

UNIVERSITY
OF MIAMI



Room Type Definitions

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Preface

The administrative responsibility for all space owned, leased, or otherwise occupied by the University has been delegated to the Office of Space Management and Analysis. The Office is responsible for cataloging and classifying all space at the University, and developing and updating University-wide policies with regard to space utilization and space standards. To this end, the Office of Space Management and Analysis is charged with implementing and maintaining a comprehensive space management system. A fundamental building-block of a space management system is a complete list of room types. Each room type must be clearly defined to ensure consistent application of criteria, so that the data captured in the space management system are valid and reliable.

This document establishes requirements and guidelines for the classification of room types as recorded in the University's space management system. This information enables the University to determine how buildings and rooms are currently used and maximize the efficiency of space utilization with regard to the University's threefold mission of education, research, and public service. This information is also combined with financial and utilization data to support various cost and financial accounting analyses, including the University's facilities and administrative (indirect) cost proposal.

Included herein, is a complete list of research room type code definitions and descriptions. There are 20 categories of Research Laboratory/Research Laboratory Service room types that encompass all research space found in buildings occupied by University of Miami personnel. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and help determine how the space is categorized.

Categorizing a room type is separate from classifying a room's function. Placing the focus on how each room was constructed/renovated can help clarify its categorization. The information needed to code a room type can best be obtained by visual inspection, but may also be obtained from "as-built" drawings. It is also important to note that room type codes can change when the physical characteristics of a room are changed or remodeled.

Each room can only be classified with one room type code based on its exclusive or predominant design/use even though the room may serve multiple functions. For example, if a room is used as an Office (310) and as a Research Laboratory (250), a single determination must be made according to its primary design/use. It is recommended that this be evaluated in terms of how the room was built to be used, rather than the human activity that occurs in the space.

Additionally, a room type code indicates either a primary activity area or a service area. Research Laboratory Service room type codes are always prefixed with "255", and represent support space for a corresponding primary Research Laboratory Room type prefixed with "250". If a room is significantly dependent on the existence of another room, and/or does not have a specific scientist's dedicated bench space, a service code is appropriate.

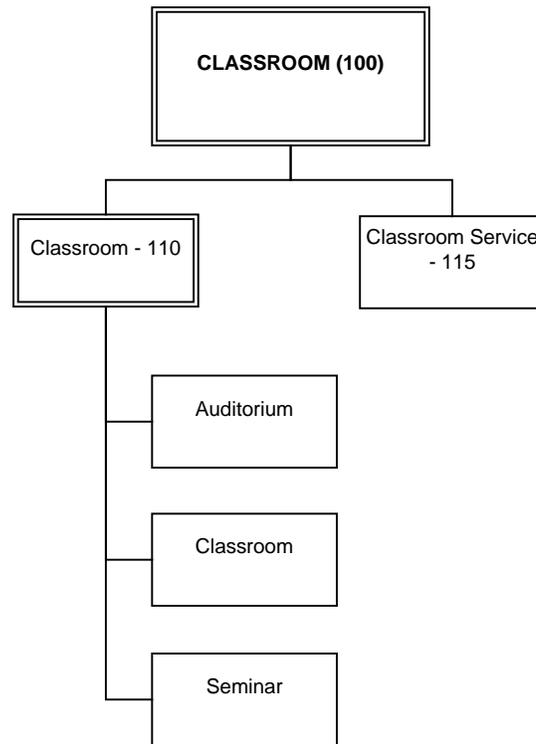
Room Type Definitions

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Classroom Room Types



CLASSROOM

Auditorium - 110-02

A room designed and used primarily for scheduled classes of multiple academic disciplines with tiered or sloped floors. Auditoriums may also serve non-instructional purposes, but only to a minor or incidental extent.

Description: Rooms typically have a multi-media audiovisual system, with a fixed seating orientation, and writing surfaces for each student. They do not have special-purpose equipment for student use, such as that found in a teaching laboratory that would make the room unusable for multiple academic disciplines.

Limitation: Excluded are theaters, concert halls, and places of assembly, which are not used primarily for instructional purposes and typically, do not have writing surfaces near each seat.

Classroom - 110-01

A room designed and used primarily for scheduled classes of multiple academic disciplines. Classrooms may also serve non-instructional purposes, but only to a minor or incidental extent.

Description: Rooms typically have a multi-media audiovisual system, with moveable seats oriented towards the front of the room, and writing surfaces for each student. They do not have special-purpose equipment for student use, such as that found in a teaching laboratory that would make the room unusable for multiple disciplines.

Seminar - 110-03

A room designed and used primarily for scheduled classes of multiple academic disciplines. Seminar rooms may also serve non-instructional purposes, but only to a minor or incidental extent.

Description: Rooms typically have a multi-media audiovisual system, with seats and tables oriented so that students and instructors can easily interact with each other. They do not have special-purpose equipment for student use, such as that found in a teaching laboratory that would make the room unusable for multiple disciplines.

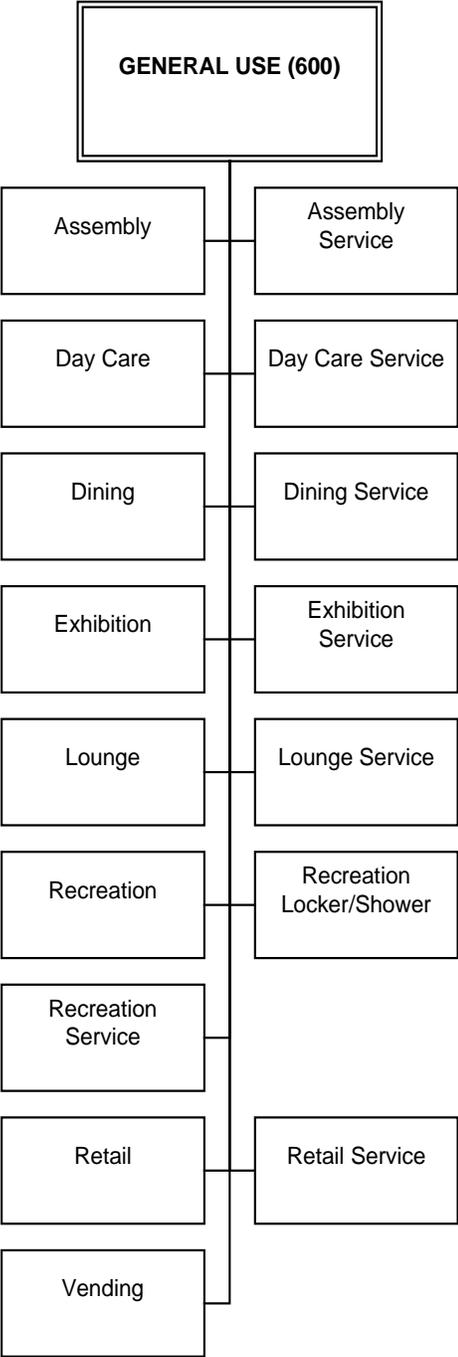
Limitation: Excludes conference rooms, which may have similar design features but are primarily used for faculty/staff meetings.

Classroom Service - 115

A room designed to directly serve one or more Auditorium, Classroom, or Seminar Room as an extension of the activities in those rooms.

Description: Includes projection rooms, control booths, preparation rooms, coat rooms, closets, or storage areas, etc.

General Use Room Types



GENERAL USE

Assembly - 610

A room designed and equipped for the assembly of many persons for such events as dramatic, musical, or commencement activities. The room may also serve instructional purposes but only to a minor or incidental extent.

Description: Includes theaters, concert halls, and arenas that are used primarily for general presentations (speakers), or performances (dramatic, musical, or dance).

Limitations: Areas used primarily for instruction or practice (dance, music, or drama) are typically coded as laboratory space. Assembly facilities that are used primarily for instruction are classified as Auditoria (see Auditorium - 110-03 in Classroom Section - 100).

Assembly Service - 615

A room that directly serves an assembly facility as an extension of the activities in that facility.

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as circulation space (see Circulation - 020). A concession stand in an assembly facility is classified as Retail (see Retail - 660-01). Lounges that are remote from the assembly area within an assembly facility are classified by the appropriate service code or lounge code.

Daycare - 640

A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

Description: Includes 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).

Limitations: Does not include those support spaces typically used as services spaces (see Day Care Service - 645). This category also does not include demonstration houses,

laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process.

Day Care Service - 645

A room that directly serves a day care facility as an extension of the activities in that facility.

Description: Includes 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.

Limitations: Does not include those spaces (e.g., child training spaces, playrooms) 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 also classified in this manner.

Dining - 630

A room used for eating food including cafeterias, restaurants, and similar eating areas, in such places as residence halls or faculty clubs, etc.

Description: This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility is the availability of some form of accommodation (seating, counters, or tables) for eating and 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 intended in this category.

Limitations: Vending areas not provided with seating, counters or tables are classified as Vending Areas (see Vending - 660-02) or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products.

Dining Service - 635

A room that directly serves a food facility as an extension of the activities in that facility.

Description: Includes kitchens and other preparation rooms, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes vending areas directly serving food facilities, or adjacent to an eating area.

Limitations: Does not include any type of food preparation room which does not serve a food facility or eating area. Kitchenettes in residence facilities that serve a dining area are classified under the appropriate service code. Service areas for vending are classified as Retail Service (see Retail Service - 665).

Exhibition - 620

A room used for exhibition of materials, works of art, artifacts, anthropological, botanical, or geological specimens etc., and intended for viewing by faculty, students, staff, and the public.

Limitations: Collections not primarily for general exhibition, such as departmental displays, should be classified under an appropriate laboratory category (see Laboratory Section - 200).

Exhibition Service - 625

A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: Includes preparation workrooms, storage, vaults, etc., that serve general exhibition areas.

Lounge - 650

A room used for rest and relaxation that is not restricted to a specific group of people, unit, or area, and primarily located in a residential environment.

Description: A lounge is typically equipped with furniture and may include vending machines. A general use lounge differs from an office area or break room lounge by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge. Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not eating.

Lounge Service - 655

A room that directly serves as a general use lounge, such as a locker room, kitchenette, or private lavatory.

Recreation - 670

A room used by students, staff, or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, swimming pools, bowling alleys, table tennis rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas Athletic or Physical Education facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.

Recreation Locker/Shower - 675-02

A room equipped with showers and/or lockers servicing a recreational facility. Restroom facilities in this space are included in the Recreation Locker/Shower room.

Recreation Service - 675-01

A room that directly serves a recreational facility as an extension of the activities in that facility.

Description: Includes storage rooms and closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation Facility.

Retail - 660-01

A room used to sell products or services.

Description: Includes product and service sales areas such as bookstores, student supply stores, campus food stores, and central ticket outlets serving multiple facilities or activities.

Limitations: Does not include restaurants and similar Dining areas (see Room Types - 630 and 635). Does not include areas that are primarily designed for walk away vending purchases (see Vending - 660-02).

Retail Service - 665

A room that directly serves a retail facility as an extension of the activities in that facility.

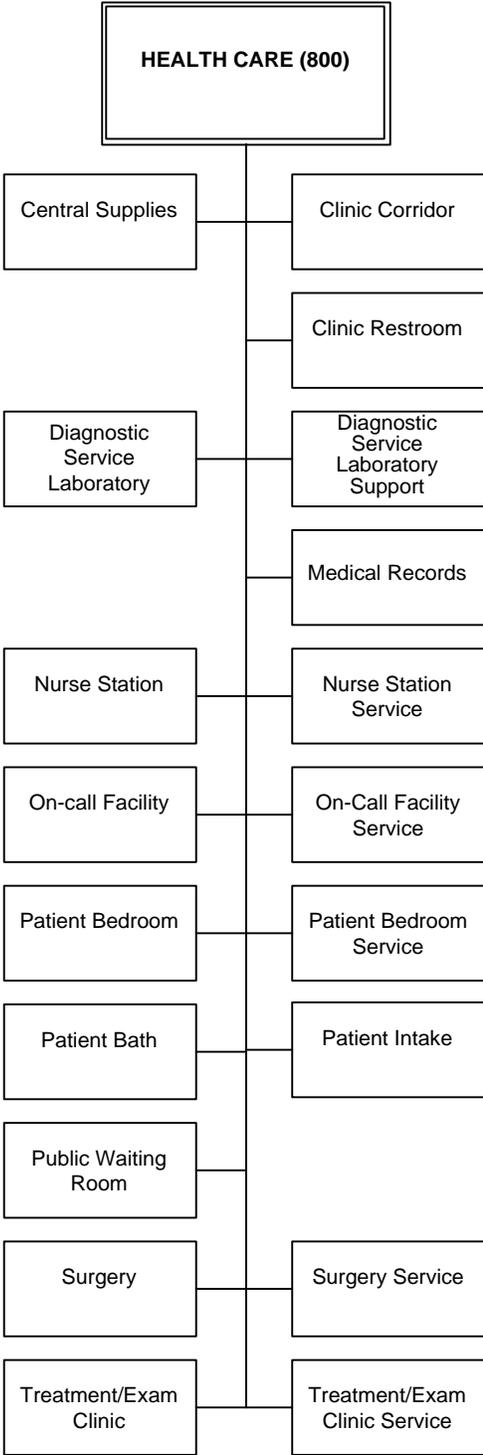
Description: Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a retail facility.

Vending - 660-02

A room whose primary use is to house vending machines containing products that are to be consumed or used in another area.

Limitations: Vending areas with seating, counters or tables and sit-down lunch or vending rooms that serve a shop facility are not intended in this category (see Dining and Dining Service - 630 and 635).

Health Care Room Types



HEALTH CARE

Central Supplies - 870

A room used centrally to store health care supplies in a health care facility.

Description: Includes pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. These rooms serve a central storage or supply function only for health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to standard service rooms.

Limitations: Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

Clinic Corridor - 855-02

An internal corridor or hallway used to provide circulation in a health care facility.

Limitations: Does not include public circulation areas used to get from one part of a building to another and used by anyone working or visiting the building. This room type is restricted to corridors located within the clinic itself.

Clinic Restroom - 855-01

An internal restroom used by patients, visitors, and health care professionals within a health care facility.

Limitations: Does not include public restroom areas used by anyone working or visiting the building. This room type is restricted to restrooms located within the clinic itself.

Diagnostic Service Laboratory - 860

A room used to provide diagnostic services.

Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. This service is performed on cadavers, tissue or fluid samples.

Limitations: Rooms of this nature used solely to support teaching and/or research should be coded under the appropriate teaching or research laboratory category (see Laboratory Section - 200).

Diagnostic Service Laboratory Support - 865

A room that directly serves a diagnostic service laboratory as an extension of the activities therein.

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, environmental rooms, locker, scrub and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic laboratories.

Limitations: Rooms of this nature used solely to support teaching and/or research should be coded under the appropriate teaching or research laboratory service category (see Laboratory Section - 200).

Medical Records - 835-01

A room used to store medical records, active or archival, that may or may not be located within a clinical setting.

Limitations: Does not include administrative or financial record storage which should be coded more appropriately as File/Supply.

Nurse Station - 830

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

Description: Includes primary workstation area used by nurses and other patient care staff, ward reception and admissions desks, and records or charting work areas.

Limitations: Spaces that are used as Offices (310) should be so classified.

Nurse Station Service - 835

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

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts.

Limitations: Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815).

On-Call Facility - 890

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

Description: Includes areas or 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.

Limitations: On-call rooms or quarters differ from lounges (see Lounge - 650 in General Use Section - 600) in that specific provisions are made for sleeping and use is restricted to staff who typically work a long shift.

On-Call Facility Service - 895

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

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Patient Bedroom - 810

A room equipped with one or more beds and used for patient care.

Description: Includes general nursing care, acute care, semi convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815).

Limitations: Student residence quarters should be classified with the Residential Facilities (Code 900). Staff on-call spaces for resting and sleeping are coded as On-Call Facility (890).

Patient Bedroom Service - 815

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

Description: Includes linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space.

Patient Bath - 820

A room containing patient bath and toilet facilities.

Description: Includes toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities.

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service - 315, Nurse Station Service - 835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified as Nurse Station Service (835).

Patient Intake - 835-02

A room used for the purposes of taking patients vital statistics (BP, height, weight) also includes areas for shots or the taking of blood samples.

Limitations: Does not include rooms for the analysis of blood which should be categorized at Diagnostic Service Laboratories.

Public Waiting Room - 880

A room used for patients and/or visitors for diagnostic services or treatment/examination.

Limitations: Reception/Waiting areas that are part of an office suite and are not used in a health care related setting should be coded as Reception/Waiting 315-08 (see Office Service Section - 315).

Limitations: Waiting areas that support Research Laboratories should be coded as Waiting 255-18 (See Research Lab Service Section - 255).

Surgery - 840

A room used for surgery.

Description: Includes major and minor surgery rooms, delivery rooms, and special procedure operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment.

Limitations: Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service - 845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Exam Clinic - 850).

Surgery Service - 845

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

Description: Includes recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery prep) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these space directly serve the surgery facility.

Limitations: Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

Treatment/Exam Clinic - 850

A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, PET, ultrasound, or scanning), cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, and linear acceleration. Also includes combined doctor's office and treatment/examination rooms.

Limitations: This room type requires the presence of a living patient. If only diagnostic activity is performed room should be coded as Diagnostic Laboratory (see Diagnostic Laboratory - 860).

Limitations: Rooms of this nature used solely to support teaching and/or research should be coded under the appropriate teaching or research laboratory category (see Laboratory Section - 200).

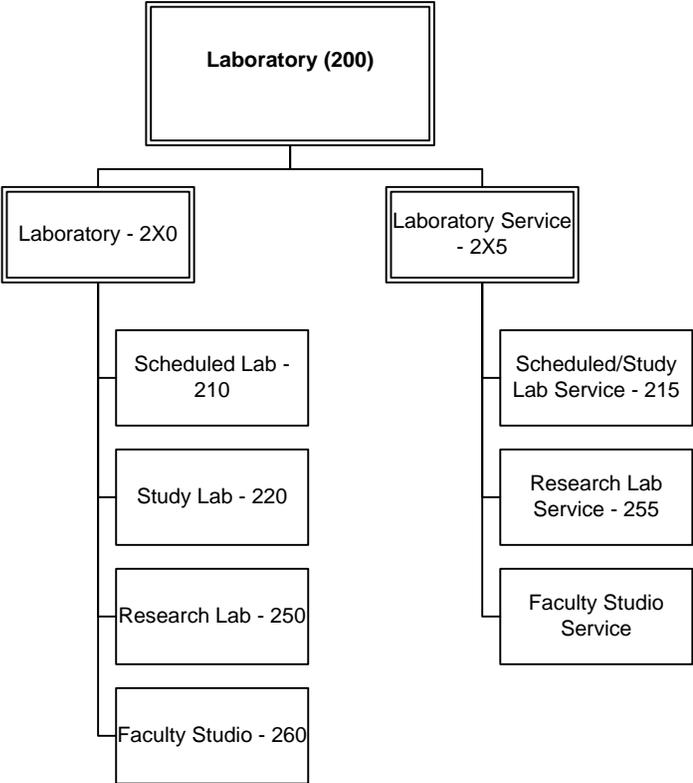
Treatment/Exam Clinic Service - 855

A room that directly serves a treatment/exam clinic as an extension of the activities in that facility.

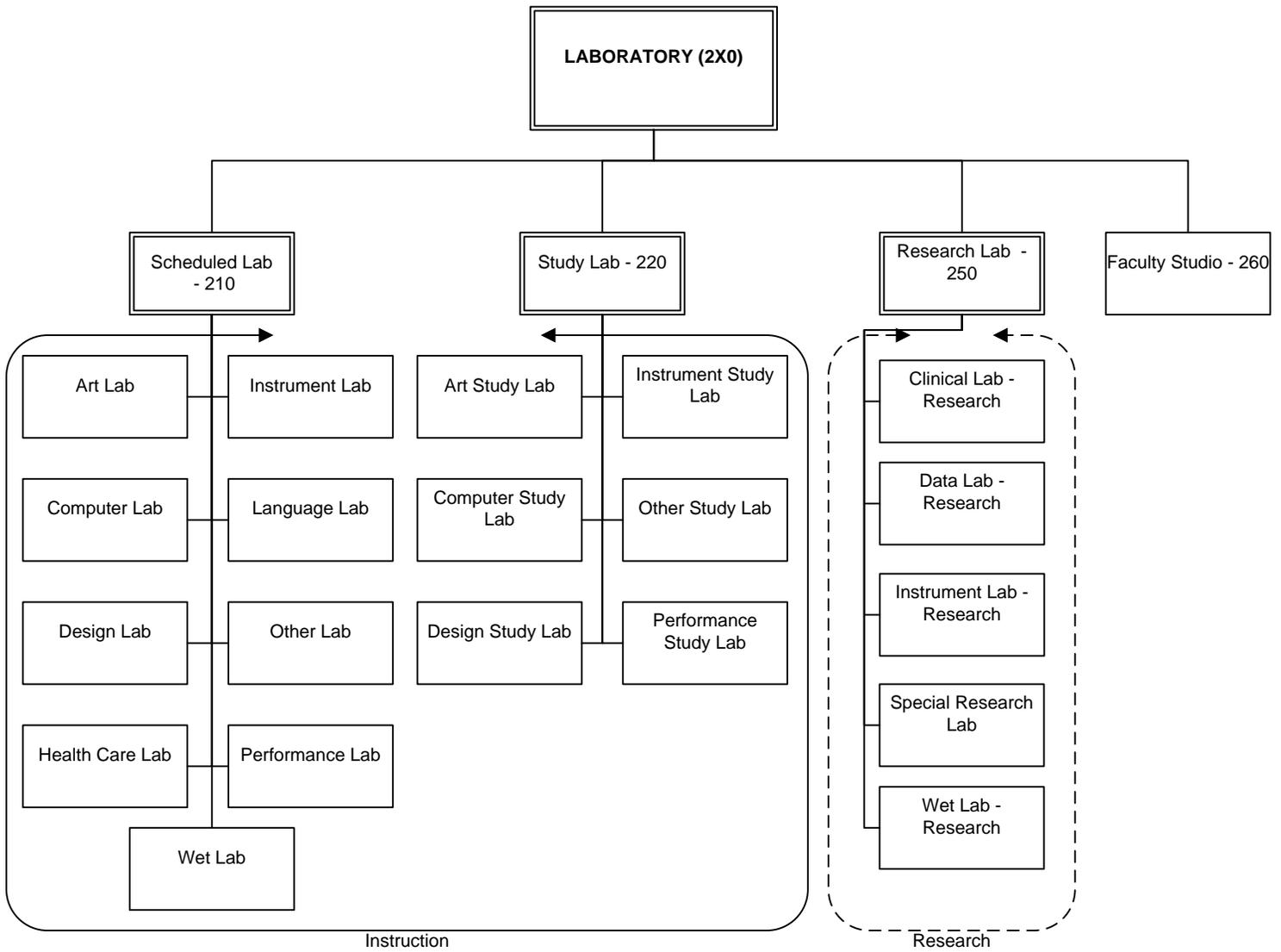
Description: Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, and clean and dirty linen rooms.

Limitations: Rooms of this nature used solely to support teaching and/or research should be coded under the appropriate teaching or research laboratory service category (see Laboratory Section - 200).

Laboratory and Laboratory Service Room Types



Laboratory Room Types



LABORATORY

Scheduled Laboratory - 210

A room used primarily by regularly scheduled classes with University course numbers that requires special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: An Instructional Laboratory is specially equipped to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use by other disciplines. Examples would be rooms in which a class or a lab section of a course is held. Included in this category are rooms generally referred to as art studios, design labs, band rooms, choral rooms, (group) music practice rooms, computer and language laboratories, (group) studios, and similarly specially designed and/or equipped rooms.

Art Lab - 210-01

A room used primarily for scheduled instruction in art. Specialized equipment such as easels, pottery wheels, kilns, worktables or benches or elevated platforms for models or subjects may be present.

Computer Lab - 210-02

A room used primarily for scheduled instruction using computers. These rooms have computer workstations for students.

Design Lab - 210-03

A room used primarily for scheduled instruction in various kinds of design. Disciplines such as architecture, graphic arts, and mechanical design may use this type of room. Specialized equipment and furniture such as layout tables are present in these rooms.

Health Care Lab - 210-04

A room used primarily for scheduled instruction in various health care disciplines. These rooms are especially equipped with equipment and devices to simulate the health care environment such as nursing simulation laboratories, etc.

Instrument Lab - 210-05

A room used primarily for scheduled instruction in various scientific disciplines. These rooms are specially equipped with electronic devices designed for precise calibration, measurement, and analysis. Instrument labs generally do not include the use of gases, chemicals, biohazardous materials, or water. A hand-washing sink may be present.

Language Lab - 210-06

A room used primarily for scheduled instruction of languages. Specialized equipment such as recording and playback devices, microphones, and headphones are present in these rooms.

Other Lab - 210-07

A room used primarily for scheduled instruction that has specialized equipment and is not otherwise defined in this category.

Performance Lab - 210-08

A room used primarily for scheduled instruction in one of the performance arts such as dance, music, or drama. Specialized equipment such as audio equipment, special lighting or acoustic equipment or specialized flooring may be present in these rooms.

Wet Lab - 210-09

A room used primarily for scheduled instruction in one of the physical sciences (e.g., biology or chemistry). Specialized equipment and furniture such as lab benches, fume hoods, and gas valves may be present in these rooms. Access to water is required in this type of lab.

Study Laboratory - 220

A room used primarily by informally (or irregularly) scheduled classes that is specially equipped for student participation, experimentation, observation, or practice in a field of study. The design of and/or equipment in such a room normally limits or precludes its use for other areas of study.

Description: Study laboratories typically (but not necessarily or exclusively) include such rooms as computer and language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for practice/study or informally (or irregularly) scheduled classes.

Limitations: The criterion for differentiating between Study Laboratories and Scheduled Laboratories is the **regularity of the scheduling**, and not the specialization of the equipment or instruction. Not included are gymnasia, pools, and similar facilities (see Special Use Section - 600).

Art Study Lab - 220-01

A room used primarily for unscheduled practice/study in art. Specialized equipment such as easels, pottery wheels, kilns, worktables or benches or elevated platforms for models or subjects may be present.

Computer Study Lab - 220-02

A room used primarily for unscheduled practice/study using computers. These rooms have computer workstations for students, faculty, staff, or external parties.

Design Study Lab - 220-06

A room used primarily for unscheduled instruction in various kinds of design. Disciplines such as architecture, graphic arts, and mechanical design may use this type of room. Specialized equipment and furniture such as layout tables are present in these rooms.

Instrument Study Lab - 220-03

A room used primarily for unscheduled practice/study in various scientific disciplines. These rooms are specially equipped with electronic devices designed for precise calibration, measurement and analysis. Instrument labs generally do not include the use of gases, chemicals, biohazardous materials, or water. A hand-washing sink may be present.

Other Study Lab - 220-04

A room used primarily for unscheduled practice/study that has specialized equipment and is not otherwise defined in this category.

Performance Study Lab - 220-05

A room used primarily for unscheduled practice/study in one of the performance arts such as dance, music, or drama. Specialized equipment such as audio equipment, special lighting or acoustic equipment or specialized flooring may be present in these rooms.

Research Laboratory - 250

A room that is designed primarily for laboratory experimentation, research, or training in research methods for professional research and/or observation.

Description: The room is furnished with special-purpose equipment for faculty, research staff, or student participation or observation.

Clinical Lab – Research 250-05

A room that is designed primarily for diagnostic and/or therapeutic treatment research or studies.

Limitations: Rooms of this nature in a health care related setting should be coded as Treatment/Exam Clinic 850 (see Health Care Section - 800).

Limitations: Clinics that are not in a health care related or research setting should be coded as Clinic 540-01 (see Special Use Section - 500).

Data Lab - Research - 250-01

A room that is designed primarily for data analysis, modeling, or simulation research.

Description: These rooms typically include specialized computers or terminals, network connections, desks or tables, printer, and data storage space. Additional power sources or HVAC may be present.

Examples of the activities that may occur in a Data Lab include bioinformatics or supercomputing.

Limitation: Data labs are **not** rooms equipped with standard computers.

Instrument Lab - Research - 250-02

A room that is used primarily for conducting research on equipment, devices, or electronics.

Description: These rooms typically include counter space, storage and equipment space. A hand washing sink may be present, however, the research conducted in this room type generally does not include the use of scientific gases, deionized water, chemicals, or biohazardous materials.

Note: Instrument labs are typically part of Physics or Engineering research programs.

Special Lab - Research - 250-03

A room that is designed primarily for research in a specialized operating environment.

Description: The primary research done in these rooms does not serve a supporting role to experiments done elsewhere (See Research Lab Service Section - 255). There is not a standard design for this type of laboratory.

Note: Examples include simulation labs, MRI, NMR, clean room facilities sleep study labs, and other observational studies involving human or animal subjects.

Wet Lab - Research - 250-04

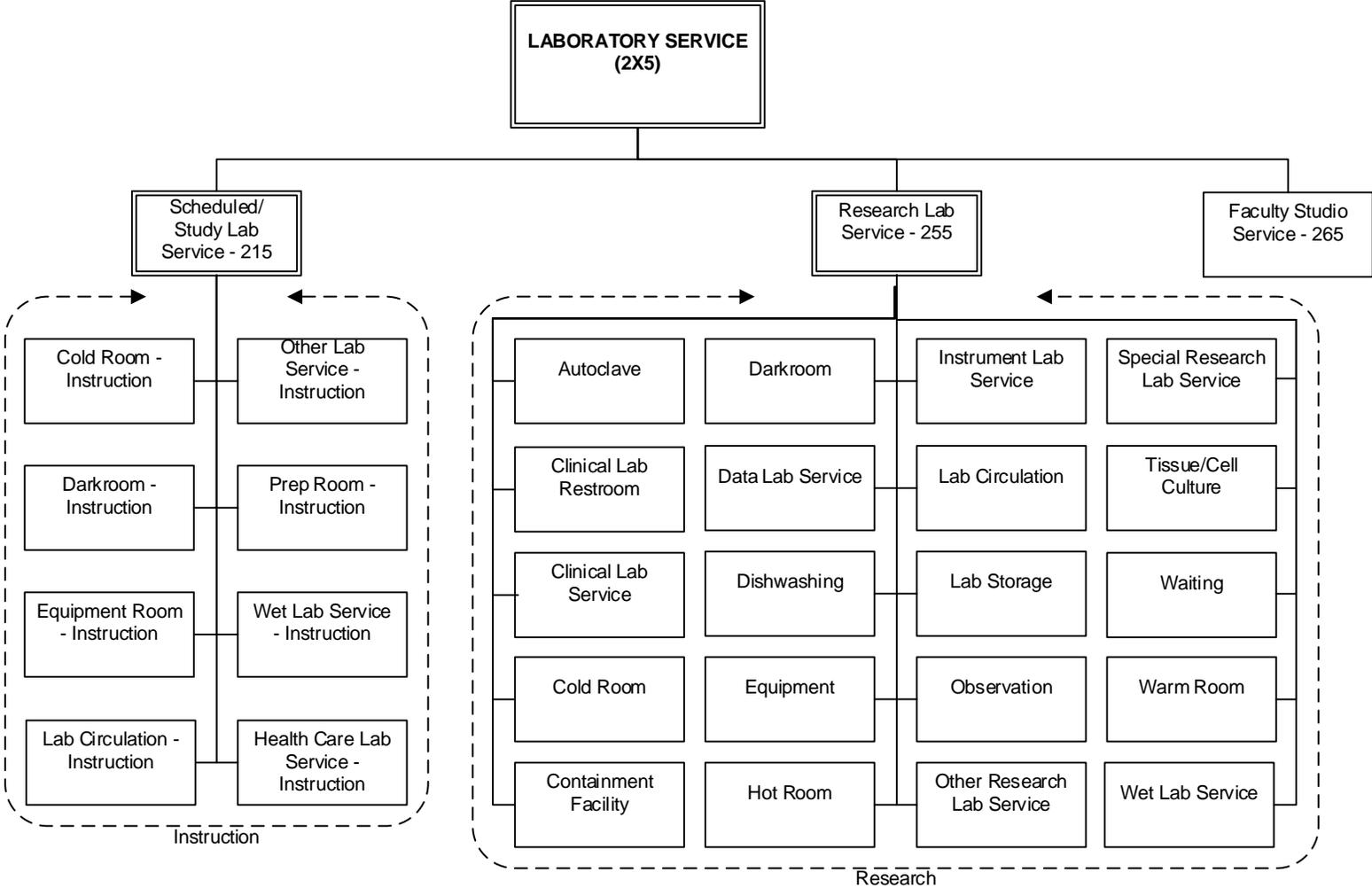
A room that is designed primarily for bio-hazardous and/or chemical research.

Description: These rooms are typically equipped with benches, fume hoods, sinks, specialized waste areas, scientific gas, air, and vacuum. Access to deionized water is required. Chemicals and hazardous materials are generally in use.

Faculty Studio - 260

Non-instructional studio space for faculty in the art and performance disciplines. This space may include instruments, easels, pottery wheels, modeling platforms, etc.

Laboratory Service Room Types



LABORATORY SERVICE

Scheduled/Study Laboratory Service - 215

A room that serves as an extension of the activities in one or more Scheduled/Study Laboratories.

Cold Room - Instruction - 215-01

A room constructed or equipped for specimen or material storage at low, but not freezing temperatures. This room serves as an extension of the activities in one or more Scheduled/Study Laboratories.

Darkroom - Instruction - 215-02

A room constructed or equipped for processing photographic materials. This room serves as an extension of the activities in one or more Scheduled/Study Laboratories.

Equipment Room - Instruction - 215-03

A room whose primary use is to house specialized equipment used in one or more Scheduled/Study Laboratories.

Health Care Lab Service – Instruction 215-08

A room that serves as an extension of the activities within a Health Care Lab and is not otherwise defined in this category.

Examples may include Control Rooms, Changing Rooms, Locker Rooms, Private restrooms within a Health Care Lab, Locker Rooms, and Actor Preparation Areas.

Lab Circulation - Instruction - 215-04

Circulation area contained within a suite or collection of Scheduled/Study Laboratories that is not accessible to the general public.

Description: Space may include incidental service activities such as equipment or chemical storage carts if they are not in separately identified areas. The primary use of this space must be internal circulation, not laboratory support activities. The non-circulation areas should be designated as the appropriate laboratory's service areas.

Other Lab Service - Instruction - 215-05

A room that serves one or more Scheduled/Study Laboratories as an extension of the activities in those rooms and is not otherwise defined in this category.

Prep Room - Instruction - 215-06

A room used to prepare materials, specimens, and/or equipment for use in one or more Scheduled/Study Laboratories.

Wet Lab Service - Instruction - 215-07

A room that serves as an extension of the activities in one or more Scheduled/Study Wet Labs and is not otherwise defined in this category.

Research Laboratory Service - 255

A room that serves as an extension of the activities in one or more research laboratories. These rooms are significantly dependent on the existence of another room, and/or do not have a specific scientist's dedicated bench space.

Autoclave - 255-01

A room that is equipped with or constructed for autoclaves and serves as an extension of the activities of one or more Research Laboratories.

Note: The presence of an autoclave is a sufficient but not necessary criterion to define the space as an autoclave service room. A room that was built specifically for an autoclave (outfitted with incoming/exiting steam/ventilation systems, etc.), but not currently equipped with an autoclave is still classified as an autoclave service room.

Clinical Lab Restroom – 255-20

An internal restroom used by clinical research subjects or lab professionals and serves as an extension of the activities of one or more Clinical Research Laboratories.

Limitations: Does not include public restroom areas used by anyone working or visiting the building. This room type is restricted to restrooms located within Clinical Lab – Research spaces.

Clinical Lab Service 255-19

A room that serves as an extension of the activities in Clinical Research Laboratories and is not otherwise defined in this category.

Cold Room - 255-02

A room that is constructed or equipped for specimen/material storage, or experimentation at low, but not freezing temperatures and serves as an extension of the activities of one or more Research Laboratories.

Note: Please indicate if the room is capable of maintaining a sub-zero environment.

Containment Facility - 255-03

A room that is constructed or equipped to safely contain select agents, and/or hazardous materials (i.e. viruses, flammable materials, etc.) and serves as an extension of the activities of one or more Research Laboratories.

Note: These rooms can be used for storage or experimentation, and typically require security access, and special protection for personnel like gowns and/or respirators.

Darkroom - 255-04

A room that is constructed or equipped for processing materials and conducting experiments in a light controlled environment, and serves as an extension of the activities in one or more Research Laboratories. These rooms must have a sealed door, and may have a red safety light.

Examples include rooms that are designed for film/photo processing, and/or conducting experiments in the complete dark (i.e. fluorescence, luminescence, autoradiography, etc.).

Data Lab Service - 255-05

A room that serves as an extension of the activities in Data Laboratories and is not otherwise defined in this dictionary.

Dishwashing - 255-06

A room that is constructed for or equipped with dish washing equipment for the cleaning of glassware, plastics, etc. and serves as an extension of the activities of one or more Research Laboratories.

Equipment - 255-07

A room primarily used for experimentation with specialized equipment and serves as an extension of the activities of one or more Research Laboratories.

An example of an Equipment room is a microscope room. The presence of the specialized equipment is a sufficient but not necessary criterion to define the space as an Equipment room. A room that was built specifically for specialized equipment (with non-standard bench heights, etc.), but not currently outfitted with specialized equipment is still classified as an Equipment room.

Hot Room - 255-08

A room that is constructed or equipped for storage and experimentation with radioactive materials and serves as an extension of the activities of one or more Research Laboratories.

Instrument Lab Service - 255-09

A room that serves as an extension of the activities in Instrument Laboratories and is not otherwise defined in this category.

An example of an Instrument Lab Service is a room where instruments and devices are built, serviced or controlled. This would include rooms containing machinery that support the primary instrument (housing heating or cooling units, etc.). This space is not used for the storage of instruments or devices (see Lab Storage – 255-09).

Lab Circulation - 255-10

A vestibule-like area contained within a suite or collection of Research laboratories that is primarily used for internal circulation.

Note: This space does not contain bench space but may include incidental service activities such as equipment or chemical storage carts if they are not in separately identified areas. This type of space is often found in labs with an open floor plan.

Lab Storage - 255-11

A room that is used for the storage of supplies, equipment, materials, gases, and/or liquids for use in one or more Research Laboratories, or Research Laboratory Service rooms.

Observation 255-17

A room primarily used for the diagnosis and/or treatment of research subjects and serves as an extension of the activities of one or more Research Laboratories. Room may be configured in a variety of ways where the subjects complete interview questionnaires (written or computer based), interact with interviewers or in the case of children undergo some form of play therapy.

Limitations: Rooms of this nature that do not support Research Laboratories should be coded as Interview / Observation 540-02 in the clinic service category (see Special Use Section - 500).

Other Lab Service - 255-12

A room that serves one or more Research Laboratories as an extension of the activities in those rooms and is not otherwise defined in the categories above.

Special Lab Service - 255-13

A room that serves as an extension of one or more Special Research Laboratories and is not otherwise defined in this category.

Tissue/Cell Culture - 255-14

A room constructed or equipped for growth of, or experimentation with tissue or other cultures and serves as an extension of the activities of one or more Research Laboratories.

Note: These rooms typically have washable walls and positive airflow, are equipped with a laminar flow hood, and may include incubators and/or sinks.

Warm Room - 255-15

A room that is constructed or equipped for specimen/material storage, or experimentation at warm temperatures and serves as an extension of the activities of one or more Research Laboratories.

Waiting 255-18

A room primarily used for research subjects and serves as an extension of the activities of one or more Research Laboratories.

Limitations: Reception/Waiting areas that are part of an office suite and are not used in a health care related setting should be coded as Reception/Waiting 315-08 (see Office Service Section - 315).

Limitations: Waiting areas that are used in a health care related setting should be coded as Public Waiting Room 880 (see Health Care Section - 800).

Wet Lab Service - 255-16

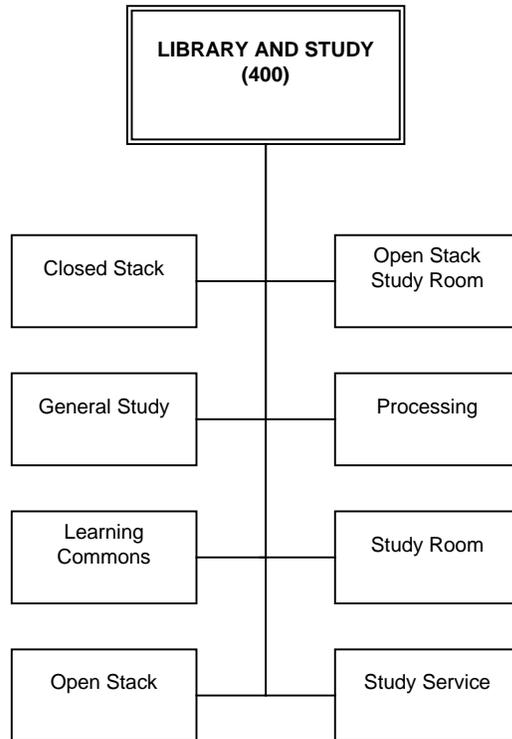
A room that serves as an extension of the activities in Wet Laboratories and is not otherwise defined in this category.

Note: Wet Lab Service Rooms are typically equipped with sinks and are used to weigh chemicals, prepare buffer solutions, etc.

Faculty Studio Service - 265

A room that serves as an extension of the activities in one or more Faculty Studios.

Library and Study Room Types



LIBRARY AND STUDY

Closed Stack - 420-01

A room used to house arranged collections of educational and research materials for use as a study or research resource, generally not available for public access.

Description: Stacks typically appear in central, branch, or departmental libraries and are characterized by arranged and managed collections accessible by staff only. Collections can include books, periodicals, journals, monographs, microforms, non-print resources (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational and research materials.

General Study - 410-02

An open room with or without desks used for reading, writing, or collaboration which is not restricted to a particular subject, discipline, or specialized equipment.

Description: Includes reading areas, study carrels and booth areas, generally without physical boundaries, located in libraries, residential facilities, academic or student service facilities, which are intended for general study purposes. Study areas may include computers, or multimedia equipment.

Learning Commons - 410-03

An open room with computers or other equipment used for coursework, projects, research, or bibliographic access, available for general use by the public contained within a library.

Description: Includes study tables, and workstations, multimedia equipment, service desks offering various academic support such as reference, tutoring, career services, or technical assistance.

Open Stack - 420-02

A book stack available for public browsing that may include any of the education and research material collections described under Closed Stack.

Limitations: Does not include stack areas that have study/reading areas.

Open Stack Study Room - 430

A combination study/reading room and stack, generally without physical boundaries between the stack and study areas.

Description: Seating areas include those types of seating arrangements described under General Study as well as equipment or items used for coursework, projects, research or bibliographic access. The stack areas of these rooms may include any of the educational and research material collections described under Closed Stack.

Limitations: Does not include Study Rooms. As with Closed Stack and Processing Rooms, Open-Stack, Study and Reading Rooms typically appear in central, branch, and departmental libraries.

Processing - 440

A room devoted to processes and operations in support of library functions.

Description: A room intended for specific library operations that support the overall library mission. Included are card catalog shelf lists; computers for data entry and correspondence, on-line catalog and on-line searching; bookbinding and conservation areas; multimedia materials processing areas; interlibrary loan processing areas; technical equipment support or maintenance, scanning, technical development, and other areas with a specific process or operation in support of library functions and not found in any other existing category in this series.

Study Room - 410-01

A room used by individuals or groups for private study.

Description: Includes study rooms located in libraries, residential facilities, academic or student service facilities which are intended for general, private study purposes. Individual or group tutoring rooms are included in this definition. Study rooms are typically equipped with furniture and may include computers, multimedia equipment, and vending machines. These rooms may also incidentally support student rest, relaxation, and informal socialization.

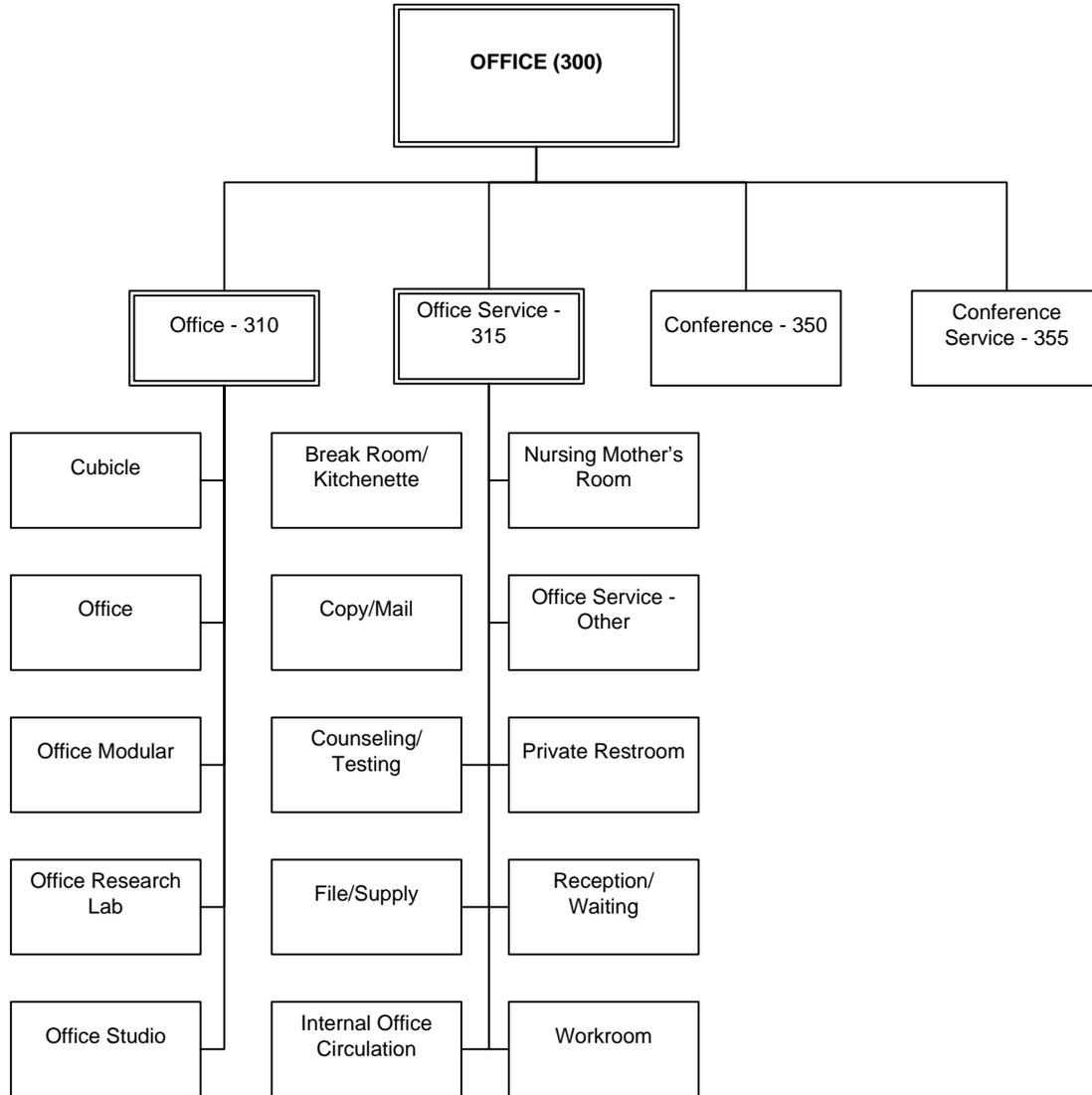
Study Service - 455

A room that directly serves study rooms, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room.

Limitations: Does not include Processing Rooms that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms) (see Room Type – 440-01 in this section).

Office Room Types



OFFICE

Office - 310

A room housing people working at one or more desks, tables, or workstations.

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room.

Cubicle - 310-02

A single workstation designed as a primary workspace for an individual, built with modular systems furniture and having modular partitions as dividers.

Limitations: Spaces built with modular systems furniture that are not being used as an individual's primary workspace are not assigned a room number (i.e., copier areas).

Office - 310-01

A room built with permanent partitions used as primary workspace for one or more occupants.

Limitations: Does not include modular rooms defined below.

Office Modular - 310-04

A room built with modular partitions used as primary workspace for one or more occupants.

Limitations: Does not include hard wall (i.e., permanent partition) rooms noted above.

Office Research Lab - 310-05

A room built with permanent partitions used as primary workspace for one or more occupants and located within or immediately adjacent to a research lab.

Limitations: Does not include rooms in departmental or unit administrative offices or hospitals.

Exceptions: Research intensive cores that do not require laboratory space may be classified in this manner, but require prior approval by the Office of Space Management.

Office Studio - 310-03

A room built with permanent partitions used as primary workspace for one or more occupants that also serves as a performance studio and/or instructional space in the applied arts.

Limitations: Does not include modular “rooms” or typical offices which incidentally hold instructional activity as noted above.

Office Service - 315

A room or modular system workstation that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy/mail rooms, closets, office supply rooms, first aid rooms, vaults, student counseling rooms, and testing (non-discipline-related) rooms.

Limitations: Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling or testing room should be coded as Office Service.

Break Room/Kitchenette - 315-01

A room that directly serves an office or group of offices and is used primarily for taking breaks and/or for storage and preparation of coffee and other food items. These rooms are normally furnished with tables and seating and/or are equipped with a sink, microwave oven, and refrigerator.

Copy/Mail - 315-02

A room that directly serves an office or group of offices and contains copy machines, fax machines, printers, and/or supports the sending or receiving of internal and external mail.

Counseling/Testing - 315-03

A room predominantly used to test or counsel prospective or current students or employees. Testing in these rooms may require specialized furniture or equipment.

File/Supply - 315-04

A room that directly serves an office or group of offices and contains commonly accessed office supplies and/or file cabinets or shelves holding such items as files, drawings, or maps.

Internal Office Circulation - 315-05

Circulation area contained within a suite or collection of offices that is not accessible to the general public.

Description: Space may include incidental service activities such as a copier, fax machine, coffee station if they are not in separately identified areas. The primary use of this space must be internal circulation, not office support activities.

Limitations: Building areas and corridors accessible to the general public should be classified as Corridors.

Nursing Mother's Room - 315-10

A room formally designated for use by nursing mothers.

Office Service - Other - 315-06

A room that directly serves an office or group of offices as an extension of the activities in those rooms and is not otherwise defined in this category. Examples include audio/visual equipment and coat storage.

Private Restroom - 315-07

A restroom that is contained within a suite or collection of offices that is not accessible to the general public.

Reception/Waiting - 315-08

A room or distinct area that directly serves an office or group of offices and is used as a reception point into the office or group of offices.

Workroom - 315-09

A room that directly serves an office or group of offices and is predominantly used for various support activities such as collating, assembling, sorting, and organizing documents or other office related activities.

Conference - 350

A room used primarily for meetings.

Description: A conference room is typically equipped with tables and chairs. Conference rooms can be assigned to a specific department or can be used for general purposes such as community or campus group meetings not associated with a particular department. A conference room is distinguished from a classroom or seminar room because it is used primarily for activities other than scheduled classes however, there may be occasional scheduled course activity in this type of room.

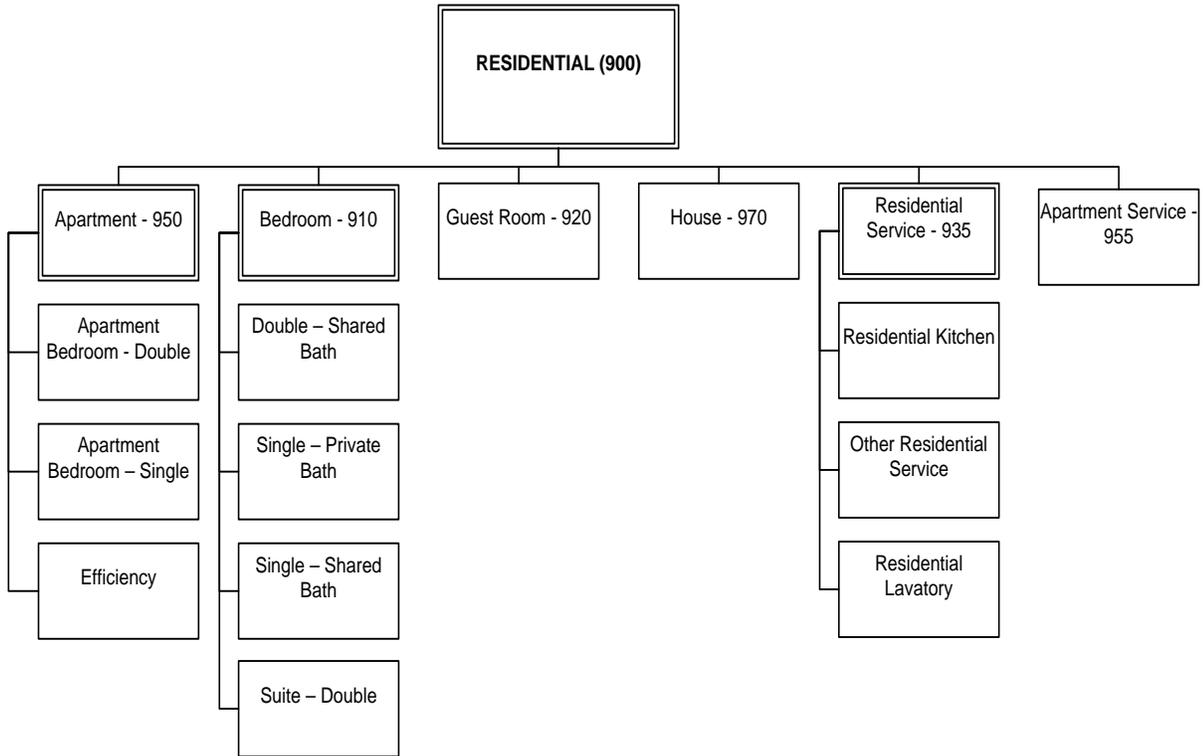
Limitations: Does not include classrooms, seminar rooms, auditoria (see Classroom Section - 100), assembly rooms, or lounges (see General Use Room Section - 600).

Conference Service - 355

A room that directly serves one or more Conference Rooms as an extension of the activities in those rooms.

Description: Includes kitchenettes, storage rooms, telecommunications control booths, production rooms, sound equipment rooms, etc., if they serve conference rooms.

Residential Room Types



RESIDENTIAL

Apartment - 950

A complete living unit, with private cooking facilities that is not a separate structure. This is a basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities) --- fully furnished. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment because it is not a separate, freestanding structure.

Apartment Bedroom - Double - 950-01

A bedroom in an apartment with a maximum occupancy of two students --- has two bed frames and mattresses, two desks, two desk chairs, two closets, two lockable drawers or safes, two high speed data outlets, one phone outlet, one cable TV outlet, and air-conditioning and heating.

Apartment Bedroom - Single - 950-02

A bedroom in an apartment with a maximum occupancy of one student --- has one bed and mattress, one desk, one desk chair, a closet, a lockable safe, air-conditioning and heating, and wall ports for voice, data, and video.

Efficiency - 950-03

A living unit with a maximum occupancy of two students --- has a kitchenette, an adjoining bathroom, two bed frames and mattresses, two desks and desk chairs, air-conditioning and heating, lockable safe, and wall ports for voice, data, and video.

Apartment Service - 955

An area that supports apartment living facilities.

Bedroom - 910

A space that includes a living area and a sleeping area. The living and sleeping area can be a combined room or separate rooms. Residents generally share lavatory facilities with others residents.

Double - Shared Bath - 910-01

A living unit with a maximum occupancy of two students --- Has two bed frames and mattresses, two desks, two desk chairs, two closets, two lockable drawers or safes, two high speed data outlets, one phone outlet, one cable TV outlet, and air-conditioning and heating --- residents share lavatory facilities with other residents of the floor.

Single - Private Bath - 910-02

A living unit with a maximum occupancy of one student --- Has one bed and mattress, one desk, one desk chair, a closet, a lockable safe, air-conditioning and heating, and wall ports for voice, data, and video --- has attached private bathroom.

Single - Shared Bath - 910-03

A living unit with a maximum occupancy of one student --- Has one bed frame and mattress, one desk, one desk chair, a closet, a lockable drawer, one high speed data outlet, one phone outlet, one cable TV outlet, and air-conditioning and heating --- residents share lavatory facilities with other residents of the floor.

Suite - Double - 910-04

A space with maximum occupancy of two students adjoining a lavatory shared by a maximum of four students --- contains two beds, two desks, two desk chairs, two lockable safes, two dressers, two closets, air-conditioning and heating, and wall ports for voice, data, and video.

Guest Room - 930

A sleep room generally containing a bed, desk, and related furnishings and adjoining lavatory. This type of room is generally found in institutionally owned or operated inns or hotels, hospitals, or clinics.

House - 970

A complete living unit, with private cooking facilities, which is a separate structure. This is a basic module or group of rooms designed as a complete housekeeping unit (i.e., it 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 space be accounted for.

Residential Service - 935

An area that supports residential living facilities.

Other Residential Service - 935-01

A room centrally located with access to all residents providing facilities such as laundry, luggage storage, or mailboxes.

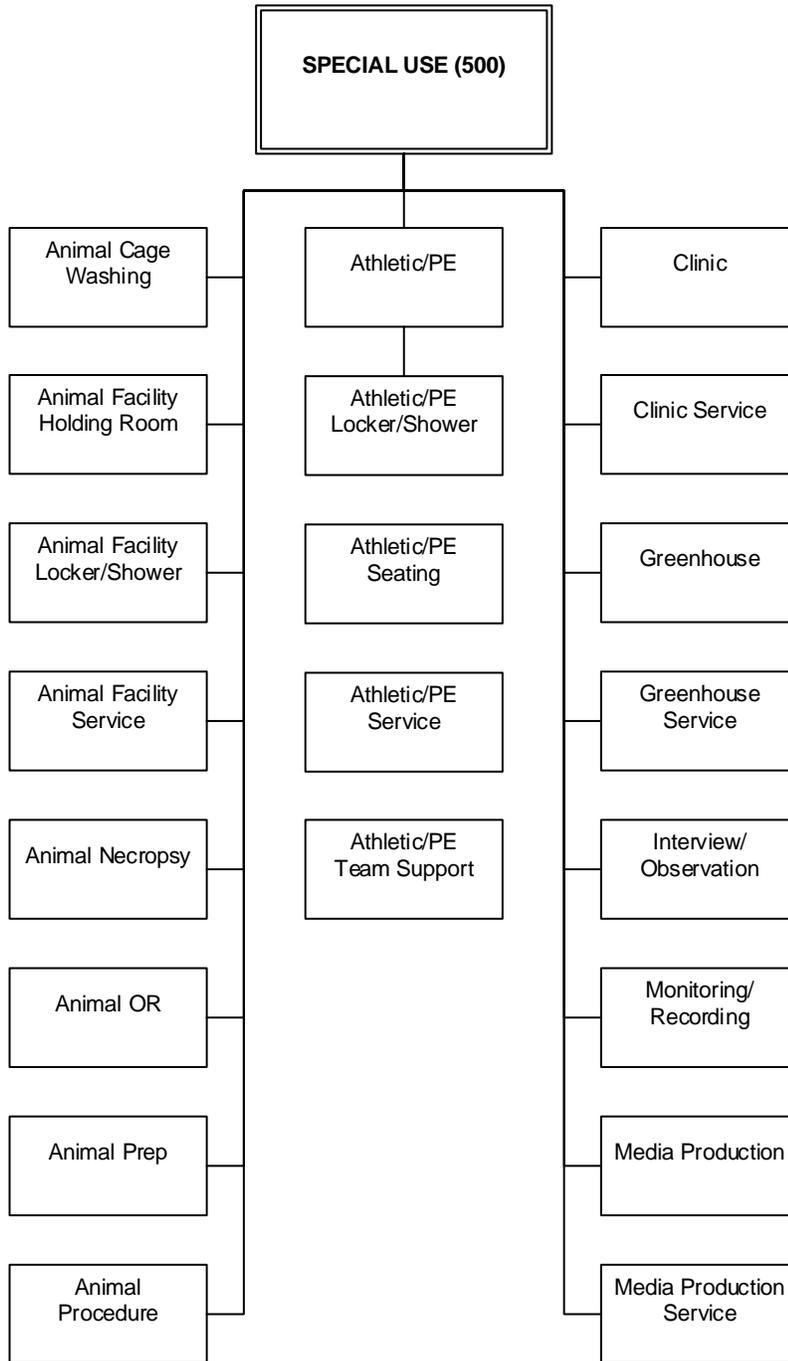
Residential Kitchen - 935-02

An area not contained within a residential room/apartment that contains a stove, refrigerator, sink, and other items necessary for the preparation of food with access to all residents on a floor or building.

Residential Lavatory - 935-03

A room providing toilet and shower facilities for the occupants of a residential apartment, room, or suite of rooms.

Special Use Room Types



SPECIAL USE

Animal Cage Washing - 575-02

A room equipped with the equipment necessary to wash and sterilize cages, water bottles, feeders, and racks.

Animal Facility Holding Room - 570-01

A room that houses laboratory animals maintained by the institution for research and/or instructional purposes.

Animal Facility Locker/Shower - 575-03

A room or series of rooms that houses locker, shower, and/or restroom facilities within an animal care facility and which is not open to the general public.

Animal Facility Service - 575-01

A room that directly serves an animal quarters facility as an extension of the activity in that facility.

Description: Includes food and bedding storage, PPE and supply storage, etc.

Animal Necropsy - 575-04

A room used for animal euthanasia and/or necropsy.

Animal OR - 570-02

A room used for animal surgery.

Description: Included in this category are major and minor surgery and operating rooms for large and small animals. These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment.

Animal Prep – 570-03

A room that is associated with an animal OR where an animal is prepared for surgery.

Description: May also be used as a recovery room; includes special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), instrument cleanup and storage rooms, animal prep and clean up rooms, monitoring rooms, gas and/or gurney storage areas, and clean and dirty linen areas.

Animal Procedure - 570-04

A room equipped to perform research or experimental procedures on animals.

Athletic/PE - 520

A room used by students, staff, or the public for athletic/physical education activities (e.g., gymnasias, swimming pools, wrestling rooms, etc.).

Limitations: Recreational areas used for amusement or relaxation activities are classified Recreation (see Recreation - 670 in the General Use Section - 600).

Athletic/PE Locker/Shower - 525-02

A room equipped with showers and/or lockers servicing an athletic facility. Restroom facilities in this space are included in the Athletic Locker/Shower room.

Athletic/PE Seating - 525-03

A fixed seating area in an athletic or physical education facility.

Athletic/PE Service - 525-01

A room that directly serves an athletic or physical education facility as an extension of the activity in that facility (e.g., coaches rooms, equipment rooms, etc.).

Athletic/PE Team Support - 525-04

A lounge and/or meeting area dedicated to athletic teams.

Clinic – 540-01

A room used for the diagnosis and/or treatment of patients in a program other than medicine, dentistry, and student health care. Clinics are typically associated with such educational areas as dental hygiene, psychology, speech, hearing, and physical therapy. Clinics are generally outfitted with specialized equipment or furnishings.

Limitations: Rooms of this nature in a research setting should be coded as Clinical Lab - Research 250-05 (see Laboratory Section - 200).

Clinic Service – 545-01

A room that directly serves a clinic as an extension of the activity in that facility.

Greenhouse - 580

A building or room, usually composed chiefly of glass or other light-transmitting materials, for the cultivation and/or protection of plants.

Greenhouse Service - 585

A room that directly serves a greenhouse facility as an extension of the activity in that facility.

Interview/Observation – 540-02

A room used for the diagnosis and/or treatment of patients in a program other than medicine, dentistry, and student health care. Room may be configured in a variety of ways where the subjects complete interview questionnaires (written or computer based), interact with interviewers or in the case of children undergo some form of play therapy.

Limitations: Rooms of this nature in a research setting should be coded as Observation 255-17 (See Research Lab Service Section - 255).

Monitoring/Recording – 545-02

A room that directly serves a clinic area and is used for monitoring of subjects in those rooms either in person or through the use of electronic recording devices.

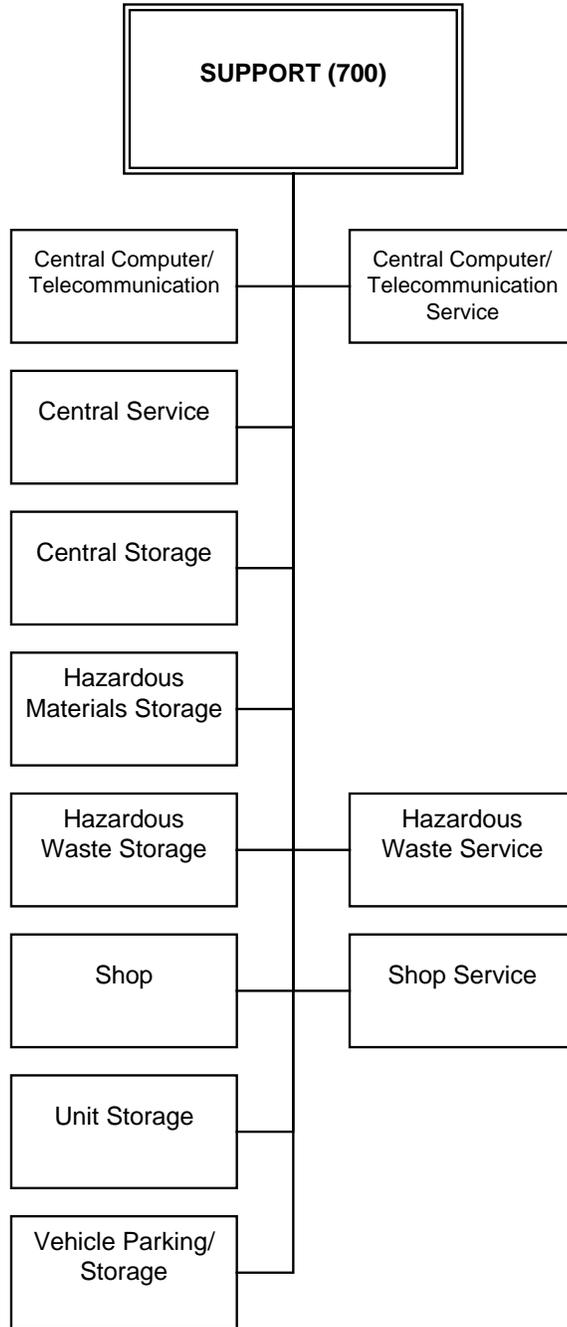
Media Production - 530

A room or group of rooms used for the production and distribution of audiovisual, radio, print and television materials, and for the operation of equipment for the communication of these materials.

Media Production Service - 535

A room that directly serves a media production facility as an extension of the activity in that facility.

Support Room Types



SUPPORT

Central Computer/Telecommunication - 710

A room used as a computer-based data processing or telecommunications center that is specially constructed (i.e., raised floor, fire prevention system, special HVAC) with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a wide range of users in a department, college, school, or entire institution. Personnel are in the room on a regular basis, but are not generally stationed there.

Limitations: Does not include office space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also, this does not include Telecommunications/Data Rooms that are rooms used as part of the building infrastructure system similar to a mechanical or electric room (see Room Type Telecommunication/Data Room - 034 in Mechanical Section - 030). This room type does not include Computer Laboratories (see Laboratory Section - 200).

Central Computer/Telecommunication Service - 715

A room that directly serves a computer or telecommunications facility as an extension of the activities in that facility.

Description: Includes paper and forms storage, off-line tapes and disk storage, separate control or console rooms or booth, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment and separate areas used for delivering tapes or picking up printouts.

Central Service - 750

A room that is used for the processing, preparation, or delivery of a complex-central or campus-wide support service.

Description: The central service may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes central facilities for printing and duplicating services, laundry, central mail facilities, central stores, shipping and receiving areas, if they serve the occupants and activities of more than one building.

Central Storage - 730

A room that is used to store equipment or materials (i.e., warehouse) and serves multiple room use categories, organizational units, or buildings.

Description: The concept of central or general is 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 can serve several offices in an area and would accordingly be classified as office service. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally.** Central storage areas include areas commonly called warehouses, or central campus supply or storage. It also includes rooms in a building or building area that serve multiple room use categories and which are used for general or surplus (e.g., furniture, equipment) collection or storage.

Limitations: Does not include compact storage facilities for library materials unless they are incorporated into a larger central storage facility serving multiple units and functions.

Hazardous Materials Storage - 760

A centralized facility 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.

Description: Includes materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they have been acquired for specific planned use and are not remnants or “leftovers” from other work activities.

Limitations: Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage - 770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 770, 775).

Hazardous Waste Storage - 770

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.

Description: Includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage - 760); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 775).

Hazardous Waste Service - 775

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.

Description: Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage - 760) or centralized storage of hazardous waste materials (see Hazardous Waste Storage - 770).

Shop - 720

A room used for the assembly, construction, fabrication, repair or maintenance of products or equipment.

Description: Includes carpenter, plumbing, HVAC, electrical, and painting shops, vehicle repair and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of computer or multimedia equipment and related devices. Special purpose shops such as glass blowing or machining supporting multiple rooms for scientific instruction and research are included in this category.

Shop Service - 725

A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker rooms, shower, first aid, and similar nonpublic areas that serve the shop facility should also be included.

Unit Storage - 780

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.

Description: Includes dedicated storage units or locations typically remote from the controlling unit's work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. Typically this would be off site storage facilities leased or owned by the individual unit.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage - 760); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215,225, 255, 760,775).

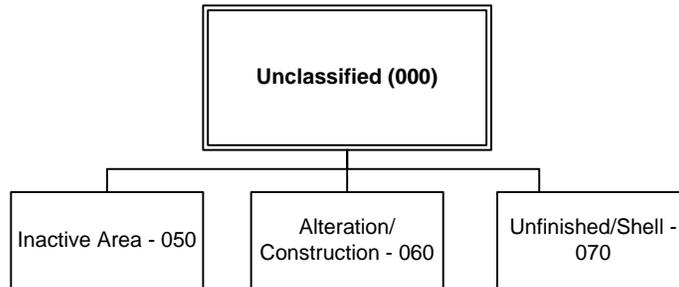
Vehicle Parking/Storage - 740

A room or structure (i.e., garage) that is used to park vehicles.

Description: Includes only the area devoted to parking spaces and vehicle storage. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

Limitations: This does not include unroofed surface parking lots. This also does not include the portion of a parking structure dedicated to driving or access (see Vehicle Circulation - W08).

Unclassified Room Types



UNCLASSIFIED

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

Inactive Area - 050

Rooms available for assignment to an organizational unit or activity, but unassigned or that are unable to be used due to physical condition of the space.

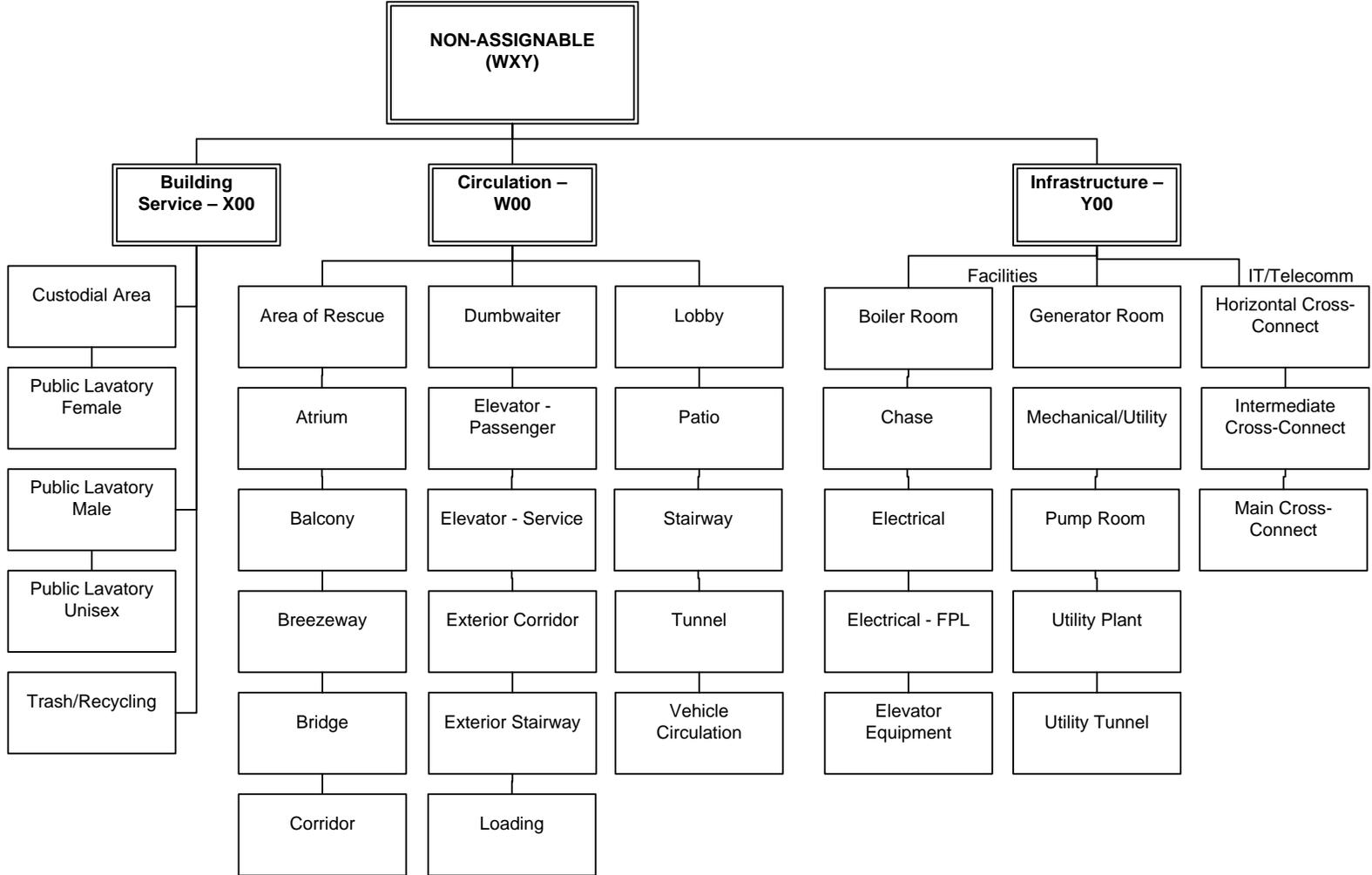
Alteration/Construction - 060

Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated.

Unfinished/Shell - 070

All potentially assignable rooms in new buildings, shell space, or additions to existing buildings not completely finished.

Non-Assignable Room Types



NON-ASSIGNABLE

Building Service

Custodial Area - X02

A room or space used for the care and maintenance of the building (e.g., custodian's closets, locker rooms, showers, and storage rooms).

Public Lavatory Female - X03-01

A lavatory for women that is open to the public.

Limitation: Restrooms that are contained within private office suites are classified as Private Restroom (see Room Type - 317 in Office Section - 300).

Public Lavatory Male - X03-02

A lavatory for men that is open to the public.

Limitation: Restrooms that are contained within private office suites are classified as Private Restroom (see Room Type - 317 in Office Section - 300).

Public Lavatory Unisex - X03-03

A lavatory specifically equipped for persons with physical disabilities. These rooms are generally not differentiated as male or female lavatories.

Limitation: Restrooms that are contained within private office suites are classified as Private Restroom (see Room Type - 317 in Office Section - 300).

Trash/Recycling - X04

A room or space used for the collection and temporary storage of trash, dumpsters, trash chutes or compactors, recycling bins, etc.

Circulation

Area of Rescue - W09

Room or area used to temporarily accommodate people with disabilities during emergency situations. Rooms remain locked until emergency alarms sound.

Atrium - W05-02

A discreet, covered common area primarily used for circulation. Such areas typically include a glass roof or skylights.

Limitations: A covered common area primarily used for circulation should be defined by that use.

Balcony - W06-04

A covered area on an upper floor of a building that extends beyond the face of the building and generally is not enclosed.

Breezeway - W06-03

A covered passageway that connects portions of a single building or two or more buildings.

Bridge - W01-01

An elevated passageway that is undercover and connects portions of a single building or two or more buildings.

Corridor - W06-01

Pedestrian circulation space that is generally open to the public during normal business hours.

Limitations: Non-public corridors contained within office or laboratory suites should be classified as office or laboratory circulation (see Room Type – 315-05 in Office Service Section – 315, Room Type – 215-04 in Instruction/Study Laboratory Service Section – 215, and Room Type – 255-13 in Research Laboratory Service Section – 255).

Dumbwaiter - W02-03

Shaft space used for vertical transportation of material rather than people.

Elevator - Passenger - W02-01

Shaft space used for vertical transportation of people and materials.

Elevator - Service - W02-02

Shaft space primarily used for vertical transportation of materials.

Exterior Corridor - W06-02

Covered public access passageways that are outside the building.

Exterior Stairway - W07-02

Covered exterior space occupied by stairs, stairwells, and escalators including landings.

Loading - W04

A raised, covered platform, typically on the exterior of a building, for the loading and unloading of goods, usually adjacent to or near an indoor receiving area.

Lobby - W05-01

Public gathering space usually near a building entrance or large meeting area.

Patio - W06-05

A covered area generally at ground level of a building that extends beyond the face of the building and which may or may not be enclosed.

Stairway - W07-01

Floor space occupied by stairs, stairwells, and escalators including landings.

Tunnel - W01-02

An underground passageway that connects portions of a single building or two or more buildings.

Vehicle Circulation - W08

Those portions of a parking structure that are dedication to driving and access to parking spaces. This does not include the parking spaces (see Vehicle Parking/Storage - 740).

Infrastructure (Facilities)

General Limitation: Does not include areas accessible through crawlspaces and less than 3' in height.

Boiler Room - Y04-02

A room housing equipment to heat domestic hot water and heating hot water.

Chase - Y03

A vertical passage within a wall that may or may not contain wiring or piping used in servicing the building.

Limitations: Void/non-functional space between walls or created by architectural features is not considered chase or shaft space.

Electrical - Y04-03

A room housing patch panels and/or circuit boxes needed to provide power or lighting to a building.

Electrical - FPL - Y04-04

A room provided for Florida Power & Light electrical equipment.

Elevator Equipment - Y04-05

A room housing elevator equipment and controls.

Generator Room - Y04-06

A room housing generators and other maintenance equipment.

Mechanical/Utility - Y04-01

A room housing mechanical and/or utility equipment needed for providing heating, cooling, plumbing, or lighting to a building.

Pump Room - Y04-10

A room housing pump equipment.

Utility Plant - Y01-01

A room housing a boiler, electrical, mechanical, pump equipment, and other machinery used to provide services to a single room, building, or buildings.

Utility Tunnel - Y01-02

An underground passageway between buildings used primarily for utility lines and maintenance personnel.

Infrastructure (IT/TELECOMMUNICATIONS)

Horizontal Cross-Connect Room - Y04-07

Also called the Telecommunications Room or Wiring Closet. **There is usually only one of these rooms per floor.**

Description: These rooms may be shared with computers, telephone equipment and data network equipment and racks. An approved fire prevention system must be provided for each room.

Limitations: Electrical panels, other than those exclusively servicing the telecommunication room in which it is located, are strictly prohibited in telecommunications rooms. Services that are not telecommunication related are not allowed in these rooms including, but not limited to, janitorial services, supply storage, etc. However, fire and other alarm panels are permitted.

Intermediate Cross-Connect Room - Y04-08

Also called the Intermediate Distribution Frame, Building Communication, or Building Equipment Room. **There is normally only one of these rooms per building.** This room may also serve as a Horizontal Cross-Connect Room (refer to that definition).

Description: These rooms will be shared with computers, telephone equipment and data network equipment and racks. An approved fire prevention system must be provided for each room.

Limitations: Electrical panels, other than those exclusively servicing the telecommunication room in which it is located, are strictly prohibited in telecommunications rooms. Services that are not telecommunication related are not allowed in these rooms including, but not limited to, janitorial services, supply storage, etc. However, fire and other alarm panels are permitted.

Main Cross-Connect Room - Y04-09

Also called the Main Distribution Frame. **There is normally only one of these rooms per group of buildings.** This room serves as what is sometimes called the node room and houses PBX and/or backbone network related electronic equipment. This room may also serve as an Intermediate or Horizontal Cross-Connect Room (refer to those definitions).

Description: These rooms will be shared with computers, telephone equipment and data network equipment and racks. An approved fire prevention system must be provided for each room.

Limitations: Electrical panels, other than those exclusively servicing the telecommunication room in which it is located, are strictly prohibited in telecommunications rooms. Services that are not telecommunication related are not allowed in these rooms including, but not limited to, janitorial services, supply storage, etc. However, fire and other alarm panels are permitted.