

Appendix G
ROOM DATA DEFINITIONS AND CODES/
STANDARD ROOM USE CATEGORIES
(COLS. 15-17)

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Appendix G: Room Data Definitions and Codes/
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ASSIGNABLE AREA (Continued)

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920 Sleep/Study with Toilet/Bath

935 Sleep/Study Service

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970 House

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* In the coding of individual rooms and thus in tabulations at the 3-digit level of detail, 910 does not include 919, and 950 does not include 955. In reports tabulated at the 2-digit level, however, 910 would include 919, and 950 would include 955, just as all other xx0 codes would then include the here-unlisted service categories coded xx5. (Note that the here-listed service categories coded 455, 895, and 935 are deliberately so coded, so that they will appear separately as additive items in reports tabulated at the 2-digit level of detail.)

** Note that an unused room which is clearly an office but not assigned to any program could be coded with any office code and with program code 8.1.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

NONASSIGNABLE AREA

Note: The following categories are included to complete the list of room use categories but are not recommended for collection purposes. Institutions collecting nonassignable area data may find them useful for plant management purposes. See Appendix D for complete definitions, descriptions, and illustrations of these categories.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Discussion

ASSIGNABLE AREAS

CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

115 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage if such rooms 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 facility service.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms *if they are used primarily for group instruction in regularly scheduled classes*. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

215 Class Laboratory Service

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

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220 Special Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

(or irregularly) scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between class laboratories and class laboratories is the irregular or informal nature of the scheduling, ^{specific} and *not* the specialization of the equipment or instruction.

Limitations: This category does not include class laboratories (210), individual study rooms (230 or 410), and research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

225 Special Class Laboratory Service

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

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject matter idea. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

235 Individual Study Laboratory Service

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

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an individual study laboratory facility, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), special class laboratories (225), or nonclass laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Nonclass Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology that require special-purpose equipment for staff and/or student experimentation or observation.

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

Limitations: This category does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special class laboratories (220), or individual study laboratories (230).

255 Nonclass Laboratory Service

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

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a nonclass laboratory, except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

OFFICE FACILITIES

305 Faculty Offices



Definition: A room used by faculty members working at a desk (or table).

Description: A Faculty Office is a room typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for faculty use.

Limitations: This category does NOT include administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, or student activities offices. This category does NOT include rooms which are equipped both as office and *research laboratory*. A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Nonclass Laboratory.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified in the Nonclass Laboratory category. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than office.

310 Faculty Office Service

Definition: A room which directly serves a Faculty Office (or group of Faculty Offices) as an extension of the activities in a Faculty Office (or group of Faculty Offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized mimeograph and printing shops.

315 Administrative Offices

Definition: A room used by staff members working at a desk (or table).

Description: An Administrative Office is a room typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for Administrative Staff use.

Limitations: This category does NOT include faculty offices, clerical offices, graduate assistant offices, teaching assistant offices, or student activities offices. (See Faculty Office Limitations, paragraph 2).

320 Administrative Office Service

Definition: A room which directly serves an Administrative Office (or group of Administrative Offices) as an extension of the activities in an Administrative Offices (or group of Administrative Offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms, mail rooms.

Limitations: This category does NOT include centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

325 Clerical Offices

Definition: A room used by clerks working at a desk (or table).

Description: A Clerical Office is typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for Clerical use.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Limitations: This category does NOT include faculty offices, administrative offices, graduate assistant offices, student activities offices, or centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities. (See Faculty Office Limitations.)

330 Clerical Offices Service

Definition: A room which directly serves a Clerical Office (or group of Clerical Offices) as an extension of the activities in a Clerical Office (or group of Clerical Offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: This category does NOT include centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

335 Graduate Student Assistant Offices

Definition: A room used by a Graduate Student Assistant working at a desk (or table).

Description: A Graduate Student Assistant Office is typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for a Graduate Student Assistant's use.

Limitations: This category does NOT include faculty offices, Administrative offices, clerical offices, teaching assistant offices, and student activities offices. (See Faculty Offices Limitations.)

340 Graduate Student Assistant Offices Service

Definition: A room which directly serves a Graduate Student Assistant Office (or group of Graduate Student Assistant Offices) as an extension of the activities in a Graduate Student Assistant Office (or offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: This category does NOT include centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

345 Teaching Assistant Offices

Definition: A room used by a Teaching Assistant working at a desk (or table); typically the student grades papers or compares clerical work for a faculty member.

Description: A Teaching Assistant Office is a room typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for a Teaching Assistant's use.

Limitations: This category does NOT include faculty offices, administrative offices, clerical offices, graduate assistant offices, or student activities offices. (See Faculty Office Limitations.)

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

350 Teaching Assistant Offices Service

Definition: A room which directly serves a Teaching Assistant Office (or Offices) as an extension of the activities in a Teaching Assistant Office (or Offices).

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: This category does NOT include centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

355 Student Activities Office

Definition: A room used by students, who are engaged in campus activities, working at a desk (or table).

Description: A Student Activities Office is a room typically equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets for student use.

Limitations: This category does NOT include faculty offices, administrative offices, clerical offices, graduate assistant offices, or teaching assistant offices. (See Faculty Office Limitations.)

360 Student Activities Offices Service

Definition: A room which directly serves a Student Activities Office (or Offices) as an extension of the activities in a Student Activities Office (or Offices).

Description: Included in this category are filing rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: This category does NOT include centralized mimeograph and printing shops. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop facilities.

365 Conference Room



Definition: A room used by nonclass groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

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Standard Room Use Categories (Continued)

370 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

STUDY FACILITIES

Note: Offices that serve library activities are coded 310. Therefore, a tabulation of all facilities dedicated to library activities may be obtained by summing all room use categories for subprogram 4.1.0000.

~~410~~ Reading/Study Room

Definition: A room used by individuals to study books or audio/visual materials.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.) Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings.

Limitations: This category does not include individual study laboratories (230) that are limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special class laboratories (220), nonclass laboratories (250), offices, sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (office services), or lounge facilities (650).

420 Stack

Definition: A room (or portion of a room) used to provide shelving for library or audio/visual materials.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does not include bookshelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities (530).

Separate tape storage rooms for language laboratories should be classified as special class laboratory services (225) or individual study laboratory services (235). Separate

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open Stack Reading Room

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included in this category are rooms generally referred to as open stack reading rooms.

Limitations: This category is not used if the area of an open stack reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a *working-purposes* category if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

440 Processing Room

Definition: A room which serves a reading/study room, stack, or open stack reading room as a supporting service to such rooms.

Description: Included in this category are areas generally used to house card catalogs, circulation desks, bookbinding, microfilm processing, and audio/visual record-playback equipment for distribution to individual study stations.

Limitations: This category does not include such library space as offices for staff (315); acquisitions work areas that are to be classified as offices; campus-wide or centralized audio/visual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special class laboratories (220), offices, or other appropriate designations.

455 Study Service

Definition: A room which directly serves reading/study rooms, stacks, open stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a *service* category for each type of room. Because such facilities are minimal in library type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

SPECIAL USE FACILITIES

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms (110), class laboratories (210), and offices in an armory facility are designated as such, even though they are located in an armory building.

515 Armory Service

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

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory service rooms (215), and office service rooms are so classified even though they are located in an armory building.

520 Athletic/Physical Education

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

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor *fields*, and fieldhouses.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to further subdivide this category. This category does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523). It does not include outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes (670) such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

523 Athletic Facilities Spectator Seating

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

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or moveable seating areas. Stadium seating by definition is structural area.

525 Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special class laboratories (220) if not scheduled.

535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service (215) or special class laboratory service (225).

540 Clinic (Nonhealth Professions)

Definition: A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated

Appendix G: Room Data Definitions and Codes/
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with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Nonhealth Professions)

Definition: A room that directly services a clinic facility as an extension of the activities in that facility.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve health care facilities (800).

550 Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.

Description: This category includes demonstration schools, laboratory schools, preschool nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as nonclass laboratories (250). Rooms that serve nursery, elementary, or secondary school students (in a laboratory school or preschool nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices, conference rooms (365), and meeting rooms (680) used by college-level staff should be so classified.

555 Demonstration Service

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

Description: Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstration facility, and as kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

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Standard Room Use Categories (Continued)

560 Field Building

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as nonclass laboratory facilities (250).

570 Animal Quarters

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, nonclass laboratories, special class laboratories, or individual study laboratories.

Limitations: Does not include areas for treatment of patient animals. See health care facilities (800).

575 Animal Quarters Service

Definition: A room that directly serves an animal care facility as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. See health care facilities (800).

580 Greenhouse

Definition: A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as greenhouses.

Limitations: Does not include greenhouses related to farm operations. (See 560.)

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

585 Greenhouse Service

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

Description: Includes rooms generally referred to as headhouses.

Limitations: Does not include greenhouses related to farm operations. (See 560.)

590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: This category should have very limited use if it is used at all.

GENERAL USE FACILITIES

610 Assembly

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

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and livestock judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

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

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are nonassignable space classified as circulation area (WWW).

620 Exhibition

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

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

625 Exhibition Service

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

Description: This category includes work rooms for the preparation of materials and displays, vaults or other storage for works of art, check rooms, etc.

Limitations: Research areas in museums are classified as nonclass laboratories (250) or non-class laboratory service (255).

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

635 Food Facilities Service

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

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A lounge area associated with a toilet is nonassignable space and classified as mechanical area (see Appendix D, Section 3.3). A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

655 Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union *desks*, and vending machine areas devoted wholly to vending machines.

Limitations: This category does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680) which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665 Merchandising Facilities Service

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

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (noninstructional) music listening rooms, and hobby rooms.

Limitations: This category does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or fieldhouses that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

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

Description: This category includes storage closets, equipment issue rooms, cashiers' desks, and similar rooms.

Limitations: This category does not include kitchens, shortorder kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525) such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

680 Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished from a conference room (365) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental nonclass activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (365). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685 Meeting Room Service

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

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms (370).

690 Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

Description: Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas. (See 525).

SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other Electronic Data Processing (EDP) equipment in a room otherwise classifiable as an office

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

(310) not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory (210), special class laboratory (220), or individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as office (310).

715 Data Processing/Computer Service

Definition: A room that directly serves a data processing computer facility as an extension of the activities in that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does not include rooms for data processing personnel. These rooms should be classified as offices (310).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops and campus-wide or centralized audio/visual preparation areas.

Limitations: This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audio/visual, radio stations, and TV studios should be so classified (535). Maintenance and repair areas of vehicles, airplanes, boats, etc., should be so classified (745). Engineering drafting rooms serving the physical plant operation are classified as offices. Blueprint storage rooms are classified as office service.

725 Shop Service

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

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar nonpublic areas that serve the shop facility should be included.

Limitations: This category does not include service areas related to class laboratories (215) or nonclass laboratories (255). It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility service (745). Blueprint storage rooms should be classified as office service.

Appendix G: Room Data Definitions and Costs/
Standard Room Use Categories (Continued)

730 Storage

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a storage facility is limited by definition to a central storage facility (warehouse) and inactive department storage. Storage related to other types of space follow the classification of that type of space with a *service* designation. For example, a storage closet for office supplies is classified as office service. The distinction between the *service* and *storage* classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate *service* category.

735 Storage Service

Definition: A room that directly serves a storage facility.

740 Vehicle Storage Facility

Definition: A room or structure that is used to house and/or store vehicles.

Description: This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field building facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

745 Vehicle Storage Facility Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities (720).

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Limitations: Offices located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service (635).

760 Central Laundry

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

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

HEALTH CARE FACILITIES

Note: This category includes the room uses listed below that are located in student health facilities and in health professions clinics and in hospitals. The codes and definitions in this series (800) are designed to describe health care facilities for humans as well as animals requiring health care. This category does *not* include nonmedical clinic facilities. Note also that offices that serve in health care activities are classified as offices. Therefore, a tabulation of all facilities dedicated to student health care may be obtained by summing all room use categories for *program* subcategories 5.5.7320.

810 Patient Bedroom

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

Description: This category includes general nursing care, acute care, semiconvalescent/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 are included. Stalls for animal patients are also included.

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A room or area used by nurses who are supervising and/or administering health care facilities.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications area, etc.

Limitations: Rooms that can be identified as offices should be classified in the 300 series.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

850 Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.

860 Service Laboratory

Definition: A room used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., such as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

870 Supplies

Definition: A room used to store supplies for health care facilities.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

880 Public Waiting

Definition: A room used by the public to await admission, treatment, or information.

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

895 Health Care Service

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

Limitations: Nonassignable areas are explicitly excluded from this category. Excludes mechanical and equipment areas.

RESIDENTIAL FACILITIES

Note: Offices that serve residential activities are coded 310. Likewise, food facilities that serve student and faculty housing activities are coded 630 and 635. Therefore, a tabulation of all facilities dedicated to student and faculty housing may be obtained by summing all room use categories for program subcategories 5.5.7330 and 6.6.7330, respectively.

910 Sleep/Study Without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category 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/study, and includes connected closets.

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 reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food service (635).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public.

Description: This category includes *common* or *shared* bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations, used by the residents, and accessible from a corridor or other general circulation area.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Limitations: This category does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: This category includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

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 reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food facilities service (435).

935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: This category does not include food facilities (see 630 and 635), central laundry (see 760), or central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670, 675), or nonassignable building service areas.

950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., 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 accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

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.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., 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. This category includes houses provided for faculty, staff, or students.

UNCLASSIFIED FACILITIES*

050 Inactive Area

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

Limitations: Rooms that are being modified or are not completed at the time of the inventory are so classified (060 or 070).

060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Limitations: Rooms that are inactive or are not completed at the time of the inventory are classified 050 or 070, respectively.

070 Unfinished Area

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

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

*Note that an unused room which is clearly an office but not assigned to any program code could be coded as an office with program code 8.1.

Appendix G: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

NONASSIGNABLE AREA

Note: The following categories are included for purposes of completing the list of room use categories, but are not recommended for collection purposes. Institutions collecting nonassignable area data may find them useful for plant management purposes. See Appendix D for complete definitions, descriptions, and illustrations of these categories.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA