



# Facilities & Administrative Cost Proposal Space Survey Manual

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*Note:* Contact Tim Russell ([tmruss@wm.edu](mailto:tmruss@wm.edu) or 221-2186) if supplementary information, such as pdf floor plans, will be needed to complete the survey.

## Section I.

### Introduction & Conducting the Space Survey

## INTRODUCTION

### What is the Space Survey?

The William and Mary Space Survey is a systematic review of all areas under control of the University, either owned or rented. The primary purpose is to collect and maintain accurate information about the use of University space. That information is used to provide reports, data, and analyses for state and federal agencies, private funding entities, and higher education surveys.

One report that is of critical importance is the proposal that is developed and submitted to the Office of Naval Research through the Defense Contract Audit Agency to establish the Facilities and Administrative (F&A) rate. This calculation is also known as the Indirect Cost Rate and serves as the basis for assessment of facilities and administrative costs that are allocated to sponsored program activities.

Institutional space must be allocated to the various functional categories mandated by the federal government for development of the F&A rate proposal. As defined for this survey, William and Mary's categories are:

- Instruction and Departmental Research
- Organized Research
- Other Institutional Activities
- Departmental Administration

### Who will be involved?

This Facilities component of the F&A rate is directly affected by departments' coding of their spaces. It is crucial that everyone be as accurate as possible when updating the departmental space inventory. This will ensure that not only are we complying with applicable Federal and state requirements, we will also have available verified totals to provide accurate information to all requestors as well as achieving the most comprehensive and accurate F&A rate.

It is essential that each Departmental Coordinator, as well as any other individuals assigned to participate in the survey, accurately complete the Space Survey worksheets. Data reported are the sole basis for the revised information that will be entered into the space data base to be used by management. Further, since the Space Survey serves as the source document for information used in preparing reports and cost proposals, it is subject to federal and other audits.

### Why is it necessary?

As noted above, the F&A rate is comprised of two components. One is the Administrative rate that per federal regulation is capped at 26%. Therefore the facilities component based on the institutional space survey provides the only avenue to ensure that we capture and allocate costs associated with the research enterprise. Failure to track and incorporate those expenses means

that William and Mary will not recover reimbursements to which it is entitled for research activities.

### What is goal of this process?

The goal of the space survey is to create a space database that contains room level information including data such as occupants, specific projects, and activity allocation. This base data will enable administrators to generate space analysis reports that meet Uniform Guidance F&A proposal requirements and ensure data accuracy. Additionally, the source of funding for activities in the space should be identified and included in the base data.

## CONDUCTING THE SPACE SURVEY

### Data Collection Steps Using the Provided Excel Worksheet:

- 1) Review rooms currently assigned to your department or office in the excel file. The question to be answered is “Over the entire period July 1, 2016 to June 30, 2017, on average, how was this space used.
- 2) Initially focus your review on “use\_desc” and “function\_desc” for any changes.
- 3) If you have “function\_desc” that include General Academic Instruction, Academic Computing, Individual or Project Research, or Academic Administration, you must allocate a percentage of the space to Instruction, Organized Research, Department Administration, and Other Institutional Activities. Percentages across the four categories must equate to 100%.
- 4) To determine the allocation, interview the primary occupant of the room to determine all uses for the room during the period. You should ask “what activities were performed in this space during the survey period.” Note who you interviewed and who uses the room. When assigning a percentage to one of these categories, you must consider the occupants of each room (paid and unpaid student, staff, faculty, visiting scientists); the activities performed by the occupants; and the funds that paid for the activities (e.g. sponsored research projects, general institutional funds). Use the definitions and examples in the manual to assist you.
- 5) Return the completed Excel worksheet to [lmeveringham@wm.edu](mailto:lmeveringham@wm.edu) by October 12, 2017.  
**Note: You will need to file and maintain all your work papers until the Defense Contract Audit Agency (DCAA) completes their audit of the space survey. That generally occurs within two years of the completion of the space survey.**

## Section III.

### Space Use Category Definitions

## SPACE USE CATEGORY DEFINITIONS

Use the following definitions to determine the appropriate allocation of the activity performed in the rooms covered by this survey.

### DETERMINING ROOM USE

#### Key Points and Instructions:

When preparing to allocate the use of a room, the question to be answered is “*Over the entire fiscal year (12 months), how was this space used?*” The person responsible for reporting should interview the occupant(s) of a room in order to determine all uses for the room during the fiscal year.

It is important to understand the differences and relationships between activity (effort) reporting and space-allocation (utilization) reporting.

Activity reporting measures how an *individual's* time was used during a specific period. However, when a space coordinator interviews occupants of a room to find out how that space is utilized, he or she is asking what activities were performed *in that space* during the survey period. There is not necessarily a one-to-one relationship between activity reports and space utilization.

### INSTRUCTION AND DEPARTMENTAL RESEARCH

**Instruction** - (INST): Space devoted to teaching, training, course curriculum development and academic advising activities. Also included in this category is all space devoted to sponsored instruction and training activities established by grant, contract or co-operative agreements. This should include teaching and training activities, whether offered for credit, certification, or on a non-credit basis, and whether they are offered through regular academic departments, separate divisions (summer school), or an extension division. Includes classrooms, classroom labs, instructional computer labs, instructional service rooms, and faculty and teaching assistant offices used for instructional activities.

**Departmental Research** - Space used for research and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for are classified as instructional activities and may incorporate faculty start-up funds. Department research may also work supported by unrestricted funds or gifts since those expenses would be part of department budget.

#### *Space use examples:*

- Portions of offices and labs used by faculty for departmental research

## ORGANIZED RESEARCH

Organized Research – Space devoted to all research and development activities, which are sponsored by Federal and Non-Federal (state, local, government or private sector) agencies and organizations which are separately budgeted and accounted for. This includes space used to manage research grant activities and prepare progress reports for current awards; faculty and research assistant offices used for research activities; space used for training individuals in research techniques, commonly called research training, where such activities use the same facilities as other research and development activities, and sponsored clinical drug research. If there are post-doctoral or graduate students utilizing the facility, the use cannot be labeled as 100% research, but must also include some instructional use. With regards to Animal space the federal policy states that the following types of rooms CAN BE INCLUDED as organized research: Procedure rooms, Operating and recovery rooms, Isolation rooms, Quarantine rooms directly related to research protocols and Rooms that house animals involved in research that are not generally removed from the facility for conducting research.

All other space associated with the animal facility should be treated as service center space, (included in Other Institutional Activities). Examples are: Cage-washing rooms, Animal holding rooms for animals that are removed to conduct the research, Feed storage, and Bedding storage

- **Sponsored research projects:** Funded provided by federal government and non-federal sponsors. Includes:
  - Externally funded research activities
  - External funding used to maintain facilities or equipment and/or operation of a center or facility that is used for research
- **University research projects:** These are separately budgeted and accounted for and supported by internal institutional funds. To qualify, the activity must be a specific research project as detailed in a proposal that included a description of work and a funding request. The submission would be reviewed by an established committee, and an award document would be issued that includes start and end dates, funded amount, and reporting requirements.

Space use examples:

- Creative Adaptation Grants
  - Summer Research Grants
  - Reveley Awards
- **Sponsored research training:** Training individuals in research techniques. These activities use the same facilities as other research and development activities but are not included in the instruction function. Includes awards for the support of research activities of W&M students or postdoctoral scholars.



*Space use examples:*

- National Science Foundation Research Experiences for Undergraduates, Virginia Space Grant Consortium, Virginia Microelectronics Consortium
- **Cost Sharing:** Space associated with sponsored research projects (University financial support and faculty/staff effort)

*Space use examples:*

- Portions of research laboratories and lab service areas used for organized research projects
- Portions of offices used by research assistants, technicians, staff researchers, etc. for organized research projects
- Portions of offices used by faculty members working on organized research projects – including cost sharing effort
- Portion of offices of administrative support time but only if the Administrator's effort was included in the proposal and approved by the funding entity

**Required Information for all Spaces with any Organized Research usage:**

1. Identification of room occupants – all individuals, paid and unpaid, who used the room on a regular basis during the reporting period.
2. Include faculty, staff, graduate students, undergraduate students, post-doctoral fellows, visiting scientists, etc.
3. Identification of sponsored or organized research funds that paid the salaries of the room occupants.

**OTHER INSTITUTIONAL ACTIVITIES**

Includes programs and projects financed by federal and non-federal agencies and organizations supporting activities other than instruction and organized research. Examples include:

- Serving in an advisory capacity to local, state, or national agencies
- Serving as an officer in professional societies or as an editor for a professional journal
- Travel grants
- Support for conferences or seminars
- Support for University public events
- Projects that involve W&M faculty, staff, or students in community service activities that do not include academic credit
- Support for projects pertaining to library collections, acquisitions, bibliographies, or cataloging
- Programs to enhance institutional resources such as data center expansion and computer enhancements

For the purposes of this manual, any William and Mary activity not specifically assigned to other categories will be defined and managed as part of “Other Institutional Activities.” These activities may include residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises. Programs and projects in this classification would include health service projects, community service programs and studies, technical assistance and service programs, extension/outreach services, and agricultural experiment stations.

*Space use examples:*

- Development and fund-raising
- Intercollegiate activities
- Public relations
- Space used for any other categories of activities, the costs of which cannot be allocated or provide benefit to sponsored agreements

## DEPARTMENTAL ADMINISTRATION

Space used for activities of the General, Executive, and Administrative offices of the Department, Academic Unit, or Research Unit. This usage includes functions associated with operational responsibilities such as those performed by deans, assistant deans, associate deans, and department chairs. Departmental Administration category is only to be used if a faculty member has administrative duties for an academic department. Specific tasks might include:

- Faculty assignments
- Unit budget preparations
- Departmental financial management
- Faculty meetings
- Proposal writing
- Academic unit committee work.

**Note: The following activities are not part of annual research space survey but are provided for your information. If one of the following describes the activities in a room assigned to your department that could be categorized incorrectly, contact LeighAnn Everingham.**

### General Administration

This incorporates space that is used for general executive and administrative offices that benefit the entire university and are not related solely to any of the institution’s major functions as listed above. These functions include:

- General Administration
- Operations and Maintenance
- Library
- Student Services

*Space use examples:*

- President's Office
- Fiscal and Accounting Offices
- Institution-wide financial management, business services
- Budget and planning, personnel management, and safety and risk management
- Operations of the central administrative management information system.
- Central administration of health affairs
- Academic department libraries
- Service areas

## Section V.

### Examples

### Example:

A biology professor reported his or her activity for all three semester of a year as:

Organized Research .....	40%
Instruction (including advisement).....	40%
Service such as Department Administration .....	20%

This represents the time spent on these activities by the professor. Two rooms are assigned to this professor: an office and a lab.

The professor's lab is used approximately 30 hours per week, on average, throughout the survey period by the professor, a few undergraduates, and his assigned graduate students (remember this includes the summer). The activities conducted would be organized research projects, departmental research projects, and the undergraduate and graduate student's educational program. Therefore, the lab space would be allocated to at least three areas: instruction, departmental research, and instruction.

The lab utilization is estimated by the professor as follows:

Instruction.....	20%
Organized Research.....	70%
Departmental Research.....	10%

The professor's office is used approximately 20 hours per week and utilization is estimated by the professor as follows:

Instruction.....	40%
Organized Research.....	40%
Departmental Research.....	10%
Department Administration.....	10%

*The following are additional examples to illustrate how to determine the use of a room:*

Space use categories and use percentages should be assigned on a room-by-room basis. Assign functions to each room based on the relative time spent on each function. Classification based on predominant use is not acceptable. Total of room functions must = 100% for each room.

### Vacant/Renovated

- Space that is closed, entirely unused, empty, or undergoing renovation during a portion of the fiscal year should be so identified. The remaining percentage should be allocated based on activities performed during the rest of the year.

*Example:* A room that was empty, due to renovation, for six months would be shown as 50% vacant on that fiscal year's space survey. The remaining percentage should be allocated based on activities performed during the rest of the year.

*Note:* A room does not have to be used a specified number of hours per week. For example a dissection room for instruction used three days per week by students would be allocated as 100%

instruction. It would not be considered vacant on the two off days of the week or during normal absences for breaks and vacations.

### If a Room Has No Permanently Assigned Occupants

- Identify the use of the room by talking with the chairperson and/or the people who use the room and allocate the usage according to their descriptions.

*Example:* A shared research lab with equipment jointly used by an entire department or building.

### If a Room is Used for Only One Purpose

- Identify what purpose the room was used for and allocate it accordingly.

*Example:* A research lab used only for organized research done through a sponsored agreement may be allocated as 100% organized research if certain conditions are met. Perform this test:

- Is the room used by any unpaid student(s) or students paid from general, non-cost sharing, funds?
- Is the room used by visiting scientists not paid by the University or other non-university individuals?
- Are there any non-organized research activities performed in the room? (Lab tests performed for a hospital or clinic?)
- Are start-up funds or any other kinds of department support money funding the activities taking place in the room?
- *If you answer “YES” to any of the above questions, the room should not be coded 100% organized research.*

### If a Room is Used for More Than One Purpose

- Estimate the percentage of time the room is used for each purpose based on interviews with the person(s) who use the room. Avoid simply allocating room use as 50%/50% or 40%/40%/20% unless this is an accurate representation of how the room was used.

*Example:* A faculty member might use his or her lab for work related to instruction, departmental research, and organized research. This room should be allocated according to the percentage of each activity performed in the room during the fiscal year.

### Research Laboratory Service Rooms

- Room types: cold rooms, dark rooms, equipment rooms, supply storage, etc.
- Identify all laboratories and other rooms that benefit from the service rooms
- Assign the service rooms the same as the average use of the labs these rooms support during the fiscal year.

## Offices

- Offices, particularly faculty offices, are normally used for a variety of functions.
- The persons occupying the offices are usually in the best position to estimate the percentage used for each function.
- **Assign each office according to its usage, not according to the overall functions of the occupant.**

## Student Usage

- Assign as Organized Research the space used by students paid by organized research accounts or related cost sharing accounts.
- Assign as Instruction the space used by unpaid students and students paid from general institutional accounts. This space must be assigned Instruction even if the student's activity benefits Organized Research.

## Visiting Scientist Usage

- Assign as Instruction/Dept. Research the space used by (a) visiting scientists not paid by the University and (b) space loaned to or rented by outside entities.

## Section IV.

### Room Use & Descriptions



**ROOM USE AND FUNCTIONAL CATEGORY CODES:  
ASSIGNABLE AREA**

**100 Classroom Facilities**

- 110 Classroom
- 115 Classroom Service

**200 Laboratory Facilities**

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Open Laboratory
- 225 Open Laboratory Service
- 250 Research/Nonclass Laboratory
- 255 Research/Nonclass Laboratory Service

**300 Office Facilities**

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

**400 Study Facilities**

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

**500 Special Use Facilities**

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 523 Athletic Facilities Spectator Seating
- 525 Athletic or Physical Education Service
- 530 Media Production
- 535 Media Production Service

- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Field Building
- 570 Animal Facilities
- 575 Animal Facilities Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Other (All Purpose)

**600 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
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service

## ROOM USE AND FUNCTIONAL CATEGORY CODES CON'T:

### 700 Support Facilities

710	Central Computer or Telecommunications
715	Central Computer or Telecommunications Service
720	Shop
725	Shop Service
730	Central Storage
735	Central Storage Service
740	Vehicle Storage
745	Vehicle Storage Service
750	Central Service
755	Central Service Support
760	Hazardous Materials Storage
770	Hazardous Waste Storage
775	Hazardous Waste Service
780	Unit Storage

### 800 Health Care Facilities

810	Patient Bedroom
815	Patient Bedroom Service
820	Patient Bath
830	Nurse Station
835	Nurse Station Service
840	Surgery
845	Surgery Service
850	Treatment/Examination Clinic
855	Treatment/Examination Clinic Service
860	Diagnostic Service Laboratory
865	Diagnostic Service Laboratory Support
870	Central Supplies
880	Public Waiting
890	Staff On-Call Facility
895	Staff On-Call Facility Service

### 900 Residential Facilities

910	Sleep/Study Without Toilet or Bath
919	Toilet or Bath
920	Sleep/Study With Toilet or Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House

### 000 Unclassified Facilities

050	Inactive Area
060	Alteration or Conversion Area
070	Unfinished Area

### NONASSIGNABLE AREA

#### WWW Circulation Area

W01	Bridge/Tunnel
W02	Elevator
W03	Escalator
W04	Loading Dock
W05	Lobby
W06	Public Corridor
W07	Stairway

#### XXX Building Service Area

X01	Custodial Supply Closet
X02	Janitor Room
X03	Public Rest Room
X04	Trash Room

#### YYY Mechanical Area

Y01	Central Utility Plant
Y02	Fuel Room
Y03	Shaft
Y04	Utility/Mechanical Space

*Note:* This appendix includes a complete list of Space Use Codes and descriptions. The major categories of Space Use Codes encompass all spaces found in campus buildings.

Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine the space's Space Use Code. The first step in coding space is to determine the Room Type Code which will identify the physical description of room within a building. The Room Type Code is a 3-digit numerical code that corresponds to a description for each room type (class lab, office, etc.).

## ROOM CODES AND DESCRIPTIONS

### **110 Classroom:**

- *Definition:* 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.

### **115 Classroom Service**

- *Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.

### **210 Class Laboratory**

- *Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) 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 to be scheduled if the activities generate weekly student contact hours 50 (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

### **215 Class Laboratory Service**

- *Definition:* A space that directly serves one or more class laboratories as an extension of the activities in those spaces.

### **220 Open Laboratory**

- *Definition:* A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

### **225 Open Laboratory Service**

- *Definition:* A space that directly serves one or more open laboratories as an extension of the activities in those spaces.

### **250 Research/Non-class Laboratory**

- *Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

### **255 Research/Non-class Laboratory Service**

- *Definition:* A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

### **310 Office**

- *Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

### **315 Office Service**

- *Definition:* A space that directly serves an office or group of offices as an extension of the activities in those spaces.

### **350 Conference Room**

- *Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.

### **355 Conference Room Service**

- *Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

### **410 Study Space**

- *Definition:* A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.

### **420 Stack**

- *Definition:* A space used to house arranged collections of educational materials for use as a study resource.

### **430 Open-Stack Study Room**

- *Definition:* A combination study space and stack, generally without physical boundaries between the stack and study areas.

### **440 Processing Room**

- *Definition:* A room or area devoted to processes and operations in support of library functions.

### **455 Study Service**

- *Definition:* A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

### **510 Armory (Military Support)**

- *Definition:* A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

### **515 Armory Service**

- *Definition:* A space that directly serves an armory facility as an extension of the activities in that facility.

### **520 Athletic or Physical Education**

- *Definition:* A room or area used by students, staff, or the public for athletic or physical education activities.

### **523 Athletic Facilities Spectator Seating**

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

**525 Athletic or Physical Education Service**

- *Definition:* A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

**530 Media Production**

- *Definition:* A space used for the production or distribution of multimedia materials or signals.

**535 Media Production Service**

- *Definition:* A space that directly serves a media production or distribution space as an extension of the activities in that facility.

**540 Clinic**

- *Definition:* A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

**545 Clinic Service**

- *Definition:* A space that directly serves a clinic as an extension of the activities in that space.

**550 Demonstration**

- *Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.

**555 Demonstration Service**

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

**560 Field Building**

- *Definition:* A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

**570 Animal Facilities**

- *Definition:* A space that houses laboratory animals used for research and/or instructional purposes.

**575 Animal Facilities Service**

- *Definition:* A space that directly serves an animal quarters facility as an extension of the activities in that facility. 63

**580 Greenhouse**

- *Definition:* A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

#### **585 Greenhouse Service**

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

#### **590 Other (All Purpose)**

- *Definition:* A category of last resort.

#### **610 Assembly**

- *Definition:* A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

#### **615 Assembly Service**

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

#### **620 Exhibition**

- *Definition:* A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

#### **625 Exhibition Service**

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

#### **630 Food Facility**

- *Definition:* A space used for eating.

#### **635 Food Facility Service**

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

#### **640 Day Care**

- *Definition:* A space 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**

- *Definition:* A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

#### **650 Lounge**

- *Definition:* A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

**655 Lounge Service**

- *Definition:* A space that directly serves a general use lounge facility.

**660 Merchandising**

- *Definition:* A space used to sell products or services.

**665 Merchandising Service**

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

**670 Recreation**

- *Definition:* A space used by students, staff, or the public for recreational purposes. 69

**675 Recreation Service**

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

**680 Meeting Room**

- *Definition:* A room that is used by the institution or the public for a variety of non-class meetings.

**685 Meeting Room Service**

- *Definition:* A space that serves a meeting space as an extension of the activities in that space.

**710 Central Computer or Telecommunications**

- *Definition:* A space used as a data 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.

**715 Central Computer or Telecommunications Service**

- *Definition:* A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

**720 Shop**

- *Definition:* A space used for the manufacture, repair, or maintenance of products or equipment.

**725 Shop Service**

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

**730 Central Storage**

- *Definition:* A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

**735 Central Storage Service**

- *Definition:* A space that directly serves a central storage facility as an extension of the activities in that facility.

**740 Vehicle Storage**

- *Definition:* A space or structure that is used to house or store vehicles.

**745 Vehicle Storage Service**

- *Definition:* A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

**750 Central Service**

- *Definition:* 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**

- *Definition:* A space that directly serves a central service facility as an extension of the activities in that facility.

**760 Hazardous Materials Storage**

- *Definition:* A **centralized** facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

**770 Hazardous Waste Storage**

- *Definition:* A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**775 Hazardous Waste Service**

- *Definition:* Small storage areas distributed throughout the institution used for **temporary** storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**780 Unit Storage**

- *Definition:* A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

**810 Patient Bedroom**

- *Definition:* A room equipped with one or more beds and used for patient care.

**815 Patient Bedroom Service**

- *Definition:* A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.



**820 Patient Bath**

- *Definition:* A room containing patient bath and toilet facilities.

**830 Nurse Station**

- *Definition:* A room or area used by nurses or other patient care staff who are supervising or administering health care services.

**835 Nurse Station Service**

- *Definition:* A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.

**840 Surgery**

- *Definition:* A room used for surgery.

**845 Surgery Service**

- *Definition:* A space that directly serves a surgery room as an extension of the activities in that facility.

**850 Treatment/Examination Clinic**

- *Definition:* A space used for examinations, diagnosis, consultation, or treatment.

**855 Treatment/Examination Clinic Service**

- *Definition:* A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.

**860 Diagnostic Service Laboratory**

- *Definition:* A space used to provide diagnostic support services to an entire health care facility. 82

**865 Diagnostic Service Laboratory Support**

- *Definition:* A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

**870 Central Supplies**

- *Definition:* A room used centrally to store health care supplies in a health care facility.

**880 Public Waiting**

- *Definition:* A space used by the public to await admission, treatment, or information within a health care facility.

**890 Staff On-Call Facility**

- *Definition:* 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**

- *Definition:* A space that directly serves as a staff on-call room as an extension of the activities in that facility.

### **910 Sleep/Study Without Toilet or Bath**

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **without** an internally connected bath or toilet.

### **919 Toilet or Bath**

- *Definition:* A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

### **920 Sleep/Study With Toilet or Bath**

- *Definition:* A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), **with** an internally connected bath or toilet.

### **935 Sleep/Study Service**

- *Definition:* A room that directly serves the occupants of sleep/study rooms.

### **950 Apartment**

- *Definition:* A complete living unit, with private cooking facilities, that is not a separate structure.

### **955 Apartment Service**

- *Definition:* A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

### **970 House**

- *Definition:* A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

### **050 Inactive Area**

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

### **060 Alteration or Conversion Area**

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

### **070 Unfinished Area**

- *Definition:* All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

### **W01 Bridge/Tunnel**

- *Definition:* A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.

## **W02 Elevator**

- *Definition:* The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.

## **W03 Escalator**

- *Definition:* A moving passageway that carries passengers from one floor level to another, or along a level path over some distance. For a ramped escalator, the floor area taken by the entire length of each escalator at the lowest level is recorded at that floor level. The area of each floor penetrated by that escalator is inventoried on each of those floors.

## **W04 Loading Dock**

- *Definition:* A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory. 90

## **W05 Lobby**

- *Definition:* A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

## **W06 Public Corridor**

- *Definition:* A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.

## **W07 Stairway**

- *Definition:* The covered internal or external space dedicated to provide no mechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

## **X01 Custodial Supply Closet**

- *Definition:* A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.

## **X02 Janitor Room**

- *Definition:* A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.

## **X03 Public Rest Room**

- *Definition:* Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area. For planning purposes, some may wish to provide subcategories of this space use that identifies gender- or non-gender- specific rest rooms, handicapped accessibility, etc.

## **X04 Trash Room**

- *Definition:* A space for the temporary storage of nonhazardous waste awaiting disposal or removal.

## **Y01 Central Utility Plant**

- *Definition:* A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, cogeneration facilities, and electrical distribution facilities.

## **Y02 Fuel Room**

- *Definition:* A room or area within a building in which fuel for the heating/cooling of the building is stored.
- *Limitations:* Underground tanks adjacent to the building that do not fulfill the definition of a building should be treated as infrastructure.

## **Y03 Shaft**

- *Definition:* Included are accessible or non-accessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

## **Y04 Utility/Mechanical Space**

- *Definition:* Included are covered and walled areas that house 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 that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.

## **ZZZ Structural Area**

- *Definition:* The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. This area is the algebraic difference between Gross Area and Net Usable Area. Examples of building features normally classified as structural areas include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas.