

SPACE USE CODES - Only one Space Use Code per room

Shown below is a quick reference guide. Contact Cheryl Benningfield ext: 7383 for questions concerning these codes.

Space Use Name	Space Use Code	Description / <i>examples</i> / <i>Frequently mistaken codes</i>
INSTRUCTIONAL SPACES		
Classroom	110	Regularly scheduled instruction with no restrictive equipment
	110	<i>Classroom</i>
	110	<i>Lecture Room</i>
	110	<i>Seminar Room</i>
Classroom Service	115	Directly serves classrooms as extension of classroom activities
	115	<i>Closets</i>
	115	<i>Coatrooms</i>
	115	<i>Preparation Rooms</i>
	115	<i>Projection Room</i>
	115	<i>Storage Areas</i>
	115	<i>Telecom Control Booths</i>
Class Laboratory	210	Regularly scheduled instruction (through AdAstra) that requires special purpose equipment of space configuration
	210	<i>Band Rooms</i>
	210	<i>Choral Rooms</i>
	210	<i>Computer Labs</i>
	210	<i>Instructional Shops</i>
	210	<i>Language Labs</i>
	210	<i>Group Music Practice Rooms</i>
	210	<i>Teaching Labs</i>
	210	<i>Theater Stage Areas</i>
	Class Lab Service	215
215		<i>Closets</i>
215		<i>Coatrooms</i>
215		<i>Preparation Rooms</i>
215		<i>Projection Room</i>
215		<i>Storage Areas</i>
215		<i>Telecom Control Booths</i>
Special Class Lab	220	Not formally or regularly scheduled OR regularly scheduled but access, due to specialized equipment/configuration, is limited
	220	<i>Music Practice Rooms</i>
	220	<i>Speech Labs</i>
	220	<i>Hearing Labs</i>
	220	<i>Law Labs</i>
	220	<i>CAD Labs</i>
Special Class Lab	225	Directly serves Special Class Labs as extension of activities

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Service	225	Closets
	225	Coatrooms
	225	Preparation Rooms
	225	Projection Room
	225	Storage Areas
	225	Telecom Control Booths
Individual Study Lab	230	Individual student experimentation, observation, or practice (room of "stations" would be Individual Study Lab)
	230	Language Lab
	230	Music Practice
	230	Study Lab
Individual Study Lab Service	235	Directly serves Individual Study Labs as extension of activities
	235	Closets
	235	Coatrooms
	235	Preparation Rooms
	235	Projection Room
	235	Storage Areas
235	Telecom Control Booths	
Research/ Non-Class Lab	250	Sponsored or professional research and observation
Research/ Non-Class Lab Service	255	Directly serves Research/Non Class Lab as extension of activities
	255	Closets
	255	Coatrooms
	255	Preparation Rooms
	255	Projection Room
	255	Storage Areas
255	Telecom Control Booths	
OFFICE FACILITIES		
Office	310	Space that houses faculty, staff or students working at one or more desks, tables, or workstations
	310	Office
	310	Receptionist room w/ waiting area
Office Service	315	Directly serves an office/offices as extension of activities in those spaces
	315	Break Rooms
	315	Circulation areas (open and private)
	315	Closets
	315	Copy & fax room
	315	File Rooms
	315	Kitchenettes for offices
	315	Lounge / non public
	315	Private Restrooms
	315	Record Rooms

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	315	Student Counseling
	315	Testing/assessment rooms
	315	Vaults
Conference Room	350	Space used by specific organization for staff meetings & dept activities
	680	Meeting Room (space used for general meetings and not associated with a particular dept)
Conference Room Service	355	Directly serves a conference room as extension of activities in those spaces
	355	Control Booths
	355	Kitchenettes
	355	Projection Rooms
	355	Sound Equip Rooms
	355	Storage Spaces
STUDY FACILITIES		
Study Space	410	Area used by individuals for general purpose studies at their convenience - may have restricted access but not w/equipment designated by particular subject or discipline w/equipment
	410	Study/Reading rooms (in libraries, residential facilities, academic facilities)
	410	Learning Labs
	410	Computer Labs
Stack	420	Space used to house arranged collections of educational materials for use as a study resource (typically appear in central, branch or departmental libraries) (can include any form of educational media)
Open-Stack Study Room	430	Combination Study & Stack generally without physical boundaries between the stack and study areas
	430	Seating areas in 410 with stack areas included
Processing Room	440	Space devoted to processes and operations in support of library functions
	440	Bookbinding rooms
	440	Card and microfiche areas
	440	Circulation desk areas
	440	Interlibrary loan processing areas
	440	Materials processing areas
	440	Reference desk area
Study Service	455	Space that directly serves any of the 400 series Space Use Codes above
	455	Closets
	455	Coatrooms
	455	Copy Rooms
	455	Storage Areas
SPECIAL USE FACILITIES		
Armory (Military Service)	510	Space specially designed or equipped for use by ROTC and ancillary units for military training and/or instructional activity

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	510	Drill areas (indoor)
	510	Military science room (specially equipped)
	510	Rifle range (indoor)
Armory Service	515	Space that directly serves an armory facility as an extension of those activities
	515	Military Equipment Storage
	515	Supply Room
	515	Weapon Rooms
Athletic or Physical Education	520	Space used by students, staff, or public for athletic or physical education activities
	520	Basketball courts
	520	Bowling
	520	Dancing space
	520	Field houses
	520	Gymnasiums
	520	Handball courts
	520	Swimming pools (indoor)
	520	Tracks (indoor)
	520	Weight/exercise rooms
Athletic Facilities Spectator Seating	523	Covered seating area used by students, staff and public to watch athletic events (Includes fixed seating in gyms, field houses, covered stadia, etc - does not include areas with moveable bleachers) This is Non-Educational and General space
Athletic or Physical Education Service	525	Space directly serves athletic or physical ed facility as an extension of that facility
	525	Coaches rooms (non office)
	525	Dressing area
	525	Equipment storage
	525	First Aid
	525	Locker rooms
	525	Shower rooms
	525	Supply rooms
	525	Ticket booths
	525	Towel Room
Media Production	530	Space used for production or distribution of multimedia materials or signals
	530	Media centers
	530	Photo studios
	530	Radio studios
	530	Software production or distribution rooms
	530	Sound studios
	530	TV studios
	530	Video studios
	210/220	Media spaces used for teaching
Media Production	535	Space that directly serves media production or distribution space

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Service	535	Media storage rooms
	535	Dark rooms
	535	Studio control booths
Clinic	540	Space used for providing diagnosis, consultation, treatment or other to patients/clients/subject for primary purpose of instruction, research or public service (associated with psychology, law, speech and hearing)
	540	Consultation rooms
	540	Examination rooms
	540	Holding areas
	540	Testing rooms
	800's	Healthcare facilities
Clinic Service	545	Space that directly serves clinic as extension of activities
	545	Waiting rooms
	545	Records rooms
	545	Diagnostic laboratories
Demonstration	550	Room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science
	550	Demonstration Daycare
	550	Family and Consumer Science houses
Demonstration Service	555	Space that directly serves Demonstration space as extension of activities
	555	Storerooms
	555	Pantries
	555	Kitchens
Field Building	560	Barn or similar agricultural structure (not serving research and/or instructional)
	560	Animal and poultry shelters
	560	sheds, silos and feed storage
Animal Facilities	570	Space that houses laboratory animals used for research and/or instructional purposes
	570	Cage rooms
	570	Operating recovery
	570	Isolation and Quarantine
Animal Facilities Services	575	Space that directly serves animal facilities as extension of activities
	575	Feed storage rooms
	575	Cage storage rooms
	575	Instrument rooms
Greenhouse	580	Space usually enclosed by light transmitting material used for cultivation/protection of plants
Other	590	Category of last resort for spaces not described, even approximately, with other definitions Should have very limited use, if used at all!

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
GENERAL USE FACILITIES		
Assembly	610	Space design and equipped for assembly of many persons for events
	610	Arenas
	610	Auditoriums
	610	Chapels
	610	Concert Halls
	610	Livestock judging pavilions
	610	Orchestra pits
	610	Stages
	610	Theaters
	110	Assembly used primarily as instruction (lecture halls)
	210/220	Stage areas used primarily for instruction or practice
Assembly Service	615	Space that directly services Assembly facility as extension of activities
	615	Check rooms
	615	Coat rooms
	615	Control rooms
	615	Green rooms
	615	Ticket booths
Exhibition	620	Space used for exhibition of materials, works of art, artifacts. Intended for general use by faculty, students, staff and public
	620	Galleries
	620	Museums
	620	Planetariums for exhibition
	200's	Planetarium for research
Exhibition Service	625	Space that directly services Exhibition facility as extension of activities
	625	Preparation rooms
	625	Storage rooms
	625	Vaults
Food Facility	630	Space used for eating that has available seating or counters for eating
	630	Cafeterias
	630	Dining halls
	630	Restaurants
	630	Snack bars
	660	Vending areas without seating
Food Facility Service	635	Space that directly services Food facility as extension of activities
	635	Kitchens
	635	Serving areas
	635	Cold storage and freezers
	635	Dishwashing areas
Day Care	640	Space used to provide child or elderly care as a nonmedical service

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	640	Play areas
	640	Child training areas
Day Care Service	645	Space that directly serves Day Care facility as extension of activities
	645	Storage rooms
	645	Kitchen or prep rooms
Lounge	650	Space used for general use rest and relaxation that is not restricted to specific group, people, unit, or dept.
	650	Area equipped with several seats and intended for use by public
	315	Office break rooms
Lounge Service	655	Space that directly serves Lounge space as extension of activities
	655	Kitchenettes
	655	Vending areas
Merchandising	660	Space used to sell products or services (Non educational general space)
	660	Beauty shops
	660	Bookstores
	660	Central ticket outlets
	660	Food stores
	660	Post office
	660	Space used to sell products or services
	660	Student supply stores
	660	Vending machine spaces (without seating)
	630	Dining Rooms
	630	Restaurants
	630	Snack bars
Merchandising Service	665	Space that directly serves Merchandising as extension of activities
	665	Storage rooms
	665	Closets
	665	Private restrooms
	665	Sorting spaces
Recreation	670	Space used by students, staff or public for recreational purposes (Non educational general space)
	670	Billiards rooms
	670	Chess rooms
	670	Exercise rooms (no special equipment)
	670	Game/arcade rooms
	670	Hobby rooms
	670	Music listening rooms (not for study)
	670	Reading rooms (not for study)
	670	Table tennis rooms
	670	TV rooms
	520	Athletics

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Recreation Service	675	Space that directly serves Recreation as extension of activities
	675	Equipment issue rooms
	675	Cashier's desk
	675	First aid area
Meeting Room	680	Room used by institution or public for variety of non-class meetings
	680	Meeting space, open and available to the public
	350	Conference room
Meeting Room Service	685	Space that directly serves Meeting Room as extension of activities
	685	Kitchenettes
	685	Furniture storage
	685	Control rooms
Locker Room	690	Space used for changing clothes or storing personal materials
	525	Athletic locker rooms
	XXX	Custodial locker rooms
	800's	Healthcare facility locker rooms
SUPPORT FACILITIES		
Central Computer or Telecommunication	710	Space used as a data or telecommunication center with broad applications that serve overall administrative or academic primary equipment needs
	710	Central HUBS
	710	Central Network centers
	710	Computer based telecommunication equip rooms
	710	Mainframe
	710	Server farms
	Y04	Small closet housing telecom equip and wiring, only accessed for repair or modification (mechanical)
Central Comp or Telecom Service	715	Space that directly serves Central Comp or Telecom as extension of activities
	715	Paper or forms storage
	715	Tools and parts rooms
	715	Control rooms
Shop	720	Space use for the manufacture, repair, or maintenance of products or equipment
	720	Carpenter
	720	Electrical
	720	HVAC
	720	Plumbing
	200's	Instructional Shops
745	Vehicle Repair	
Shop Service	725	Space that directly serves Shop as extension of activities
	725	First aid
	725	Locker rooms

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	725	Materials storage
	725	Shower rooms
	725	Tool storage rooms
Central Storage	730	Space or building used to store equipment/materials that serves multiple space use categories, organizational units or buildings.
	730	Bulk janitorial supplies
	730	Inactive Storage
	730	Surplus Storage
	730	Warehouse
Central Storage Service	735	Space that directly serves Central Storage as extension of activities
	735	Shelving storage
	735	Storage spaces of hand trucks
Vehicle Storage	740	Space used to house vehicles
	740	Boathouses
	740	Forklift storage
	740	Garages
	740	Lawn equip storage
	740	Parking decks
Vehicle Storage Service	745	Space that directly serves Vehicle Storage as extension of activities
	745	Storage rooms
	745	Maintenance and repair rooms
Central Service	750	Room or area used for processing, preparation, testing or delivery of complex-central or campus wide support srvc
	750	Non educational general space
	750	Centralized food stores
	750	Environmental monitoring facilities
	750	Mail facilities
	750	Printing facilities
	750	Shipping / Receiving
Central Service Support	755	Space that directly serves Central Service as extension of activities
	755	Supply rooms
	755	Parts rooms
Hazardous Material Storage	760	Central facility used to store materials planned for future use or distribution (physical, chemical, biological, radioactive)
	760	Storage of "new" materials not recovered or used.
	760	Also includes HazMat Storage service spaces
Hazardous Waste Storage	770	Central facility used for treatment and/or disposal of hazardous or toxic waste materials
	770	Temporary storage of hazardous or toxic "waste" materials
Haz Waste Service	775	Space that directly serves Hazardous Waste Storage as extension of activities

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	775	<i>Satellite storage areas</i>
HEALTH CARE FACILITIES		
Patient Bedroom	810	Room equipped with one or more beds used for patient care
	810	<i>General Nursing care rooms</i>
	810	<i>Rehabilitative rooms</i>
	810	<i>Infant care nurseries</i>
	810	<i>Intensive care rooms</i>
	810	<i>Emergency bed care rooms</i>
Patient Bedroom Services	815	Space that directly serves Patient Bedroom as extension of activities
	815	<i>Childrens play rooms</i>
	815	<i>Linen closets</i>
	815	<i>Patient lounges</i>
Patient Bath	820	Room containing patient bath and toilet facilities
	820	<i>Toilet and bath facilities adjoining or in proximity to patient bedrooms</i>
Nurse Station	830	Room/area used by nurses or other patient care staff that are supervising or administering health care services
	830	<i>Admissions desks</i>
	830	<i>Records/charting work areas</i>
	830	<i>Ward reception</i>
Nurse Station Service	835	Space that directly serves Nurse Station as extension of activities
	815	<i>Nurse lounges</i>
	815	<i>Break rooms</i>
	815	<i>Staff restrooms</i>
Surgery	840	Room used for surgery (also includes veterinary surgery)
	840	<i>Major and minor surgery rooms</i>
	840	<i>Delivery rooms</i>
Surgery Service	845	Space that directly serves Surgery space as extension of activities
	845	<i>Gown rooms</i>
	845	<i>Locker rooms</i>
	845	<i>Recovery rooms</i>
	845	<i>Scrub up rooms</i>
	845	<i>Sterile supply storage</i>
	845	<i>X-ray rooms</i>
Treatment/Examination Clinic	850	Space used for examinations, diagnosis, consultation, or treatment
	850	<i>CAT, MRI, Ultrasound scanning</i>
	850	<i>Physical or occupational therapy</i>
Treatment/Exam	855	Space that directly serves Treatment/Exam as extension of activities

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Clinic Service	855	Dressing rooms
	855	Equipment/supply storage
	855	Patient dressing room
	855	X-ray viewing room
Diagnostic Service Laboratory	860	Space used to provide diagnostic support services to an entire health care facility
	860	Pathology
	860	Pharmacy
	860	Bacteriology
	860	Blood banks
Diagnostic Service Lab Support	865	Space that directly serves Diagnostic Lab as extension of activities
	865	Cadaver Storage rooms
	865	Morgues
	865	Scrub and gown rooms
	865	Special processing rooms
Central Supplies	870	Room used as central storage for health care supplies in health care facility
	870	Central linen storage
	870	Dispensary areas
	870	Pharmacy supply
Public Waiting	880	Space used by public to await admission, treatment, or information within a health care facility
	880	Lobby areas
	880	Patient waiting rooms
	880	Visiting areas
Staff On-Call Facility	890	Room or quarters used by health care staff to rest or sleep while on call within health care facility
	890	Staff on-call quarters
Staff On-Call Facility Service	895	Space that directly serves Staff On-Call facility as extension of activities
	895	Baths
	895	Closets
	895	Kitchens
	895	Laundry rooms
RESIDENTIAL FACILITIES		Omitted from this summary - see manual for details
UNCLASSIFIED AREAS		
Inactive Area	050	Rooms available for assignment but unassigned at time of survey
Alteration or Conversion area	060	Space temporarily out of use because of alteration or remodel

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Unfinished Area	070	Potentially assignable areas in new buildings or additions to existing buildings, not completely finished
NON-ASSIGNABLE AREAS		
Men's Public Restroom	M10	(CIP is General Use - 000000)
Unisex Public Restroom	U10	(CIP is General Use - 000000)
Women's Public Restroom	W10	(CIP is General Use - 000000) <i>Private restrooms are considered service areas</i>
Circulation Areas	WWW	
Bridge/tunnel	W01	Covered or walled connecting passageways for people to pass over/under ground to gain access to another facility
Elevator	W02	
Escalator	W03	
Loading Dock	W04	Covered area of platform used to load or off-load goods or materials
Lobby	W05	
Public Corridor	W06	<i>315 - Private Circulation in office area is an Office Service</i>
Stairway	W07	
Building Service Area	XXX	Spaces used to support a buildings cleaning and public hygiene functions
Custodial Supply Closet	X01	Houses limited quantities of custodial supplies for daily use by custodial staff
Janitor Room	X02	Space dedicated to janitorial staff. X02 <i>sink room for wet mop activities</i> X02 <i>Clothes changing room</i> X02 <i>desk for paperwork</i> X02 <i>lockers</i> X02 <i>small eating area</i>
Public Restroom	X03	<i>315 - private restroom for office area</i>
Trash Room	X04	Space used for temporary storage of nonhazardous waste awaiting disposal or removal
Mechanical	YYY	Houses mechanical equipment/utility services, and shaft areas
Central Utility Plant	Y01	Houses central utility production and/or distribution to more than one facility on campus Y01 <i>Steam Plants</i> Y01 <i>Cogeneration Facilities</i> Y01 <i>Electrical distribution</i>
Fuel Room	Y02	Room/area within a building in which fuel for heating/cooling of building is stored
Shaft	Y03 W02	Accessible or non-accessible shaft spaces available to house utility pipes and cables or distribute air <i>Elevator shaft</i>

Space Use Name	Use Code	Description / <i>examples</i> / Frequently mistaken codes
Utility Mechanical	Y04	House one or more utility and/or mechanical functions of building - both large rooms and small closets
Structural Area	ZZZ	Remaining area within gross square footage that is "structural" or "construction area which can not be put to use
	ZZZ	Space that is structurally unable to be occupied