

## Space Use Codes

Space Use Name	Space Use Code	Description & Examples
<b>INSTRUCTIONAL SPACES</b>		
<b>Classroom</b>	<b>110</b>	Regularly scheduled instruction with no restrictive equipment & not associated with a specific subject or discipline <i>Classroom</i> <i>Lecture Room</i> <i>Seminar Room</i>
Classroom Service	<b>115</b>	Directly serves classrooms as extension of classroom activities <i>Storage Areas</i> <i>Closets</i> <i>Preparation Rooms</i> <i>Projection Room</i> <i>Telecom Control Rooms</i> <i>Coatrooms</i>
<b>Class Laboratory</b>	<b>210</b>	Regularly scheduled instruction that requires special purpose equipment or specific space configuration <i>Specialized Classrooms</i> <i>Band Rooms</i> <i>Choral Rooms</i> <i>Computer Labs</i> <i>Instructional Shops</i> <i>Language Labs</i> <i>Group Music Practice Rooms</i> <i>Teaching Labs</i> <i>Theater Stage Areas</i>
Class Lab Service	<b>215</b>	Directly serves laboratories as extension of activities <i>Storage Areas</i> <i>Closets</i> <i>Preparation Rooms</i> <i>Projection Room</i> <i>Telecom Control Rooms</i> <i>Coatrooms</i>
<b>Special Class Lab</b>	<b>220</b>	Not formally or regularly scheduled OR regularly scheduled but access, due to specialized equipment/configuration, is limited <i>Music Practice Rooms</i> <i>Speech Labs</i> <i>Hearing Labs</i> <i>CAD Labs</i>
Special Class Lab Service	<b>225</b>	Directly serves Special Class Labs as extension of activities <i>Storage Areas</i> <i>Closets</i> <i>Preparation Rooms</i> <i>Projection Room</i> <i>Telecom Control Rooms</i> <i>Coatrooms</i>

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<b>Independent Study Lab</b>	<b>230</b>	Individual student experimentation, observation, or practice (room of "stations" would be Individual Study Lab)
		Music Practice Rooms Language Lab Study Lab
Individual Study Lab Services	<b>235</b>	Directly serves Individual Study Labs as extension of activities
		Storage Areas Closets Preparation Rooms Projection Room Telecom Control Rooms Coatrooms
<b>Research/Non-Class Lab</b>	<b>250</b>	Sponsored or professional research and observation; not used for instructional purposes
Research/Non-Class Lab Services	<b>255</b>	Directly serves Individual Study Labs as extension of activities
		Storage Areas Closets Preparation Rooms Projection Room Telecom Control Rooms Coatrooms
<b>OFFICE FACILITIES</b>		
<b>Office</b>	<b>310</b>	Space that houses faculty, staff or students working at one or more desks, tables, or workstations
		Reception/Waiting Area Office
Office Service	<b>315</b>	Directly serves an office/offices as extension of activities in those spaces
		File Rooms Closets Circulation areas (open and private) Kitchenettes for offices Lounge / non public Record Rooms Private Restrooms Break Rooms Vaults Testing/Assessment Rooms Student Counseling
<b>Conference Room</b>	<b>350</b>	Space used by specific organization for staff meetings & dept activities <i>*Note: Meeting rooms that are <u>not</u> associated with a particular department fall under the 680 code</i>
Conference Room Service	<b>355</b>	Directly serves a conference room as extension of activities in those spaces
		Kitchenettes Closets Private Restrooms Storage Spaces

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<b>STUDY FACILITIES</b>		
Study Space	410	Area used by individuals for general purpose studies at their convenience - may have restricted access but not w/equipment designated by particular subject or discipline w/equipment <i>Study/Reading rooms</i> <i>Learning Labs</i> <i>Computer Labs</i>
Stack	420	Space used to house arranged collections of educational materials for use as a study resource <i>(typically appear in central, branch or departmental libraries)</i> <i>(can include any form of educational media)</i>
Open-Stack Study Room	430	Combination Study & Stack generally without physical boundaries between the stack and study areas <i>Seating areas in 410 with stack areas included</i>
Processing Room	440	Space devoted to processes and operations in support of library functions <i>Bookbinding rooms</i> <i>Card and microfiche areas</i> <i>Circulation desk areas</i> <i>Interlibrary loan processing areas</i> <i>Materials processing areas</i> <i>Reference desk area</i>
Study Service	455	Space that directly serves any of the 400 series Space Use Codes above <i>Closets</i> <i>Coatrooms</i> <i>Copy Rooms</i> <i>Storage Areas</i>
<b>SPECIAL USE FACILITIES</b>		
Armory (Military Service)	510	Space specially designed or equipped for use by ROTC and ancillary units for military training and/or instructional activity <i>Drill areas (indoor)</i> <i>Military science room (specially equipped)</i> <i>Rifle range (indoor)</i>
Armory Service	515	Space that directly serves an armory facility as an extension of those activities <i>Military Equipment Storage</i> <i>Supply Room</i> <i>Weapon Rooms</i>
Athletic or Physical Education	520	Space used by students, staff, or public for athletic or physical education activities <i>Basketball courts</i> <i>Bowling</i> <i>Dancing space</i> <i>Field houses</i> <i>Gymnasiums</i> <i>Handball courts</i> <i>Swimming pools (indoor)</i> <i>Tracks (indoor)</i> <i>Weight/exercise rooms</i>

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Athletic or Physical Education Service	525	Space directly serves athletic or physical ed facility as an extension of that facility Coaches rooms (non office) Dressing area Equipment storage First Aid Locker rooms Shower rooms Supply rooms Ticket booths Towel Room
Media Production	530	Space used for production or distribution of multimedia materials or signals <i>*Note: Media spaces used for teaching fall under the 210/220 code</i> Media centers Photo studios Radio studios Software production or distribution rooms Sound studios TV studios Video studios
Media Production Service	535	Space that directly serves media production or distribution space Media storage rooms Dark rooms Studio control booths
Clinic	540	Space used for providing diagnosis, consultation, treatment or other to patients/clients for primary purpose of instruction or research (associated with psychology, law, speech & hearing) Consultation room Examination room Testing room Holding areas  <i>*Does not include rooms associated with student health, veterinary medicine or dentistry. Ref section 800</i>
Clinic Service	545	Space the directly serves clinic as an extension of activity Waiting room Records room Diagnostic Lab
Demonstration	550	Room or group of spaces used to practice within an instructional program Demonstration Daycare Family & Consumer Science houses
Demonstration Service	555	Space that directly serves demonstration space as extension of activities Storerooms Kitchens Pantries
Field Building	560	Barn or similar agricultural structure (not serving research and/or instructional) Animal and poultry shelters Sheds, silos and feed storage
Animal Facilities	570	Space that houses laboratory animals used for research and/or instructional purposes Animal enclosure rooms Operating recovery Isolation and Quarantine

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Space Use Name	Space Use Code	Description & Examples
Animal Facilities Service	575	Space that directly serves animal facilities as extension of activities <i>Feed storage rooms</i> <i>Cage storage rooms</i> <i>Instrument rooms</i>
Greenhouse	580	Space usually enclosed by light transmitting material used for cultivation/protection of plants
<b>GENERAL USE FACILITIES</b>		
Assembly	610	Space design and equipped for assembly of many persons for events <i>*Note: Assembly used primarily for instruction (lecture halls) falls under code 110</i> <i>*Note: Stage areas that are used primarily for instruction or practice fall under code 210 or 220</i> <i>Arenas</i> <i>Auditoriums</i> <i>Chapels</i> <i>Concert Halls</i> <i>Livestock judging pavilions</i> <i>Orchestra pits</i> <i>Stages</i> <i>Theaters</i>
Assembly Service	615	Space that directly services Assembly facility as extension of activities <i>Check rooms</i> <i>Coat rooms</i> <i>Control rooms</i> <i>Green rooms</i> <i>Ticket booths</i>
Exhibition	620	Space used for exhibition of materials, works of art, artifacts. Intended for general use by faculty, students, staff and public <i>Galleries</i> <i>Museums</i>
Exhibition Service	625	Space that directly services Exhibition facility as extension of activities <i>Preparation rooms</i> <i>Storage rooms</i> <i>Vaults</i>
Food Facility	630	Space used for eating that has available seating or counters for eating <i>Cafeterias</i> <i>Dining halls</i> <i>Restaurants</i> <i>Snack bars</i>
Food Facility Service	635	Space that directly services Food facility as extension of activities <i>Kitchens</i> <i>Serving areas</i> <i>Cold storage and freezers</i> <i>Dishwashing areas</i>
Daycare	640	Space used to provide child or elderly care as a nonmedical service <i>Play areas</i> <i>640 Child training areas</i>
Daycare Service	645	Space that directly serves Day Care facility as extension of activities <i>Storage rooms</i> <i>Kitchen or prep rooms</i>

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<b>Lounge</b>	<b>650</b>	Space used for general use rest and relaxation that is not restricted to specific group, people, unit, or dept. <i>*Note: Office break rooms fall under code 315</i> <i>Area equipped with several seats and intended for use by public</i>
Lounge Service	<b>655</b>	Space that directly serves Lounge space as extension of activities <i>Kitchenettes</i> <i>Vending areas</i>
<b>Merchandising</b>	<b>660</b>	Space used to sell products or services (Non educational general space) <i>*Note: Dining Halls, Restaurants, &amp; Snack bars fall under code 630</i> <i>Beauty shops</i> <i>Bookstores</i> <i>Central ticket outlets</i> <i>Food stores</i> <i>Post office</i> <i>Space used to sell products or services</i> <i>Student supply stores</i> <i>Vending machine spaces (without seating)</i>
Merchandising Service	<b>665</b>	Space that directly serves Merchandising as extension of activities <i>Storage rooms</i> <i>Closets</i> <i>Private restrooms</i> <i>Sorting spaces</i>
<b>Recreation</b>	<b>670</b>	Space used by students, staff or public for recreational purposes (Non educational general space) <i>Billiards rooms</i> <i>Exercise rooms (no special equipment)</i> <i>Game/arcade rooms</i> <i>Hobby rooms</i> <i>Music listening rooms (not for study)</i> <i>Reading rooms (not for study)</i> <i>TV rooms</i>
Recreation Service	<b>675</b>	Space that directly serves Recreation as extension of activities <i>Equipment issue rooms</i> <i>Cashier's desk</i> <i>First aid area</i>
<b>Meeting Room</b>	<b>680</b>	Room used by institution or public for variety of non-class meetings <i>*Note: Conference rooms fall under code 350</i> <i>Meeting space, open and available to the public</i>
Meeting Room Service	<b>685</b>	Space that directly serves Meeting Room as extension of activities <i>Kitchenettes</i> <i>Furniture storage</i> <i>Control rooms</i>
<b>Locker Room</b>	<b>690</b>	Space used for changing clothes or storing personal materials <i>*Note: athletic locker rooms fall under code 525</i> <i>*Note: custodial locker rooms fall under XXX</i>

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<b>Support Facilities</b>		
<b>Central Computer Or Telecom</b>	<b>710</b>	Space used as a data or telecommunication center with broad applications that serve overall administrative or academic primary equipment needs <i>*Note: small closet housing telecom equip and wiring, only accessed for repair or modification falls under Y04</i> Central HUBS Central Network centers Computer based telecommunication equip rooms Mainframe Server farms
Meeting Room Service	<b>685</b>	Space that directly serves Meeting Room as extension of activities Kitchenettes Furniture storage Control rooms
<b>Shop</b>	<b>720</b>	Space used as a data or telecommunication center with broad applications that serve overall administrative or academic primary equipment needs <i>*Note: instructional shops fall under code 200</i> Carpenter Electrical HVAC Plumbing
Shop Service	<b>725</b>	Space that directly serves Shop as extension of activities First aid Locker rooms Materials storage Shower rooms Tool storage rooms
<b>Central Storage</b>	<b>730</b>	Space or building used to store equipment/materials that serves multiple space use categories, organizational units or buildings. Bulk janitorial supplies Inactive Storage Surplus Storage Warehouse
Central Storage Service	<b>735</b>	Space that directly serves Central Storage as extension of activities Shelving storage Storage spaces of hand trucks
<b>Vehicle Storage</b>	<b>740</b>	Space used to house vehicles Boathouse Garage Lawn Equip storage Forklift storage Parking deck
Vehicle Storage Service	<b>745</b>	Space that directly serves Vehicle Storage as extension of activities Storage rooms Maintenance and repair rooms
<b>Central Service</b>	<b>750</b>	Room or area used for processing, preparation, testing or delivery of complex-central or campus wide support services Non educational general space Centralized food stores Mail facilities Environmental monitoring facilities Printing facilities Shipping/Receiving

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Central Service Service	755	Space that directly serves Central Service as extension of activities <i>Supply room</i> <i>Parts room</i>
<b>Hazardous Material Storage</b>	<b>760</b>	Central facility used to store materials planned for future use or distribution (physical, chemical, biological, radioactive) <i>Storage of new materials not recovered or used</i> <i>Hazmat storage service spaces</i>
<b>Hazardous Waste Storage</b>	<b>770</b>	Central facility used for treatment and/or disposal of hazardous or toxic waste materials <i>Temp storage of hazardous or toxic waste materials</i>
Hazardous Waste Storage Service	755	Space that directly serves Haz Waste Storage as extension of activities <i>Satellite storage areas</i>
<b>Health Care Facilities</b>		
<b>Patient Bedroom</b>	<b>810</b>	
Patient Bedroom Service	815	
<b>Patient Bath</b>	<b>820</b>	
<b>Nurse Station</b>	<b>830</b>	Space used by nurses or patient care staff <i>Admissions desk</i> <i>Records/Charting area</i> <i>Reception</i>
Nurse Station Service	835	Space that directly serves the nurse station or extension of activities <i>Nurses lounge</i> <i>Break rooms</i> <i>Staff restrooms</i>
<b>Surgery</b>	<b>840</b>	Room used for surgery (also includes veterinary surgery) <i>Major and minor surgery rooms</i> <i>Delivery rooms</i>
Surgery Service	845	Space that directly serves surgery space <i>Gown rooms</i> <i>Locker rooms</i> <i>Scrub rooms</i> <i>Recovery room</i> <i>Sterile supply room</i> <i>X-ray rooms</i>
<b>Treatment/Exam Clinic</b>	<b>850</b>	Space used for examinations, consultation, treatments, or diagnosis <i>CAT, MRI, Ultrasound scanning</i> <i>Physical or occupational therapy</i>
Treatment/Exam Service	855	Space that directly serves treatment/exam space <i>X-ray viewing room</i> <i>Patient dressing room</i> <i>Equip/supply storage</i> <i>Dressing room</i>

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Diagnostic Service Lab	860	Space used to provide diagnostic support services to an entire healthcare facility <i>Pathology Pharmacy Bacteriology Blood banks Chemistry tissue</i>
Diagnostic Service Lab Service	865	Space that directly serves diagnostic service lab <i>Cadaver storage room Morgues Scrub &amp; gown rooms Special processing rooms</i>
Central Supply	870	Room used as central storage for health care supplies <i>Central linen storage Pharmacy supply Dispensary areas</i>
Public Waiting	880	Room used by public to await admission, treatment, or health information <i>Lobby area Patient waiting area Visiting area</i>
Staff On-Call Facility	890	Room or quarters used by health care staff to rest or sleep while on call <i>Staff on-call quarters</i>
Staff On-Call Facility Service	895	Space that directly serves Staff On-Call Facility space <i>Baths Closets Kitchens Laundry Rooms</i>
<b>Residential Facilities</b>		
Sleep/Study Without Toilet/Bath	910	A residential room or dormitory room without an internally connected bath or toilet <i>Single or multiple sleep/study rooms *Connected closets are considered part of the room Room exclusively used for sleeping or living/studying</i>
Toilet/Bath	919	A toilet or bathroom intended for use only by the occupants of the dorm or residential room <i>Includes common or shared bathroom facilities *Does not include public restrooms</i>
Sleep/Study with Toilet/Bath	920	A residential room or dormitory room with an internally connected bath or toilet <i>Single or multiple sleep/study rooms *Connected closets are considered part of the room Room exclusively used for sleeping or living/studying</i>
Sleep/Study Service	935	Space that directly serves the occupants of the sleep/study rooms <i>Mail room Laundry room Linen closet Telephone room Kitchen or food prep areas that directly serve the sleeping areas and not a dining area.</i>

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<b>Unclassified Areas</b>		
Inactive Area	050	Rooms available for assignment but unassigned at time of survey
Alteration or Conversion Area	060	Space temporarily out of use because of construction or remodeling
Unfinished Area	070	Potentially assignable areas in buildings, not completely finished out
<b>Non-Assignable Areas</b>		
<b>Restrooms</b>		
	M10 U10 W10	Men's - Public Unisex - Public Women's Public <i>*Note: private restrooms are considered service areas</i>
<b>Circulation Areas</b>		
	WWW W02 W04 W05 W06 W07	Elevator Loading Dock Lobby Public Corridor <i>*Note: private circulation in office area is an office service</i> Stairway
<b>Building Service Area</b>		
	XXX X01 X02 X03 X04	Spaces used to support a buildings cleaning and public hygiene functions Custodial Supply Closet Janitor Room - space dedicated to janitorial staff such as: mop sink, lockers, break area, work area Public Restroom Trash Room - nonhazardous waste disposal
<b>Mechanical</b>		
	YYY Y01 Y02 Y03 Y04	Houses mechanical equipment/utility services, and shaft areas Central Utility Plan Fuel Room Shaft space Utility Mechanical
<b>Structural Area</b>		
	ZZZ	Remaining area within gross square footage that is "structural" or "construction area which can not be put to use <i>Space that is structurally unable to be occupied</i>