**Frequently Asked Questions (FAQ)**

**Space Survey**

What is the difference between Space Use, Function, and CIP codes?

**Space Use** codes identify the primary use of a room. Only one Space Use code may be applied to a room. **Examples:** Office (Space Use code 310), Research Lab (Space Use code 250)

**Function** codes identify the activities being conducted in a room. Multiple Function codes may be prorated for a room. **Example:** A Research lab that includes a work station for a graduate student who also teaches (Function code 22 for Research; 11 for Instruction)

**CIP** code is an abbreviation for Classification of Instructional Program. Multiple CIP codes may be prorated for a room. Academic units will have a CIP code beginning with 01 through 60. All non-academic CIP codes begin with 71 through 84. **Note:** CIP code 13.0101 should be used only by the College of Education as it refers to the instruction of education, not to the industry of education.

I have rooms included in my survey that begin with the letter C and I don’t recognize the numbers, what are they?

Rooms that begin with the letter C are usually corridors (except in the case of certain rooms at Discovery Park and residence halls that contain “C” wings). Corridors within an enclosed suite or group of rooms included in your inventory are typically office service (Space Use 315).

How do I know how to classify Function and CIP codes on service areas?

Typically service areas carry the same CIP and Function codes as the areas they serve. The only exception to this is janitor’s closets or building service areas such as mechanical rooms.

We have a room in our space that we use only for storage, what room type is it?

Closets, copy rooms, storage areas, work rooms, etc. are all considered service areas. If they are in an office area they are office service (Space Use 315). If they are storage for other rooms such as class labs or conference rooms they are service areas to that room (Space Use 215 or 355, respectively).

What is the difference between classrooms, class labs, special class labs, and research labs?

**Classrooms (Space Use 110)** are used for general instruction regardless of academic discipline. Classrooms do not appear on any College’s or department’s inventory and are scheduled by the Registrar’s office.

**Class Labs (Space Use 210)** are used for formally scheduled instruction in a specific academic discipline. Class labs contain specialized equipment or materials used for activities to fulfill course requirements and a formal convener is present. Class labs are scheduled by the Registrar’s office.

**Special Class Labs (Space Use 220)** support instruction, but are informally scheduled or unscheduled (open labs). Special class labs contain specialized equipment or materials and are usually restricted to a specific academic discipline. Special class labs are not typically scheduled by the Registrar’s office.

**Research Labs (Space Use 250)** are non-teaching labs and are used only for research, experimentation, observation, research training, or a structured creative activity that supports the extension of a field of knowledge. All research labs should have a principal investigator(s) and a grant number(s) associated with them.
FAQ (Cont.)
Space Survey

What is the difference between conference rooms, meeting rooms, and assembly areas?
Conference Rooms (Space Use 350) serve an office area or unit and are used primarily for staff meetings, departmental activities, and other non-instructional uses.

Meeting Rooms (Space Use 680) serve the institution or the public for a variety of non-class meetings. The difference between meeting rooms and conference rooms is that meeting rooms are “available” and open to various groups (i.e., governing groups, student groups, institutional and community members alike); whereas, conference rooms are restricted to an office group or occupants of a specific area.

Assembly Rooms (Space Use 610) are designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, general presentations (speakers), etc. Assembly rooms may be scheduled for class instruction, but are not primarily or exclusively scheduled as such.

Lounges, waiting areas, circulation/lobby areas – how are these Space Use codes distinguished?
Lounge (Space Use 650) space is used for rest, relaxation, or informal socializing. The difference between a lounge and an office area or break room (Space Use 315) is that lounges are made available to the public; whereas, break rooms are usually restricted to a specific group of people, unit, or area.

Receptionist rooms that include a waiting area are classified as an Office (Space Use 310). Public waiting areas in health care facilities are coded as Public Waiting (Space Use 880).

Circulation/Lobby Areas (WWW), at major entrances of buildings or in front of elevators, stairs, or main corridors and hallways, are considered non-assignable space and should not be included in your inventory.

What is a PI?
PI is an abbreviation for Principal Investigator. A principal investigator is only associated with research space. If your space is not used for a research project or grant, you do not need to complete this.

What if a room serves multiple purposes, such as the research institutes?
A room’s Space Use is assigned the code that is closest to its specific design intent and room use; however, the Function code and CIP code may be prorated up to 3 times to define the actual activities that occur in the room. Example: If a research lab is assigned to Biology, but the researcher is actually engaged in research in both Biology and Biomedical Engineering, then the Space Use code is Research Lab (250); CIP codes are prorated under Biology (26.xxxx) and Biomedical Engineering (14.xxxx); and the associated Function code for both disciplines is either Institutes & Research Centers (21) or Individual or Project Research (22).