



Reporting the Use of Facilities

POLICY STATEMENT

Cornell University expects its units to maintain accurate and complete inventories of their space, through the procedures contained herein.

REASON FOR POLICY

Information collected during annual, room-by-room space inventories must be accurate to ensure the correct facilities and administrative cost recovery on sponsored activities. In addition, while this policy does not govern space management, accurate, up-to-date information is critical for university space planning and facility management.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university, excluding Weill Cornell Medicine

WHO SHOULD READ THIS POLICY

- Deans, directors, and unit heads
- Administrative managers
- Building coordinators
- Anyone responsible for updating a facilities inventory

WEB ADDRESS FOR THIS POLICY

- www.dfa.cornell.edu/tools-library/policies/reporting-use-facilities

POLICY 2.7

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RELATED RESOURCES

University Policies and Documents

[University Policy 1.1, Cost Sharing for Sponsored Agreements](#)

[University Policy 3.11, Salary Confirmation](#)

[University Policy 4.7, Retention of University Records](#)

External Documentation

[New York State Fire Code](#)

[2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\)](#)

University Forms and Systems

[Ithaca Campus Facilities Inventory System \(access limited\)](#)

[Facilities Inventory System documentation](#)

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CONTACTS, ITHACA CAMPUS UNITS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Contacts, Ithaca Campus Units

Subject	Contact	Telephone	Email/Web Address
Policy Clarification, Ithaca Campus Units	Cost and Capital Assets	(607) 255-9368	costaccounting@cornell.edu
Policy Clarification, Weill Cornell Campus Units	Weill Cornell Medicine Capital Planning Office	(212) 746-4700	Tania Media tam4011@med.cornell.edu
Floor Plan Updates	Facilities Inventory Office		facilitiesinventory@cornell.edu
Room Number Changes	Facilities Inventory Space Coordinator	(607) 254-4754	

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Assignable Space	Rooms of a building assigned to, or available for assignment to, an occupant. Includes every type of space usable by an occupant. Does not include usable areas having less than 6'0" clear headroom.
Building	A roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment. It has both a foundation and a roof, though not necessarily sidewalls (i.e., a run-in-barn).
Cost Sharing	The portion of project expenses related to a sponsored agreement that is contributed by parties other than the primary sponsor and not directly charged to the sponsored project account(s) (see University Policy 1.1, Cost Sharing for Sponsored Agreements , for more information).
Departmental Administration	Category of expenses incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, and organized research units.
Facility	A building, utility, utility plant, or other structure, or space owned, leased, or in some other way occupied, serviced or controlled by the university.
Facility Code	A unique four-digit code identifying a particular facility owned or leased by Cornell. (The code may have an alpha suffix.) The facility code functions as the key field in the facilities file, meaning that all data for a particular facility is identified by the facility code. Building names may change, but facility codes are permanent. If a structure is demolished the code continues to be maintained in the system as an obsolete number.
Gross Square Footage (GSF)	<p>Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.</p> <p>Basis for Measurement: Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a 6-foot, 6-inch clear ceiling height unless the criteria of a separate structure are met.</p> <p>Description: In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; mezzanines, penthouses, and attics; garages; enclosed porches, inner or outer balconies whether walled or not, if they are utilized for operational functions; and corridors whether walled or not, provided they are within the outside face lines of the building, to the extent of the roof drip line. The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.</p> <p>Limitations: Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.</p>

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DEFINITIONS, continued

	Exception: Include top, unroofed floor of parking structures where parking is available.
Instruction	The teaching and training activities of the institution. Except for research training, this term includes all teaching and training activities, whether or not they are offered for credit; and whether they are offered through regular academic departments or separate divisions, such as the summer school or extension division. Also considered part of this major function is departmental research, as defined by the Uniform Guidance.
Inventory	An itemized list of goods, property, space; or a periodic survey of these items, including functional allocation.
Net Assignable Square Footage (NASF)	The total assignable square footage of a facility, measured from the inside wall surfaces, not including non-assignable spaces such as mechanical rooms, toilets, corridors, etc.
Net Square Footage (NSF)	Net square footage is the total usable square footage of a facility. That is, square footage that is measured from the inside wall surfaces. Included in this figure are non-assignable spaces such as mechanical rooms, toilets, corridors, etc.
Non-assignable (Unclassified) Space	Rooms in a building not available for assignment to building occupants, but necessary for general operation. By definition, non-assignable rooms consist exclusively of circulation, custodial, mechanical, and structural areas.
Principal Investigator	The person directly responsible for the sponsored funds supporting space coded to organized research (function code 2.2) or institutes and research centers (function code 2.1). In the Facilities Inventory System, the occupant type of "Principal Investigator" (PI) can also be assigned to the appropriate departmental administrator responsible for holding the sponsored funds documentation for the space. All space functionally coded to 2.2 or 2.1 must have at least one occupant type of PI.
Research	<p>Departmental: Expenditures for research activities that:</p> <ul style="list-style-type: none"> • Are not funded under a sponsored agreement • Are not separately budgeted • Are not separately accounted for • Are identified in the university's general ledger with a departmental research or instruction function code (Ithaca: 41XX) <p>Departmental research generally includes professional and scholarly research funded by internal allocations, endowment income, and gifts.</p> <p>Organized: Expenditures for research activities that:</p> <ul style="list-style-type: none"> • Are funded under a sponsored agreement • Are separately budgeted • Are separately accounted for • Are identified in the university's general ledger with an organized research function code (43XX). Organized research has a specific scope of work and period of performance.

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	<p>Organized research also encompasses any funds used as voluntary committed or mandatory cost sharing for an organized research project.</p> <p>Organized research typically is supported by sponsored agreements from federal and non-federal governments and other external organizations, such as foundations or corporations.</p> <p>Sponsored: All organized research activities that are sponsored by federal agencies, non-federal agencies, or organizations; and that are budgeted and accounted for separately.</p> <p>University: All organized research activities that are funded internally and are budgeted and accounted for separately.</p>
Room	An architecturally defined space, generally defined with permanent walls to the ceiling and a doorway. The space can be more than one floor high but has a minimum ceiling height of 6'0".
Unit	A college, department, program, research center, business service center, office, or other operating unit.

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RESPONSIBILITIES, ITHACA CAMPUS UNITS

The major responsibilities each party has in connection with this policy are as follows:

Facilities Inventory Department	On at least an annual basis, maintain an accurate and up-to-date inventory of space type, usage, and square footage, for university facilities.
Cost and Capital Assets Department of the Division of Financial Affairs	Interpret this policy. Review organized research documentation from units. Assist units in substantiation of apportionment.
Unit	On no less than an annual basis, review the department room list for accuracy of the following: department code; locations; complete and accurate listing of rooms, room type coding; unit proration; functional coding; functional proration, and station quantity. Report renovations or changes, in writing, to the Facilities Inventory department. Complete organized research documentation, as required by this policy.

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PROCEDURES

Introduction

Buildings are major university assets that must be properly managed from both a facilities and fiscal perspective. The Facilities Inventory System is the database used to support the cost recovery and management of university facilities. Its primary purpose is to accurately record space attributes, including functionality and accountability, for all Cornell facilities. The data is principally used to ensure that those facility-related costs that are allocated based upon space utilization are accurately distributed. The system allows for continuous updates, with the exception of the review period at the end of the annual update cycle.

Data collected on space type, space usage, and square footage is used for substantiating the university's facilities and administrative cost recovery on sponsored projects and provides the basis for the following:

- Computing and allocating building depreciation
- Computing and allocating equipment depreciation
- Allocating operations and maintenance expenses
- Allocating interest expense

While only a portion of the university's space is used in support of sponsored activities, federal regulations require that the university properly classify all university space in order to allocate common costs. Moreover, while certain spaces may not be used directly for sponsored activities, they might provide indirect support that needs to be incorporated into our costing models.

Cornell's Facilities Inventory must be timely, accurate, and verifiable in order to facilitate institutional planning and ensure compliance with federal cost principles, specifically the Uniform Guidance, for the allocation of facility costs.

Facilities Inventory Components

The following are components of a facilities inventory:

- **Facility Data:** Data collected that defines facility characteristics and location
- **Floor Plans:** Building plans that substantiate the room inventory
- **Facilities Inventory:** A reporting to the Facilities Inventory department of all rooms and their characteristics, which is based on a July to June fiscal year

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PROCEDURES, continued

Conducting a Physical Space Inventory

- **Organized Research Documentation:** A more in-depth documentation of all physical space used for organized research (functions 2.1 or 2.2) and its characteristics, based on the annual reporting period. Data on these rooms is maintained by the unit within the Facilities Inventory System. This information may be provided to an outside agency by the Cost and Capital Assets department of the Division of Financial Affairs as part of a space review or audit
- **Maximum Occupancy Data:** Data collected to support code compliance for occupancy signage

At the beginning of the update cycle people designated to report data will receive notification announcing the beginning of the update cycle that includes the web link to the online system.

All changes for the previous fiscal year must be reported through the system to the Facilities Inventory department.

1. Review the department code(s). Is this the correct three-character accounting department code that reflects the unit to which the space is assigned and generally correlates with the college or division responsible for financial support of the space?
2. Make sure that your department information includes all locations where your unit is housed.
3. Make sure that the listing of rooms is complete and accurate. Rooms are not added or obsoleted from the system without your input, including renovations (see the How to Handle Renovations to Your Space section of this policy).
 - ◆ **Caution:** For the purpose of accurate dispatch of emergency response teams through “911 dispatch,” it is imperative that room number signage match the Facilities Inventory database. If there is a mismatch, the room door number field must be populated in the system.
4. Review the room type coding (see Appendix B).
5. Review the brief room info. This data field is for your unit use only. Use it for miscellaneous information. Room name is also a discretionary field that tracks formal and informal room identifiers.
6. Room area is provided by the Facilities Inventory department (see the How to Handle Renovations to Your Space section of this policy).

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7. Review the department proration. Department proration is a measurement expressed as a percentage of time on an annual basis for rooms being used by more than one unit.
8. Review the functional coding (see the How to Determine Functional Categories section of this policy).

If you have any space coded to function type 2.1 or 2.2 (organized research), you are required to document and maintain data that supports that coding (see the Conducting Your Organized Research Documentation section of this policy).
9. Review the functional proration. Functional proration is a measurement expressed as a percentage of time on an annual basis for rooms being used for more than one function. The system may track as many as five functions in a room.
10. Review station quantity. Report the number of stations as outlined in Station Quantity Descriptions and Examples of these Procedures.
11. Indication of update completion is identified through the system by using the "Hold," "Freeze," and "Deep Freeze" process.

Organized Research Documentation

Information supporting organized research functional coding is required to be maintained within the Facilities Inventory System. The functional classification of space will be based on a previous 12-month fiscal year period (from July 1 – June 30).

1. The primary occupants should be listed in the appropriate data field. The system requires one of the occupants to be designated as the principal investigator.

This allows both Cornell and the federal government to know who can reasonably discuss the activities that took place in the room for the period indicated.

2. Identify the organized research projects that supported the activities contained in the room for the period specified. These projects should be identified with a Cornell account number. To be organized research, such support must either be sponsored research, university research, or cost sharing for a sponsored research project. (See the Definitions section of this policy). Any room function code other than organized research (2.1 or 2.2) need not be identified by a Cornell account number.

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3. All room functions defined by the activities that took place in the room over the period indicated should be listed and quantified as a percentage of total usage. The unit must maintain the supporting documentation (logs, interviews with occupants, hours of usage, effort, formula-driven, etc.) and be in a position to substantiate it, if necessary. Rooms should not be split into more than nine functions.

How to Handle Renovations to a Space

New room numbers must be assigned by the Facilities Inventory department during the design phase of a project (before construction documents are issued), to avoid confusion during construction. Contact the space coordinator at the Facilities Inventory department to coordinate room number assignments with your project manager. The new room numbers can be added to the system as soon as 100 percent construction documents are issued. Notification by the project manager of changes to room configuration during construction is required. A start date for occupancy can be forecasted and added to the system. Rooms that have been eliminated will go through the process of moving to obsolete.

◆ **Caution:** For the purpose of accurate dispatch of emergency response teams through “911 dispatch,” it is imperative that room number signage match the facilities inventory database. If there is a mismatch, the room door number field should be populated in the system.

Notify the Facilities Inventory department when your renovation is complete. Someone from that department will measure your space and update your floor plans and the square footage data in the system. Also, your lead drafts person can supply you with current floor plans if you need them.

A room is never permanently removed from the system. The process of end dating and obsoleting a room makes that information available for historic searches. The direct costs calculation that distributes university-incurred expenses will be retained, but will drop that space out of the equation based on the date range for the calculation. During the annual physical space inventory, ensure that the appropriate space type code is assigned for whatever portion of the year that construction is taking place.

Examples of Department Proration

Department proration is a measurement expressed as a percentage of time on an annual basis for rooms being used by more than one unit. The department should represent the unit to which the space is assigned, regardless of whether there may be occupancy by individuals from other units. The system calculates yearly summations based on entered date ranges.

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PROCEDURES, continued

How to Determine Functional Categories

A room's functional type is determined by the activities performed in or supported by the room. To determine function, it is useful for you to identify the building occupants and activities conducted in all offices, laboratories, and related support areas.

It is important to consider all of the activities that occur within individual rooms to give recognition to the fact that rooms are often not used exclusively for one activity (i.e., 100 percent of the time). While many non-class laboratories are often used predominantly for organized research, other activities typically are conducted in the laboratory, as well. Although these activities are incidental to the primary purpose of the room, they still must be considered when the room's use is being evaluated.

The system calculates yearly summations based on entered date ranges.

Example: Non-class laboratories (generally function 2.1 or 2.2) may have desks assigned to graduate students who, on occasion, use the space for instructional-related activities. In such cases, the instructional portion should be coded function 1.X (instruction and departmental research).

Common Room Types and Their Corresponding Function Codes

Room types and their corresponding function codes should be compatible. The sample room types and function codes listed below are generally compatible and reflect the function of the room.

◆ **Note:** The room type should be reported as the last use of the room, as of June 30.

Room Type*	Function Code
Classroom Facilities	1.1, 1.3, 1.4, or 1.5
Laboratory Facilities	
Class Laboratories	1.1, 1.3, 1.4, or 1.5
Non-Class Laboratories	2.1, or 2.2
Office Facilities	
Administrative	4.6
Faculty	1.1, 1.3, 1.4, 1.5, 2.1, 2.2, or 4.6
Unclassified Facilities Custodial Area Stairs Elevators Mechanical Area Bathrooms	9.1 only
Inactive Area Unfinished Area	8.1 only

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PROCEDURES, continued

*See Appendix B for a complete list of room space type codes.

◆ **Note:** A service area (a room that provides support to another room, such as a storage area that serves a laboratory or office), should be classified the same way as the room being serviced by this area.

When evaluating the functional use of a room, care should be taken to ensure that the functional coding of the space is reasonably consistent with the functional classification of the account(s) that fund the activities in the room.

Example: If expenditures associated with a research laboratory are a mixture of organized research federal grants and contracts (Organized Research, accounting function code 43XX) and a unit's discretionary funds (Departmental Research, accounting function code 41XX), the space classification should be split between these two functions. The split should be based on the percentage of room usage for each function.

Guidelines for Coding Room Functions Based Upon Room Occupants

The following general guidelines can be used to help determine the functional classification of a room, based upon the activities performed in or supported by the room.

- **Unit Chair/Director**
Space for unit chairs and directors should be coded as administration (4.6), instruction and departmental research (1.X), and/or organized research (2.X) to the extent they are performing these functions, regardless of the distribution of the source of funding.
- **Technician/Research Associate/Postdoctoral Associate**
Technicians, Research and Postdoctoral Associates generally work on organized research projects and thus the space they occupy should be coded 2.X. However, if other sources of support are used, or if organized research cannot be documented, then the function code 1.5 (departmental research) would generally be used.
- **Graduate Teaching Assistant (TA)**
Teaching Assistants should normally be coded as instruction and departmental research (1.X). In certain labs, however, the time a TA may spend in that room may be funded from an organized research project, which should result in organized research coding.
- **Graduate Research Assistant (GRA/RA)**

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GRAs and RAs in general, work on organized research. To the extent that incidental non-research activities occur or if other sources of support are used, an appropriate assignment to instruction and departmental research (1.X) may be warranted.

- **Graduate Trainee**

Training grants generally are treated as organized research; however, occasionally certain grants are coded as instruction. Consult the funding source to determine how it is coded. Most graduate students supported on training grants would be coded as organized research (2.X). Graduate trainees working on instructional training grants would be coded 1.X.

- **Pre-doctoral Fellow**

Pre-doctoral Fellows are generally engaged in activities that would not be classified as organized research and thus would be coded as 1.X (instruction and departmental research). If a pre-doctoral fellow were engaged in an organized research project then that activity could be coded 2.2.

◆ **Note:** Undergraduate students are normally engaged in instruction but may also be engaged in an organized research project. The apportionment of room functional activity to account for undergraduate student participation should be carefully considered in conjunction with project activity performed in the room.

Visiting Scientists and Other Visitors not Paid by Cornell

It is important that space used by visitors not paid by Cornell, including postdoctoral fellows, **not** be coded as Organized Research, even when such visitors are performing research. These spaces are normally coded to Outside Agency (7.2) or similar non-Organized Research function. The costs associated with the portion of space utilized by unpaid individuals (interns, visitors, government scientists) cannot be recovered through the facilities and administrative (F&A) cost rate.

Substantiation of Appointment

Various methods may be used to apportion space that is used for multiple functions, such as Organized Research and Instruction. Some examples include (a) percentage allocation based upon usage, (b) distribution by salaries and wages, (c) ratio of expenditures, or (d) allocation by logs, calendars, etc.

Regardless of the method used, the determination of the functional classification of a room must be adequately substantiated and documented. It is critical that this documentation be retained in the department for six years (see [University Policy 4.7, Retention of University Records](#)). Furthermore, for any room coded as Organized Research (function 2.1, 2.2), either all or in part, identification of the applicable organized research accounts and primary occupants is necessary (see the

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Station Quantity Description and Examples

Organized Research Documentation section of this policy). For further assistance regarding substantiation of research space, contact the Cost and Capital Assets department.

The station quantity field collects data about room capacity in support of determining the maximum occupancy capacity of the selected space, and is needed for compliance with the State University of New York (SUNY) reporting requirements.

Maximum occupancy determination is required by New York State Fire Code (§F1004.3 and §F1028.4, Posting of Occupant Load).

The information about room capacity is useful in assigning space, and can identify the number of people that can be accommodated in the room.

Number of stations is determined by room layout design intent, not by the number of chairs that happen to be in the room at the moment the inventory is taken.

Station quantities are counted based on the station types defined below:

- Loose seating (loose tables and chairs, loose chairs, no furniture, lounge furniture)
- Fixed seating (seats permanently attached to the floor)
- Lab benches (fixed furniture - labs, shops, equipment rooms)
- Fixed or loose workstations (computer workstations, drawing tables, mapping stations)
- Mixed seating (a combination of fixed and loose seating in the same room, which could include combinations of any or all of the above four station types)

Egress and station type information is collected on a separate screen in the system.

Egress and station type data is also required as part of the maximum occupancy determination. Data fields are as follows:

- Station type
- Number of exits
- Number of exit doors equipped with panic hardware
- Number of exits equipped with exit signs
- Number of exit doors that swing out in the direction of travel

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APPENDIX A: ROOM TYPES

Room Type Code A classification system that uses a code to provide a general description of a room's last use as of June 30 of a fiscal year, for example, classroom, office (private), meeting room, non-class (research) laboratory, etc.

Unclassified Facilities (Non-Assignable)

010 Custodial Area
 011 Fallout Shelter
 020 Circulation Area
 021 Staircase
 022 Elevator
 024 Lobby
 029 Elevator Machine Room
 030 Mechanical Area
 031 Public Toilet
 032 Private Toilet
 035 Shaft

Unclassified Facilities (Assignable)

050 Incapable of Use
 060 Alteration or Conversion Area
 081 Dept. Moved, Capable of Use

Classroom Facilities

110 Classroom
 115 Classroom, Service

Laboratory Facilities

210 Class Laboratory, Dry (Regularly Scheduled)
 212 Class Laboratory, Wet (Regularly Scheduled)
 215 Class Laboratory, Dry, Service
 217 Class Laboratory, Wet, Service
 220 Open Class Laboratory (Irregularly Scheduled)
 225 Open Class Laboratory, Service
 230 Individual Study Laboratory
 235 Individual Study Laboratory, Service
 250 Non-Class Lab. (Research)

255 Non-Class Lab. (Research) Service
 260 Department Special Service
 270 Incubator Laboratory
 272 Walk-In Environmental Chamber (Research)
 275 Environmental Chamber Service (Research)

Office Facilities

310 Office, Private (Station Qty 1)
 314 Office, Shared (Station Qty 2–4)
 315 Office Service
 320 Office, Open Plan
 350 Office, Conference Room
 355 Office, Conference Room Service

Study Facilities

410 Reading-Study Room
 420 Library Stack
 430 Open Stack Reading Room
 440 Processing Room
 455 Study Service

Special Use Facilities

510 Armory
 515 Armory Service
 520 Athletic-Physical Education
 523 Athletic-Facilities Spectator Seating
 525 Athletic-Physical Education Service
 530 Audio-Visual, Radio, TV
 535 Audio-Visual, Radio, TV Service
 540 Clinic (Non-Medical)
 545 Clinic (Non-Medical) Service
 550 Demonstration Facility
 555 Demonstration Facility, Service

560 Field Building
 570 Animal Quarters
 575 Animal Quarters Service
 580 Greenhouse
 585 Greenhouse Service

General Use Facilities

610 Assembly
 615 Assembly, Service
 620 Exhibition
 625 Exhibition Service
 630 Food Facility
 635 Food Facility Service
 640 Day Care
 645 Day Care Service
 650 Lounge
 655 Lounge Service
 660 Merchandising Facilities
 665 Merchandising Facilities Service
 670 Recreation
 675 Recreation Service
 680 Meeting Room
 685 Meeting Room Service
 690 Locker Room

Supporting Facilities

710 Data Processing-Computer
 715 Data Processing-Computer Service
 720 Shop
 725 Shop Service
 730 Central Storage
 735 Central Storage Service
 740 Vehicle Storage
 745 Vehicle Storage Service

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APPENDIX A: ROOM TYPES, continued

750 Central Services

Health Care Facilities (Student & Animal)

- 810 Patient Bedroom
- 820 Patient Bath
- 830 Nurse Station
- 840 Surgery
- 850 Health Treatment
- 855 Hospital Patient Isolation
- 860 Health Service Lab
- 870 Health Supplies
- 880 Health Public Waiting
- 890 Health Staff On-Call
- 895 Health Care Service

Residential Facilities

- 910 Single Bedroom
- 919 Toilet-Bath-Shower
- 935 Closet
- 940 Lounge (Closed access – housing only)
- 943 Shared Bedroom (Double or more)
- 950 Apartment Space
- 970 House

Unclassified Room Space (Non-Assignable)			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
010 Custodial Area	For servicing the maintenance and operation functions of a facility.	Janitor closets, janitor rooms, janitor toilets, trash rooms, maintenance supply and storage closets, building storage areas, etc.	Does not include mechanical rooms, public toilets, lobbies, corridors, unit storage, or other service spaces associated with other room types. Offices, conference rooms, or lounges used by the maintenance staff should not be coded with this code, but under the appropriate room type that best represents the function of the room.
011 Fallout Shelter			
020 Circulation Area	A primary way to move from one space to another in a building, or in or out of the building.	Hallways, vestibules, corridors, passageways, alcoves, foyers, loading platforms, receiving or shipping areas, and ramps. Includes smaller corridors that serve a small group of rooms (formerly referred to as a suite) that may be behind locked doors.	Does not include space for circulation within another space, such as in libraries, gymnasiums, shops, etc. Does not include passageways that house supporting equipment for adjacent rooms (see appropriate service room type category).
021 Staircase	A primary way to move from one floor level to another within a facility.	Open or enclosed stairs and fire stairs within a facility.	Does not include stairs used for minor changes in level on one floor, or exterior stairs.

APPENDIX A: ROOM TYPES, continued

Unclassified Room Space (Non-Assignable)			
022 Elevator	Mechanical conveyance of people and/or freight from one level to another.	Passenger and freight elevators, lifts, book lifts, and dumbwaiters.	None
024 Lobby	Transition from an exterior or interior Circulation Area to an area of specific use.	Auditorium anterooms and any dual-purpose areas that serve as both lounge and Circulation Area. Generally, contains benches, seats, and/or coat racks.	Areas or rooms with a receptionist.
029 Elevator Machine Room	A restricted-access, enclosed machinery space outside the hoist way, intended for full bodily entry that contains the drive machine, electrical and/or mechanical equipment used directly to support the vertical conveyance systems of passenger elevators, freight elevators, service elevators, dumb waiters, material lifts and wheelchair lifts.	Only rooms that support vertical conveyance. The American Society of Mechanical Engineers requires that this room cannot be used for any other purpose. These rooms house equipment that contains pinch-points, high voltage, and rotating elements, and access is limited to authorized personnel.	Does not include rooms that support horizontal conveyance systems, or rooms supporting other mechanical systems.
030 Mechanical Area	Included are covered and walled areas that one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a "mechanical" floor, or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure they serve.	Such areas, commonly referred to as electrical, meter, network, or telecommunications spaces, include air-conditioning rooms, boiler rooms, cooling towers, electrical rooms, emergency generators, fan rooms, heat distribution rooms, incinerator rooms, machine rooms, mechanical rooms, pump rooms, transformer rooms, and utility corridors or horizontal shaft space.	Does not include: machine or equipment rooms directly related to laboratories or shops.
031 Public Toilet	Toilet rooms used by faculty, staff, students, and the public.	Lounges associated with rest rooms, handicapped rest rooms, and toilet rooms with showers.	Does not include shower facilities associated only with locker rooms, or emergency chemical showers located in hallways.
032 Private Toilet	Toilet rooms or shower facilities associated with a particular suite of rooms or used by a specific person or unit.	Toilet rooms with use limited to a single individual or restricted to use by a specific unit.	Does not include mudrooms or toilet rooms available to the public.
035 Shaft	Area within a building specifically dedicated to vertical mechanical ducts.	Accessible ducts for movement of air, pipe ducts, ducts for hoisting equipment, areaways, etc.	Does not include crawl spaces, pipes located in walls, floors, or other structural membranes of the building.

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Unclassified Room Space (Non-Assignable)			
050 Incapable of Use	Unoccupied rooms that cannot be used due to environmental deficiency.	Attics.	Rooms that are being modified or are not completed at the time of the inventory update are classified Alteration or Conversion Area (060). Does not include storage areas.
060 Alteration or Conversion Area	Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory update.		
081 Department Moved, Capable of Use	To identify a room in a facility that has been vacated by the department and is waiting for re- occupancy.	All rooms with vacant occupancy. Does not imply furnishings and other items have been removed.	

Classroom Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
110 Classroom	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.	Rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, and general-purpose classrooms. A classroom may be equipped with tablet armchairs, (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.	Does not include conference rooms (350), meeting rooms (680), auditoria (610), or class laboratories (210-230). Conference and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and that is used for dramatic or musical productions, is an assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered a laboratory (see code 200 series).
115 Classroom Service	A room that directly serves one or more classrooms as an extension of the activities in that room.	Projection rooms, coatrooms, preparation rooms, closets, and storage rooms if they serve classrooms.	Does not include projection rooms, coatrooms, preparation rooms, closets or storage rooms if they serve instructional laboratories, conference rooms, meeting rooms, assembly facilities, etc.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Laboratory Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
210 Class Laboratory, Dry (Regularly Scheduled)	Room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered scheduled if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present. Neither water nor a fume hood is present within the room.	Class laboratories designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.	Does not include classrooms (110). Does not include informally scheduled or unscheduled laboratories (see open class laboratory, 220). Does not include spaces generally defined as research/non-class laboratories (250). Does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under special use facilities (code 500 series). Computer rooms in libraries or used primarily for study should be classified as study rooms (410).
212 Class Laboratory, Wet (Regularly Scheduled)	Room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered scheduled if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present. <u>Water and/or one or more fume hoods is/are</u> available within the room to serve the function of the room.	See the Includes description for 210, Class Laboratory, Dry. The primary distinction here is the presence of water and/or a fume hood within the room.	See the Limitations/Comments for 210, Class Laboratory, Dry.
215 Class Laboratory Service, Dry, Service	Room that directly serves one or more "dry" class laboratories as an extension of the activities.	Any space that directly serves a dry class laboratory. Included are projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stockrooms, darkrooms, equipment issue rooms,	Does not include service spaces that support a classroom (see 115), open class laboratory (see 225), or a research/non-class laboratory (see 255). Animal (570) and greenhouse (580) facilities are categorized separately.

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Laboratory Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		etc., if they serve regularly scheduled, dry class laboratories.	
217 Class Laboratory, Wet, Service	Room that directly serves one or more “wet” class laboratories as an extension of the activities in those spaces.	Any space that directly serves a wet class laboratory. Includes projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stockrooms, darkrooms, equipment issue rooms, etc., if they serve regularly scheduled, wet class laboratories.	Does not include service spaces that support a classroom (see 115), open class laboratory (see 225), or a research/non-class laboratory (255). Animal (570) and greenhouse (580) facilities are categorized separately.
220 Open Class Laboratory (Irregularly Scheduled)	Laboratory used primarily for group instruction in experimentation, observation, or practice in a field of study. The laboratory is informally scheduled, unscheduled, or open.	Laboratories designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for group instruction, where (1) use of the space is not formally or regularly scheduled, or (2) access is limited to specific groups of students. Included in this category are music practice rooms, language laboratories, and other special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software, or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group.	Laboratories with formally or regularly scheduled classes are classified as a class laboratory, dry (210) or class laboratory, wet (212). This category also does not include spaces defined as research/non-class laboratory (250). A space that contains equipment (e.g., computers), that does not restrict use to a specific discipline or discipline group and is typically used at a student’s convenience, should be classified as a study room (410). Instructional laboratories designed primarily for individual (vs. group) study or practice should be coded as individual study laboratories (230).
225 Open Class Laboratory, Service	Room directly serving one or more open class laboratories as an extension of the activities in those rooms.	Only those spaces that directly serve an open class laboratory. Included are projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stockrooms, darkrooms, equipment issue rooms, and similar facilities, if they serve open class laboratories.	Does not include service spaces that support a classroom (see 115), class laboratory (see 215 or 217), or research/non-class laboratory (see 255). Animal (570) and greenhouse (580) facilities are categorized separately.

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Laboratory Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
230 Individual Study Laboratory	Laboratory used primarily for individual student experimentation, observation, or practice in a particular field of study. The space is informally scheduled, unscheduled, or open.	Music practice rooms, individual study laboratories, sound booths used in language learning, and similar rooms that serve a particular field of study area and are intended for individual use.	Does not include individual study facilities that are intended for general purposes. Study areas not related to a specific area of study are classified as study facilities.
235 Individual Study Laboratory, Service	Room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.	Equipment storage rooms, stockrooms, and similar rooms that serve an individual study laboratory (230).	Does not include rooms that serve class laboratories (210, 212), open class laboratories (220), or non-class laboratories (250). Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately coded.
250 Non-Class Laboratory (Research)	Room used for laboratory application, research, and/or training in research methodology requiring special purpose equipment for staff and/or student experimentation or observation.	Rooms generally referred to as research laboratories and research laboratory-offices.	Does not include rooms generally referred to as teaching laboratories, such as class laboratories, special class laboratories or individual study laboratories.
255 Non-Class Laboratory Service (Research)	Room that directly services one or more non-class laboratories as an extension of the activities in those rooms.	Balance rooms, cold rooms, stockrooms, dark rooms, etc. that serve a non-class laboratory.	Does not include balance rooms, cold rooms, stockrooms, darkrooms, etc. that serve a class, special class, or individual study laboratory. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately coded.
260 Department Special Service	Central facilities dedicated to unit or divisional service for supplying needed components of a particular nature, or for special equipment used by students or faculty in the pursuit of the answer to a problem.	Workshops, radiation rooms, special preparation rooms, x-ray rooms, temperature control rooms, repair rooms, equipment rooms, photographic laboratories, electronic laboratories, and specially designed rooms to accomplish the tasks.	
270 Incubator Laboratory	Rooms with temperature and humidity control for production of plant tissue cultures, hatching, and brooding.	Complete rooms constructed in the building infrastructure that have a controlled atmosphere.	Does not include rooms that have one or more pieces of equipment or chambers that are called incubators.
272 Walk-In Environmental Chambers	Room with controlled atmosphere and/or lighting generally used for plant growth, tissue culture, or rearing insects or other small non-vertebrate animals	Complete rooms constructed for controlled atmosphere, generally manipulating temperature, light and/or humidity beyond what is found in the surrounding room environment	Does not include reach-in chambers, which are pieces of stand-alone equipment that exist within other room types (possibly within Room Type 275, Environmental Chamber Service). Does not include walk-in coolers or freezers used for food storage. (use Food Facility Service, 635).

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Laboratory Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
275 Environmental Chamber Service	Room that directly services one or more walk-in or reach-in environmental chambers	Any small circulation area immediately outside a walk-in environmental chamber that exists between public circulation and the walk-in itself; Any room that contains multiple walk-in or reach-in chambers, the room's sole-purpose should be to support the use of the chambers; Any room that is used to support the use of nearby chambers, for example, a room where plants are potted, prepped, measured, etc. or a room where insects are manipulated while normally residing in cages or containers in chambers.	

Office Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
310 Office, Private	Room configured for occupancy primarily by one person, where activities and routines that involve the following tasks occur: writing; communicating with others in person or electronically; small-scale meetings with students, colleagues, staff, and other visitors; preparing reports, document- and Internet-based research; developing course materials; conducting transactions with members of the university community, etc.	Office space sized for assignment to one permanent occupant. The room may often contain a small table and guest chairs.	
314 Office, Shared	Room configured for occupancy by two to four people, where activities and routines that involve the following tasks occur: writing; communicating with others in person or electronically; small-scale meetings with students, colleagues, staff, and other visitors; preparing reports, document- and Internet-based research; developing course materials; conducting transactions with	Office space sized and configured for occupancy by two to four individuals. These spaces are sometimes rooms that can flex between serving as a private office for one occupant and a shared office.	

POLICY 2.7

Reporting the Use of Facilities

Responsible Office: Facilities
 Inventory/Cost and Capital
 Assets

Issued as Interim: February 21,
 2000

Last Updated: October 19,
 2023

APPENDIX A: ROOM TYPES, continued

Office Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
	members of the university community, etc.		
315 Office Service	Room that directly serves an office or group of offices as an extension of the activities in those rooms.	File rooms, breakrooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private restrooms not available to the public, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (assessment, non-health, non-discipline-related) rooms, and open and private (restricted, nonpublic) circulation areas.	Waiting, interview, and testing spaces are included as office service if they serve a specific office or office area and not a classroom laboratory or clinic. A student counseling (non-health) testing room should be coded as office service (315). A receptionist room that includes a waiting area should be coded as office, open plan (320). Lounges that serve specific office areas and that are not generally available to the public should be coded as office service (315).
320 Office, Open Plan	Room configured for occupancy by more than four people, where activities and routines that involve the following tasks occur: writing; communicating with others in person or electronically; small-scale meetings with students, colleagues, staff, and other visitors; preparing reports, document- and internet-based research; developing course materials; conducting transactions with members of the university community, etc.	Office space sized and furnished/equipped for assignment to more than four people. A receptionist room that includes a waiting area should be coded here.	
350 Office, Conference Room	Room serving an office complex and used primarily for staff meetings and unit activities that are not directly related to instruction.	Conference space typically equipped with tables and chairs. Normally used by a specific organizational unit or office area, whereas meeting rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and classrooms (110), because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.	Does not include classrooms, seminar rooms, lecture rooms (see Classrooms, 110), auditoria (see Assembly, 610), departmental lounges (see Office Service, 315), open lounges (see Lounge, 650), and meeting rooms (680).

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Office Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
355 Office, Conference Room Service	Room that directly serves one or more conference rooms as an extension of the activities in that room.	Rooms such as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc. if they serve conference rooms.	Does not include kitchens, dining rooms, and similar facilities in centralized conference-type facilities (see Meeting Room Service, 685). Dining rooms open to the student body at large and/or the public are categorized as food facilities (635).

Study Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
410 Reading-Study Room	Room used by individuals to study books or audiovisual materials.	Rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, etc. that are intended to be used 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 or other electronic display equipment, etc. In addition to libraries, reading rooms may be found in residence halls or academic buildings.	Does not include individual study laboratories that are limited in use to a particular area of study, nor classrooms, class laboratories, special class laboratories, non-class laboratories, offices, sleep-study rooms in residence halls or other housing units, waiting room, or lounge facilities.
420 Library Stack	Room used to house arranged collections of educational materials for use as a study resource.	Rooms generally referred to as library stacks in central, branch, or unit libraries, characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), music scores, maps, and other educational materials.	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 laboratory service (see 200 series). Separate 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, and should be classified as recreation facilities service (675).
430 Open Stack Reading Room	Room that is a combination of a reading area and stacks, generally without physical boundaries between the stacks and reading areas.		Further limitations are defined under reading-study room (410) and library stack (420).

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Study Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
440 Processing Room	Room that serves a reading-study room, a stack, or an open-stack reading room as a supporting service to such rooms.	Areas generally used to house card catalogs, circulation desks, bookbinding, microfilm processing, and audiovisual record-playback equipment for distribution to individual study stations.	Does not include such library space as offices for staff; campus-wide or centralized audiovisual preparation areas; or instructional facilities for library science staff.
455 Study Service	Room that directly serves reading-study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.	Other categories in these definitions that provide 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. Including areas such as closets, locker space, coat rooms, etc.	

Special Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
510 Armory	Room or an area used by ROTC units.	Indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.	Does not include classrooms, class laboratories, and offices in an armory facility that are designated as classrooms, class laboratories, and offices (even though they are located in an armory building).
515 Armory Service	Room that directly serves an armory facility as an extension of the activities in that facility.	Supply rooms, weapons rooms, coat rooms, etc.	Does not include classroom service, class laboratory service, and office service rooms that are so classified (even though they are located in an armory building).
520 Athletic-Physical Education	Room used by students, staff, or the public for athletic-physical education activities.	Rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields", or field houses.	No distinction by room-use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. This category does not include classroom facilities, laboratory facilities, or office facilities, even though they may be located in an athletic building. Also not included are spectator-seating areas, outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes such as bowling alleys, billiards rooms, ping-pong rooms, ballrooms, chess rooms, card-playing rooms, or hobby rooms.
523 Athletic-Facilities Spectator Seating	Seating area used by students, staff, or the public to watch athletic events.	Permanent seating areas in field houses, gymnasiums, and swimming pools.	Does not include temporary or movable seating areas. Stadium seating by definition is structural area.
525 Athletic-Physical Education Service	Room that directly serves an athletic/physical education facility as an extension of the activities in that facility.	Rooms generally referred to as physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment	Does not include public toilet rooms.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Special Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		supply rooms, first-aid rooms, skate sharpening rooms, towel rooms, etc.	
530 Audio-Visual, Radio, TV	Room used for the production and distribution of audiovisual, radio, and TV materials; or the operation of equipment for the communication of these materials.	Rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, etc.	Does not include studios used primarily as part of an instructional program to train students in communications techniques should be classified as Class Laboratories-Wet/Dry (210/212) if scheduled, or Special Class Laboratories (220) if not scheduled.
535 Audio-Visual, Radio, TV Service	Room that directly serves an audiovisual, radio, or TV facility as an extension of the activities in that facility.	Rooms generally referred to as film libraries, tape libraries, control rooms, videotape recorder rooms, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.	Does not include control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques, which should be classified as Class Laboratory Service Dry/Wet (215/217) or Special Class Laboratory Service (225).
540 Clinic (Non-Medical)	Room used for the diagnosis and/or treatment of patients in a program other than medical (human or veterinary), dentistry, and student health care.	Rooms generally referred to as patient examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.	Does not include clinics associated with student health care, or clinics for the medical or dental treatment of humans or animals.
545 Clinic Service (Non-Medical)	Room that directly services a clinic facility as an extension of the activities in that facility.	Waiting rooms, observation rooms, control rooms, records rooms, etc.	Does not include rooms that serve health care facilities (see 800 series).
550 Demonstration Facility	Room or group of rooms used to practice within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science.	Demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction. Rooms that serve nursery, elementary, or secondary school students in a laboratory school or preschool nursery. The key criterion here is practice activity within an instructional program that closely simulates a real-world occupational setting.	Does not include demonstration schools, laboratory schools, preschool nurseries, and home management houses in which the students serve as the subjects for a research study. These are not classified as non-class laboratory. However, classrooms or class laboratories in such facilities used primarily for college-level students should be classified as classroom facilities or class laboratories. Offices, conference rooms, and meeting rooms used by college-level staff should be so classified.
555 Demonstration Facility Service	Room that directly serves a demonstration facility as an extension of the activities in that facility.	Facilities generally referred to as storerooms, laundry rooms, etc. in a home demonstration facility; facility, or as kitchens, lockers, shower rooms, etc. In a laboratory school.	The distinction between a demonstration facility and a demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchens, dining rooms, living rooms (in a home demonstration house); and classrooms, laboratories, and gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school), should be designated as demonstration facilities.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Special Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
560 Field Building	Barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, vehicles and tools; or for field purposes and experiments.	Barns, animal shelters, sheds, feed units, hay storage, and seed houses. 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. Includes storage space for farm vehicles and implements. Service areas that support field buildings are classified here. Also included are such facilities as meteorological field test stations.	Animal quarters directly supporting research or instructional laboratories should be coded animal quarters (570). Location of 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 non-class laboratory (250). Does not include buildings that house nonagricultural or non-farm related vehicles.
570 Animal Quarters	Room that houses laboratory animals maintained by the institution for research and/or instruction purposes.	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, non-class, special class, or individual study laboratories.	Does not include areas for treatment of veterinary patient animals (see health care facilities-800 series). Also not included are field buildings (560) sheltering animals that do not directly support instruction or research.
575 Animal Quarters Service	Room that directly serves an animal care facility as an extension of the activities in that facility.	Feed storage rooms, feed mixing rooms, cage-washing rooms, and similar facilities such as non-patient surgery, casting, or instrument rooms.	Does not include areas that directly serve areas used for the treatment of patient animals. See health care facilities (800).
580 Greenhouse	A room, usually primarily composed of glass or other light transmitting material, for the cultivation and/or protection of plants.	Any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation of plants).	Does not include greenhouses related to farm operations. Also not included are greenhouses not used for plant cultivation (e.g., a greenhouse used for central storage should be coded 730).
585 Greenhouse Service	Room that directly serves a greenhouse facility as an extension of the activities in that facility.	Equipment or materials storage areas and rooms generally referred to as head houses.	Does not include greenhouses related to farm operations, or storage areas that do not directly serve greenhouses.

General Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
610 Assembly	Room designed and equipped for the assembly of many persons for events such as dramatic, musical, devotional, livestock judging, or commencement activities. The room can also be used for instructional or classroom activity purposes to a minor or incidental extent.	Theaters, auditoriums, 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 pit, chancels, arenas, aisles and stages (if not used primarily for instruction) are included. Also includes chapels located in health care, residential, or other facilities.	Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space. Assembly facilities that are used primarily as instructional lecture halls are classified as classroom facilities.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

General Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
615 Assembly Service	Room that directly serves an assembly facility as an extension of the activities in that facility.	Check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.	Lobbies are non-assignable space, classified as circulation area (020). A concession stand in an assembly facility is classified as merchandising (660).
620 Exhibition	Room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, staff, students and the public.	Both unit and institution-wide museums, galleries, and similar exhibition areas used to display materials and items for viewing by <i>both</i> the institutional population <i>and</i> the public; planetariums used primarily for exhibition; and Planetariums used primarily for research, which should be classified in the laboratory (200) series.	Collections that are intended only for instructional purposes and not for general exhibitions (e.g., unit displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service. Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc., nor collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), which are for <i>study resource</i> as opposed to <i>exhibition</i> use, code library stack (420).
625 Exhibition Service	Room that directly serves an exhibition facility as an extension of the activities in that facility.	Work rooms, for preparation of materials and displays, vault or other storage for works of art, check rooms, etc.	Research areas in museums are classified as non-class laboratories (250) or non-class laboratory service (255). Service areas for displays that are part of an instructional program are classified as classroom service (115) or laboratory service (215, 217) areas.
630 Food Facility	Room used for eating food.	Dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities that are open to the student body and/or the public at large. The primary distinction of a food facility area is the availability of some form of accommodation (seating, counters, and tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables, and sit-down lunch or vending rooms that serve a shop facility are included in this category.	Vending areas <i>not</i> 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 room for consuming the products. Lounges (650) with vending machines that are incidental to the primary use of the room (e.g., relaxation) are coded as part of the lounge if within the room, or as lounge service (655) if separate from and directly supporting the main lounge facility. Break rooms serving specific office areas are classified as office service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas, staff-only eating or break rooms in these facilities are classified as service areas.
635 Food Facility Service	Room that directly serves a food facility as an extension of the activities in that facility.	Kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving rooms, preparation rooms,	Does not include any type of food preparation room that does not serve a food facility or eating area. Kitchenettes in residence facilities that do not serve a dining area are classified Lounge (940).

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

General Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		cleaning rooms, etc., including such areas in residence halls.	Service areas for vending rooms are classified as merchandising service (665). Kitchens and food preparation areas in demonstration facilities are classified as service areas.
640 Day Care	Space used to provide day or night child or elderly adult care as a nonmedical service to members of the institutional community	All primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served, as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).	Does not include support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645); demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process; or 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 Day Care Service	Space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.	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.	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	Room used for rest and relaxation that is not restricted to a specific group of people, unit, or area.	Rooms typically equipped comfortably and may include vending machines. A general use lounge differs from an office area by virtue of its public availability. If a room is used by people visiting or passing through a building or area, it is coded here. Such a room may have vending machines if the primary use of the room is rest, relaxation, and informal socializing rather than for eating.	A lounge is distinguished from a conference room and a meeting room by its informal atmosphere and its greater general public availability. A lounge area associated with a toilet is non-assignable space and classified as toilet area. A room devoted wholly to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as a merchandising facility (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., lounge serving an assembly is classified 615-assembly service) a lounge differs from a lobby (non-assignable circulation area 024) in placement, use, and intent. Generally, a lobby is located at a major entrance, with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through or having standing conversations than for sitting and relaxing. Separate waiting rooms in other than health care facilities are

APPENDIX A: ROOM TYPES, continued

General Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
			<p>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 an office (see 300 series). Public waiting areas in health care facilities are coded as public waiting (880).</p> <p>In residential facilities - a standalone room off a corridor or combined with other rooms behind a secured access corridor that serves as a gathering or study location, and separate food preparation rooms limited to the facility occupants that do not directly serve dining services should be coded to 940 Lounge (Closed access for housing only).</p>
655 Lounge Service	Room that directly serves a general use lounge facility.	Kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility.	Does not include kitchenettes, storage rooms, and small vending areas that directly serve other room types.
660 Merchandising Facilities	Room used to sell products or services.	Bookstores, barbershops, post offices, dairy stores, student union desks, and vending machine areas devoted wholly to vending machines.	Does not include dining rooms, restaurants, snack bars, and similar food facilities. A vending machine room that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the lounge (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.
665 Merchandising Facilities Service	Room that directly serves a merchandising facility as an extension of the activities in that facility.	Storage rooms and closets, sorting rooms, private restrooms, and other support rooms if they directly serve a merchandising (660) facility.	Storage rooms, sorting rooms, and private rest rooms that do not directly serve a merchandising area should be classified using the appropriate service code for the corresponding room use type.
670 Recreation	Room used by students, staff, and/or the public for recreational purposes.	Bowling alleys, pool and billiard rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms (non-instructional), music listening rooms, and hobby rooms. Recreation rooms are used for relaxation and amusement-type activities, whereas athletic-physical education (520) facilities are typically used for the more vigorous pursuits within the physical education, intercollegiate athletics, and intramural programs.	Gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses that should be classified as athletic/physical education facilities. Does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.) or golf courses. 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

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

General Use Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
			rooms are also excluded from this category.
675 Recreation Service	Room that directly serves a recreation facility as an extension of the activities in that facility.	Storage closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a recreation (670) facility.	Does not include kitchens, short-order kitchens, snack bars, or other food facilities (630) and food facility service (635) areas. Does not include athletic/physical education facility service such as locker rooms, ticket booths, dressing rooms, and other similar service areas.
680 Meeting Room	Room used for a variety of non-class meetings.	Rooms used by groups for general purposes such as student senate, student government, community groups, and short-term meetings conducted by an extension division. The key concept here is public availability. Conference rooms (350) are often confused with meeting rooms because they are both primarily used for non-class meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other unit non-class activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to various groups. Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge type furniture, tablet armchairs, or a large table) in various combinations and arrangements.	Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms. Instructional rooms used primarily for scheduled classes are classified as classroom (see 100 series) facilities. Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical, or devotional activities, etc., should be classified as assembly (610).
685 Meeting Room Service	Room serves a meeting room as an extension of the activities in that room.	Kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support rooms that directly serve a meeting room.	Does not include kitchenettes, storage rooms, and other support areas that serve conference rooms (355) or assembly facilities (615).
690 Locker Room	Room used for changing clothes and/or storing personal materials.	Service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, (e.g., Physical plant locker rooms).	Does not include physical education or intercollegiate athletics locker rooms and areas. These should be coded athletic-physical education service (525).

Supporting Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
710 Data Processing-Computer	Room used as a computer-based data processing or telecommunications center with applications that are	Central rooms housing computer or computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or	Does not include office space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these rooms usually contain

APPENDIX A: ROOM TYPES, continued

Supporting Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
	broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, unit, college, school, or entire institution.	disk drives, data reading equipment, etc.), or output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms 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. A central computer or telecommunications room may be one of a group or rooms that constitute a <i>center</i> for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone or modem access. Also included are computer and network -based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private bench) network centers, including central rooms housing satellite signal reception or transmission equipment. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.	an access terminal. This also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 200 series), or offices with data processing equipment used as office tools. Personal computer or terminal workrooms and printer rooms that serve an office area should be coded office service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as central computer service (715).
715 Data Processing-Computer Service	Room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.	Such rooms as 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 included are the repair and assembly rooms that directly serve the central computer or telecommunications facility. Small closet areas housing reception or distribution telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e.,	Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility; primary equipment (computer, i/o device) rooms; office areas containing data processing or networking office equipment or materials; or rooms directly supporting study rooms or laboratories (see 200 series) that contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded office service (315). A printer room serving a general-purpose terminal room in a

APPENDIX A: ROOM TYPES, continued

Supporting Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		repair or modification only) should be classified here.	dormitory should be classified as study service (455).
720 Shop	Room used for the manufacture, repair, or maintenance of products or equipment.	Carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops.	Does not include instructional shops, industrial arts and vocation-technical shops used for instruction, which should be classified as class laboratories (see 200 series). Architectural and engineering drafting rooms serving the physical plant operation are classified as other professional office (321). 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. Does not include areas used for repair and maintenance of institution-owned vehicles, which should be coded as vehicle storage service (745), or costume and scene "shops" serving theatre areas, which should be coded as assembly service (615). Greenhouses used for campus physical maintenance or improvements should be coded as greenhouse (580).
725 Shop Service	Room that directly serves a shop facility as an extension of the activities in that facility.	Tool-supply storage, materials storage, and similar equipment or material supply and/or storage. Locker, shower and lunchrooms, and similar non-public areas that serve the shop facility should be included.	Does not include service areas related to class or non-class laboratories, or vehicular repair facilities (garages), which should be classified as vehicle-storage facility service (745). Blueprint storage rooms should be classified as office service (315). Sit-down lunch or vending rooms that serve a shop facility are classified food facility (630).
730 Central Storage	Room or building used to store materials or equipment that serves multiple room use categories, organizational units, or buildings.	Central storage facility (warehouse) and inactive unit storage. The concept of <i>central</i> or <i>general</i> is the key to applying this code correctly. The vast majority of storage rooms on campus are service rooms that directly support a primary activity room or room group: for example, a paper storage room, office service (315) can serve several offices in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally. Storage areas include areas commonly called surplus storage, central campus supply, or warehouses. It also includes storage rooms in a building or building area that serve multiple room use categories and that are used for general or surplus (e.g.,	Storage related to other types of space follows the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classification 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. <i>Storage that must be close at hand</i> 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. Offices within warehouses or

POLICY 2.7
Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Supporting Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		furniture, equipment) collection storage. The 730 code can usually be used for all storage areas that do not qualify as service rooms.	other central storage buildings are coded as the appropriate office (see 300 series).
735 Central Storage Service	Space that directly serves a central storage facility as an extension of the activities in that facility.	Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.	Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.
740 Vehicle Storage	Room or structure used to house or store vehicles.	Structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment and other powered transport devices or equipment.	Does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements, which should be code field building (560).
745 Vehicle Storage Service	Room that directly serves a vehicle storage facility as an extension of the activities in that facility.	Any 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).	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 offices (300 series).
750 Central Services	Central room for the processing and storage of foods used in food facilities or a central laundry room used for cleaning, washing, drying and ironing linens, uniforms, etc.	Food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food storage building. Also, laundry, drying, and ironing rooms located in a central laundry building.	Offices and conference rooms located in a central food-storage or laundry building are classified as offices and conference rooms (300 series). Food storage areas, freezers, lockers, etc. not located in a central food storage facility are classified as food facility service (635). Laundry rooms serving a single building are classified as service types for the kind of room they support, such as Sleep-Study Service (935), Athletics PE Service (525), or Health Care Service (895).

◆ **Note:** The Health Care Room Space category includes the room uses listed below that are in student health facilities, health professions clinics, and in hospitals. The codes and definitions in this series are designed to describe health care facilities for humans as well as animals requiring health care. This category does not include nonmedical clinic facilities. Offices that serve in health care activities are classified as offices.

Health Care Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
810 Patient Bedroom	Room equipped with a bed and used for patient care.	General nursing care, acute care, semi-convalescent/rehabilitative adult or pediatric bedrooms, intensive care	Does not include student residence quarters (see 900 series). Staff on-call rooms for resting should be coded staff

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Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Health Care Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		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.	on-call (890). Also does not include non-patient animal shelters for farm animals, code field building (560) or non-veterinary school laboratory animals, which should be coded as animal quarters (570).
820 Patient Bath	Room containing patient bath and toilet facilities.	Toilet/bath facilities adjoining or in conjunction with patient bedrooms.	Public toilet facilities are excluded.
830 Nurse Station	Room or area used by nurses who are supervising and/or administering health care.	Areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medication areas, etc.	Rooms that can be identified as offices should be classified as such.
840 Surgery	Room used for surgery.	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 cleanup and storage, gurney storage, sterile supplies storage.	
850 Health Treatment	Room used for diagnostic and therapeutic treatment.	Rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function, vascular testing, EEG, ECG, EMG, combination doctor's offices and examination/treatment rooms, and rooms that support treatment rooms as a direct extension of the activities of a facility, such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.	
855 Hospital Patient Isolation	Room used to seclude patients.	Human and animal patient rooms such as those found in Gannett Health Center and the Veterinary Medical Center.	Plant isolation rooms are coded as laboratories.
860 Health Service Laboratory	Room used to provide diagnostic support services to health care facilities.	Rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., such as hematology, chemistry tissue, bacteriology serology, blood bank, nasal metabolism, isotope rooms, and rooms that serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage	Does not include class laboratories, special class laboratories, or other facilities used primarily for organized instruction.

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Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Health Care Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		morgue, autoclave and centrifuge rooms, warm and cold rooms.	
870 Health Supplies	Room used to store supplies for health care facilities.	Central supply, pharmacy supplies/ storage dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.	Does not include central storage areas for materials or equipment not directly health-care-related (e.g., furniture, office equipment); such areas should be classified central storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.
880 Health Public Waiting	Room used by the public to await admission, treatment, or information.	Lobbies, waiting and reception areas, visiting areas, and viewing areas.	Lounges are excluded from this category.
890 Staff On-Call	Rooms used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.	Rooms used by doctors, nurses, emergency medical technicians, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.	Bedrooms for patients should be coded patient bedroom (810); student residence quarters should be classified with the residential facilities (see 900 series) codes. Staff on-call (890) rooms differ from open and service area lounges (650), in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift.
895 Health Care Service	Rooms used by housekeeping, linen storage, and handling.	Rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation.	Non-assignable areas are explicitly excluded from this category. Excluded are mechanical and equipment areas.

◆ **Note:** Offices that serve residential activities see 300 series. Likewise, food facilities that serve student and faculty housing activities are coded Food Facility (630) and Food Facility Service (635).

Residential Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
910 Single Bedroom	A residential room for one individual typically furnished with a bed, without an internally connected bath.	A single bedroom may be a standalone room off a corridor or combined with other rooms with access through a secured corridor.	Does not include study rooms (410).
919 Toilet-Bath-Shower	Toilet and/or bathroom and/or shower stall intended to be used only by the occupants of the residential facilities, rather than by the general public.	Common or shared bathroom facilities that 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.	Does not include public toilets (031) or private toilets (032) in public areas of residential facilities or non-residential facilities.
935 Closet	Room (or group of rooms) that directly serve the occupants of sleep-study rooms.	Rooms that directly service rooms coded Single Bedroom (910) residential facilities. Rooms referred to as mail rooms, laundry and pressing rooms, linen closets, maid rooms,	Does not include offices (see 300 series), lounges (650), lounges (940), reading-study rooms (410), or meeting rooms (680) in any residential facility, including institutionally controlled hotels or motels.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX A: ROOM TYPES, continued

Residential Room Space			
AREA	USE/DEFINITION	INCLUDES	LIMITATIONS/COMMENTS
		<p>serving rooms, trunk storage, and telephone rooms.</p>	
940 Lounge (Closed access for housing only)	A study and/or food space limited to occupants of a residential facility.	A standalone room off a corridor or combined with other rooms behind a secured access corridor that serves as a gathering or study location, and separate food preparation rooms limited to the facility occupants that do not directly serve dining services.	Residential quarters equipped with internal cooking facilities are coded Apartment (950). Food preparation areas that are open to larger campus populations are coded Food Facility (630).
943 Shared Bedroom (double or more)	Room occupied by more than one individual typically furnished with beds, wardrobes, closets, desks, and chairs.	Suite includes multiple occupancy bedrooms exclusively for residential use.	Single bedroom (910) and their corresponding external toilet-bath-shower (919) rooms are coded separately.
950 Apartment Space	Living room, kitchen, bedroom, bathroom, hallway, or vestibule of a living unit, complete with private cooking facilities.	Living/recreational space in a basic module or group of rooms designed as a complete housekeeping unit which may, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. This room type fits within a category that includes apartments provided for faculty, staff, or students. Also, laundry rooms, mail rooms, linen closets, maid rooms, trunk-storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be in a separate building that serves an apartment complex. Apartments need not be in a residential building.	Does not include single freestanding structures coded house (970) or any residential units that do not contain private cooking facilities.
970 House	Space in a free-standing house.	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.	<p>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. Also not included are complete living units that are part of a larger structure, which should be coded as apartment space (950). Houses used as office areas should be classified with the office facilities (see 300 series) codes.</p> <p>Note: If the house is a Campus Life unit or is used as office space, each of the rooms of the house must be inventoried. For clarification or further details, contact Facilities Inventory.</p>

POLICY 2.7

Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES

Function Code A code designating the purpose for which a room is being used. A single room may serve several functions. For example, a class lab (room type 210) may have two functions: ‘General Academic Instruction’ function code 1.1, 70% of the time and ‘Individual and Project Research’ function code 2.2, 30% of the time.

Instruction and Departmental Research

- 1.1 General Academic Instruction
- 1.3 Special Session Instruction
- 1.4 Extension Instruction
- 1.5 Departmental Research

Organized Research

- 2.1 Institutes and Research Centers
- 2.2 Individual and Project Research

Public Service Program

- 3.1 Community Education
- 3.2 Community Service
- 3.3 Cooperative Extension Service

Academic Support Program / College or Department

- 4.1 Libraries
- 4.2 Museums and Galleries
- 4.3 Audio-Visual Services
- 4.4 Computing Support

- 4.5 Ancillary Support
- 4.6 Academic Administration and Personnel Development
- 4.7 Course and Curriculum Development
- 4.8 Teaching Hospital
- 4.9 Specialized Animal Recharge Services

Student Service Program

- 5.1 Social and Cultural Development
- 5.2 Supplementary Education Service
- 5.3 Counseling and Career Guidance
- 5.4 Financial Aid
- 5.5 Student Support
- 5.6 Intercollegiate Athletics
- 5.7 Health Services (Student)
- 5.8 Housing Services (Student)

Institutional Support Program (University)

- 6.1 Executive Management
- 6.2 Fiscal Operations

- 6.3 General Administrative Services
- 6.4 Logistical Services
- 6.5 Physical Plant Operations
- 6.6 Faculty and Staff Services
- 6.7 Community Relations
- 6.8 Housing Services (Faculty and Staff)

Independent Operations Program

- 7.1 Institutional Analysis
- 7.2 Outside Agencies
- 7.3 ROTC Activities

Unassigned (For Assignable Room Types Only)

- 8.1 Capable of Use
- 8.2 Incapable of Use

Building Services (For Non-Assignable Room Types)

- 9.1 Building Space (Non-Assignable Only)

◆ **Note:** Generally speaking, each room will be assigned a single function code if it is used for a single purpose, however, if a room serves multiple uses then a percentage allowance must be made to those functions selected from the codes listed below.

	Definition	Facilities Application	Limitations
Instruction and Departmental Research	Activities whose outputs are primarily eligible for credit in meeting specified formal curricular requirements, leading toward a particular post-secondary degree or certificate granted by	Areas that house activities of the instruction program are to be classified here if they serve the entire program or are under one of the subprogram classifications listed subsequently if they house specific	Areas that house activities established to provide instructional service that are not creditable toward degrees should be assigned to an appropriate category under the student service program, if the primary intent is to provide supplemental or remedial educational

POLICY 2.7

Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	Cornell. It should include unit or personal research (1.5).	portions of the instruction program. All classrooms are to be coded here.	services for matriculated students, or to the public service program, if the primary intent is to offer instructional services for members of the community.
1.1 General Academic Instruction	Instructional program elements operating during the standard academic term, as defined by Cornell, that are part of a formal degree or certificate curriculum and are managed by the regular academic units.	Areas that house instructional elements operating during the standard academic term are classified here. Typically, faculty offices, laboratories, and classrooms etc., are classified under this subprogram.	Areas that house special session instruction (1.3) and extension instruction (for credit) (1.4) are also excluded.
1.3 Special Session Instruction	Instructional activities that offer credit toward a formal degree or certificate and are in operation during summer session, interim session, or another period that is not common with the institution's regular term.	Areas that are assigned specifically to special session activities are included, e.g., the summer session office that throughout the year is devoted to arranging admissions, scheduling, and other matters for summer session. Offices and laboratories devoted only to special session are also included here.	Facilities that serve all elements of the instruction program regardless of the term are more appropriately coded under general academic instruction (1.1).
1.4 Extension Instruction (for CREDIT)	Instructional activities managed separately by an extension division and are applicable toward a formal degree or certificate, e.g., Extramural instruction.	Areas that are assigned to and/or house extension instruction are included, e.g., the extension offices and associated meeting rooms.	Facilities that serve all elements of the instruction program such as general classrooms and class laboratories are more appropriately coded under general activities that are managed separately by an extension division and are applicable toward a formal degree or certificate, e.g., Extramural instruction (1.3).
1.5 Departmental Research	Space used primarily for research supported through unit budgets or personal funds and conducted to further teaching or personal interests. Design and objectives are defined by the individual by whom the research is being conducted and is not a portion of a project approved or reported outside the unit.	Areas included in this subprogram are those used primarily to conduct and administer unit and personal research activities. This includes staff and clerical offices, assistant offices, research laboratories, research services and greenhouses if used according to criteria outlined above.	Areas that serve all elements of the instruction program are most appropriately coded under one of the above classifications. Areas that serve organized research program are excluded from this category.
Organized Research	Primary objective is the creation and dissemination of new knowledge. It consists of activities that have been specifically organized to produce research outcomes commissioned by an agency either external to Cornell or authorized by an	Facilities that house elements of the organized research program are to be classified here if they serve the entire program, or under one of the subprogram classifications listed subsequently if they house specific elements of the organized research program.	Facilities that house externally funded educational activities such as workshops, short courses, and training grants would normally be considered as either instruction or public service.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	organizational unit within Cornell other than the unit or section in which the research is conducted.		
2.1 Institutes and Research Centers	Organized research activities that are part of formal research organization typically created to manage a number of research efforts.	Areas that house formal research organizations created to manage a number of research efforts within Cornell are classified under this category.	Areas that serve research activities that are normally managed within academic units are excluded from this category.
2.2 Individual and Project Research	Research activities normally managed within the academic units. It consists of the various research-related activities that have been created as a result of a contract, grant, or specific allocation of Cornell resources to conduct a study or investigation of a specific scope. Generally, such activities may be identified with the principal investigator and should be coded within his/her assigned discipline. Activities are normally of a temporary nature, e.g., created for a specified period of time, as contrasted to the more permanent nature of the research organizations within the institutes and research centers subprogram.	Areas that house research related elements created as a result of a contract, grant, or specific allocation of Cornell resources, are classified here. Typically, faculty offices, and non-class laboratories devoted to project research are classified here. If the space has multiple uses, primary intent should be the guiding factor as to where to classify it.	Areas that house research organizations are not to be classified here.
Public Service Program	Established to make available to the public the various unique resources and capabilities of higher education. Objective is to provide services that are beneficial to groups external to Cornell.	Areas that house elements of the public service program are to be classified here if they serve the entire public service program. Areas that house specific elements of the public service program are to be classified under the subprograms listed below.	Areas that house activities established to provide supplemental or remedial services for matriculated students should be appropriately coded under the student service program (5.0).
3.1 Community Education	Activities managed within the academic units or elsewhere within the institution to provide continuing education, e.g., noncredit instructional services, to members of the community other than matriculated students. Community education is considered to	Areas that house noncredit instructional services provided to members of the community other than matriculated students are classified here, e.g., the continuing education office or meeting rooms that are used only for continuing education.	Areas that house noncredit instructional services to provide supplemental or remedial services for matriculated students are classified under the Student Service program.

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	be those activities conducted under activities that have been established to provide an educational service to the various members of the community and are not part of the degree curriculum, e.g., short courses, professional review courses, etc.		
3.2 Community Service	Activities established to provide general community services, excluding instructional activities. Community service activities are managed within either the academic units or elsewhere within Cornell and have been established to provide general public services to the community at large or special sectors within the community. Community service is concerned with making available to the public various resources and unique capabilities that exist within Cornell. Examples of community service may be conferences and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio and television, consultation, and similar activities. Community service activities are those for which the primary intent for establishing and maintaining the activity is to provide services that are beneficial to groups and individuals outside Cornell.	Areas that house general community services, excluding instructional activities, are to be classified here, e.g., offices devoted entirely to arranging such community services and meeting rooms where such services are held or provided.	
3.3 Cooperative Extension Service	Activities established as the result of cooperative efforts between the university and outside agencies, e.g., agricultural extension, urban extension, and is extended primarily for land-grant colleges, and universities. The distinguishing feature of these activities is that the	Areas that house activities and services associated with cooperative extension services are to be classified here, e.g., rooms assigned to agricultural extension or urban extension.	These cooperative extension programs are often a cross between independent operations and public service. Areas under the control of an agency external to the institution are to be classified under the Independent Operations program.

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	<p>programmatic and fiscal control is shared by Cornell with one or more governmental units. Historically, agricultural extension, and increasingly, certain urban extension programs, represent a significant commitment of resources that are not necessarily under the control of Cornell in terms of the programmatic direction of the activities. These cooperative extension programs are often a cross between independent operations and public service in that they represent a mix of resources belonging to Cornell.</p>		
Academic Support Program/College or Department	<p>Objectives are to provide support services that are an integral part of the operations of the primary programs through the retention, preservation, and display of materials or provide services that directly assist the academic functions of the institution.</p>	<p>Areas that house activities of the academic support program are to be classified here if they serve the entire program, or are under one of the subprogram classifications listed subsequently if they house specific segments of the academic support program.</p>	<p>Excluded are areas that house activities established to maintain the organization and provide operational support for the day-to-day functioning of the organization. Such areas are classified under the Institutional Support program.</p>
4.1 Libraries	<p>Activities that directly support the operation of a cataloged or otherwise classified collection of published material.</p>	<p>Areas that house activities supporting the operation and maintenance of a collection of published material are classified here, e.g., the general campus library, law library, engineering library, etc.</p>	<p>Use of the space function code 4.1 is only appropriate if all three conditions are met: (1) the collection is cataloged or otherwise classified, (2) the rooms that house the collection are a distinct and separate space specifically dedicated to the collection, and (3) there is a financial account(s) established with an accounting function code 456(Library) that supports and maintains the collection.</p> <p>◆ Note: Areas that are intended to serve as unit reading rooms should be classified under the appropriate category of the Instruction program.</p>
4.2 Museums and Galleries	<p>Activities established to provide services related to the collection, preservation, and exhibition of historical materials, art objects, scientific collections, etc.</p>	<p>Areas that house activities established to provide audio and/or visual materials for use in the academic programs are classified here.</p>	<p>Research areas in museums or galleries should be classified under the appropriate category of the Organized Research program.</p>

POLICY 2.7
Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
4.3 Audio-Visual Services	Activities associated with providing audio and/or visual materials to support the academic programs at Cornell.	Areas that house activities established to provide audio and/or visual materials for use in the academic programs are classified here.	Areas that house activities that use audio/visual technology as part of the instructional process, e.g., language laboratories, are excluded. Areas housing dial access centers and learning resources are more appropriately coded under libraries (4.1).
4.4 Computing Support	Activities established to provide computing support to the primary programs.	Areas that house such computing support activities are classified here.	Excluded are areas that house administrative data processing activities that are included as part of the Institutional Support program. In the case of a centralized center serving both academic and administrative needs, it is recommended that you attempt to distinguish between the areas required for supporting the administrative computing activities and those required for academic computer support activities. Areas housing computer assisted instruction activities should be handled in the same manner as closed circuit television areas, e.g., they may be identified with course activities and should be coded under the appropriate category of the instruction program.
4.5 Ancillary Support	Activities that provide support services to the primary programs and are not appropriately classified with the previous subprograms. Such ancillary support activities, when they exist, normally provide joint services to the instruction, organized research, and public service programs.	Areas that house ancillary support activities typically are teaching hospitals, demonstration schools, and special areas such as general glass blowing shops, barns, greenhouses and project buildings, etc.	Shops and similar areas that service specifically identifiable program categories should be coded under the appropriate category of the Instruction, Organized Research, or Public Service programs.
4.6 Academic Administration and Personnel Development	Activities that provide administrative support and management direction for the primary programs. The intent of this subprogram is to provide a well-defined identification of the management function.	Areas that house the activities of unit chairs, college deans, and associated support staff are included in this category.	Areas that house the activities of Cornell's executive and general administrative officers are more appropriately coded under the Institutional Support program.
4.7 Course and Curriculum Development	Activities established to accomplish the planning and developmental activities for future (i.e., subsequent to the current budget period) instruction programs. The intent of this subprogram is to separate initially from the	Areas that are specifically devoted to course and curriculum development activities are classified here.	Areas that cannot be identified separate from the Instruction program should be so coded within the Instruction program.

POLICY 2.7
Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	current operational aspects of the instruction program, those activities that may result in instructional offerings at some point beyond the current budget period. This subprogram may be thought of as reflecting investment costs for future instruction program elements.		
4.8 Teaching Hospitals ◆ Note: This category may be reported separately or combined with (4.5) depending on reporting requirements.	Activities in teaching hospitals that provide services to the instruction, organized research, and public service programs.	Provided to maintain a separate tabulation of teaching hospital facilities that support health profession activities in the instruction, research, and public service programs.	Student health centers are excluded.
4.9 Specialized Animal Recharge Services	Activities established for the husbandry of animals and for other services provided by animal research facilities for the benefit of specific projects for which billing rates have been or will be established.	Areas that house activities established for the husbandry of animals and for other services provided by animal research facilities for the benefit of specific projects for which billing rates have been or will be established.	Areas within Specialized Animal Recharge Service units that house activities such as procedure rooms, operating and recovery rooms, isolation rooms, and quarantine rooms <i>directly related to research protocols</i> , as well as rooms that house animals involved in research that are <i>not generally removed from the facility for conducting the research</i> should be classified under the appropriate category of Organized Research program (2.2). ◆ Note: Where space is coded to Organized Research, it will be necessary to document the particular research projects being conducted. Protocols approved by the Institutional Animal Care and Use Committee (IACUC) may be used to meet these documentation requirements.
Student Service Program	Overall objective is to contribute to the student's emotional and physical well-being outside the context of the formal academic program.	Areas that house activities of the student service program are to be classified here if they serve the entire program or are under one of the subprogram classifications listed subsequently if they house specific portions of the student service program.	Areas that house activities that are creditable toward degrees are coded under the appropriate category of the Instruction program. Areas that house activities whose primary intent is to offer non-degree instruction to members of the community are coded to the appropriate category of the Public Service program.

POLICY 2.7

Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
5.1 Social and Cultural Development	Activities that have been established to provide for the student's social and cultural development outside of the degree curriculum.	Areas to be classified under this category include those that house activities such as student activities, cultural events, student organizations, recreation, intramural athletics, and intercollegiate athletics. Areas such as student unions, bowling alleys, and sports complexes are included here.	Areas that house instructional activities creditable toward a degree are excluded.
5.2 Supplementary Education Service	Activities that have been established primarily to provide matriculated students with supplemental instructions outside of the normal academic program. Generally, activities within this subprogram are established to provide remedial education service as contrasted to instructional activities that are a part of the degree curriculum.	Areas specifically assigned to providing supplemental instruction outside the normal academic program to matriculated students are included here. Some offices and classrooms may be assigned specifically for this type of usage.	Areas that house regular academic programs are excluded. Areas assigned to non-degree instructional activities for members of the community are also excluded.
5.3 Counseling and Career Guidance	Activities established to provide counseling services, career guidance, and placement services for the student body.	Areas that house the activities of placement bureaus, counseling centers, etc., are included in this category.	Areas used by faculty for informal student counseling or health services counseling are excluded.
5.4 Financial Aid	Activities established to provide financial aid and assistance to students.	Such activities as financial analysis and counseling, work-study and student employment, scholarships, loans, grants, and records and collections are included here. Typically, such areas are offices and associated conference rooms.	Excluded are placement bureaus for students leaving the institution.
5.5 Student Support	Activities established within Cornell to provide convenience services to the student body or services to special student groups. It may be difficult to discriminate between convenience services provided for the benefit of students and those provided for faculty and staff, e.g., a central cafeteria for both. In such instances, the program element will typically be identified to the student support subprogram unless the primary intent is clearly to provide services for the faculty and staff.	Areas that house such activities as student housing, health services, veterans' assistance, disadvantaged assistance, food services, and retail services and concessions are included here. Typically, bookstores, student health centers, residential complexes, and cafeterias are classified under this category.	Excluded are areas that house similar activities specifically for members of the staff.

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
<p>5.6 Intercollegiate Athletics ♦ Note: If a clear separation of space can be made and there is a desire to record this space separately from category 5.1, then the category 5.6 should be used. However, this subcategory may have to be combined into 5.1 for external, to Cornell, reporting.</p>	<p>Activities associated with the performance of intercollegiate athletics. It is assumed that the primary intent of such activities is to enhance the student's development.</p>	<p>Provided to keep separate tabulation of facilities devoted to the Cornell intercollegiate athletics program although the total amount of such space is also included in the category 5.1. Areas such as basketball arenas, team locker rooms, and coach offices are to be included in this category if their primary function is intercollegiate athletics.</p>	<p>Areas used primarily for intramural activities and/or instructional activities are excluded.</p>
<p>5.7 Health Services (Students) ♦ Note: For external reporting, this category may be combined with subprogram 5.5, however for Cornell's use this subprogram will be listed separately.</p>	<p>Activities associated with providing students with medical services, including dental and psychiatric care.</p>	<p>Areas designed to manage and provide health service to students are included in this category.</p>	<p>Faculty and staff health care services are excluded.</p>
<p>5.8 Housing Service (Student) ♦ Note: For external reporting this category may be combined with subprogram 5.5, however for Cornell's use this subprogram will be listed separately.</p>	<p>Activities associated with the student dormitories and student housing office.</p>	<p>Areas that are designed to manage and to provide residential accommodations to students are included in this category, including quarters for dorm counselors and matrons.</p>	<p>Faculty and staff accommodations are excluded.</p>
<p>Institutional Support Program</p>	<p>Activities that provide operational support for the day-to-day functioning of the organization. The overall objective of the institutional support program is to</p>	<p>Areas that house the activities of the institutional support program are to be classified here if they serve the entire program, or are under one of the subprograms listed subsequently if</p>	<p>Areas that house activities associated with management of specific academic organizations units are excluded.</p>

POLICY 2.7

Reporting the Use of Facilities

Responsible Office: Facilities
 Inventory/Cost and Capital
 Assets

Issued as Interim: February 21,
 2000

Last Updated: October 19,
 2023

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
	maintain the institution's organizational effectiveness and continuity.	they house specific portions of the independent operations program.	
6.1 Executive Management	Central executive-level activities and other activities concerned with the management and long-range planning for Cornell, as contrasted to any one program within Cornell.	Areas that house such central operating activities as legal services, executive direction (the governing board, the chief and senior executive officers), analytical studies, institutional research, long-range planning, etc. are included here.	Areas housing administrative data processing activities and logistical services, and physical plant operations are excluded.
6.2 Fiscal Operations	Central operations activities related to fiscal control, investments, and functional program elements related to the fiscal operations of Cornell.	Areas that house the activities of the fiscal operations of Cornell are included here.	Areas housing financial aid and counseling activities for the student body are excluded.
6.3 General Administrative Services	Activities established to provide central administrative services to Cornell's support program elements related to student records and staff personnel.	Areas that house general administrative activities such as administrative data processing are classified here.	Areas housing data processing activities that serve the primary programs explicitly are more appropriately coded under the Academic Support program.
6.4 Logistical Services	Activities established to provide procurement services, supply and maintenance of provisions, and the orderly movement of support materials for the campus operation. Included within logistical services are central activities related to the environmental health and safety of the staff and students.	Areas that house activities such as central stores, central laundry, and campus enforcement officers are included in this category.	Excluded are areas that house the logistical service activities of specific organizational units within Cornell.
6.5 Physical Plant Operations	Activities established to provide services related to the campus grounds and facilities.	Areas that house activities related to maintaining existing grounds and facilities, operating utility services, creating new facilities, and/or modifying existing facilities are included here.	This category includes only those areas that house the activities of physical plant units, not the areas maintained by them.
6.6 Faculty and Staff Services	Activities established to provide support services for the faculty and staff, and those activities for which the primary intent of their establishment is to provide support and convenience services to the faculty and staff.	Areas such as faculty clubs are to be included in this category.	Areas that house service activities where the primary intent is not obvious, e.g., a central cafeteria, should be classified under the Student Service Program.

POLICY 2.7
Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
6.7 Community Relations	Activities established to maintain relationships with the general community, the Cornell alumni, or other constituents, and to conduct activities related to development and fund-raising.	Areas that house community relations activities should be classified here, e.g. the alumni office, public relations office.	Areas that house activities related to the objectives of this institution are excluded.
6.8 Housing Service (Faculty and Staff)	◆ Note: For external reporting this category may be combined with subprogram 6.6, however for Cornell's use, this subprogram will be listed separately.	Areas that are designed to manage and to provide residential accommodations to faculty and staff are included in this category.	
Independent Operations Program	Activities that may be viewed as not related directly to the objectives of Cornell's higher education.	Areas that house activities of the independent operations program are to be classified here if they serve the entire program, or are under one of the subprograms if they house a specific portion of the independent operations program.	Areas that house activities related to the objectives of this institution are excluded.
7.1 Institutional Analysis	Activities that represent operations owned or controlled by Cornell and are foreign to, or independent of, Cornell's mission.	Areas such as commercial rental property for income, a pancake house, a spaghetti factory, etc., are included here.	Areas that house operations controlled by external organizations are excluded.
7.2 Outside Agencies	Activities that are controlled or operated by outside agencies but are housed or otherwise supported by Cornell.	Areas that house the activities of outside agencies are classified here, e.g., the Western Interstate Commission for Higher Education that has its offices on the campus of the University of Colorado.	Excluded are areas that house operations controlled by Cornell but are foreign to Cornell's objectives.
7.3 ROTC Activities	Activities that support the Reserve Officers Training Corps as managed by Cornell.	Areas to be classified under this category include those providing supplemental instruction outside the normal academic program. Some offices and classrooms may be assigned specifically for this type of usage.	Areas that house operations controlled by external organizations other than ROTC are excluded. Also excluded are areas supporting athletics and student activities.
8.1 Capable of Use	Limited to rooms that are not in use at the time of the Inventory but are capable of use.		
8.2 Incapable of Use	Limited to rooms that are not in use at the time of the inventory because they are incapable of use.		

Cornell Policy Library
 Volume: 2, Facilities
 Responsible Executive:
 Executive Vice President and
 CFO
 Responsible Office: Facilities
 Inventory/Cost and Capital
 Assets
 Issued as Interim: February 21,
 2000
 Last Updated: October 19,
 2023

POLICY 2.7
Reporting the Use of Facilities

APPENDIX B: FUNCTION CODES, continued

	Definition	Facilities Application	Limitations
Building Services (for Non-Assignable Room Types Only)	Limited to classifications of non-assignable areas.	Included only for purposes of completing the program classification dimension of the procedures.	
9.1 Building Space (for Non-Assignable Room Types Only)	Applies only to the space necessary for the proper functioning of a building.	Since the 9.0 category is utilized for aggregate purposes only, the code 9.1 has been added to the overall coding to account for areas such as utility ducts, corridors, that will be included in this category. The above non-assignable areas to be classified here are necessarily recommended for collection so that a complete record of all spaces can be maintained.	