

Room Use Codes and Definitions

The following room use categories and definitions can be found in the Postsecondary Education Facilities Inventory and Classification Manual of the National Center for Education Statistics. In addition to the categories and definitions contained in this material, more detailed explanations and descriptions of each space type can be found in Chapter 5 of the manual. To view the manual, go to the following website:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006160>

There are additional space type categories that have been created to meet the specific needs of the three UA campuses.

Recharge Space: By default, rooms populated in WebSpace do NOT have RCHG room types assigned. Department Coordinators MUST change the room type on any Recharge room to 'RCHG' in the WebSpace software. See Handout #1 for details.

000 - Recharge Space

RCHG	RECHARGE	Recharge Space Definition: A room used for recharge activity. Recharge Centers are defined in the Statewide Accounting and Administrative Manual No. B-01 as centers that charge other departments, activities or projects for goods or services. Recharge activity is tracked in fund 17s with organization codes that default to program codes ending in "Y."
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100 – Classroom Facilities

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

110A	CLASS	Classroom <i>Definition:</i> A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room or the configuration of the room.
110B	LECT	Lecture hall
110C	SEM	Seminar room
115A	CLSV	Classroom service <i>Definition:</i> A room that directly serves one or more classrooms as an extension of the activities in that room.
115B	LECSV	Lecture service

200 - Laboratory Facilities

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open, and research/non-class laboratory. A class laboratory is used for *scheduled* instruction. An open laboratory supports instruction but is not formally scheduled. A research/non-class laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge. Institutions may wish to further distinguish various types of class, open, and research laboratories through the use of extension or special codes.

210A	ARTST	Art Studio
210B	CLSLB	Classroom laboratory <i>Definition:</i> A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.
210C	CMP-C	Computer lab – class
210D	DARK	Darkroom
210E	DRAFT	Drafting Room
215A	CLLSV	Classroom laboratory service <i>Definition:</i> A room that directly serves one or more class laboratories as an extension of the activities in those rooms.
215B	CMPSV-C	Computer lab service – class
220A	OPLAB	Open laboratory <i>Definition:</i> A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
220B	CMP-O	Computer lab - open
220C	MUSPR	Music practice
225A	OPLSV	Open laboratory service <i>Definition:</i> A room that directly serves one or more open laboratories as an extension of the activities in those rooms.
225B	CMPSV-O	Computer lab service - open
250A	ANRLB	Animal research lab <i>Example:</i> Animal diagnostic laboratories.
250B	CMP-R	Computer lab – research

250C	RSLAB	Research/non-class laboratory <i>Definition:</i> A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.
250D	RSLBOF	Research laboratory-office
255A	RSLBSV	Research/non-class laboratory service
255B	RSSTG	Research storage
255C	RSVSH	Research Service Shop
255D	CMPSV-R	Research computer lab service <i>Definition:</i> A room that directly serves one or more research computer labs as an extension of activities in those rooms.
255E	ANRSV	Animal Research Service

300 – Office Facilities

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310A	GPOFF	Group office area
310B	OFF	Office <i>Definition:</i> A room housing faculty, staff, or students working at one or more desks, tables, or workstations.
310C	SEC/R	Secretary/reception room
310D	CUBE	Cubicle
315A	OFFSV	Office service <i>Definition:</i> A room that directly serves an office or group of offices as an extension of the activities in those rooms.
315B	PRICIR	Office Private Circulation
315C	PRILV	Office Private Lavatory
315D	WAIT	Office Public waiting area
350A	CONF	Conference room <i>Definition:</i> A room serving an office complex and used primarily for staff meetings and departmental activities.
355A	CONF SV	Conference service <i>Definition:</i> A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

400 – Study Facilities

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

410A	STUDY	Study room <i>Definition:</i> A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.
420A	STACK	Stack <i>Definition:</i> A room used to house arranged collections of educational materials for use as a study resource.
430A	S/STUDY	Open–Stack Study Room <i>Definition:</i> A combination study room and stack, generally without physical boundaries between the stack and study areas.
440A	LIBPR	Processing room <i>Definition:</i> A room or area devoted to processes and operations in support of library functions.
455A	LIBSTG	Library Storage
455B	STDYSV	Study service <i>Definition:</i> A room that directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.

500 – Special Use Facilities

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

510A	ARM	Armory <i>Definition:</i> A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
515A	ARMSV	Armory service <i>Definition:</i> A room that directly serves an armory facility as an extension of the activities in that facility.

520A	ATHPE	Athletic or physical education <i>Definition:</i> A room or area used by students, staff, or the public for athletic or physical education activities.
523A	ATHSS	Athletic facilities spectator seating <i>Definition:</i> The seating area used by students, staff, or the public to watch athletic events.
525A	ATHSV	Athletic or physical education service <i>Definition:</i> A room that directly serves an athletic or physical education facility as an extension of the activities in that facility.
525B	ATHLK	Athletic locker room
525C	ATHLS	Athletic shower room
525D	ATHSTG	Athletic room storage
530A	MEDPR	Media production <i>Definition:</i> A room used for the <i>production</i> or <i>distribution</i> of multimedia materials or signals.
535A	MEDPRSV	Media production service <i>Definition:</i> A room that directly serves a media production or distribution room as an extension of the activities in that facility.
540A	CLINIC	Clinic (non-medical) <i>Definition:</i> A room used for providing diagnosis, consultation, treatment, or other services to patients or clients with a primary purpose of instruction, research, or public service.
545A	CLNSV	Clinic service (non-medical) <i>Definition:</i> A room that directly serves a clinic facility as an extension of the activities in that facility.
550A	DMSTR	Demonstration <i>Definition:</i> A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.
555A	DEMOSV	Demonstration service <i>Definition:</i> A room that directly serves a demonstration facility as an extension of the activities in that facility.
560A	FIELDDB	Field building <i>Definition:</i> A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
570A	ANIMQ	Animal quarters <i>Definition:</i> A room that houses laboratory animals used for research or instructional purposes.

575A	ANQSV	Animal quarters service <i>Definition:</i> A room that directly serves an animal quarters facility as an extension of the activities in that facility.
580A	GREEN	Greenhouse <i>Definition:</i> A building or room, usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.
585A	GRNSV	Greenhouse service <i>Definition:</i> A room that directly serves a greenhouse facility as an extension of the activities in that facility.
590A	OTHER	Other – Catch all code (last resort category) <i>Definition:</i> A category of last resort.

600 – General Use Facilities

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 (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

610A	ASSEM	Assembly <i>Definition:</i> A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.
610B	MPRM	Multi-purpose room
615A	ASMSV	Assembly service <i>Definition:</i> A room or area that directly serves an assembly facility as an extension of the activities in that facility.
615B	MPRSV	Multi-purpose room service
620A	EXHIB	Exhibition <i>Definition:</i> 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.
625A	EXHSV	Exhibition Hall Service <i>Definition:</i> A room that directly serves an exhibition facility as an extension of the activities in that facility.
625B	EXHSTG	Exhibition storage
630A	FDFAC	Food facility <i>Definition:</i> A room used for eating.
635A	FDFSTG	Food facility storage

635B	FDFSV	Food facility service <i>Definition:</i> A room that directly serves a food facility as an extension of the activities in that facility.
640A	DCARE	Day care <i>Definition:</i> A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
645A	DCSV	Day care service <i>Definition:</i> A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room.
645B	DCDIN	Day care dining
645C	DCKITC	Day care kitchen
645D	DCLNG	Day care lounge
645E	DCPCIR	Day care circulation
645F	DCPLAV	Day care lavatory
650A	LOUNGE	Lounge <i>Definition:</i> A room used for rest and relaxation that is not restricted to a specific group of people, unit or area.
655A	LNGSV	Lounge service <i>Definition:</i> A room that directly serves a general use lounge facility.
660A	MERCH	Merchandising <i>Definition:</i> A room used to sell products or services.
665A	MERSV	Merchandising service <i>Definition:</i> A room that directly serves a merchandising facility as an extension of the activities in that facility.
670A	RECREA	Recreation <i>Definition:</i> A room used by students, staff or the public for recreational purposes.
675A	RECSV	Recreation service <i>Definition:</i> A room that directly serves a recreation facility as an extension of the activities in that facility.
680A	MTGRM	Meeting room <i>Definition:</i> A room that is used by the institution or the public for a variety of nonclass meetings.
685A	MTRMSV	Meeting room service <i>Definition:</i> A room that serves a meeting room as an extension of the activities in that room.
690A	LOCKER	Student lockers (short-term)

700 – Support Facilities

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (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.

710A	CCMP	Central computer of telecommunications <i>Definition:</i> A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.
715A	CCMPSV	Central computer or telecommunications service <i>Definition:</i> A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
720A	SHOP	Shop <i>Definition:</i> A room used for the manufacture, repair, or maintenance of products or equipment.
725A	SHPSV	Shop service <i>Definition:</i> A room that directly serves a shop facility as an extension of the activities in that facility.
730A	CENSTG	Central storage <i>Definition:</i> A room or building that is used to store equipment or materials and that serves multiple room use categories, organizational units, or buildings.
735A	CSTGSV	Central storage service <i>Definition:</i> A room that directly serves a central storage facility as an extension of the activities in that facility.
740A	VEHSTG	Vehicle Storage <i>Definition:</i> A room or structure that is used to house or store vehicles.
740B	GARAGE	Parking Garage
740C	HANGAR	Aircraft Hangar
745A	VEHSV	Vehicle Storage Service Area <i>Definition:</i> A room that directly serves a vehicle storage facility as an extension of the activities in that facility.
745B	GARSV	Parking Garage Service Area
745C	HGRSV	Aircraft Hangar Service Area

750A	CENSV	Central service <i>Definition:</i> A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
750B	MAIL	Mail room
755A	CENSPT	Central service support <i>Definition:</i> A room that directly serves a central service facility as an extension of the activities in that facility.
760A	HAZMAT	Hazardous materials <i>Definition:</i> A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.
765A	HAZMSV	Hazardous materials service <i>Definition:</i> A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

800 – Health Care Facilities

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810A	HCPBED	Patient bedroom <i>Definition:</i> A room equipped with a bed and used for patient care.
815A	HCPSV	Patient bedroom service <i>Definition:</i> A room equipped with a bed and used for patient care.
820A	HCPBTH	Patient bath <i>Definition:</i> A room containing patient bath and toilet facilities.
830A	NURSE	Nurse station <i>Definition:</i> A room or area used by nurses or other patient care staff that are supervising or administering health care services.
835A	NURSV	Nurse station service <i>Definition:</i> A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.
840A	SURGRY	Surgery <i>Definition:</i> A room used for surgery.
845A	SURGSV	Surgery service <i>Definition:</i> A room that directly serves a surgery room as an extension of the activities in that facility.
850A	EXAMIN	Treatment/examination <i>Definition:</i> A room used for diagnostic and therapeutic treatment.

855A	EXMSV	Treatment/examination service <i>Definition:</i> A room that directly serves a treatment/examination room as an extension of the activities in that facility.
860A	DSVLB	Diagnostic service laboratory <i>Definition:</i> A room used to provide diagnostic support services to an entire health care facility.
865A	DLBSPT	Diagnostic service laboratory support <i>Definition:</i> A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
870A	HCSUPL	Health Care Central supplies <i>Definition:</i> A room used centrally to store health care supplies in a health care facility.
875A	HCSSV	Central Health Care Supply Service
880A	HCWAIT	Health Care public waiting area <i>Definition:</i> A room used by the public to await admission, treatment or information within a health care facility.
890A	HCSTAF	Staff on-call facility <i>Definition:</i> A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.
895A	HCSTFSV	Staff on-call facility service <i>Definition:</i> A room that directly serves a staff on-call room as an extension of the activities in that facility.

900 – Residential Facilities

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 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 630), recreational rooms (see 670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910A	DORMWO	Sleep/study without toilet or bath <i>Definition:</i> A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), <i>without</i> an internally connected bath, toilet, or either.
919A	BATH	Toilet or bath <i>Definition:</i> A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
920A	DORM	Sleep/study with toilet or bath <i>Definition:</i> A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), <i>with</i> an internally connected bath or toilet.

935A	DRMSV	Sleep/study service <i>Definition:</i> A room that directly serves the occupants of sleep/study rooms.
950A	APART	Apartment/Condo <i>Definition:</i> A complete living unit, with private cooking facilities, that is not a separate structure.
950B	1BR	1 bedroom apartment
950C	2BR	2 bedroom apartment
950D	3BR	3 bedroom apartment
950E	4BR	4 bedroom apartment
950F	5BR	5 bedroom apartment
950G	EFFAPT	Efficiency apartment
955A	APTSV	Apartment service <i>Definition:</i> A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
970A	HOUSE	House <i>Definition:</i> A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.
975A	HOUSV	House Service Area

000 – Unclassified Facilities and Nonassignable Areas

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

050A	INACT	Inactive Area <i>Definition:</i> Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
060A	ALTER	Alteration or conversion area <i>Definition:</i> Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.
070A	UNFIN	Unfinished space <i>Definition:</i> All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

The following categories are included to complete the list of room use categories for institutions that choose to include nonassignable space in the facilities room inventory. Institutions may wish to include these areas and apply a different coding convention (e.g., numeric codes). Definitions of these categories of nonassignable space are provided in Chapter 4. As with all other room use classifications, institutions also may wish to track nonassignable areas with special physical characteristics, functions or equipment (e.g., elevators, various types of public rest rooms, handicapped equipped rooms, janitorial sink closets, various circulation areas and mechanical rooms, etc.) through the development and application of additional codes.

Structural:

010A	STRUC	Structural area
090A	OPEN	Open area to floor below

Circulation:

020A	CORR	Corridor
020B	ELEV	Elevator
020C	LOBBY	Lobby
020D	RCVG	Receiving room/Loading Dock
020E	STAIR	Stairway
020F	TUN	Bridge/tunnel
020G	VEST	Vestibule

Service:

030A	BLDGSV	Building service area
030B	BMSTG	Building maintenance storage
030C	JAN	Janitorial area
030D	PUBLAV	Public lavatory – Unisex/All Gender
030E	PUBLCK	Public locker
030F	SHOW	Shower
030G	PUBLAVM	Public Lavatory - Men
030H	PUBLAVW	Public Lavatory – Women
030J	LACTRM	Lactation room

Definition: A private and lockable room for nursing mothers use or to express milk. The room must be shielded from view and free from intrusion by others. Access may be restricted based on the location of the room. At a minimum, room will have a chair, table and an electrical outlet for a breast pump (user is responsible to provide her own pump and for milk storage). Preferences are an ADA accessible room and a sink in the room – but can be nearby. The space cannot be a toilet.

Mechanical:

040A	DATA	Data/telecom room
040B	ELECT	Electrical room
040C	FIRE	Fire safety equipment
040D	HUB	Hub room
040E	PLUMB	Plumbing shaft
040F	SHAFT	Air shaft space
040G	U/M	Utility/mechanical