

ROOM USE CODES

Please note that room codes beginning with an 8 or 9 are specialized room codes reserved for medical and housing facilities. Since only two departments are allowed to use these room codes, they are not listed in this document.

UNCLASSIFIED FACILITIES

050 - Inactive Area

Rooms that are unassigned or vacant.

060 - Alteration or Conversion Area

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

070 - Alteration or Conversion Area

All potentially assignable areas that are not completely finished.

CLASSROOM FACILITIES

110 - Classroom

A room used for scheduled instruction that does not require special, restrictive equipment or configuration.

115 - Classroom Service

A room that directly serves one or more classrooms as an extension of the activities of that room.

LABORATORY FACILITIES

210 - Class Laboratory

A room used primarily by regularly scheduled classes requiring special-purpose equipment for student participation, experimentation, observation or practice in a discipline. Does not include informally scheduled or unscheduled laboratories (220).

215 - Class Laboratory Service

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

220 - Open Laboratory

A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or group.

225 - Open Laboratory Service

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

250 - Research/Nonclass Laboratory

A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program. Includes research space where computers are used for conducting research.

255 - Research/Nonclass Laboratory Service

A room that directly serves one or more research/nonclass laboratories as an extension of the activities in those rooms. Includes preparation rooms, material storage, cold rooms, stock rooms, and similar facilities that serve research/nonclass laboratories.

OFFICE FACILITIES

310 - Office

A room housing faculty, staff, or students working at one or more desks, tables, or workstations. Includes a reception area if it has a receptionist as well as seating.

315 - Office Service

A room that directly serves an office or group of offices as an extension of the activities in those rooms. Includes file rooms, break rooms, coffee areas, copy and mail rooms, closets, office supply rooms, private bathrooms, seating areas, and accessways or hallways.

350 - Conference Room

A room serving an office complex and used primarily for staff meetings and departmental activities. Does not include meeting rooms (680) that are used for general purposes such as community or campus groups not associated with a particular department.

355 - Conference Room Service

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

STUDY FACILITIES

410 - Study Room

A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline. Includes general purpose study space.

420 - Stack

A room used to house arranged collections of educational materials for use as a study resource. Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections.

430 - Open-Stack Study Room

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

440 - Processing Room

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

455 - Study Service

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

SPECIAL USE FACILITIES

Special use facilities are sufficiently specialized in their primary activity or function to merit a unique room code.

510 - Armory

A room or area used by officer training units.

515 - Armory Service

A room serving an armory.

520 - Sports Activities

A room used by students, staff or public for athletic/physical education activities.

523 - Athletic Facilities Spectator Seating

The seating area used by students, staff, or the public to watch athletic events.

525 - Athletic or Physical Education Service

A room that directly serves an athletic or physical education facility as an extension of the activities of that facility.

530 - Media Production

A room or group of rooms used for the production and/or distribution of multimedia materials or signals.

535 - Media Production Service

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

540 - Clinic

A room for diagnosing or treating clients in non-health programs such as psychology, speech and hearing, or communication disorders. Does not include medicine, dentistry, or student health.

545 - Clinic Service

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

550 - Demonstration

A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching and child care or development.

555 - Demonstration Service

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

570 - Animal Quarters

A room or area housing laboratory animals for research or instruction.

575 - Animal Quarters Service

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

GENERAL USE FACILITIES

General use facilities are characterized by a broader availability to faculty, students, or the public.

610 - Assembly

A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, or commencement activities. Does not include facilities primarily used for instruction.

615 - Assembly Service

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

620 - Exhibition

A room or area used for the exhibition of materials, works of art, and artifacts for viewing by both the institutional population and the public.

630 - Food Facility

A room used for eating. Includes vending rooms if seating is available.

635 - Food Facility Service

A room that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation rooms, food storage, freezers, and food serving areas.

650 - Lounge

A room used for the informal function of rest, relaxation, or casual interaction that is open to the public.

655 - Lounge Service

A room that directly serves a general use lounge facility.

660 - Merchandising

A room used to sell products or services. Includes bookstores, student supply stores, campus food stores, and vending rooms without seating.

665 - Merchandising Service

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

670 - Recreation

A room used for recreational purposes. Includes game rooms, hobby rooms, and dance rooms not used for instructional purposes.

675 - Recreation Service

A room 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. The key concept here is public availability.

685 - Meeting Room Service

A room that serves a meeting room as an extension of the activities in that room.

SUPPORT FACILITIES

Support facilities provide centralized space for various auxiliary support systems and services of a campus.

710 - Central Computer or Telecommunications

A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire university.

715 - Central Computer or Telecommunications Service

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

720 - Shop

A room used for the manufacture, repair, or maintenance of products or equipment. Includes centralized shops for construction or repair of research or instructional equipment.

725 - Shop Service

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

730 - Central Storage

A room or building that is used to store equipment or materials and that serves multiple room use categories, organizational units, or buildings. Includes rooms commonly called warehouses or central campus supply. Does not include rooms used for departmental storage.

735 - Central Storage Service

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

750 - Central Service

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

755 - Central Service Support

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

SOURCE:

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