

HEGIS ROOM TYPE CATEGORIES

UNUSED SPACE

050 INACTIVE AREA--Space available for assignment but unassigned at time of inventory.

060 ALTERATION OR CONVERSION AREA--Space being altered, remodeled or rehabilitated at time of inventory.

070 UNFINISHED AREA--Unfinished space potentially usable.

CLASSROOMS

110 CLASSROOM--A scheduled room for academic classes not requiring special equipment for student use. A lecture hall, lecture-demonstration room, seminar room or other general purpose classroom. (Compare 680.)

115 CLASSROOM SERVICE--A room serving scheduled classrooms as an extension of the activities in such rooms. A projection room, cloak room, preparation room, storage closet serving a classroom.

LABORATORIES

210 CLASS LABORATORY--A room used primarily by regularly scheduled classes requiring special-purpose equipment for student participation, experimentation, observation or practice in a discipline.

215 CLASS LABORATORY SERVICE--A room serving one or more class laboratories. Does not include animal quarters (570) or greenhouses (580).

220 OPEN LABORATORY--A room used primarily by informally scheduled classes, is unscheduled or open, requiring special purpose equipment for student use. Does not include animal quarters (570) or greenhouses (580).

225 OPEN LABORATORY SERVICE--A room serving special class laboratories. Does not include animal quarters (570) or greenhouses (580).

230 INDEPENDENT STUDY LAB

235 INDEPENDENT STUDY LAB SERVICE

250 RESEARCH LABORATORY--A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.

255 RESEARCH LABORATORY SERVICE--A room *adjacent or connected to a research laboratory*. Does not include animal quarters (570) or greenhouses (580).

256 RESEARCH LABORATORY SERVICE – A room **shared** or common rooms used by more than one principle investigator's staff. The "shared room" flag should be checked.

256A AUTOCLAVE ROOM

256B COLD ROOM

256C DARKROOM

256D INSTRUMENT ROOM

256E PREPARATION ROOM

256F STORAGE ROOM

256G TISSUE CULTURE ROOM

256H WARM ROOM

256Z OTHER--Include in PI's Name field the exact room type name.

Room Types 256 – 256Z have the option of being flagged as a "shared room".

- When the "shared room" flag is checked – functional percentages are not required and the room will total 0%.

- When the “shared room” flag is not checked – the room must be functionalized and it should total 100%

OFFICE SPACE

- 310 OFFICE--A room used by a professional person engaged primarily in teaching, research or public service. (Does not include chairperson, dean or student offices.)
- 315 OFFICE SERVICE--A room serving other offices such as a duplicating room file and records room, vault, private toilet, closet or supply room, waiting room, access area.
- 350 OFFICE CONFERENCE ROOM--A room, usually part of an office complex, used primarily for faculty/staff meetings. May contain departmental collections and serve as a multi-purpose room. (Compare 680.)
- 355 CONFERENCE ROOM SERVICE--A room that serves one or more conference rooms as an extension of the activities in those rooms.

STUDY

- 410 STUDY ROOM--A room or area used by individuals to study at their own convenience, which is not restricted to a particular subject or discipline by contained equipment. Includes general purpose study space. Residential hall study rooms are classified 935.
- 420 STACK--A room (or portion of a room) used to provide shelving for library or audio/visual materials, including music scores, tapes, records. Bookshelf space in offices, laboratories, or classrooms is not included.
- 430 OPEN STACK STUDY ROOM--A combination of study room and stack space. generally without physical boundaries between the stack and study areas.
- 440 PROCESSING ROOM--A room or area devoted to processes and operations in support of library functions.
- 455 STUDY SERVICE--A room which services a study room, stack open stack study room or processing room as a direct extension of the activities in those rooms. (Includes closets, locker space. coat rooms.)

SPECIAL USE FACILITIES

- 510 ARMORY--A room or area used by officer-training units. (Includes indoor drill area, indoor rifle ranges and special-purpose military science rooms.)
- 515 ARMORY SERVICE--A room serving an armory as an extension of its activities.
- 520 ATHLETIC/PHYSICAL EDUCATION--A room or area used by students, staff, or public for athletic/physical education activities. (Includes gymnasiums, courts, wrestling rooms, pools, ice rinks, field houses but not rooms used for recreational purposes. (Compare 670.)
- 523 ATHLETIC SPECTATOR SEATING--The area used by spectators at an athletic event.
- 525 ATHLETIC/PHYSICAL EDUCATION SERVICE--A room serving an athletic/physical education facility as an extension of its activities. (Includes locker and shower rooms, coaches' rooms, ticket booths, equipment supply rooms and first aid rooms but not public toilets.)
- 530 MEDIA PRODUCTION--A room or group of rooms used for the production and/or distribution of multimedia materials or signals. Studios used primarily for instructional purposes should be classified as class laboratory (210) or open laboratory (220).
- 535 MEDIA PRODUCTION SERVICE--A room or area serving an media production or distribution room as an extension of its activities.
- 540 CLINIC (NON-HEALTH)--A room for diagnosing or treating clients in non-health programs such as psychology, speech and hearing, remedial reading or writing. (~Does not include human or veterinary medicine, dentistry, or student health care.)

- 545 CLINIC SERVICE (NON-HEALTH)--A room serving a clinic as an extension of its activities.
- 550 DEMONSTRATION ROOM--A room or group of rooms used to practice principles of certain disciplines such as teaching or home economics.
- 555 DEMONSTRATION SERVICE--A room directly serving a demonstration facility as an extension of its activities.
- 560 FIELD BUILDING--A barn or similar structure for sheltering animals, for handling, storing, or protecting farm products, supplies, implements, and for field experiments. (Usually unheated.)
- 570 ANIMAL QUARTERS--A room or area housing laboratory animals for research or instruction.
- 575 ANIMAL QUARTERS SERVICE--A room or area serving an animal quarters facility as an extension of its activities.

- 575A ANIMAL QUARANTINE ROOM **Room type should default to 100% 09 – OIA
- 575B CAGE AUTOCLAVE/WASHING **Room type should default to 100% 09 – OIA
- 575C CAGE STORAGE **Room type should default to 100% 09 – OIA
- 575D ANTI ROOM **Room type should default to 100% 09 – OIA
- 575E FOOD PREPERATION **Room type should default to 100% 09 – OIA
- 575F FOOD STORAGE **Room type should default to 100% 09 – OIA
- 575G OPERATING ROOM **Room must have functional percentages assigned
- 575H OPERATING ROOM PREPERATION **Room must have functional percentages assigned
- 575I OPERATING ROOM RECOVERY **Room must have functional percentages assigned
- 575J RECEIVING AREA **Room type should default to 100% 09 – OIA
- 575K TOILET/LOCKER ROOM **Room type should default to 100% 09 – OIA
- 575L XRAY ROOM **Room must have functional percentages assigned
- 575Z OTHER--Include in PI's Name field the exact room type name. **Room must have functional percentages assigned

- 580 GREENHOUSE--A room or area for the cultivation or protection of plants for research or instruction.
- 585 GREENHOUSE SERVICE--A room directly serving a greenhouse as an extension of its activities. (Includes heat houses.)

GENERAL USE FACILITIES

- 610 ASSEMBLY--A room designed and equipped for a large audience for events such as dramatic, musical, or devotional activities, livestock judging and commencements. (Does not include facilities used primarily for instruction.)
- 615 ASSEMBLY SERVICE--A room serving an assembly facility as a direct extension of its activities. (Includes coat rooms ticket booths, projection booths, control rooms, dressing rooms, make-up rooms, costume storage but not lobby space.)
- 620 EXHIBITION--A room or area for exhibition purposes intended for general use by students and public. (Closed or limited collections should be classified under the appropriate laboratory category.)
- 625 EXHIBITION SERVICE--A room serving an exhibition facility as a direct extension of its activities. (Research areas in a museum should be classified as research laboratory or research laboratory service.)
- 630 FOOD FACILITY--A room for eating food, including space with vending machines. whether for regular meal or snack service. (Including dining halls, cafeterias, snack bars, and restaurants .)
- 635 FOOD FACILITY SERVICE--A room directly serving food facilities. (Includes food storage, preparation, serving areas.)
- 640 DAY CARE--A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

- 645 DAY CARE SERVICE--A room that directly serves a primary activity rooms in a day care facility as an extension of the activities in that room.
- 650 LOUNGE--A room for rest and relaxation, which may include vending machines. (Excludes lounges directly associated with a public toilet.)
- 655 LOUNGE SERVICE--A room serving a lounge facility such as a kitchenette.
- 660 MERCHANDISING--A room or area used for selling products or services. (Includes bookstores, barber shops, post offices. small, decentralized reproduction facilities.)
- 665 MERCHANDISING FACILITY SERVICE--A room serving a merchandising facility, including supply closets, sorting rooms, telephone rooms, and staff toilets.
- 670 RECREATION--A room used for recreational purposes but not including athletic-physical education or outdoor facilities. (Includes game rooms, ballrooms, card-playing rooms, hobby rooms, and non-instructional listening rooms.)
- 675 RECREATION SERVICE--A room serving a recreation facility as an extension of its activities. (Does not include food or athletic-physical education service.)
- 680 MEETING ROOM--A room used for a variety of non-class meetings such as seminars or colloquia, student organization activities or meetings of persons outside of the University community. (Compare 350.)
- 685 MEETING ROOM SERVICE--A room serving a meeting room as an extension of its activities.

SUPPORT FACILITIES

- 710 CENTRAL COMPUTER OR TELECOMMUNICATIONS--A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department college, school or entire institution. (Should not be used in conjunction with Program Category 11.)
- 715 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE--A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility. (Includes card and tape storage, wiring and control rooms, equipment repair rooms, observation rooms but not offices of processing personnel.)
- 720 SHOP--A room used to manufacture, repair, or maintain products or equipment. Includes Central Duplicating facilities, but not small dispersed reproduction facilities which serve a merchandising facility (660). Excludes material preparation for multimedia materials and signals, vehicle maintenance and repair, or shops that directly serve research or teaching.
- 725 SHOP SERVICE--A room serving a shop as an extension of its activities. (Includes staff locker, shower, and lunch space.)
- 730 CENTRAL STORAGE--A large room or building that is used to store equipment or materials and that serves multiple room use categories, organizational units or buildings. Does not include central service (750) or health science storage (870). Small rooms used for departmental records storage are properly classified as room use 315.
- 735 CENTRAL STORAGE SERVICE--A room serving a central storage facility.
- 740 VEHICLE STORAGE--A room or area used to house or store vehicles, excluding farm implements.
- 745 VEHICLE STORAGE SERVICE--A room or area used to service or maintain vehicles, excluding farm implements.
- 750 CENTRAL SERVICE--A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service.
- 755 CENTRAL SERVICE SUPPORT--A room that directly serves a central service facility as an extension of the activities in that facility.
- 760 HAZARDOUS MATERIALS--A centralized facility used for the storage, treatment or disposal of hazardous or toxic waste materials.

765 HAZARDOUS MATERIALS SERVICE--A room or facility that serves a centralized facility used for the storage, treatment or disposal of hazardous or toxic waste materials.

770 DEPARTMENTAL RECHARGE CENTERS--A room which normally operates within an academic division or department and provide support to the division or department activities. These recharge centers are usually not high dollar volume cost centers because they are usually small and benefit only department activities. Usually only direct costs are included in the billing rates. Include in PI's Name field the name of the recharge center. For example: electronic repair shop, chemical supply room, DNA sequencing, etc.

HEALTH CARE (HUMAN OR ANIMAL MEDICAL FACILITIES)

810 PATIENT BEDROOM--A room equipped with bed(s) and used for patient care.

815 PATIENT BEDROOM SERVICE--A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms.

820 PATIENT BATH--Patient bath and toilet facilities.

830 NURSE STATION--A room or area used by nurses to supervise or administer health-care facilities. (Does not include offices.)

835 NURSE STATION SERVICE--A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.

840 SURGERY--A room used for surgery.

845 SURGERY SERVICE--A room that directly serves a surgery room as an extension of the activities in that facility.

850 TREATMENT/EXAMINATION ROOM--A room used for diagnostic and therapeutic treatment; such as dialysis, EEG, EKG, combined doctors' office and examination/treatment rooms.

855 TREATMENT/EXAMINATION SERVICE--A room that directly serves a treatment/examination room as an extension of the activities in that facility.

860 DIAGNOSTIC SERVICE LABORATORY--A room used to provide diagnostic support services to health care facilities.

865 DIAGNOSTIC SERVICE LABORATORY SUPPORT--A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

870 CENTRAL SUPPLIES--A room used to store health care supplies for health care facilities.

880 PUBLIC WAITING ROOM--A room or area used by the public to await admission, treatment or information in a health care facility. (Includes lobbies, waiting and reception areas, visiting areas and viewing areas.)

885 HEALTH CARE SERVICE--Rooms used for housekeeping, linen storage, and handling. (Includes rooms used by housekeeping staff for storerooms, closets, locker rooms building maintenance and operation but not non-assignable areas or mechanical and equipment areas.)

890 STAFF ON-CALL FACILITY--A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.

895 STAFF ON-CALL FACILITY SERVICE--A room that directly serves a staff on-call room as an extension of the activities in that facility.

899 STAFF/CLERICAL OFFICE--A room used by administrative, administrators or professional staff who are engaged primarily in health care.

RESIDENTIAL

910 SLEEP/STUDY WITHOUT TOILET/BATH--Residential room for one or more persons with no internally connected bath. (Does not include rooms with cooking facilities.)

919 TOILET/BATH--A toilet or bathroom, common or shared accessible from a corridor or general circulation area but limited to use by residents only.

920 SLEEP/STUDY WITH TOILET/BATH--Rooms for one or more persons with internally connected bath.

935 SLEEP/STUDY SERVICE--A room serving a sleep/study room. ~Includes mail room, serving room, trunk storage room, telephone room but not laundry or food facilities, lounge space, or recreation and activities areas.)

950 APARTMENT--A complete living unit, with private cooking facilities, that is not a separate structure.

955 APARTMENT SERVICE--A room or area that directly serves an apartment or group of apartments. (Includes laundry facilities and mail, linen, maid, and trunk storage rooms.)

970 HOUSE--A complete living unit, with private cooking facilities, that is a separate structure.

NON-ASSIGNABLE AREAS

WWW PUBLIC AREA--Space providing general access to a building, such as corridors, stairways, elevator shafts and lobbies, loading platforms.

XXX CUSTODIAL ROOM--Any other room used by custodial staff such as trash room, locker room, supply room.

YYY PUBLIC TOILET

ZZZ MECHANICAL AREA--Space housing mechanical equipment and utilities such as service shafts and stacks boiler/mechanical/electrical equipment room, fire hose/communications/meter closets. Includes central heating plant.