units conference space.

351 Office - Conference Room Service

Definition: A space supporting a conference room, such as storage for chairs, tables, or audiovisual equipment.

Description: Auxiliary areas adjacent to conference rooms.

Limitations: Does not include spaces serving general office activities (315).

358 Office - Library/Reference Room

Definition: A room containing specialized information or resources for departmental use.

Description: Serves a limited clientele and supports specific academic or administrative needs.

Limitations: General libraries open to all users should not be classified here.

360 Office - Collaborative Work Space

Definition: A shared space designed for teamwork, brainstorming, or informal collaboration.

Description: Includes flexible seating, whiteboards, and technology to support group activities.

Limitations: Spaces used exclusively for individual work or formal meetings should not be classified here.

400 Library, testing and study facilities

Types

410	Library - Study / Collaborative Area	426	Library / Testing / Study - Storage
415	Library / Testing / Study room Service	430	Library - Open Stack, Study Area
416	Training / Tutorial Room	440	Library - Processing Room
417	Library - Resource Room	450	Academic Assistance
418	Library Circulation or Reference	451	Academic Testing
420	Library - Stack	460	Interview Room
425	Archives	470	Departmental Library

GENERAL OVERVIEW

Library and study spaces are classified into five primary categories: study room, stack, open-stack study area, processing room, and service. Offices used for library activities are classified as Office Facilities Category 300. Library study spaces (410) may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, records, tapes) without restricting the room to a specific academic discipline or group.

Library study/collaborative areas (410) can be found in various campus buildings, including academic, residential, and student service facilities. However, certain categories like Stack (420), Open-Stack Study Area (430), and Processing Room (440) are more commonly located in central or branch libraries.

410 Library - Study / Collaborative Area

Definition: A room or area absent of stacks, used by individuals for general study purposes without being restricted to a particular subject, building, or discipline.

Description: Includes study or reading rooms located in libraries, residential facilities, academic buildings, or student service facilities. Study spaces may consist of study carrels, booths, and similar areas intended for general study. Equipment may include computers, multimedia devices, microform

readers, and CD/DVD players. Study spaces may also serve as “learning labs” or “computer labs” if they are not restricted to specific disciplines.

Limitations: Excludes Open Laboratories (220), lounges (650), Laboratory Service (225), and recreational spaces. Additionally, it does not cover spaces for exhibition collections (620), recreation (675) or book storage rooms for classrooms (115).

Standards

Departmental Reference Room:

Net Assignable Square Feet Criteria for a Reference Room (for new or renovated facilities) depends on the type of department or administrative unit and the primary intended use of this area. The maximum amount of stations should be determined based either on 5 percent of the full-time equivalent (FTE) students enrolled in courses offered by the department or 50 percent of the faculty and staff associated with the department or administrative unit.

- Station size criteria 15 NASF per student or faculty and staff
- Stack unit size criteria 12 NASF per bookcase, periodical rack, etc., required

Library Reading/Study Room:

- Library Reader Station Criteria (for new or renovated facilities): 15 percent of undergraduate FTE students, 15 percent graduate FTE students and 5 percent of FTE faculty will be provided with reading stations.
- Station size criteria--30 NASF per student and faculty

415 Library/Testing/Study Room Service

Definition: A room or space directly serving library, testing, or study areas as an extension of their activities.

Description: These spaces support adjacent library or study spaces and include areas for equipment storage, material preparation, or other operational functions that facilitate library or testing services.

Limitations: Does not include spaces designated for primary library activities like processing (440) or general office work (300 series).

416 Training/Tutorial Room

Definition: A room or area used primarily for tutoring or training not tied to instructional programs.

Description: Includes rooms equipped for training staff or supplemental instruction for students outside the core curriculum. These spaces may contain computers, multimedia devices, or other instructional tools and are often associated with administrative or student service programs.

Note: Stations are optional but should account for the maximum number of occupants.

417 Library - Resource Room

Definition: A room containing specialized information or resources on a particular subject that serves a specialized clientele.

418 Library - Circulation or Reference

Definition: A space encompassing activities related to lending books and materials or providing reference services.

Description: Typically includes circulation desks near library entrances and areas combining stacks with public

420 Library - Stack

Definition: A space housing arranged collections of educational materials for study purposes.

Description: Includes accessible collections such as books, periodicals, journals, electronic storage media, maps, and other resources. Commonly found in central or branch libraries.

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories see Laboratory – Service (215), book storage rooms for classrooms see Classroom - Service (115), and music for general listening enjoyment see Recreation Service (675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

Standards

Stack space requirements are determined by the following guidelines:

Type of Material	Number of Items Per Stack Unit	NASF per Stack Unit
Medical Bound Volumes	100 per single-face section	8.7
Bound Volumes	125 “ “ “ “	8.7
Documents and Pamphlets	1,000 “ “ “ “	8.7
Microfiche	10,000 “ “ “ “	8.7
Microfilm Reels	400 “ “ “ “	8.7
Microprint Cards	10,000 “ “ “ “	8.7
Newspaper Titles Unbound	7 “ “ “ “	8.7
Newspaper Bound Volumes	9 “ “ “ “	8.7
Periodical Titles Unbound	15 per display section	15.0
Periodical Titles Boxed	30 per single face section	8.7
Recordings	500 “ “ “ “	8.7
Reference Volumes	75 per four shelf section	15.0
Maps	1,000 per case	42.0
Slides	10,000 per case	17.0

Add 10 years of stack expansion space to provide for a minimum amount of growth by using the average increase in library materials over the past 5-10 years and providing for any foreseeable change in the volume or type of materials acquired.

425 Archives

Definition: A space dedicated to the accumulation and storage of historical records.

426 Library/Testing/Study – Storage

Definition: A storage space for equipment, materials, or supplies supporting multiple library or study space categories.

430 Library - Open Stack, Study Area

Definition: A combined open study and stack area without physical boundaries between them.

Description: Includes seating and study stations similar to Study/Collaborative Areas (410), combined with stack areas housing educational materials.

Limitations: Does not include spaces with only incidental seating or study areas without stack components.

440 Library - Processing Room

Definition: A room dedicated to operations supporting library functions.

Description: Includes processing areas for cataloging, bookbinding, interlibrary loan processing, and other specific library processes.

Limitations: Spaces with dual-use as offices or incidental processing within larger activity areas should be coded according to their primary function.

Standards

Library support workstation space requirements are determined by the following guidelines:

Type of Workstation	NASF/Station
Binding and Mending	
Technical and Clerical	250
Photocopy	
Technician	250
Clerical	100
Shipping and Receiving	
Clerical	300
Cataloging	
Head, Cataloging	150
Catalogers	120
Clerical	100
Reference	
Reference Libraries	120
Clerical	100
Circulation	
Head, Circulation	150
Circulation Librarians	120
Clerical	100

AHC Personnel times Variable Station Allowance (see above) = Library Support Workstation Requirement

General library support space requirements are determined by the following guidelines:

5% of the sum of the Reading/Study Rooms, Stack Space and Library Support Work Stations = General Library Support Space Requirement

450 Academic Assistance

Definition: A space providing supplemental academic support to students.

451 Academic Testing

Definition: A Room that provides a considerate and secure atmosphere for testing services that meet the needs of both faculty and students, while supporting the mission of the University.

460 Interview Room

Definition: A space designated for conducting interviews.

470 Departmental Library

Description: A room or space that contains a small collection of texts, journals and specialized materials used by a department to engage in active teaching and research. Collections usually contain specific books, reference materials and journals available to faculty, staff and students in a narrow field of study. (NU 2018)

500 Special Use Facilities

Types

510	Military – Training	535	Media - Service
512	Emergency Management Command Room	540	Clinic - (Non-Health care)
515	Military - Training Service	541	Clinic - Observation Room (Non-Health care)
520	Recreation - Health or Physical Education	545	Clinic - Service (Non-Health care)
521	Athletics - Intercollegiate Sports	546	Clinic - Interview Room (Non-Health care)
523	Spectator Seating	550	Demonstration
524	Fitness Area	555	Demonstration Service
525	Recreation - Service	560	AG - Field or Farm Building
526	Athletics - Intercollegiate Sports Service	570	AG - Animal Quarters
527	Ice Rink	575	AG - Animal Service
528	Swimming Pool	580	AG - Greenhouse or Head house
529	Athletics - Locker Room or Shower Area	581	AG - Animal Prep/Surgery or Recovery
530	Media - Multi Media Production	583	AG - Animal Research
531	Media - Television Studio	584	AG - Animal Research Service
532	Media - Radio Station	585	AG - Greenhouse or Head House Service
533	Media - Newspaper or Publications	590	Special Use - Other (All Purpose)

GENERAL OVERVIEW

This category includes space use categories that are specialized enough in their primary activity or function to warrant unique space codes. These include areas and rooms designated for military training, athletic activities, media production, clinical activities (outside of healthcare facilities), demonstrations, agricultural field activities, and shelters for animals and plants. While many of these spaces may support other facilities, their specialized use or configuration excludes them from being classified as service spaces.

510 Military – Training

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

Description: Includes indoor drill areas, rifle ranges, and specially equipped military science rooms. Ancillary units may include rifle and drill teams.

Limitations: Standard spaces like classrooms (111), laboratories (212), offices (311), and study rooms

(410) within armory buildings are coded under their conventional categories. Military supply and weapons rooms are coded as Military Training Service (515).

512 Emergency Management Command Room

Definition: A space designed to serve as the central hub for coordinating responses to emergency situations. The space may feature collaboration areas and command stations with advanced equipment and security to support critical decision-making, communication, and operational management during emergencies, disasters, or large-scale events.

Limitations: Rooms not dedicated as Emergency Management Command Room space should be coded to represent normal use such as Category 300, Office Facilities type.

515 Military - Training Service

Definition: A space that directly serves an armory facility as an extension of its activities.

Description: Includes supply rooms, weapons storage, and military equipment rooms.

Limitations: Spaces serving other primary activity areas should use the appropriate service code (e.g., Classroom Service-115).

520 Recreation – Health or Physical Education

Definition: A room or area used by students, staff, or the public for athletic or physical education activities.

Description: Includes gymnasias, 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 spaces used for dancing and bowling.

Limitations: This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Spectator Seating (523). 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 areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

Standards

Indoor recreation/physical education and service space requirements are determined by the following guidelines:

Predicator

HC Students
AHC Faculty and Staff HC PE Majors
HC PE Minors

Allowance:

Core Requirement (1,000 HC Students)	=	40,800 NASF
Core Requirement (5,000 HC Students)	=	68,000 NASF

HC Students (above core) – Resident Campus	=	9 NASF
HC Students (above core) – Nonresident Campus	=	1 NASF
AHC Faculty and Staff	=	1 NASF
PE Majors	=	35 NASF
PE Minors	=	20 NASF

Formula:

Core Requirement plus HC Students (@ 9 NASF or 1 NASF) plus AHC Faculty and staff (@ 1 NASF) plus PE Major (@ 35 NASF) plus PE Minors (@20 NASF) = Indoor Recreational/Physical Education Space Requirement

Intercollegiate athletic space requirements are determined by the following guidelines:

Formula: Based on programmatic need.

521 Athletics - Intercollegiate Sports

Definition: A room or area used by students, staff, or the public for intercollegiate athletics sports related activities. (Fink, 2004)

Description: Includes gymnasia, basketball courts, handball courts, squash courts, wrestling rooms, weight rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. (Fink, 2004)

523 Spectator Seating

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

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

Limitations: Does not include temporary or movable seating areas (e.g., movable bleachers). Uncovered permanent seating is not assignable space although space below it may contain assignable areas (e.g., locker rooms, offices, etc.).

Standards

- Bench seating -- 4.0 NASF per seat
- Standard Seating (with backs) -- 6.0 NASF per seat

524 Fitness Area

Definition: A place that houses exercise equipment or open space for the purpose of physical exercise.

Description: Includes weightlifting areas, cardio equipment rooms, and open exercise spaces.

525 Recreation - Service

Definition: A space that directly serves an athletic or physical education space as an extension of the activities in that area.

Description: Includes locker rooms; shower rooms; nonoffice coaches' rooms; ticket booths; and spaces 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. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-

670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as merchandising (660).

526 Athletics - Intercollegiate Sports Service

Definition: A room which directly serves an intercollegiate sports facility as an extension of the activities in that facility.

Description: Includes locker rooms, shower rooms, non-office "coaches" rooms, ticket booths, dressing rooms, and rooms for equipment, supply, first-aid, skate-sharpening, towels, attendant issuing of supplies and equipment, etc. (UC Riverside, 2003)

527 Ice Rink

Definition: A room containing an ice rink for athletic or recreational use.

Limitations: Only spaces with an ice rink are included.

528 Swimming Pool

Definition: A room containing a swimming pool for athletic or recreational use.

Limitations: Only spaces with a swimming pool are included.

529 Athletics - Locker Room or Shower Area

Definition: A room for changing, showering, and storing personal belongings used by students, staff, or the public for athletic or physical education activities, or to support work related activities.

Description: Includes individual and communal shower areas.

530 Media - Multimedia Production

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

Description: Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.

Limitations: Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media - Service (535) spaces if they serve the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Laboratory – Class 212, or Laboratory - Special or Open Class 220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).

531 Media - Television Studio

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

Description: Includes rooms generally called TV 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 a typical service room

532 Media - Radio Station

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

Description: Includes rooms generally called Radio studios. Audio cassette, CD or digital music and media software production or distribution rooms. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room

533 Media - Newspaper or Publications

Definition: A room used for the production or distribution of printed newspaper and other printed materials.

535 Media - Service

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

Description: The primary criterion here is that the space should serve any type media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).

Limitations: Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

540 Clinic - (Non-Health Care)

Definition: A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

Description: Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

Limitations: Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in non-health or non-discipline-related programs (see Office Service- 315), or Health Care Facilities (see Code 800 series).

541 Clinic - Observation Room (Non-Health Care)

Definition: A room or area used by clinic staff for the purpose of providing reasonable and necessary evaluation of a patient's/client's condition. (NU 2018)

545 Clinic - Service (Non-Health Care)

Definition: A space that directly serves a non-health clinic space as an extension of the activities in that facility. (NU 2018)

546 Clinic - Interview Room (Non-Health Care)

Definition:

A room used to conduct private or semi-private interviews or consultations as part of a non-health care instructional, research, or public service program.

Description:

This space is designed to facilitate discussions or interviews between clients, participants, or subjects and staff in programs such as psychology, counseling, law, or education. The room may include minimal furnishings such as a table, chairs, or audio/visual recording equipment to support the activities being conducted. Examples include client or participant interview rooms in psychology or social work programs, legal consultation spaces in law clinics, and similar spaces in other educational or service-oriented programs.

Limitations: Does not include: examination rooms used for testing, diagnosis, or treatment of physical conditions (see 540 Clinic - Non-Health Care); Spaces designed primarily for observation or evaluation of activities should be classified as 541 Clinic - Observation Room (Non-Health Care); Counseling or advising rooms that are part of administrative or non-clinical programs (e.g., career counseling, academic advising) should be coded as 315 Office Service; Spaces designed primarily for group activities, workshops, or group counseling sessions should be classified under their appropriate primary use type.

550 Demonstration

Definition: A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.

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

Limitations: Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Service

Definition: A space 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 family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

Limitations: Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces 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 other

than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

560 AG - Field or Farm 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 light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also, it includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Limitations: Animal facilities directly supporting research or instructional laboratories should be coded AG - Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces 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 (see Vehicle Storage-740).

570 AG - Animal Quarters

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

Description: Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

Limitations: Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic– 850).

Standards

Animal quarters space requirements are determined by the following guidelines:

Type of Stall	Area per Animal (NASF)
Cattle	150
Equine	144
Calve and Swine	32
Sheep	16
Other (dog, cat, rabbit, rat, etc.)	Varies

Corridors – 10 feet wide

Feed Aisles – 7 feet wide

575 AG - Animal Service

Definition: A space 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, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

Limitations: Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

580 AG – Greenhouse or Head house

Definition: A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that 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 for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

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-730).

581 AG - Animal Prep/Surgery or Recovery

Definition:

A room or area used for the preparation, surgical treatment, or post-surgical recovery of animals involved in research, instructional, or agricultural programs.

Description:

This space is specifically designed and equipped to accommodate pre-operative preparation, surgical procedures, and recovery activities for animals. Examples include operating rooms, preparation areas for surgical instruments and equipment, recovery spaces with cages or stalls for animals after surgery, and areas equipped with anesthetic and monitoring systems. These rooms support research or instructional activities requiring animal surgical intervention and are often regulated by standards for the care and use of laboratory animals.

Limitations: Does not include spaces primarily used for housing or holding animals before or after general research activities, which should be classified as 570 AG - Animal Quarters; Feeding or general care spaces, such as feed storage or cage washing rooms, should be coded as 575 AG - Animal Service; Spaces used for human surgical activities or health care should be classified under the appropriate health care facility code (e.g., 800 series); Recovery areas not directly associated with surgical activities, such as general rest or quarantine areas, should also be classified under

570 AG - Animal Quarters

Definition:

A space specifically designed to house, shelter, or accommodate laboratory or agricultural animals used for research, instructional, or agricultural purposes.

Description:

Animal quarters are specialized facilities for housing animals such as livestock, poultry, small laboratory animals (e.g., mice, rats, rabbits), or other species used in academic, research, or agricultural programs. These spaces may include animal rooms, cages, stalls, pens, or wards. They are typically equipped with appropriate ventilation, climate control, and containment systems to ensure proper care and compliance with animal welfare regulations. This category includes spaces where animals are kept for breeding, observation, testing, or other programmatic purposes.

Limitations: Does not include spaces used for surgical preparation, treatment, or recovery of animals, which are classified under 581 AG - Animal Prep/Surgery or Recovery, nor areas designated for feed storage, cage cleaning, or equipment maintenance, which fall under 575 AG - Animal Service. Veterinary health care facilities should be classified as 850 Treatment/Examination Clinic, and non-assignable outdoor areas, such as grazing fields or uncovered pens, are excluded. Additionally, spaces used for non-animal agricultural activities, like greenhouses, are categorized as 580 AG - Greenhouse or Head House.

583 AG - Animal Research

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

Description: This category includes various types of spaces such as animal rooms, cage rooms, stalls, wards, and procedure rooms. It also encompasses operating rooms, recovery rooms, isolation and quarantine areas, and similar spaces used for the care and study of animals in research and instructional settings

Limitations:

Animal Research (583 AG) does not include spaces for general animal housing, which are classified under 570 AG - Animal Quarters, nor areas designated for storage, cleaning, or maintenance supporting animal research, which fall under 584 AG - Animal Research Service. Spaces used for clinical veterinary care should be categorized under 850 Treatment/Examination Clinic, and agricultural facilities unrelated to research, such as barns or field buildings, are classified as 560 AG - Field or Farm Building. Additionally, non-animal research laboratories should be coded as part of the 200 Laboratory Facilities series.

584 AG - Animal Research Service

Definition: A space that directly serves animal research facilities as an extension of the activities in those spaces.

Description: This category includes rooms that provide direct support to animal research facilities. Examples include feed storage rooms, cage washing rooms, and areas for the preparation of animal diets. It also encompasses spaces for the storage of bedding, equipment, and other materials necessary for the care and maintenance of research animals.

Limitations: This category does not include spaces that are primarily used for the housing of animals (see space type 583 AG - Animal Research). It also excludes general storage areas that do not specifically support animal research activities.

585 AG - Greenhouse or Head House Service

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

Description: This category includes equipment or materials storage areas and rooms generally called headhouses. These spaces are essential for the preparation, storage, and support activities necessary for the operation of greenhouses.

Limitations: This category excludes storage areas that do not directly serve greenhouses.

590 Special Use - Other (All Purpose)

Definition: A category of last resort.

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

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

600 General use facilities

Types

610	Public Performance / Assembly	640	Child Care
611	Auditorium	645	Child Care Service
612	Multi-Purpose Room	650	Lounge - Public
613	Dressing Room	651	Lounge - Faculty
614	Checkroom	652	Lounge - Staff
615	Assembly Room Service (All Types)	653	Lounge - Student
620	Gallery	655	Lounge - Service
621	Museum	660	Merchandising
622	Exhibition / Display	661	Bookstore
625	Museum / Display / Exhibit Service	665	Merchandising Service
630	Dining / Food Facility	670	Recreation - General Use
634	Vending	675	Recreation Service - General Use
635	Dining / Food Service	690	General - Locker Room
636	Kitchen	691	General - Locker Room (All Gender)
637	Dry Food Storage	695	General - Locker Room Service
638	Cold Food Storage		

General Overview

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and childcare) for the institutional and participant community populations.

Student Unions: A facility which contains a multitude of student services such as lounges, activity areas (pool tables, bowling, ping pong, etc.), food facilities, etc. Net assignable square feet criteria for student unions includes space for lounges, activity areas, merchandising, meeting rooms, food facilities, and associated service space. It excludes staff offices and student health facilities.

- **All Campuses:** 6.5 NASF per delivery site headcount student.

Bookstore: A facility used to sell books and student supplies.

- Standards:
 - Resident Campus: 2.0 NASF per delivery site headcount student
 - Nonresident Campus: 1.0 NASF per delivery site headcount student.
 - Consult with the National Association of College Stores for a more detailed analysis of bookstore facilities.

610 Public Performance / Assembly

Definition: A space designed and equipped for the assembly of many people 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, 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 using additional codes.

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

611 Auditorium

Definition: A room designed and equipped for the assembly of many people for such events as devotional, livestock judging, or commencement activities. (NCES, 1992)

Description: Includes theaters, auditoria, arenas and livestock judging pavilions that are used primarily for general presentations (speakers) and devotional services. Seating areas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. Institutions may wish to separate the seating area from the stage and other specially configured areas using additional room use codes. (NCES, 1992)

612 Multi-Purpose Room

Definition: A space used for a variety of purposes, such as meetings, recreational activities, or social gatherings.

Description: Multi-purpose rooms are versatile spaces designed to accommodate a range of activities. These rooms can be used for meetings, workshops, fitness classes, social events, and other functions that require flexible space. They are typically equipped with movable furniture and may include features such as audio-visual equipment, storage areas, and adaptable lighting to support different activities.

Limitations: This category does not include spaces that are primarily used for a single purpose, such as classrooms (100 series), laboratories (200 series), or offices (300 series). It also excludes specialized facilities like auditoriums (610) and conference rooms (350) that are designed for specific types of events

613 Dressing Rooms

Definition: A space used for changing clothes and preparing for performances or athletic activities.

Description: Dressing rooms are typically equipped with lockers, benches, mirrors, and sometimes showers. They are used by performers, athletes, or other individuals who need to change attire and prepare for their activities. These rooms may also include makeup areas, costume storage, and other amenities to support the preparation process.

Limitations: This category does not include spaces primarily used for storage (see space type 720 Central Storage) or spaces used for general physical education activities (see space type 520 Athletic or Physical Education). It also excludes restrooms and shower rooms that are not specifically designated as dressing rooms

614 Checkroom

Definition: A room in which hats, coats, parcels, etc., may be left until claimed. (Western Oregon, 2004)

Description: Generally, rooms in this category are found in auditoriums, theaters, student unions, etc.

615 Assembly Room Service (All Types) – General Use

Definition: A room or area that directly serves as an assembly space, or 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 outside of the primary assembly room are classified as non-assignable Lobby (021). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Gallery

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 that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). 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), that are study resources (see Stack-420) as opposed to exhibition use.

621 Museum

Definition: A space used for the exhibition of materials, objects, or artifacts for public viewing and educational purposes.

Description: Museums are designed to display collections of artistic, historical, scientific, or cultural significance. These spaces typically include exhibit halls, galleries, and display areas. Museums may also have associated spaces such as storage rooms for collections, conservation laboratories, and educational areas for lectures or workshops. The primary function of a museum is to provide a setting for the public to view and learn about the exhibited items.

Limitations: This category does not include spaces primarily used for storage that are not part of the museum's collection management (see space type 720 Central Storage). It also excludes spaces used for instructional purposes that are not directly related to the museum's exhibits (see space type 210 Class Laboratory)

622 Exhibition/Display

Definition: A space used for the exhibition or display of materials, objects, or artifacts.

Description: Exhibition/Display spaces are designed to showcase collections of artistic, historical, scientific, or cultural significance. These spaces typically include exhibit halls, galleries, and display areas. They may also feature specialized lighting, climate control, and security systems to protect and enhance

the displayed items. Exhibition/Display spaces are intended for public viewing and educational purposes, providing a setting for visitors to engage with the exhibits.

Limitations: This category does not include spaces primarily used for storage that are not part of the exhibition's collection management (see space type 730 Central Storage). It also excludes spaces used for instructional purposes that are not directly related to the exhibition's displays (see space type 212 Class Laboratory)

625 Museum / Display / Exhibit Service

Definition: A space that directly serves an exhibition, display or museum 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/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

630 Dining / Food Facility

Definition: A space used for eating and/or the preparation and serving of food.

Description: Dining/Food Facilities include areas such as cafeterias, dining halls, snack bars, and food courts. These spaces are designed to accommodate the preparation, serving, and consumption of food. They may include seating areas, serving lines, food preparation areas, and associated support spaces such as kitchens, storage rooms, and dishwashing areas. The primary function of these spaces is to provide food services to students, faculty, staff, and visitors.

Limitations: This category does not include spaces that are not primarily used for food service, such as vending machine areas (634) or residential kitchenettes that do not serve a dining area (see space type 935 Sleep/Study Service). It also excludes spaces used for instructional purposes related to food preparation (see space type 210 Class Laboratory). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Daycare Service-645).

634 Vending

Definition: A room used to dispense food and beverage items from vending machines.

Description: Includes rooms or areas intended for the dispensing of food and drink through vending machines. May include table and chair arrangements.

Limitations: Vending areas not provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall).

635 Dining/Food Service

Definition: A space that directly serves a dining or food facility as an extension of the activities in that facility.

Description: Dining/Food Service spaces include areas such as kitchens, pantries, food preparation areas, and dishwashing rooms. These spaces are essential for the support and operation of dining facilities, ensuring that food is prepared, served, and cleaned up efficiently. They may also include storage areas for food, utensils, and equipment necessary for food service operations.

Limitations: This category does not include spaces that are primarily used for eating (see space type 630 Dining/Food Facility). It also excludes general storage areas that do not specifically support dining or food service activities (see space type 730 Central Storage)

636 Kitchen

Definition: A space used for the preparation and cooking of food.

Description: Kitchens are equipped with appliances and fixtures necessary for food preparation, such as stoves, ovens, refrigerators, sinks, and countertops. These spaces are designed to support the preparation of meals and may include areas for food storage, dishwashing, and other related activities. Kitchens can be found in various settings, including dining facilities, residential halls, and other institutional environments where food is prepared and served.

Limitations: This category does not include spaces that are primarily used for eating (see space type 630 Dining/Food Facility) or general storage areas that do not specifically support kitchen activities (see space type 730 Central Storage). It also excludes instructional spaces related to food preparation (see space type 212 Class Laboratory)

637 Dry Food Storage

Definition: A space used for the storage of non-perishable food items.

Description: Dry Food Storage spaces are designed to store food staples and other non-perishable items that do not require refrigeration. These spaces are typically equipped with shelves, racks, and other storage solutions to organize and preserve food items. They are essential for supporting food preparation and service activities in dining facilities, ensuring that ingredients are readily available when needed.

Limitations: This category does not include spaces used for the preparation or cooking of food (see space type 636 Kitchen) or general storage areas that do not specifically support food service activities (see space type 730 Central Storage)

638 Cold Food Storage

Definition: A space used for the storage of perishable food items that require refrigeration or freezing.

Description: Cold Food Storage spaces are designed to store perishable food items at low temperatures to prevent spoilage. These spaces typically include refrigerators, freezers, and walk-in coolers. They are essential for supporting food preparation and service activities in dining facilities, ensuring that ingredients are kept fresh and safe for consumption.

Limitations: This category does not include spaces used for the preparation or cooking of food (see space type 636 Kitchen) or general storage areas that do not specifically support food service activities (see space type 730 Central Storage)

640 Child Care

Definition: A space used for the care and supervision of children.

Description: Child Care spaces are designed to provide a safe and nurturing environment for children. These spaces typically include playrooms, nap areas, and activity rooms where children can engage in various educational and recreational activities. Child Care facilities may also include restrooms, kitchens, and outdoor play areas to support the needs of children and caregivers. The primary function of these spaces is to offer childcare services to the institutional community, including faculty, staff, and students.

Limitations: Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Child Care Service

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

Description: Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

Limitations: Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

650 Lounge - Public

Definition: A space 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, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

Limitations: A lounge facility is distinguished from a Conference Room (350) intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as non-assignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). 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-615). A lounge differs from a non-assignable lobby in placement, use, and intent. A Lobby (021) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing 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 (311). Public waiting areas in health care facilities are coded as Public Waiting (877).

Standards

- **Predicator:** Total classroom stations
- **Total Building Lounge Requirement:** Total classroom & lab stations x 1.5 NASF

651 Lounge - Faculty

Definition: A space used by faculty for rest, relaxation, and informal gatherings.

Description: Faculty lounges are designed to provide a comfortable environment for faculty members to relax, socialize, and take breaks. These spaces are typically equipped with comfortable seating, tables, and may include amenities such as coffee machines, microwaves, and refrigerators. Faculty lounges may also have areas for reading, informal meetings, and other activities that support the well-being and collegial interaction of faculty members.

Limitations: This category does not include spaces that are primarily used for instructional purposes (see space type 100 Classroom Facilities) or administrative offices (see space type 300 Office Facilities). It also excludes general use lounges that are not restricted to faculty members (see space type 650 Lounge)

652 Lounge – Staff

Definition: A space used by staff for rest, relaxation, and informal gatherings.

Description: Staff lounges are designed to provide a comfortable environment for staff members to relax, socialize, and take breaks. These spaces are typically equipped with comfortable seating, tables, and may include amenities such as coffee machines, microwaves, and refrigerators. Staff lounges may also have areas for reading, informal meetings, and other activities that support the well-being and collegial interaction of staff members.

Limitations: This category does not include spaces that are primarily used for instructional purposes (see space type 100 Classroom Facilities) or administrative offices (see space type 300 Office Facilities). It also excludes general use lounges that are not restricted to staff members (see space type 650 Lounge)

653 Lounge – Student

Definition: A space used by students for rest, relaxation, and informal gatherings.

Description: Student lounges are designed to provide a comfortable environment for students to relax, socialize, and take breaks. These spaces are typically equipped with comfortable seating, tables, and may include amenities such as vending machines, televisions, and recreational equipment. Student lounges may also have areas for studying, group discussions, and other activities that support student well-being and interaction.

Limitations: This category does not include spaces that are primarily used for instructional purposes (see space type 100 Classroom Facilities) or administrative offices (see space type 300 Office Facilities). It also excludes general use lounges that are not restricted to students (see space type 650 Lounge)

Standards

A student lounge area may be programmed for each building based on student use of the building. The purpose of the facility is for informal study and/or relaxation before, between and after class periods. Vending machines should be in this area. It should normally be located adjacent to main circulation patterns adjacent to faculty lounge areas.

The requirement for this type of space is generated by the number of students and visitors accessing the building. The amount of student traffic resulting from instructional activities is reflected in and can be projected by the number of classroom seats and laboratory stations existing or planned in the building. The amount of visitor traffic resulting from non-instructional activities could require additional lounge space and will be based on programmatic need.

Lounge space requirements are determined by the following:

Predicator: Total classroom stations

- Total Building Lounge Requirement: Total classroom & lab stations x 1.5 NASF

655 Lounge Service

Definition: A space that directly serves a general use lounge facility.

Description: Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

Limitations: This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

660 Merchandising

Definition: A space 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 spaces, and central ticket outlets servicing multiple facilities or activities.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space 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 (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

661 Bookstore

Definition: A room or group of rooms used to sell books and similar products or services and such rooms as directly serve such facilities as an extension of the activities of those rooms.

Description: Includes product and service sales areas as bookstore rooms.

Standards

Resident Campus -- 2.0 NASF per delivery site headcount student
Nonresident Campus -- 1.0 NASF per delivery site headcount student

Consult with the National Association of College Stores for a more detailed analysis of bookstore facilities.

665 Merchandising Service

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

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

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

670 Recreation – General Use

Definition: A space used by students, staff, or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) 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 facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

Limitations: Does not include gymnasias, 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, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other non-enclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

675 Recreation Service – General Use

Definition: A space 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, first aid, and other support areas that directly serve a Recreation (670) facility.

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

690 General – Locker Room

Definition: Room for changing clothes or storing personal materials, used by students or staff. Excludes P.E./Athletics locker rooms. (Stanford, 2004)

Description: Includes service rooms intended for student/staff use principally for storage of clothing and/or individual materials, e.g., physically plant locker rooms for changes of clothing. Does not include rooms otherwise classified as laboratory or laboratory service rooms nor rooms referred to as equipment storage lockers or custodial lockers. Does not include recreation, athletics or swimming pool locker rooms, see GENERAL LOCKER AND SHOWER ROOM (Room Type Code 529).

Stations to be reported: None.

Standards

Number of Lockers	Net Assignable Square Feet Per Locker			
	Without Showers and Toilets		With Showers and Toilets	
	Full Length	Half Length	Full Length	Half Length
1 - 30	7.0	5.0	22.0	20.0
31 - 99	6.8	3.4	16.3	12.9
100+	5.6	2.8	10.1	7.3

691 General - Locker Room (All Gender)

Definition: A space used for changing clothes and storing personal items, accessible to all genders.

Description: General locker rooms are designed to provide a secure and private environment for individuals to change clothes and store personal belongings. These spaces typically include lockers, benches, mirrors, and may have showers and restroom facilities. They are intended to be inclusive and accessible to all genders, ensuring privacy and comfort for everyone. These locker rooms can be found in various settings, such as gyms, recreational centers, and other facilities where changing and storage are necessary.

Limitations: This category does not include spaces that are specifically designated for a single gender (529). It also excludes general storage areas that do not provide changing facilities (730)

695 General - Locker Room Service

Definition: A space that directly serves a locker room as an extension of the activities in that room.

Description: Locker Room Service spaces include areas such as laundry rooms, equipment storage rooms, and other support spaces that are essential for the operation and maintenance of locker rooms. These spaces ensure that locker rooms are well-maintained and equipped with necessary supplies and equipment.

700 Support Facilities

Types

710	Computing or Networking (Central)	733	Storage Room - General
711A	Telecom. Room (Central)	740	Vehicle / Equipment Storage
711B	Telecom. / Audio / Video Room	745	Vehicle / Equipment Storage Service
712	Server Room	750	Central Services
715	IT / Telecom. / Network Service	751	Laundry - Central
720	Shop	755	Central Service Support
725	Shop Service	760	Hazardous Materials
730	Storage Room - Central	765	Hazardous Materials Service

General Overview

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 (Code 600 series), 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.

Standards

Physical plant support space requirements are determined by the following guidelines:
 Building Maintenance: 0.75 percent NASF of campus area served by the Physical Plant
 Grounds: 50 NASF per campus acre served by the Grounds Department.

General stores space requirements are determined by the following guidelines:

- 1.0 NASF per freshman and sophomore headcount student
- 1.5 NASF per junior and senior headcount student
- 2.0 NASF per beginning graduate headcount student
- 4.5 NASF per advanced graduate headcount student

710 Computing or Networking (Central)

Definition: A space used as a data 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 or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering 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 spaces 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 remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that 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 and hubs, including central spaces housing satellite

signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Limitations: Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas

711A Telecom. Room (Central)

Definition: A room used for telecommunications processing with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group or users, department, college, school, or entire institution. (NCES, 1992)

Description: A Telecommunications room may be one of a *group* of rooms which constitute a *center* for delivering computer-based data processing 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. (NCES, 1992)

Note: 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 Room Use Code 711. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions. Also includes service facilities such as data storage, form storage, tape storage, control rooms, wiring rooms, observation rooms, and similar office or office service room types. Does not include offices for data processing personnel.

711B Telecom. / Audio / Video Room

Definition: A space used for telecommunications, audio, and video equipment and activities.

Description: Telecom. / Audio / Video Rooms are designed to house equipment and support activities related to telecommunications, audio, and video production. These spaces may include broadcasting studios, recording rooms, control rooms, and other areas equipped with specialized equipment for communication and media production. They are essential for supporting the technical infrastructure and media needs of an institution.

Limitations: This category does not include general classrooms or lecture halls that may have audio-visual equipment but are not primarily used for telecommunications or media production (see space type 111 Classroom). It also excludes general storage areas that do not specifically support telecommunications or media activities (see space type 730 Central Storage)

712 Server Room

Definition: Specially designed computer rooms with raised floors, specialized electrical wiring, specific air conditioning requirements, etc., including service support rooms. (Stanford, 2004)

Description: Server rooms are designed to provide a controlled environment for computer servers and networking equipment. These spaces typically include racks or cabinets for servers, cooling systems to maintain optimal temperatures, and security measures to protect the equipment. Server rooms are

essential for the operation of an institution's IT infrastructure, supporting various applications, data storage, and network services.

Limitations: This category does not include general computer labs or classrooms that may have servers but are primarily used for instructional purposes (see space type 212 Class Laboratory). It also excludes general storage areas that do not specifically support server operations (see space type 730 Central Storage)

715 IT / Telecom. / Network Service

Definition: A space 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 (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A nonoffice 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 (315). A printer room serving a general-purpose terminal room in a dormitory should be classified as Study Service (455).

720 Shop

Definition: A space 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 spaces 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 (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (311). Blueprint storage rooms are classified as Office Service (315). 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-745) or spaces directly serving media production or distribution areas (see Media Production Service- 535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

Definition: A space 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, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas for Class Laboratories (212) or Research/Nonclass Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

730 Storage Room - Central

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

Description: The concept of central or general is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they 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 space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.

Limitations: Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the non-assignable Custodial Supply Closet (010) used to store small quantities of janitorial supplies, or any other category codes within the non-assignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (300). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

733 Storage Room - General

Definition: Inactive, seldom-used departmental storage. If room is actively used and close at hand, code as the appropriate "service" category (or as Room Type Code 315). (Stanford, 2004)

740 Vehicle/Equipment Storage

Definition: A space or structure that is used to house or store vehicles.

Description: Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

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 Code 560). (See Parking Structure, section 3.2.10, for suggested classification of parking structures.)

745 Vehicle / Equipment Storage Service

Definition: A space 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 (740).

Limitations: Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (300).

750 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 delivery of central service 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 that typically serve the occupants or activities of 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 using additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations: Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

Standards

General stores space requirements are determined by the following guidelines:

- 1.0 NASF per freshman and sophomore headcount student
- 1.5 NASF per junior and senior headcount student
- 2.0 NASF per beginning graduate headcount student
- 4.5 NASF per advanced graduate headcount student

751 Laundry - Central

Definition: A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc. (Cornell, 2000).

Description: Includes laundry rooms, drying rooms, ironing rooms, etc., located in central laundry.

755 Central Service Support

Definition: A space that directly serves a central service facility as an extension of the activities in that facility.

Description: Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.

Limitations: Offices within a central service area or complex should be coded Office (300). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

760 Hazardous Materials

Definition: A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

Description: Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).

Limitations: Does not include small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 255, 780).

765 Hazardous Materials Service

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

Description: Includes those facilities that directly serve the Hazardous Materials (Room Type Code 760) facility.

780 Parking Garage

Definition: A space used for the parking of vehicles.

Description: Parking garages are multi-level structures designed to provide parking spaces for vehicles. These facilities typically include ramps, parking stalls, and circulation areas to accommodate the movement and storage of vehicles. Parking garages may also have associated support spaces such as offices for parking attendants, maintenance rooms, and storage areas for parking equipment. The primary function of these spaces is to provide convenient and secure parking for students, faculty, staff, and visitors.

Limitations: This category does not include surface parking lots or spaces used for vehicle maintenance and repair (745). It also excludes general storage areas that do not specifically support parking activities (see space type 730 Central Storage)

785 Parking Garage Service

Definition: A space that directly serves a parking garage as an extension of the activities in that facility.

Description: Parking Garage Service spaces include areas such as maintenance rooms and storage rooms for parking equipment. These spaces are essential for the support and operation of parking garages, ensuring that the facility is well-maintained and that parking operations run smoothly.

Limitations: This category does not include spaces that are primarily used for parking vehicles (see space type 780 Parking Garage). It also excludes general storage areas that do not specifically support parking garage activities (see space type 730 Central Storage)

800 Health care facilities

Types

810	Patient Bedroom	860	Health Care - Diagnostic Service Laboratory
812	Nursery	861	Hospital Laboratory
813	Holding Beds	862	X-Ray Diagnosis
814	Patient Isolation Room	863	X-Ray Film Storage
815	Patient Bedroom Service	864	Health Care - X-Ray Treatment Room
820	Patient Bath	865	Health Care - Diagnostic Service Laboratory Support
823	Health Care - Patient Toilet	866	Health Care - Workroom
830	Health Care - Nurse Station	867	Pharmacy
832	Medication Room	868	Satellite Pharmacy
833	Utility Room	869	Pharmacy Supplies
834	Health Care - Physician Room	870	Health Care - Central Supplies
835	Health Care - Nurse Station Service	871	Health Care - Miscellaneous Storage
836	Record Room	872	Sterilization Area
840	Health Care - Surgery	873	Linen Supplies
841	Health Care - Operating Room	874	Linen Collection
842	Delivery Room	875	Health Care - Public Waiting
843	Labor Room	876	Solarium
844	Health Care - Recovery Room	877	Health Care - Patient Reception
845	Health Care - Surgery Service	878	Health Care - Education Room
849	Health Care - Morgue	880	Veterinary Medicine Animal Quarters
850	Health Care - Treatment / Examination	883	Veterinary Medicine Nurse Station
851	Procedure Room	884	Veterinary Medicine Surgery
852	Health Care - Examining Room	885	Veterinary Medicine Animal Quarters Service
853	Health Care - Therapy Room	888	Veterinary Medicine Nurse Station Service
854	Recreation Room	889	Veterinary Medicine Surgery Service
855	Health Care - Treatment / Examination Service	890	Staff On-Call Facility
857	Viewing Room	895	Staff On-Call Facility Service
858	Health Care - Observation Room	899	Health Care - Facility Service
859	Health Care - Consultation Room		

General

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

Standards

Outlined in Department of Health, Education and Welfare Publication No. 74-4000, Minimum Requirements of Construction and Equipment for Hospitals and Medical Facilities.

810 Patient Bedroom

Definition: A room equipped with one or more beds and used for patient care.

Description: This category includes general nursing care, acute care, semiconvalescent 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 clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815).

Stalls or cage rooms 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 this category.

Limitations: Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890).

812 Nursery

Definition: A nursery is a space designed for the care and supervision of infants and young children, typically within an institutional or educational setting.

Description: Nurseries include areas dedicated to childcare services, such as cribs, play areas, and feeding facilities. They are commonly found in hospitals, educational institutions, or other facilities providing daycare or infant care. These spaces support activities like sleeping, feeding, and early child development.

Limitations: This classification excludes spaces primarily used for instructional purposes, which are classified as classrooms or labs. It also does not apply to areas designated for private childcare services or residential care facilities. Additionally, waiting rooms or lounges for parents or caregivers should not be classified as nurseries.

813 Holding Beds

Definition: Holding beds are spaces designated for the temporary accommodation of patients awaiting transfer or further medical care within a healthcare facility.

Description: These spaces typically include beds or stretchers and are equipped to provide short-term patient care. Holding beds are commonly located near emergency rooms, surgical units, or diagnostic areas to accommodate patients prior to admission, discharge, or transfer to another care unit. They support transitional care and are not intended for long-term patient stays.

Limitations: This classification excludes inpatient rooms, which are designated for long-term patient care, and spaces primarily used for observation, which are classified separately. It also does not include areas such as waiting rooms, recovery areas, or diagnostic treatment rooms.

814 Patient Isolation Room

Definition: A patient isolation room is a space specifically designed to isolate patients with contagious diseases or compromised immune systems to prevent the spread of infection or protect the patient from external contaminants.

Description: These rooms are equipped with specialized ventilation systems, such as negative or positive air pressure, to control airborne contaminants. They are typically located within healthcare facilities and

include necessary patient care equipment and furnishings for short- or long-term stays. Patient isolation rooms are designed to meet strict infection control standards and may include anterooms for staff to safely enter and exit.

Limitations: This classification excludes standard inpatient rooms not designed for isolation purposes. It also does not include quarantine facilities, which serve broader public health needs, or rooms used exclusively for observation or temporary holding of patients.

815 Patient Bedroom Service

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

Description: Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space.

Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should 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-835).

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 Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Description: Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) 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-845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835).

823 Health Care - Patient Toilet

Definition: A patient toilet is a restroom facility specifically designed for use by patients within a healthcare setting.

Description: These spaces are typically located adjacent to or within patient rooms, treatment areas, or other healthcare spaces. They are equipped with fixtures and accommodations that meet patient needs, including grab bars, emergency call systems, and accessibility features. Patient toilets support hygiene and sanitation requirements for individuals receiving medical care.

Limitations: This classification excludes public restrooms and staff-only restrooms within healthcare facilities. It also does not include restrooms located in non-healthcare spaces or areas primarily serving visitors or administrative personnel.

830 Health Care - Nurse Station

Definition: A room or area used by nurses or other patient care staff who 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: Spaces that are used as Offices (310) should be so classified.

832 Medication Room

Definition: A medication room is a space designated for storing, preparing, and dispensing medications within a healthcare facility.

Description: These rooms typically include secure storage for medications, preparation counters, and equipment to support safe handling and distribution. They are commonly located near patient care areas or nursing stations.

Limitations: This classification excludes pharmacy spaces, which are categorized separately, and supply rooms not dedicated to medications.

833 Utility Room

Definition: A utility room is a space designated for storing and managing supplies, equipment, and materials used in healthcare operations.

Description: Utility rooms typically support activities such as cleaning, sterilization, and equipment preparation. They may include clean or soiled utility areas and are commonly located near patient care spaces or service areas.

Limitations: This classification excludes janitor closets, laundry facilities, and spaces specifically dedicated to medical supply storage or preparation.

834 Health Care - Physician Room

Definition: A physician room is a space within a healthcare facility where physicians conduct patient consultations, examinations, or evaluations.

Description: These rooms are typically equipped with necessary medical examination tools, patient seating, and privacy features to facilitate doctor-patient interactions. They are commonly found in outpatient clinics, doctor's offices, or treatment areas.

Limitations: This classification excludes offices for administrative or non-clinical use by physicians and rooms primarily used for diagnostic testing or procedures.

835 Health Care - Nurse Station Service

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

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: Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

836 Record Room

Definition: A record room is a space used for storing and managing patient or medical records within a healthcare facility.

Description: These rooms are typically secure areas equipped with shelving, filing systems, or digital storage for maintaining confidential patient information. Record rooms are often located in administrative or medical records departments.

Limitations: This classification excludes general office storage spaces and areas used for equipment or supply storage. It does not include spaces dedicated to electronic medical records or data servers.

840 Health Care - 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 spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or 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.

Limitations: Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

841 Health Care - Operating Room

Definition: An operating room is a sterile space within a healthcare facility used for performing surgical procedures.

Description: These rooms are equipped with specialized surgical instruments, lighting, and medical equipment required for surgeries. They are designed to maintain a sterile environment and may be adjacent to recovery or preparation areas.

Limitations: This classification excludes procedure rooms, treatment rooms, and spaces not intended for surgical operations.

842 Delivery Room

Definition: A delivery room is a space within a healthcare facility designed for the labor and delivery of babies.

Description: These rooms are equipped with specialized medical equipment for childbirth, including delivery tables, fetal monitors, and necessary supplies. They are designed to provide a safe and sterile environment for labor and delivery, often adjacent to recovery areas.

Limitations: This classification excludes rooms used for prenatal care, postnatal care, or other medical procedures unrelated to childbirth.

843 Labor Room

Definition: A labor room is a space within a healthcare facility designated for patients during the labor process prior to delivery.

Description:

These rooms are equipped with medical equipment such as fetal monitors, adjustable beds, and supplies to support labor. They provide a comfortable and safe environment for patients during the pre-delivery phase and are often located near delivery rooms.

Limitations:

This classification excludes delivery rooms, postnatal recovery rooms, and spaces used for non-labor-related medical procedures.

844 Health Care - Recovery Room

Definition: A recovery room is a space within a healthcare facility designated for post-procedure or post-surgery patient recovery.

Description: These rooms are equipped with monitoring equipment, patient beds or stretchers, and necessary medical supplies to support patients as they recover from anesthesia or surgical procedures. Recovery rooms are typically located near operating rooms or treatment areas.

Limitations: This classification excludes inpatient rooms, intensive care units (ICUs), and spaces used for long-term patient stays or observation.

845 Health Care - Surgery Service

Definition: A space 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, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility.

Animal holding rooms are also included here if they directly serve a veterinary surgery room.

Limitations: Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

849 Health Care – Morgue

Definition: A morgue is a space within a healthcare facility designated for the temporary storage and examination of deceased individuals.

Description: Morgues are equipped with refrigeration units, autopsy tables, and other facilities necessary for body storage, identification, and postmortem examinations. These spaces are typically located in secure and discreet areas of the facility.

Limitations: This classification excludes funeral homes, spaces for bereavement services, and areas used for long-term body storage outside healthcare facilities.

850 Health Care - Treatment / Examination

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

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, and ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms.

In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

851 Procedure Room

Definition: A procedure room is a space within a healthcare facility designed for conducting specific medical procedures that do not require the sterile environment of an operating room.

Description: These rooms are equipped with specialized medical equipment and furnishings to perform diagnostic, therapeutic, or minor surgical procedures. They are commonly used for endoscopy, biopsies, or similar treatments and are typically located near patient care areas.

Limitations: This classification excludes operating rooms, treatment/examination rooms, and spaces used for non-medical activities or general patient care.

852 Health Care - Examining Room

Definition: An examining room is a space within a healthcare facility designated for patient examinations and consultations.

Description: These rooms are equipped with basic medical tools, examination tables, and seating to facilitate physical exams, patient evaluations, and doctor-patient interactions. They are commonly found in clinics, hospitals, and outpatient facilities.

Limitations: This classification excludes procedure rooms, treatment rooms, and spaces used for administrative or non-clinical purposes.

853 Health Care - Therapy Room

Definition: A therapy room is a space within a healthcare facility designated for providing therapeutic services to patients.

Description: These rooms are equipped with specialized tools, equipment, or furnishings to support various types of therapy, such as physical, occupational, speech, or respiratory therapy. They are typically located in rehabilitation centers, hospitals, or outpatient clinics.

Limitations: This classification excludes rooms used for diagnostic procedures, general examinations, or non-therapy-related treatments.

854 Recreation Room

Definition: A recreation room is a space within a healthcare facility designated for patient recreational activities and social interaction.

Description: These rooms are equipped with furniture, games, or equipment to support leisure activities, relaxation, and group events. They are typically found in long-term care facilities, rehabilitation centers, or mental health facilities to enhance patient well-being.

Limitations: This classification excludes therapy rooms, waiting areas, or spaces used for clinical or medical purposes.

855 Health Care - Treatment / Examination Service

Definition: A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.

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, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility.

Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

Limitations: Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), 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 Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

857 Viewing Room

Definition:

A viewing room is a space within a healthcare facility designated for families or individuals to view deceased persons in a private and respectful setting.

Description:

These rooms are typically furnished to provide a quiet, comfortable, and dignified environment for viewing. They are often located near morgues or funeral service areas within healthcare facilities.

Limitations:

This classification excludes morgues, autopsy rooms, and spaces used for religious or ceremonial purposes outside of the viewing context.

858 Health Care - Observation Room

Definition: Spaces for monitoring and assessing patients to decide on inpatient admission or discharge.

Description: These rooms are used for short-term patient accommodation, typically less than 24 to 48 hours, allowing healthcare providers to make timely care decisions with necessary medical equipment and personnel.

Limitations: Observation rooms are not designed for long-term care. Strict documentation is necessary for proper billing, and the blurred line between inpatient and observation status can cause confusion about insurance coverage and patient understanding of their care status.

859 Health Care - Consultation Room

Definition: Spaces designated for patient consultations, discussions, and evaluations with healthcare providers.

Description: These rooms are designed to provide a private and comfortable environment where healthcare providers can interact with patients, discuss diagnoses, treatment options, and care plans. They are typically equipped with the necessary tools and technology to facilitate thorough and confidential consultations.

Limitations: Consultation rooms are not intended for procedures or long-term patient care, limiting their usage to discussions and evaluations. The primary challenge lies in ensuring that these rooms are properly utilized for consultations and not for other purposes, such as storage. Additionally, maintaining patient privacy and confidentiality is crucial, which requires adherence to strict policies and protocols.

860 Health Care - Diagnostic Service

Definition: A space 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 “animal necropsy rooms” in veterinary institutions.

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

861 Hospital Laboratory

Definition: Designated spaces for the analysis, processing, and testing of patient samples to support diagnosis and treatment.

Description: These laboratories are equipped with advanced medical instruments and staffed by trained professionals who perform a variety of tests on bodily fluids, tissues, and other specimens. The results generated are critical in forming accurate diagnoses, monitoring treatment progress, and conducting research. Laboratories are well-organized to ensure safety, accuracy, and efficiency in handling and analyzing samples.

862 X-Ray Diagnosis

Definition: X-Ray Diagnosis rooms (FICM code 862) are specialized spaces designed for performing diagnostic imaging using X-ray technology.

Description: These rooms are equipped with advanced X-ray machines and shielding to protect against radiation exposure. They allow healthcare providers to capture detailed images of the body's internal structures, aiding in the diagnosis and treatment of various medical conditions. X-ray diagnosis rooms are essential in identifying fractures, infections, tumors, and other abnormalities, providing critical insights for medical professionals.

863 X-Ray Film Storage

Definition: Designated areas specifically for the storage and archiving of X-ray films and related diagnostic images.

Description: These rooms are designed to securely store X-ray films, ensuring their protection from damage, deterioration, and unauthorized access. They are equipped with appropriate shelving, climate control, and organizational systems to maintain the quality and accessibility of stored films. These rooms play a crucial role in maintaining accurate patient records and enabling quick retrieval of historical diagnostic images for ongoing treatment and medical reference.

Limitations: X-Ray Film Storage rooms (FICM code 863) are limited to the storage and archiving of physical X-ray films and related diagnostic images. In modern healthcare facilities, digital imaging techniques have largely supplanted the need for physical film storage, making these rooms less necessary.

864 Health Care - X-Ray Treatment Room

Definition: Specialized spaces designated for administering therapeutic radiation treatments using X-ray technology.

Description: These rooms are equipped with advanced X-ray machines and safety measures to deliver precise therapeutic doses of radiation to patients. X-ray treatment rooms are used in various medical therapies, including the treatment of cancer and other conditions that require focused radiation to target diseased tissues while minimizing exposure to surrounding healthy tissues.

Limitations: Although X-ray treatment rooms are essential for delivering therapeutic radiation, they are limited in scope to specific types of treatments and cannot be used for other diagnostic purposes. For instance, imaging tests such as MRI or CT scans require different specialized rooms (like code 850).

865 Health Care - Diagnostic Service

Definition: A space 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, lockers, 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 institutions.

Limitations: Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

866 Health Care – Workroom

Definition: Specialized rooms in healthcare settings where various clinical tasks, administrative duties, and support functions are performed.

Description: These rooms are designed to facilitate a range of activities, including preparing medications, completing medical records, and other necessary tasks that support patient care. Workrooms are typically equipped with the necessary tools and equipment to ensure the efficient and effective performance of these activities, contributing to the overall operation of healthcare facilities.

Limitations: Workrooms are limited to behind-the-scenes functions and are not suitable for direct patient care. Other room types should be used when direct patient interaction is necessary.

867 Pharmacy

Definition: Pharmacies (FICM code 867) are specialized areas within healthcare facilities focused on the preparation, storage, and dispensing of medications to patients and healthcare providers.

Description: These rooms serve as the central hub for managing pharmaceutical care, ensuring that patients receive the correct medications in the proper dosages. They are staffed by trained pharmacists and pharmacy technicians who oversee medication safety, provide pharmaceutical consultations, and implement various quality control measures. Pharmacies are equipped with advanced storage systems to maintain proper medication conditions and are essential in supporting medical treatments and patient care.

Limitations: Pharmacies are limited to the preparation and dispensing of medications and do not accommodate activities like direct patient treatment or long-term care. When patients require medication administration, separate treatment or inpatient areas are used.

868 *Satellite Pharmacy*

Definition: Smaller, decentralized pharmacy units located within different departments or areas of a healthcare facility to serve specific patient care areas more efficiently.

Description: Satellite pharmacies are designed to provide quick access to medications, reduce wait times, and support the needs of various clinical areas such as emergency departments, intensive care units, and surgical suites. They operate under the supervision of a central pharmacy and are staffed by pharmacists and pharmacy technicians who ensure that medications are prepared, stored, and dispensed according to the same standards as the main pharmacy.

869 *Pharmacy Supplies*

Definition: Areas within healthcare facilities for the storage and management of pharmaceutical supplies and materials necessary for medication preparation and dispensing.

Description: These rooms are used to store various pharmaceutical supplies, including packaging materials, medication containers, labeling equipment, and other essential items required for the safe and effective operation of a pharmacy. Proper organization and inventory management are key functions within these rooms to ensure that supplies are readily available and that medications are prepared and dispensed without delays.

870 *Health Care - Central Supplies*

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

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 that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited-scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

871 *Health Care - Miscellaneous Storage*

Definition: Dedicated spaces for storing various healthcare-related items that do not belong to a specific category of medical or pharmaceutical supplies.

Description: These rooms are designed to hold a wide range of items, including medical equipment, maintenance supplies, administrative materials, and other miscellaneous goods necessary for the daily operations of a healthcare facility.

Limitations: Miscellaneous storage rooms are not intended for the storage of sensitive medical supplies, medications, or any items requiring specialized storage conditions. When storage for specific items such as medications or sterile instruments is needed, other specialized storage rooms, like those for pharmacy supplies or sterile storage, should be used.

872 Sterilization Area

Definition: Specialized spaces within healthcare facilities where medical instruments and equipment are cleaned, disinfected, and sterilized to ensure they are safe for use in patient care.

Description: These areas are equipped with advanced sterilization equipment, such as autoclaves, and follow strict protocols to eliminate harmful microorganisms from medical tools. The sterilization process involves several stages, including cleaning, disinfecting, sterilizing, and packaging the instruments for future use.

Limitations: Sterilization Areas are specifically designed for the sterilization of medical instruments and cannot be used for other purposes, such as general storage or patient care.

873 Linen Supplies

Definition: Designated spaces within healthcare facilities for the storage and management of linens, including bed sheets, towels, gowns, and other fabric materials used in patient care.

Description: These rooms are organized to ensure that clean and sterile linens are readily available to healthcare providers and patients. Proper handling and storage of linens are essential to maintaining hygiene and preventing infections. Linen supplies rooms are typically equipped with shelving, carts, and systems to facilitate the efficient distribution and retrieval of linens throughout the healthcare facility.

Limitations: Linen Supplies rooms are specifically intended for the storage of linens and do not accommodate the laundering or sterilization of these items.

874 Linen Collection

Definition: Linen Collection rooms (FICM code 874) are designated areas within healthcare facilities where used linens, including bed sheets, towels, and gowns, are gathered for laundering or disposal.

Description: These rooms are strategically located to facilitate the efficient collection of soiled and contaminated linens from various patient care areas. Linen collection rooms are equipped with carts, bins, and containment systems to safely transport linens to the laundry or disposal facilities. Proper management of these rooms is crucial to maintaining hygiene and preventing the spread of infections within the healthcare facility.

875 Health Care - 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 specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define nonassignable 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.

876 *Solarium*

Definition: Designated areas within healthcare facilities designed to provide patients with exposure to natural sunlight in a comfortable environment.

Description: These rooms are typically equipped with large windows or glass walls to allow ample sunlight to enter. They may also include seating, plants, and scenic views to create a pleasant and therapeutic atmosphere. Solariums are often used to enhance patient recovery by offering a serene space for relaxation, socialization, and natural light exposure. These rooms can be found in various parts of a healthcare facility, such as rehabilitation centers, nursing homes, and hospitals.

877 *Health Care - Patient Reception*

Definition: Areas in healthcare facilities where patients are welcomed and registered before receiving care.

Description: These reception areas are typically located at the entrance of clinics, hospitals, and other medical facilities. They are equipped with seating, reception desks, and necessary equipment to handle patient admissions, appointment scheduling, and initial inquiries. Reception staff assist patients with paperwork, provide information, and ensure they are directed to the appropriate departments for their medical care.

878 *Health Care - Education Room*

Definition: Spaces within healthcare facilities used for educational and training purposes for both patients and healthcare professionals.

Description: These rooms are equipped with resources such as audiovisual equipment, seating arrangements, and educational materials to facilitate learning and instruction. They are used to conduct workshops, training sessions, patient education programs, and other instructional activities.

Limitations: Education rooms are not intended for scheduled academic courses, clinical care, diagnosis, or treatment.

880 *Veterinary Medicine Animal Quarters*

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

Description: Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

Limitations: Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

883 *Veterinary Medicine Nurse Station*

Definition: Areas in veterinary facilities where nursing staff coordinate and manage the care of animal patients.

Description: These stations serve as central hubs for veterinary nurses to perform a variety of tasks, including monitoring patient vital signs, administering medications, and coordinating with veterinarians and other healthcare professionals. They are equipped with workstations, medical supplies, and communication tools to ensure efficient and effective patient care.

Limitations: Veterinary Medicine Nurse Stations are not intended for direct animal treatment or surgical procedures.

884 Veterinary Medicine Surgery

Definition: Veterinary Medicine Surgery rooms (FICM code 884) are specialized areas within veterinary facilities designed for performing surgical procedures on animal patients.

Description: These rooms are equipped with advanced surgical equipment, anesthesia machines, and sterilization tools specifically tailored for veterinary use. They provide a sterile environment where veterinarians can conduct various surgical interventions, from routine spay and neuter procedures to complex orthopedic or soft tissue surgeries. Veterinary surgery rooms play a critical role in ensuring the safety and effectiveness of surgical treatments for animals.

885 Veterinary Medicine Animal Quarters Service

Definition: A room serving a Veterinary Ward as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Room Type Codes 285 to 289).

888 Veterinary Medicine Nurse Station Service

Definition: Support areas within veterinary facilities dedicated to providing comprehensive services for veterinary nurses and their tasks.

Description: These rooms are equipped with various resources and tools that support the daily duties of veterinary nurses, including medication preparation, record keeping, and coordination with other healthcare professionals. They serve as the operational hub for nursing activities, ensuring that nurses have access to the supplies and equipment necessary to deliver effective patient care.

889 Veterinary Medicine Surgery Service

Definition: Support areas within veterinary facilities dedicated to supporting surgical procedures and operations.

Description: These rooms are equipped with various surgical supplies, instruments, and equipment necessary to prepare for and assist during animal surgeries. They serve as the operational hub for organizing and sterilizing surgical tools, preparing anesthesia, and ensuring that all surgical materials are readily available.

890 Staff On-Call Facility

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

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on call to specific duties within the facility.

Limitations: Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 Staff On-Call Facility Service

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

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Limitations: Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

899 Health Care - Facility Service

Definition: Spaces within healthcare facilities dedicated to supporting various non-medical functions necessary for the overall operation and maintenance of the facility.

Description: These rooms are utilized for a range of services, including housekeeping, maintenance, equipment storage, and administrative tasks directly related to Health Care. They often house cleaning supplies, maintenance tools, and other materials required to keep the facility running smoothly. Facility service rooms are essential in ensuring that the healthcare environment is clean, safe, and well-maintained for both patients and staff.

900 Residential Facilities

Types

910	Dorm - Sleep / Study NO Toilet & Bath	955	Apartment - Service
912	Dorm - Bedroom Closet	956	Apartment - Kitchen
913	Dorm - Lounge / Study Room	957	Apartment - Hallway
916	Dorm - Hallway	958	Apartment - Bathroom
917	Dorm - Living Room	959	Apartment - Storage
919	Dorm - Toilet or Bath	970	House
920	Sleep / Study WITH Toilet & Bath	971	President's Residence
925	Staff Quarters With Bath	972	Rental House
935	Sleep / Study Service	973	Visiting/Special Residence
936	Residence - Laundry	974	Other University Residence
937	Residence - Storage Room	975	House Service
950	Apartment - Whole Building	980	Hotel/Guest Room
951	Apartment - Whole Unit	981	Hotel/Guest Room Bath
952	Apartment - Bedroom	982	Hotel/Guest Room Closet
953	Apartment - Closet	985	Hotel/Guest Room Service
954	Apartment - Living Room	986	Hotel/Guest Room Lobby

General Overview

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 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.

910 Dorm - Sleep / Study NO Toilet & Bath

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

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 Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

Standards

Sleep/study without toilet/bath space requirements are determined by the following guidelines:

Double Occupancy--165 to 215 NASF

912 Dorm - Bedroom Closet

Definition: Closet in a student residential room. (Stanford, 2004)

913 Dorm - Lounge / Study Room

Definition: Non-residential room that is open to residents for relaxing or studying. Generally a quiet area. (Stanford, 2004)

916 Dorm - Hallway

Definition: Private hallway in a student resident suite shared by residents and not available to general public. (Stanford, 2004)

917 Dorm - Living Room

Definition: Private living area in a student residence. Includes living room and alcoves. (Stanford, 2004)

919 Dorm - Toilet or 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 that may consist of full or half bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Limitations: Does not include public rest rooms. Bathrooms internal to a Sleep/Study With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 Sleep / Study WITH Toilet & Bath

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

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). 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 includes 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 that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

Limitations: Study spaces 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 (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

925 Staff Quarters With Bath

Definition: A space used as living quarters for staff, including a private bathroom.

Description: Staff Quarters With Bath are residential spaces provided for staff members, typically including a bedroom, bathroom, and sometimes a small living area or kitchenette. These quarters are designed to offer comfortable and private living accommodations for staff who may need to reside on campus or be available for on-call duties. The inclusion of a private bathroom distinguishes these quarters from other types of staff accommodations.

Limitations: This category does not include general dormitory or student residence spaces (see space type 910 Sleep/Study Without Toilet or Bath and 920 Sleep/Study With Toilet or Bath). It also excludes temporary or transient accommodations such as guest rooms or hotel-like facilities (see space type 950 Guest/Visitor Quarters)

935 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 Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

Limitations: Does not include Offices (300), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), or Recreation (670) areas in any residential facility, including institutionally controlled hotels or motels.

936 Residence – Laundry

Definition: Laundry support room for washing, drying and ironing clothes for all residence building types. (Stanford, 2004)

937 Residence - Storage Room

Definition: Storage support room for all residence building types. (Stanford, 2004)

950 Apartment - Whole Building

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 rest room 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 not be in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

Limitations: Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) and Sleep/Study with Toilet or Bath (920).

951 Apartment - Whole Unit

Definition: A complete living unit, with private cooking facilities, that is not a separate structure. (NCES, 1992)

Description: This is the basic module or group of rooms designed as a complete house-keeping 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 not be in a residential building. A duplex unit should be classified as an APARTMENT (Room Type Code 950) because it is not a separate, freestanding structure. (NCES, 1992)

952 Apartment – Bedroom

Definition: Sleeping room in an apartment. (Stanford, 2004)

953 Apartment – Closet

Definition: Closet in an apartment. (Stanford, 2004)

954 Apartment - Living Room

Definition: Living space in an apartment. Includes living room, attached dining L's, and alcoves. (Stanford, 2004)

955 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 (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) or Sleep/Study with Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

956 Apartment – Kitchen

Definition: Kitchen in an apartment. (Stanford, 2004)

957 Apartment – Hallway

Definition: Hallway in an apartment. (Stanford, 2004)

958 Apartment – Bathroom

Definition: Bathroom in an apartment. (Stanford, 2004)

959 Apartment – Storage

Definition: Storage room in an apartment. (Stanford, 2004)

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

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. Should include fraternity and sorority houses only if owned by the institution.

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-950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

971 President's House

Definition: A residential space used as the official residence for the president of the institution.

Description: The President's House is a residential facility provided for the president of the institution. This space typically includes living quarters, such as bedrooms, bathrooms, a kitchen, and living areas. It may also include spaces for official functions, such as meeting rooms, dining rooms, and reception areas. The President's House serves both as a private residence and a venue for hosting institutional events and guests.

Limitations: This category does not include general residential facilities for other staff or students (see space types 910 Sleep/Study Without Toilet or Bath and 920 Sleep/Study With Toilet or Bath). It also excludes spaces used solely for administrative purposes (see space type 300 Office Facilities)

972 Rental House

Definition: A residential space used as a rental property for staff, faculty, or other institutional purposes.

Description: Rental Houses are residential properties owned by the institution and rented out to staff, faculty, or other individuals associated with the institution. These houses typically include living quarters such as bedrooms, bathrooms, a kitchen, and living areas. They may also have outdoor spaces such as yards or gardens. The primary function of these spaces is to provide housing accommodations for individuals affiliated with the institution.

Limitations: This category does not include general dormitory or student residence spaces (see space type 910 Sleep/Study Without Toilet or Bath and 920 Sleep/Study With Toilet or Bath). It also excludes temporary or transient accommodations such as guest rooms or hotel-like facilities (see space type 950 Guest/Visitor Quarters)

973 Visiting/Special Residence

Definition: A residential space used to accommodate visiting faculty, scholars, or special guests of the institution.

Description: Visiting/Special Residences are designed to provide comfortable and temporary living accommodations for individuals who are visiting the institution for academic, research, or special events. These spaces typically include bedrooms, bathrooms, and living areas, and may also have kitchen facilities. The primary function of these residences is to offer a welcoming and convenient place for guests to stay during their visit.

Limitations: This category does not include general dormitory or student residence spaces (see space type 910 Sleep/Study Without Toilet or Bath and 920 Sleep/Study With Toilet or Bath). It also excludes permanent staff housing (see space type 925 Staff Quarters With Bath) and transient accommodations such as guest rooms or hotel-like facilities (see space type 950 Guest/Visitor Quarters)

974 Other University Residence

Definition: A residential space used for housing purposes that do not fall under other specific residential categories.

Description: Other University Residences are designed to provide living accommodations for individuals associated with the institution, such as faculty, staff, or students, in situations that do not fit into other predefined residential categories.

975 House Service

Definition: A separate structure that complements a house, e.g., garage, shed or bam. (Stanford, 2004)

980 Hotel/Guest Room

Definition: A room used as a hotel or guest room.

981 Hotel/Guest Room Bath

Definition: A room used as a hotel or guest room bath.

982 Hotel/Guest Room Closet

Definition: A room used as a hotel or guest room closet.

985 Hotel/Guest Room Service

Definition: A room used as support to a hotel or guest room.

Description: Hotel/Guest Room Service spaces include areas such as housekeeping rooms, linen storage, maintenance rooms, and other support spaces that are essential for the operation and maintenance of hotel or guest rooms. These spaces ensure that guest accommodations are well-maintained and equipped with necessary supplies and services.

986 Hotel/Guest Room Lobby

Definition: A room used as a hotel or guest room lobby.

000 Unclassified Facilities

Types

040 Vacant - Assigned

050 Inactive Area

051 Available Unassigned
060 Alteration or Conversion Area
070 Unfinished Area

080 Clear Story (open to below)
090 Leased to Others
099 Unknown / No Data

General Overview

Unclassified Facilities are either inactive, unassigned, undergoing alterations, renovations, or conversions, or are in an unfinished state. These spaces are not currently in use for any specific purpose and are awaiting further development or assignment.

040 Vacant – Assigned

Definition: spaces that are assigned to a specific department or function but are currently unoccupied and not in use.

Description: These spaces are designated for future use by a particular department or function. They may be temporarily vacant due to transitions, such as departmental moves, renovations, or waiting for new occupants. The space is maintained and ready for use but is not actively utilized.

Limitations: Although these spaces are assigned and maintained, they are not available for general use or temporary reassignment, may still incur maintenance costs, and prolonged vacancy can lead to underutilization of resources, requiring strategic planning to optimize space usage.

050 Inactive Area

Definition: Offline spaces not assigned or available. This is generally a long-term status due to economic, health or safety concerns.

Limitations: Does not include rooms that are being modified or are not completed at the time of the inventory updated are classified alteration or conversion area (See Room Type Code 060). Also does not include storage areas.

051 Available Unassigned

Definition: A room or space that is available to be used or assigned to a department or unit.

Description: Includes all rooms that are vacant or have been vacated and are unassigned and which are physically available. (NU 2018)

060 Alteration or Conversion Area

Definition: Any room or space that is currently unoccupiable or temporarily unusable because it is being remodeled, repaired, altered, or rehabilitated.

Description: A room or area that is not habitable such as, unfinished future space shell space or an assignable area withdrawn from use in order that remodeling, repairs or alterations can be performed. (NU 2018)

Limitations: Unfinished space being used for any assignable purpose, e.g., storage, it is to be classified according to that usage.

070 Unfinished Area

Definition: includes all potentially assignable areas in new buildings, shell spaces, or additions to existing buildings that are not completely finished at the time of the inventory.

Description: These spaces are in a state of construction or renovation and are not yet ready for occupancy or use. They may include areas in new buildings that are still under construction, shell spaces awaiting interior finishing, or additions to existing buildings that are not yet completed.

080 Clear Story (open to below)

Definition: Clear story space refers to areas within a building that are open to the floor below, often featuring large windows or openings that allow natural light to penetrate deeper into the building.

Description: These spaces are typically found in atriums, lobbies, or other multi-story areas where the ceiling of one floor is open to the floor below. They are designed to enhance the aesthetic appeal and natural lighting of the building, creating a more open and inviting atmosphere.

090 Leased to Others

Definition: Assignable rooms or space owned by the university but leased to other non-university entities.

099 Unknown / No Data

Definition: Significant enclosed or covered structure or area outside of the building envelope, such as covered decks, porches, or arcades e.g., covered walkways) and carports. (NU 2018)

WWW Circulation Area

Types

020A	Public Corridor	025	Ramp
020B	Non-Public Corridor	026	Receiving / Loading Dock
021	Lobby	027A	Tunnel
022A	Stairway	027B	Skywalk
022B	Escalator	028	Exterior Space - Covered
023	Elevators	029	Commons Area
024	Vestibule		

General Overview

Circulation area encompasses all areas within a building that facilitate movement and access, such as hallways, corridors, stairways, and elevators. These spaces are essential for the efficient flow of people and goods throughout the building, ensuring accessibility and connectivity between different areas. While circulation areas are non-assignable and do not directly contribute to the primary functions of the building, they are crucial for safety, navigation, and overall usability.

020A Public Corridor

Definition: a covered passageway or ramped area available to the general public, whether walled or not, that facilitates the movement of people or things from one location to another.

Description: Public corridors are essential for providing access and connectivity within a building. They are typically found in areas such as hallways, lobbies, and other passageways that are open to the public.

Limitations: Public corridors are not intended for occupancy or specific functional use beyond circulation. Does not include STAIRS (Room Type Code 022A), ELEVATORS (Room Type Code 023), VESTIBULE (Room Type Code 024), RAMP (Room Type Code 025), or RECEIVING/LOADING (Room Type Code 026).

020B Non-Public Corridor

Definition: a covered passageway or ramped area that is restricted to specific personnel and not accessible to the public.

Description: Non-public corridors provide access and connectivity within restricted areas of a building. These spaces are typically found in areas such as staff-only hallways, service corridors, and other passageways that are not open to the public.

021 Lobby

Definition: an area that serve as an entrance or reception space, often located at major entry points and designed to welcome and direct visitors.

Description: Lobbies are typically spacious and may include seating, information desks, and decorative elements. They provide a transitional space between the exterior and interior circulation space of the building. Elevator lobbies are part of this category.

Limitations: Lobbies are not intended for specific functional use beyond serving as a reception and waiting area. They may require regular maintenance to ensure cleanliness and appeal, and their design can impact the overall layout and space utilization within the building.

022A Stairway

Definition: covered internal or external spaces dedicated to providing non-mechanically assisted passage from one floor level to another.

Description: Stairways are vertical circulation within a building, allowing people to move between different floors. These spaces can be found in various locations, including main stairwells, emergency exits, and service areas.

022B Escalator

Definition: A moving passageway that carries passengers from one floor level to another, or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.

Limitations: The escalator equipment itself is considered as fixed equipment and may be inventoried as a fixed asset. The overall dimensions of that equipment may be smaller than the floor area penetration inventoried for space inventory.

023 Elevators

Definition: Mechanical conveyance of people and/or freight from one level to another. (Cornell, 2000)

Description: Includes passenger and freight elevators, lifts, booklifts, and dumbwaiters.

024 Vestibule

Definition: A small area or room between doors leading into a building or into a room within a building. (Western Oregon, 2004)

Description: Includes such areas as the enclosed entrance to a building which consists of two sets of doors or an area which serves as an entrance to another area, such as an auditorium.

025 Ramp

Definition: An inclined passageway or sloped corridor (usually no greater than 1:12) for use by individuals in wheelchairs or for delivery of materials. (Western Oregon, 2004)

Description: Includes those spaces that are part of a building's internal circulation plan or are required by handicapped accessibility standards to provide barrier-free access to a space.

026 Receiving / Loading Dock

Definition: The areas of a building required for the loading and unloading of materials, supplies, and books and the transit of materials and supplies into or out of a building. (OSU, 2001; Western Oregon, 2004)

Description: Includes areas, such as loading docks or receiving areas. Any part of a loading dock that is not covered is excluded from both the receiving area and the gross building area.

027A Tunnel

Definition: A covered and walled connecting passageway for people to pass under the ground to gain access to another facility.

Limitations: Ground-level covered passageways, walled or not, are coded as Public Corridors (020A). Any portion of the floor area of covered and walled tunnels used exclusively for housing utility services such as gas, steam, or water lines, should not be included in a space inventory as they are considered infrastructure.

027B Skywalk

Definition: A covered and walled connecting passageway for people to pass over the ground to gain access to two or more buildings.

028 Exterior Space – Covered

Definition: exterior areas that are covered by a roof or other overhead structure but are not fully enclosed by walls.

Description: Covered exterior spaces include areas such as porches, covered walkways, and canopies. These spaces provide shelter from the elements while still allowing for outdoor exposure.

029 Commons Area

Definition: A room used for rest and relaxation which is not restricted to a specific group of people, unit, or area, and which may be used for informal discussions and gatherings.

Description: A commons or lounge facility is typically equipped with upholstered furniture draperies, or carpeting, and may include vending machines. A commons area differs from an (Office - Lounge/Lunch Room type 330) (Office – Pantry/Kitchenette type 329) or (Office – Conference Room type 350) by virtue of its public availability and informal function. If a room is open for use by people visiting or passing through a building or area, it is coded as Commons. Such a room may have vending machines if the primary use of the room is rest, relaxation, or informal socializing and not for eating. Does not include living rooms in residential halls. (UC Riverside, 2003)

XXX Building Service Area

Types

010	Custodial Area
011	Custodial Storage
012	Custodial Locker Room
013	Utility Room
014	Building Storage
015A	Women's Restroom

015B	Men's Restroom
015C	Single Stall Restroom
015D	Private Restroom
016	Trash / Recycle Room
017	Nursing / Lactation Room

General Overview

Non-assignable spaces used to support a building's cleaning and public hygiene functions.

010 Custodial Area

Definition: Rooms or areas used for building protection, care, servicing, maintenance and operation functions of a facility. (Cornell, 2000) (Western Oregon, 2004)

Description: Includes janitor closets, janitor rooms, janitor toilets, rooms, maintenance supply and storage closets, building storage areas, etc.

011 Custodial Storage

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

Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855).

012 Custodial Locker Room

Definition: A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials. (Michigan, 2024)

Limitations: Similar areas in health care facilities should be coded as Treatment/Examination Clinic Service (855). (Michigan, 2024)

013 Utility Room

- **Definition:** A space housing multiple utilities such as fire supply systems, mechanical and electrical systems, and other essential building infrastructure.
- **Description:** Typically contains equipment for utilities like water, gas, HVAC systems, and fire suppression systems.
- **Limitations:** Distinct from mechanical areas (030) and electrical equipment areas (035).

014 Building Storage

- **Definition:** A space designated for storing materials, supplies, and equipment related to the building's operation, maintenance, or use.
- **Description:** Used for storing non-hazardous items like maintenance tools, and seasonal equipment,
- **Limitations:** Not intended for hazardous materials (760) or custodial storage (011) and should not be confused with central storage (730) or general storage (733).

015A Women's Restroom

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

Limitations: Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Private Restroom (015D).

015B Men's Restroom

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

Limitations: Similar areas that by nature of their location or their door locks are reserved for certain staff within the building should be coded as Private Restroom (015D).

015C Single Stall Restroom

Definition: A restroom with one toilet and one sink, such as a family restroom, made available for public use.

Limitations: Does not include public restrooms assigned as either Women's (015A) or Men's (015B) Restrooms.

015D Private Restroom

Definition: A restroom with one toilet and one sink area within another non-public space such as 300 – Office Facilities or 500 Special Use Facilities.

016 Trash/Recycle Room

Definition: A space for the temporary storage of nonhazardous waste or recycling awaiting disposal or removal.

Limitations: Rooms or spaces that house hazardous waste should be coded as either Hazardous Waste Storage (770) or Hazardous Waste Services (775).

017 Nursing/Lactation Room

Definition: A dedicated space for nursing mothers to comply with requirements of the Fair Labor Standards Act, Break Time for Nursing Mothers Provision.

Limitations: In buildings without dedicated space, a temporary space may be classified as shared.

YYY Mechanical Area

Types

030	Mechanical Area	033	Central Utility Plant Facility
031	Mechanical Duct / Chase or Shaft Area	035	Electrical Equipment Area
032	Interior Incinerator		

General Overview

Non-assignable spaces of a building designed to house mechanical equipment, utility services, and shaft areas

030 Mechanical Area

Definition: The housing of building dedicated utilities such as air conditioning, ventilating, telecommunications, elevator equipment, or plumbing. (Cornell, 2000)

Limitations: Does not include central utility plant facilities (033) or incinerator rooms (032).

031 Mechanical Duct Chase or Shaft Area

Definition: Includes accessible or inaccessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

Limitations: Shafts that house elevator cabs are to be coded as Elevator (023).

032 Interior Incinerator

Description: A mechanical space equipped for the safe and controlled incineration of waste materials. It houses specialized equipment designed to handle and dispose of hazardous or non-recyclable materials through high-temperature combustion.

Limitations: Does not include Hazardous Materials storage (760), Hazardous Materials Service (765), or Hazardous Materials Area Shop (770).

033 Central Utility Plant Facility

Definition: A building or portion of a building designed to house central heating plants and other central utility functions (chillers, boilers, electrical generators, etc.) housed in buildings or rooms that are a part of the central utility system of the institution. (Western Oregon, 2004)

Description: Does not include mechanical/electrical areas which service individual buildings and/or rooms and which are not part of the central (campus wide) utility system. (See also MECHANICAL AREA, Room Type Code 030 and MECHANICAL DUCT CHASE OR SHAFT AREA, Room Type Code 031.)

Standards

Physical plant support space requirements are determined by the following guidelines:

Building Maintenance:

0.75 percent NASF of campus area served by the Physical Plant

Grounds:

50 NASF per campus acre served by the Grounds Department.

035 Electrical Equipment Area

Definition: A dedicated space housing electrical panels, transformers, switchgear, and other equipment essential for distributing and managing electrical power throughout a facility.

Limitations: Does not include Category 500, media equipment, or Category 700, telecom or IT equipment.

ZZZ Structural Area

Types

040 Structural Area

General

The remaining area within the gross square footage of a building is structural or “construction” area, which cannot be occupied or used. (See section 3.2, Definitions of Building Areas in the FICM Manual) Institutions

may wish to include this area using the ZZZ code to have a complete inventory for all the building areas that add to the Gross Area total for a floor and for a building.

040 Structural Area

Definition: Building structure, columns, walls (e.g. wall thickness), supports, and interior partitions. Typically, this space is coded when a new building comes on-line. (Stanford, 2004).

The sum of all areas on all floors of a building that cannot be occupied or used because of structural building features. This area is the algebraic difference between Gross Area and Net Usable Area. Examples of building features normally classified as structural areas include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas

Limitations: This area is not measurable but can be calculated by the formula provided in the framework shown in [FICM Figure 3-1](#). $\text{Structural Area} = \text{Gross Area} - \text{Usable Area}$

Section 4: Standards Chart & Other Campus Specific Standards

Select Standards	NU Standard	UNK	UNL	UNMC	UNO
Federal Grants: National Science Foundation Survey					UNO National Science Foundation Survey Folder
State Statute Coordinating Commission for Postsecondary Education	§ 85-1423 : CCPE information systems, facilities utilization and inventory				
State Statute Coordinating Commission for Postsecondary Education	§ 85-1423 : CCPE information systems, facilities utilization and inventory				
State Statute: Facilities Management Information Report	§ 72-813: Buildings and land § 81-1108.15: Building utilization Building Add-Remove-Change Log Current FMIR Post		IANR-Map of Land Resources		
Regent's Policy: space requirements and utilization, surveys	RP-6.3.6 Planning : utilization and Program requirements RP-Land				Survey Instructions , Survey Contacts , Assignment Resource
Space Planning Policy	Maintaining Accurate Building Drawings : 90 days update				UNO Plan Update Log , FMP Log
Campus Space Committee			Link		Link
Space Request	Utilization Report Folder		Space Request Form		Request Page , Reporting , Log
Campus Maps	Link to all campus maps		UNL GIS		UNO GIS
Drafting	CAD Standards , Template , BIM			BIM Standard	
Signage	Space & Door Numbering Standards Link to all campus wayfinding standards , Request form , Signage , Directories See Section 2		Request form UNL Signage , ARC		2021 Signage Bid Pkg 2015 Pkg
Plan request form	ITS Medium Risk policy		Plan Request Form		Request from head of UNO FMP
Room Size	Section 2: Space Standards				Room Standard-UNO
Room Layout	Requesting final version from Altus, Draft Design Standard Appendix Y1				
Reflection-Meditation Space	In process				

Select Standards	NU Standard	UNK	UNL	UNMC	UNO
Lactation Space		Lactation Rooms	Lactation Rooms	Rooms, Policy	Lactation Rooms
Moving	See Section 2				Coordination request, Surplus, ITS, Access, Work

Appendix A Space Classification Reference Guide

Assignable Area

100 Classroom Facilities

111	Classroom - General
112	Classroom - Lecture Hall
113	Classroom - Indoor Amphitheater / Auditorium
114	Classroom - Multipurpose
115	Classroom - Service
120	Classroom - Seminar
140	Classroom - Dist Ed / Interactive
160	Classroom - Computer
170	Classroom - Collaborative

200 Class Laboratory Facilities

212	Laboratory - Class
213	Laboratory - Computer (non-scheduled)
214	Laboratory - Studio
215	Laboratory - Service
220	Laboratory - Open (non-scheduled)
231	Laboratory - Music Practice (non-scheduled)
240	Laboratory - Special Nonclass
245	Special Nonclass Lab Svs

250 Research Laboratory Facilities

250	Research - Dry Laboratory (Non-Class)
251	Research - Wet Laboratory (Non-Class)
253	Research - Pilot Plant
254	Research - Flex Laboratory
255	Research - Service
257	Research - Imaging
258	Research - Shared Freezer/Equipment
259	Research - Interaction Space
260	Research - Shop
261	Research - Equipment
262	Research - Instrument Room
263	Research - Tissue Culture Room
264	Research - Cold / Freezer Room
265	Research - Warm Room
266	Research - Constant Temperature Room
267	Research - Autoclave room
268	Research - Glass Wash/Storage Room
271	Research - Chemical Storage
274	Research - Bio-containment Laboratory
275	Research - Clean Room
276	Research - Dark Room
277	Research - Air Lock
290	Research - Other

300 Office Facilities

310	Office - Prof and Admin
311	Office - Staff
312	Office - Faculty
313	Office - Adjunct Faculty
314	Office - Graduate / Post Doc Students
315	Office - Service
317	Office - Research / Non-Faculty
318	Office - Emeritus Faculty
320	Office - Other
321	Office - Waiting / Reception
325	Office - Student / Organization

329	Office - Pantry / Kitchenette
330	Office - Lounge / Lunch Room
331	Office - File Room
332	Office - Work Room
333	Office - Mail Room
334	Office - Vault
340	Office - Department / Suite Circulation
350	Office - Conference Room
351	Office - Conference Room Service
358	Office - Library / Reference Room
360	Office - Collaborative Work Space

400 Library/Testing/Study

410	Library - Study / Collaborative Area
415	Library / Testing / Study room Service
416	Training / Tutorial Room
417	Library - Resource Room
418	Library Circulation or Reference
420	Library - Stack
425	Archives
426	Library / Testing / Study - Storage
430	Library - Open Stack, Study Area
440	Library - Processing Room
450	Academic Assistance
451	Academic Testing
460	Interview Room
470	Departmental Library

500 Special Use Facilities

510	Military - Training
515	Military - Training Service
520	Recreation - Health or Physical Education
521	Athletics - Intercollegiate Sports
523	Spectator Seating
524	Fitness Area
525	Recreation - Service
526	Athletics - Intercollegiate Sports Service
527	Ice Rink
528	Swimming Pool
529	Athletics - Locker Room or Shower Area
530	Media - Multi Media Production
531	Media - Television Studio
532	Media - Radio Station
533	Media - Newspaper or Publications
535	Media - Service
540	Clinic - (Non-Health care)
541	Clinic - Observation Room (Non-Health care)
545	Clinic - Service (Non-Health care)
546	Clinic - Interview Room (Non-Health care)
550	Demonstration
555	Demonstration Service
560	AG - Field or Farm Building
570	AG - Animal Quarters
575	AG - Animal Service
580	AG - Greenhouse or Head house
581	AG - Animal Prep/Surgery or Recovery
583	AG - Animal Research
584	AG - Animal Research Service
585	AG - Greenhouse or Head House Service
590	Special Use - Other (All Purpose)

600 General Use Facilities

610	Public Performance / Assembly
611	Auditorium
612	Multi-Purpose Room
613	Dressing Room
614	Checkroom
615	Assembly Room Service (All Types)
620	Gallery
621	Museum
622	Exhibition / Display
625	Museum / Display / Exhibit Service
630	Dining / Food Facility
634	Vending
635	Dining / Food Service
636	Kitchen
637	Dry Food Storage
638	Cold Food Storage
640	Child Care
645	Child Care Service
650	Lounge - Public
651	Lounge - Faculty
652	Lounge - Staff
653	Lounge - Student
655	Lounge - Service
660	Merchandising
661	Bookstore
665	Merchandising Service
670	Recreation - General Use
675	Recreation Service - General Use
690	General - Locker Room
691	General - Locker Room (All Gender)
695	General - Locker Room Service

700 Support Facilities

710	Computing or Networking (Central)
711A	Telecom. Room (Central)
711B	Telecom. / Audio / Video Room
712	Server Room
715	IT / Telecom. / Network Service
720	Shop
725	Shop Service
730	Storage Room - Central
733	Storage Room - General
740	Vehicle / Equipment Storage
745	Vehicle / Equipment Storage Service
750	Central Services
751	Laundry - Central
755	Central Service Support
760	Hazardous Materials
765	Hazardous Materials Service
780	Parking Garage
785	Parking Garage Service

800 Health Care Facilities

810	Patient Bedroom
812	Nursery
813	Holding Beds
814	Patient Isolation Room
815	Patient Bedroom Service
820	Patient Bath
823	Health Care - Patient Toilet

830 Health Care - Nurse Station
 832 Medication Room
 833 Utility Room
 834 Health Care - Physician Room
 835 Health Care - Nurse Station Service
 836 Record Room
 840 Health Care - Surgery
 841 Health Care - Operating Room
 842 Delivery Room
 843 Labor Room
 844 Health Care - Recovery Room
 845 Health Care - Surgery Service
 849 Health Care - Morgue
 850 Health Care - Treatment / Examination
 851 Procedure Room
 852 Health Care - Examining Room
 853 Health Care - Therapy Room
 854 Recreation Room
 855 Health Care - Treatment / Examination Service
 857 Viewing Room
 858 Health Care - Observation Room
 859 Health Care - Consultation Room
 860 Health Care - Diagnostic Service Laboratory
 861 Hospital Laboratory
 862 X-Ray Diagnosis
 863 X-Ray Film Storage
 864 Health Care - X-Ray Treatment Room
 865 Health Care - Diagnostic Service Laboratory Support
 866 Health Care - Workroom
 867 Pharmacy
 868 Satellite Pharmacy
 869 Pharmacy Supplies
 870 Health Care - Central Supplies
 871 Health Care - Miscellaneous Storage
 872 Sterilization Area
 873 Linen Supplies
 874 Linen Collection
 875 Health Care - Public Waiting
 876 Solarium
 877 Health Care - Patient Reception
 878 Health Care - Education Room
 880 Veterinary Medicine Animal Quarters
 883 Veterinary Medicine Nurse Station
 884 Veterinary Medicine Surgery
 885 Veterinary Medicine Animal Quarters Service

888 Veterinary Medicine Nurse Station Service
 889 Veterinary Medicine Surgery Service
 890 Staff On-Call Facility
 895 Staff On-Call Facility Service
 899 Health Care - Facility Service

900 Residential Facilities

910 Dorm - Sleep / Study NO Toilet & Bath
 912 Dorm - Bedroom Closet
 913 Dorm - Lounge / Study Room
 916 Dorm - Hallway
 917 Dorm - Living Room
 919 Dorm - Toilet or Bath
 920 Sleep / Study WITH Toilet & Bath
 925 Staff Quarters With Bath
 935 Sleep / Study Service
 936 Residence - Laundry
 937 Residence - Storage Room
 950 Apartment - Whole Building
 951 Apartment - Whole Unit
 952 Apartment - Bedroom
 953 Apartment - Closet
 954 Apartment - Living Room
 955 Apartment - Service
 956 Apartment - Kitchen
 957 Apartment - Hallway
 958 Apartment - Bathroom
 959 Apartment - Storage
 970 House
 971 President's Residence
 972 Rental House
 973 Visiting/Special Residence
 974 Other University Residence
 975 House Service
 980 Hotel/Guest Room
 981 Hotel/Guest Room Bath
 982 Hotel/Guest Room Closet
 985 Hotel/Guest Room Service
 986 Hotel/Guest Room Lobby

000 Unassigned or Classified

040 Vacant - Assigned
 050 Inactive Area
 051 Available Unassigned
 060 Alteration or Conversion Area
 070 Unfinished Area
 080 Clear Story (open to below)
 090 Leased to Others

099 Unknown / No Data

Non-assignable Area

WWW Circulation Area

020A Public Corridor
 020B Non-Public Corridor
 021 Lobby
 022A Stairway
 022B Escalator
 023 Elevators
 024 Vestibule
 025 Ramp
 026 Receiving / Loading Dock
 027A Tunnel
 027B Skywalk
 028 Exterior Space - Covered
 029 Commons Area

XXX Building Service Area

010 Custodial Area
 011 Custodial Storage
 012 Custodial Locker Room
 013 Utility Room
 014 Building Storage
 015A Women's Restroom
 015B Men's Restroom
 015C Single Stall Restroom
 015D Private Restroom
 016 Trash / Recycle Room
 017 Nursing / Lactation Room
 018 Emergency Management Command Room

YYY Mechanical Area

030 Mechanical Area
 031 Mechanical Duct / Chase or Shaft Area
 032 Interior Incinerator
 033 Central Utility Plant Facility
 035 Electrical Equipment Area

Structural Area

ZZZ Structural Area

040 Structural Area

Appendix B: Space Management Supported Data Fields

E - Excel File

A - MS Access

Data Field	Archibus	Insurance Renewal	FMIR	Space & Occupancy Survey	NSF Survey	Grant F&A Space Survey	CCPE - Table 5c & 6 Utilization Reporting		Primary Source/ Collaborator
Campus Designator	x	x	x		E		x		Real Estate/Project Manager/Space Mgmt
Site Code	x		x				x		Real Estate/Project Manager/Space Mgmt
Complex Code (if part of a complex)	x		x						Real Estate/Project Manager/Space Mgmt
Building Owner	x	Required	x						Real Estate
Building Name	x	Required	x				x		Real Estate/Project Manager/Division
Building Code	x	Required	x						Real Estate
Structure Type	x		x						Project Manager
Gross Square Feet	x	x	x						Collab. Project Manager/Space Mgmt/Archibus
Building Cost/Replacement Value	x	x	x						Real Estate or Project Manager (placeholder)
Acronym	x				E				Real Estate & Division Rep
Address	x	x							Real Estate

Data Field	Archibus	Insurance Renewal	FMIR	Space & Occupancy Survey	NSF Survey	Grant F&A Space Survey	CCPE - Table 5c & 6 Utilization Reporting		Primary Source/ Collaborator
Building Coordinates	x	Required							University Police GIS - Space Mgmt provides address from Real Estate
City	x	Required							Real Estate
County	x	Required							Real Estate
State	x	Required							Real Estate
Zip Code	x	x							Real Estate
Est/Act. Sub. Comp. Date and/or Year Acquired	x	x							Project Manager or Real Estate
Last Renovation Year (if applicable)	x	x							Others (Accounting)
Operational Fund Source	x								Others (Accounting)
Stories Above Ground		x							Space Mgmt Collab (1)
Stories Below Ground		x							Space Mgmt Collab (1)
Land county			x	E					Real Estate
Land acres			x	E					Real Estate
Land description			x	E					Real Estate
Outdoor Facility area			x	E					Real Estate
Outdoor Facility description			x	E					Real Estate

Data Field	Archibus	Insurance Renewal	FMIR	Space & Occupancy Survey	NSF Survey	Grant F&A Space Survey	CCPE - Table 5c & 6 Utilization Reporting		Primary Source/ Collaborator
Floor Code	x								
Room Code	x			E	E		(1)		(1) Access link to exported Archibus table
Room Area S.F.	x			E	Lookup		E (1)		(1) Access link to exported Archibus table
Room Type Code	x			E	Lookup		(1)		(1) Access link to exported Archibus table
Room Type Description	x			E	E				
Subdivision Name				E					Campus Division / Department Surveyor
Department Name	x			E	E				Campus Division / Department Surveyor
Department Code	x			E	Lookup				Campus Division / Space Mgmt
Division Code	x								Space Mgmt
Dept Room Name									Campus Division / Department Surveyor
Seat Count	x			E					Registrar / Department
Room Comment	x			E					
Position Title	*			E			E		HR, * some occupants not in HR record

Data Field	Archibus	Insurance Renewal	FMIR	Space & Occupancy Survey	NSF Survey	Grant F&A Space Survey	CCPE - Table 5c & 6 Utilization Reporting		Primary Source/ Collaborator
Occupant Name	*			E					HR, * some occupants not in HR record
Position Comment				E					
Enrollment data							A		Registrar, NuLook Data Warehouse
Lactation & Reflection Space Locations	x			E					Compliance, web page managed by others
S&E					E/A				Campus Research Rep
Prorated Share					E/A				Campus Research Rep
Space Condition					E/A				Campus Research Rep
Qualifies as Q1a-j space					E/A				Campus Research Rep
NSF Room Comment					E/A				Campus Research Rep

Appendix C: Reports & Other Deliverables

Reports and other deliverables produced and/or supported by Space Management staff

Report / Deliverable	Required By	Primary Responsibility	Supported By	Due Date or Required When	Description
Statewide Facilities Inventory: Facility Management Information Report (FMIR)	Statute 81-1108.15, 85-1423, <u>Title 281</u> Chapter 9 Section 005.3, CCPE Ch. 9 VII. A	UNOP Risk Manager, FP&CP Real Estate	FP&CP Space Management	By July 1, odd numbered years	Verify language Title 281, Ch. 9.008.01(A)
Space Management Standards	Statute 85-1423, CCPE Ch. 9 VII. B			Version 1987, Submit updates when approved	Verify language Title 281, Ch. 9.008.01(B), document reviewed semi-annually.
Facilities Utilization Reports – Table 6 Space Requirements	Statute 85-1423, CCPE Ch. 9 VII. A			By July 1, odd numbered years	Verify language Title 281, Ch. 9.008.02(A)
Facilities Utilization Reports – Table 5c Classroom, Lab & Other Utilization	CCPE Ch. 9 VII C			By July 1, odd numbered years	Verify - Statute 81-1108.15, 85-1423,
Facilities Audit Report	CCPE Ch. 9 VII D			Every 10 years, updates as requested, beginning 1999	Verify - Statute 81-1108.15, 85-1423, Title 281, Ch. 9.008.03(G)
Master Plan (Institutional Facilities Plan, space and land use)	Statute 85-1413 (9) & CCPE Ch. 1G, Ch. 9 - I.G & III, VII B, RP-6.3.6.a,			Every 10 years	
Annual Space & Occupancy Survey	Standard practice				(1)
Space Allocation Request & Response	Standard practice				(1)
Space Requirements – Needs Analysis	Standard practice				Supports Table 6 (1)
National Science Foundation Survey	Voluntary participation			By (date) of odd numbered years	

Report / Deliverable	Required By	Primary Responsibility	Supported By	Due Date or Required When	Description
Facilities & Administrative (F&A) Survey	Verify reference				
Facilities Condition Assessment	Standard practice				Supports Facilities Audit Report
Base maps and building floor plans	Standard practice				

'(1) Supports utilization reporting requirements

Appendix D: Log of Revisions

Revision Date	Description
	6/19/1985 – first original document
1/14/1987	First revision
February 2025	Second revision – major update

End of Document

**University of Nebraska
Space Management
Policies & Standards**