

Space Classification Reference Guide

100 Classroom Facilities

110 Classroom - A space used primarily for academic classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Includes lecture halls, seminar rooms, or other general-purpose classrooms.

115 Classroom Service - A space that directly serves one or more classrooms as an extension in that space.

200 Laboratory Facilities

210 Classlab - A space used primarily for formally or regularly scheduled instruction that requires special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

210.01 Classlab: Computer Lab - A computer lab that is used primarily for formally or regularly scheduled instruction.

215 Classlab Service - A space that directly serves one or more classlabs as an extension of the activities in those spaces.

215.01 Classlab Service: Morgue - A space used for the storage of cadavers and that directly serves one or more classlabs as an extension of the activities in those spaces.

215.02 Classlab Service: Darkroom - A space used for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a *Classlab*

220 Open Classlab - A classlab used primarily for individual or group instruction that is informally scheduled, unscheduled, or open

220.01 Open Classlab: Computer Lab - A computer lab that is informally scheduled, unscheduled, or open.

220.02 Open Classlab: Surgical Room - A surgical classlab.

220.03 Open Classlab: Medical Small Group - A medical classlab used for patient simulations. It may mimic a doctor's office.

220.04 Open Classlab: Help Room - A classlab used for students to get specialized assistance or instruction that is informally scheduled for a course.

225 Open Classlab Service - A space that directly serves one or more open classlabs as an extension of the activities in those spaces

250 Research Lab - 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

250.01 Research Lab: Core - A laboratory with unique features used on an "as needed" basis and open to all faculties in the building

250.02 Research Lab: Bench - A space used primarily for bench top laboratory experimentation, research, or training in research methods.

255 Research Lab Service - A space that directly serves one or more research laboratories as an extension of the activities in those spaces.

255.01 Research Lab Service: Cold Room/Freezer - A temperature-controlled space which sustains a climate below room temperature that serves a research laboratory

255.02 Research Lab Service: Warm Room - A temperature-controlled space which sustains a climate above room temperature that serves a research laboratory.

255.03 Research Lab Service: Darkroom - A space for developing photographs, in which normal light is excluded, or for use in nondestructive testing, that directly serves a *Research Lab*

300 Office Facilities

310 Office - An enclosed workspace with fixed walls for faculty, staff, or students working at desks or tables with chairs.

310.01 Office: Workstation - An open or partially enclosed individual workspace for faculty, staff, or students working at a desk or table with a chair.

310.02 Office: Studio - An enclosed and larger than average workspace that may also serve instructional purposes, such as in music or art.

315 Office Service - A space that directly serves offices or workstations as an extension of the activities in those spaces.

315.01 Office Service: Receptionist - A room or distinct area that directly serves one or more offices and is used as a reception point or waiting room into the office or group of offices.

315.02 Office Service: Private Restroom - A restroom that directly serves one or more offices. This is a private restroom with restricted access and is not accessible to the general public.

315.03 Office Service: Vault - A locked and secure space used for storage of valuables and/or dangerous and sensitive material.

315.04 Office Service: Locker/Shower Room - A staff and faculty locker/shower room that directly serves one or more *offices*

350 Conference Room - A space serving an office complex and used primarily for staff meetings and departmental activities.

355 Conference Room Service - A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

400 Study Facilities

410 Study Room - A room or area used by individuals to study at their own convenience, which is not restricted to a particular subject or discipline by contained equipment.

420 Stacks - A space used to house arranged collections of educational materials for use as a study resource.

430 Open-Stack Study Room - A combination of study room and stack space, generally without physical boundaries between the stack and study area

440 Processing Room - A room or space devoted to processes and operations in support of library functions.

455 Study Service - A room or space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces

500 Special Use Facilities

510 Armory - A room or area used by Reserve Office Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

515 Armory Service - A space that directly serves an armory facility as an extension of that activities in that facility.

520 Athletic or Physical Education - A space or area used by students, staff, or the public for athletic, physical education or fitness activities.

520.01 Athletic or PE: Gymnasium/Arena - A gymnasium/arena used by students, staff, or the public for athletic, physical education or fitness activities.

520.02 Athletic or PE: Basketball Court - A basketball court used by students, staff, or the public for athletic, physical education or fitness activities.

520.03 Athletic or PE: Swimming Pool - A swimming pool used by student, staff, or the public for athletic, physical education or fitness activities

520.04 Athletic or PE: Skating Rink - A skating rink used by students, staff, or the public for athletic, physical education or fitness activities.

520.05 Athletic or PE: Handball/Squash Courts - Handball/Squash Courts used by students, staff, or the public for athletic, physical education or fitness activities.

523 Athletic Spectator Seating - The covered seating area used by students, staff, or the public to watch athletic events.

525 Athletic or Physical Education Service - A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

525.01 Athletic or PE Service: First Aid Room - A first aid room that directly serves an athletic or physical education facility as an extension of the activities in that facility.

525.02 Athletic or PE Service: Locker/Shower Room - A locker/shower room that directly serves an athletic or physical education facility as an extension of the activities in that facility.

530 Media Production - A space used for the production or distribution of multimedia materials or signals.



- 535 Media Production Service** - A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- 540 Clinic (Non-Medical)** - 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.
- 540.01 Clinic (Non-Medical): Testing Room** – A space used for testing services for patients or clients or subjects with a primary purpose of instruction, research, or public service.
- 540.02 Clinic (Non-Medical): Therapy/Counseling** - A space used for therapy and/or counseling for patients or clients or subjects with a primary purpose of instruction, research, or public service.
- 540.03 Clinic (Non-Medical): Observation/Control Room** - A space that is used for observation of clinical (non-medical) diagnosis, consultation, treatment, or other services.
- 545 Clinic Services (Non-Medical)** - A space that directly serves a clinic as an extension of the activities in that space.
- 550 Demonstration Areas** - 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** - A space that directly serves a demonstration facility as an extension of the activities in that facility.
- 560 Field Building** - An agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- 560.01 Field Building: Barn** - A barn used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- 570 Animal Facilities** - A space that houses laboratory animals used for research and/or instructional purposes.
- 570.01 Animal Facilities: Animal Containment/Isolation** - A space to contain and isolate animals that directly serves an animal quarters facility as an extension of the activities in that facility.
- 575 Animal Facilities Service** - A space that directly serves an animal quarters facility as an extension of the activities in that facility.
- 580 Greenhouse** - 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** - A space that directly serves a greenhouse facility as an extension of the activities in that facility.
- 590 Special Use/Other** – A category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.
- 590.01 Other: Insect Museum** – An insect museum or exhibit
- 590.02 Other: Herbarium** – A space used for collecting preserved plant specimens.
- 600 General Use Facilities**
- 610 Assembly** - 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** - A room or area that directly serves an assembly facility as an extension of the activities in that facility.
- 620 Exhibition Facility** - 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 Facility Service** - A space that directly serves an exhibition facility as an extension of the activities in that facility.
- 630 Food Facility** - A space used for eating.
- 635 Food Supplies/Services** - A space that directly serves a food facility as an extension of the activities in that facility.
- 640 Day Care** - A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
- 645 Daycare Service** - A space that directly serves a primary activity space in a daycare facility as an extension of the activities in that space.
- 650 Lounge** - A space used for rest and relaxation that is not restructured to a specific group of people, unit, or area.
- 655 Lounge Service** - A space that directly serves a general use lounge facility.
- 660 Merchandising: Retail Shop** - A space used to sell products or services.
- 665 Merchandising Service** - A space that directly serves a merchandising facility as an extension of the activities in that facility.
- 670 Recreation Facility** - A space used by students, staff, or the public for recreational purposes.
- 675 Recreation Service** - A space that directly serves a recreation facility as an extension of the activities in that facility.
- 680 Meeting Room** - A room that is used by the institution or the public for a variety of nonclass meetings.
- 685 Meeting Room Service** - A space that serves a meeting space as an extension of the activities in that space.
- 695 Personal Health Room** – Dedicated spaces for faculty, staff, students, and visitors to use for personal issues that cannot be accommodated in an open or shared environment. This could include such things as personal phone calls, insulin injections, pumping breast milk, as well as other personal health activities.
- 700 Support Facilities**
- 710 Central Computer or Telecommunications** - 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** - A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
- 720 Shop** - A space used for the manufacture, repair, or maintenance of products or equipment.
- 725 Shop Service** - A space that directly serves a shop facility as an extension of the activities in that facility.
- 730 Central Storage** - A dedicated storage area, space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings. May be under the direct control and management of a specific unit.
- 735 Central Storage Service** - A space that directly serves a dedicated storage facility (730) as an extension of the activities in that facility.
- 740 Vehicle Storage** - A space or structure that is used to house or store vehicles.
- 745 Vehicle Storage Service** - A space that directly serves a vehicle storage facility as an extension of the activities in that facility.
- 750 Central Service** - A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
- 750.01 Central Service: Waste/Water Treatment** - A space that receives and treats wastewater.
- 750.02 Central Service: Incinerator** - A space that houses an incinerator for burning waste material.
- 755 Central Service Support** - A space that directly serves a central service facility as an extension of the activities in that facility.
- 760 Hazardous Materials Storage** - 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** - 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** - 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 - 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.

800 Healthcare Facilities

- 810 Patient Bedroom** - A room equipped with one or more beds and used for patient care
- 815 Patient Bedroom Service** - A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.
- 820 Patient Bath** - A room containing patient bath and toilet facilities.
- 830 Nurse Station** - A room or area used by nurses or other patient care staff who are supervising or administering health care services
- 835 Nurse Station Service** - A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces
- 840 Surgery** - A room used for surgery
- 845 Surgery Service** - A space that directly serves a surgery room as an extension of the activities in that facility
- 850 Treatment/Examination/Clinic Room** - A space used for examinations, diagnosis, consultation, or treatment
- 850.01 Clinic: Urgent/Emergency** - A space used for urgent/emergency examinations, diagnosis, consultation, or treatment
- 850.02 Clinic: Observation/Control Room** - A space used for observation of clinical examinations, diagnosis, consultation, or treatment.
- 850.03 Clinic: Radiology** - A space used for medical imaging used for examinations, diagnosis, consultation, or treatment.
- 850.04 Clinic: MRI/CAT Scan** - A space for specifically MRI or CAT Scan used for examinations, diagnosis, consultation, or treatment.
- 850.05 Clinic: Pharmacy** - A space where medicinal drugs are dispensed and sold.
- 855 Treatment/Examination/Clinic Room Service** - A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces.
- 855.01 Clinic Service: Central Sterilization** - A space where cleaning and sterilization of devices used in medical procedures takes place.
- 855.02 Clinic Service: Morgue** - A space where cadavers are stored, as an extension of the activities in a Treatment/Examination/Clinic Room
- 855.03 Clinic Service: Embalming Lab** - A space used to embalm cadavers, as an extension of the activities in a Treatment/Examination/Clinic Room
- 860 Diagnostic Service Laboratory** - A space used to provide diagnostic support services to an entire health care facility.
- 860.01 Diagnostic Service Laboratory: Histology** - A space for the examination of tissues and cells under a microscope.
- 865 Diagnostic Service Laboratory Service** - A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
- 870 Central Supplies** - A space used centrally to store health care supplies in a healthcare facility.
- 870.01 Central Supplies: Central Sterile Supply** - A space used centrally to store sterile supplies in a healthcare facility.
- 870.02 Central Supplies: Pharmacy Storage** - A space used centrally to store pharmaceuticals in a healthcare facility.
- 875 Clinic Administration** - A space used for daily operations and management in a healthcare facility.
- 875.01 Clinic Administration: Medical Records** - A space used for the storage of medical records.
- 875.02 Clinic Administration: Admissions/Discharges** - A space to manage the official entry or departure of a person from a healthcare facility.
- 880 Public Waiting** - A space used by the public to await admission, treatment, or information within a healthcare facility.
- 890 Staff On-Call Facility** - A space or quarters used by health care staff to rest or sleep while on call to assigned duties within a healthcare facility.
- 895 Staff On-Call Facility Service** - A space that directly serves as a staff on-call room as an extension of the activities in that facility.

900 Residential Facilities

- 910 Sleep/Study: No Bath** - 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** - A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
- 920 Sleep/Study with Bath** - 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** - A room that directly serves the occupants of sleep/study rooms.
- 950 Apartment** - A complete living unit, with private cooking facilities, that is not a separate structure.
- 955 Apartment Service** - A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
- 970 House** - 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.

000 Unclassified

- 050 Inactive Area** - Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.
- 060 Alteration or Conversion Area** - Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
- 070 Unfinished Area** - All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

WWW Circulation Area

- W01 Public Area** - A circulation area available to general building occupants and visitors.
- W02 Elevator** - The structural shaft built to accommodate one or more elevator cabs.
- W04 Loading Dock** - A covered area of a platform used to load or off-load goods or materials.
- W07 Stairway** - The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another.

XXX Building Service Area

- X01 Custodial Supply Closet** - A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.
- X02 Custodial Room** - A space dedicated for use by custodial staff, including break rooms.
- X03 Public Rest Room** - Includes all toilet facilities, whether locked or not, that are made available for general public use.
- X03.01 Single Occupant Restroom** - A non-accessible restroom with one toilet and one sink area, made available for general public use.
- X03.02 Accessible Single Occupant Restroom** - An accessible restroom with one toilet and one sink area, made available for general public use.
- X04 Trash/Recycling Room** - A space for the temporary storage of nonhazardous waste awaiting disposal or removal.

YYY Mechanical Room

- Y01 Mechanical Rooms** - A space to house mechanical equipment and utility services, and shaft areas.

