

February 1, 2015

Dear Administrator:

We're writing to let you know that the university's 2015 Year-End Space Survey will begin February 1st. The survey includes the Ann Arbor, Dearborn, and Flint campuses as well as the U-M Health System, and essentially covers every university-owned and leased building. It's important to note that your department is ultimately responsible for the accuracy of the data.

Among other things, the survey formally documents how the university's space is actually used and it plays a critical role in our successful indirect cost recovery efforts. Your 2015 data will be used by Cost Reimbursement for the preparation of the Facilities and Administrative Cost Proposal which the University will submit to the federal government to negotiate rates that will be effective in fiscal year 2017 and beyond. Accurate space data is an essential part of a sound Facilities and Administrative Cost Proposal.

Please visit the Space Analysis web page at <http://www.finance.umich.edu/procurement/space> to access a variety of helpful tools and resources designed to help you successfully complete the survey in a timely manner. The web page includes a complete set of instructions, a list of Room Type definitions, a list of Room Use Function Code definitions and much more.

Please note that Room Use Function Codes (RUF codes), and the usage percentages you indicate on the survey must reflect the average use of each room over the fiscal year ending June 30, 2015. All other information should be reported as it exists at the time when you complete your survey.

Noteworthy

If you are new to the space survey or would like to take a refresher course, go to [My LINC](#) and search for [SME101A](#) and [SME101B](#). This two-part space training is required to obtain access to the Space Management module.

All U-M Hospital and Health Center departments are required to provide room occupancy data on the room utilization page for all offices (room type 310). In addition, Hospital and Health Center space contacts will be receiving a separate e-mail from UMHS Facilities outlining all Hospital space reporting requirements. If you have not received that e-mail by February 13, contact Jeri Dentel at 936-2554 or jerid@umich.edu.

These are the most common reporting errors and data review challenges:

1. We continue to experience an increase in reported square footage changes or renovations that – upon investigation have been determined to not actually be square foot changes.

Therefore:

- a. Request current floor plans from your department facilities contact person, or from Architecture Engineering & Construction (email: AEC-FloorPlans@umich.edu).
 - b. All square footage changes require a comment to help with field verifications. Please enter an explanation in the survey 'Comments' sub-panel if you are reporting any renovations or square footage change.
 - c. Space that no longer belongs to your department should be reported as a space transfer and NOT as a room termination. Contact your survey Controller or email Space@umich.edu.
2. Please pay attention to any space on your survey which is currently coded either Inactive Area (room type 050) with a RUF code 0050 (Inactive), OR Alteration Area - Renovation (room type 060 with a RUF code 0060), and make the appropriate updates for FY2015.
 3. Conference rooms (room type 350) can have only one RUF code. For conference rooms with multiple activities taking place in them, for academic units please use RUF code 0402-100%, and for central administration units your appropriate RUF code-100%.

If you have no changes to report – it's simple, do not do anything except authorize and submit your survey!

Questions

Ann Arbor, Dearborn, or Flint campus: Contact the Office of Space Analysis at (734) 763-1196 or e-mail: space@umich.edu

UMHS: Contact the UMHS Facilities Office at (734) 936-2554 or e-mail: space@umich.edu

Technical questions about the survey tool should be directed to *ITS Service Request Management* (formerly *MPathways Help Desk*) at (734) 764-4357 (4-HELP), email 4HELP@umich.edu or you can visit <http://servicerequest.umich.edu/> to complete an online help form.

Survey Due Dates

Surveys from the Ann Arbor, Flint, and Dearborn campuses and are due by **March 21, 2015**. If you're from the Medical School, please continue to make routine updates. Medical School and U-M Hospitals and Health Centers are due by May 18, 2015.

Thank you for supporting this important university initiative. We appreciate your time and effort in completing the space survey!

Sincerely,

Mary Ellen Lyon, General Operations Manager, Procurement Services, Auxiliary Operations
David Rose, Facilities Business Manager, UMH Facilities Administration

Enclosures

cc: J. Dentel
C. Anderson
D. DeLorenzo

The Space Survey

The Space Survey covers the Ann Arbor, Dearborn and Flint campuses, and the U-M Health System. Among other things, the survey formally documents how the university’s space is actually used and it plays a critical role in our successful indirect cost recovery efforts. Cost Reimbursement uses this data to prepare the Facilities & Administrative Cost Proposal, which the University will submit to the federal government to negotiate rates that will be effective in fiscal year 2017 and beyond. Accurate space data is an essential part of a sound Facilities & Administrative Cost Proposal and necessary for good space management.

There are four roles in the Space Survey process. One person can hold all four roles, or there can be different people in each role. If you are not sure what your role is, please ask your administrator.

The first step to completing your Space Survey is to take a look at the *Space Departments* page for the DeptIDs that you are responsible for, and make sure all roles are correct. The next step is to review all of your data and make appropriate changes - including verifying Organized Research Activity (ORA) Project/Grant data, if you have any. Lastly, you need to authorize and submit your survey, even if there are no changes.

1. Review and make changes to your survey

Recommended materials:

- Print your current Space Inventory report and Organized Research Activity report in M-Pathways.
- Run a Project/Grant Reference List report, if you have research activity.
- Obtain current floor plans for all of your space – see below for contact information.

Survey Roles

The **Controller** assigns all survey roles, and may choose to assume, or delegate some of the survey responsibilities. The **Surveyor** role is not assigned. Anyone with update access to your space data in MPathways is a Surveyor. The **Authorizer** is responsible for the review of all changes made by a surveyor, and might be the person entering Organized Research Activity Project Grant information. The **Submitter** is the person who has the final say regarding changes to your data, and they submit your survey to Space Analysis.

Surveyor responsibilities

Obtain current floor plans for your department and review all data.

Floor Plan Contacts

Area:	Phone:	E-mail/address:
Ann Arbor Campus	(734) 936-3467	AEC-FloorPlans@umich.edu
UMHHS	(734) 936-2554	jerid@umich.edu
Dearborn Campus	(313) 593-5044	req4fp@umd.umich.edu
Flint Campus	(810) 762-3347	laking@umich.edu
Medical School	(734) 764-4052	http://msa.med.umich.edu/spacemgmt

Surveyor reviews and updates data

Survey Contact field: This field on the *Space Departments* page must be complete before the survey can be submitted. The Survey Contact is the person who has the most knowledge regarding the survey information submitted.

ORA Contact field: This field on the *Space Departments* page is required for units reporting organized research activity. The ORA Contact is the person who has the most knowledge regarding Organized Research Activity taking place in your space.

Prior to making any changes to your data, print a copy of your current *Departmental Space Inventory* report, and if applicable, your *Organized Research Activity (ORA)* report, choosing the *Production* radio button option.

Review your space data and make your proposed data changes in M-Pathways.

If you have Organized Research Activity for any room type 310 and 250 with a room use function code 0202, review and/or update your Project/Grant data on the *Organized Research Activity* tab, then click the “ORA Verify Complete” check box, and “Save”.

Print a *Pending Survey Change per Action* report, with a survey action of *Authorizer*. This is for your records. If you have ORA data, print your *Organized Research Activity* report, choosing the *Survey* radio button option.

Notify your Authorizer that the survey is ready for their review.

If you are also the Authorizer, you are now ready to authorize your survey.

If you are the Authorizer and/or the Submitter, you may wish to omit printing any pending survey change reports until you complete your final role in the Space Survey process.

2. Authorize your survey

Authorizer responsibilities

Review changes made by the Surveyor and make additional changes, if necessary.

Authorize the survey and notify your Submitter that the survey is ready for their review.

Print a *Pending Survey Change per Action* report with a survey action of *Submitter*. This is for your records.

If you are also the Submitter, you are now ready to submit your survey. You may wish to omit printing reports until you complete your final role in the survey process.

3. Submit your survey

Submitter responsibilities

Review your survey data and make any additional changes, if necessary.

The last required step is to submit the survey to Space Analysis.

You should also print a *Pending Survey Change per Action* report with a survey action of *Space Analysis* for your records. If you have ORA data, print the *Organized Research Activity Report*, choosing the *Survey* radio button option. If you hold all Space Survey roles, this will be the only time you need to print these reports.

Space Survey Instructions

Survey Data tab review

Report physical characteristics as they appear while completing the survey by reviewing these fields:

Field Name:	Description:
Building Record Number	A unique 7-digit number that identifies a building.
Floor	A 2-character field that identifies the floor location of a room.
Room #	Official room numbers are assigned to rooms by the <i>Architecture, Engineering & Construction Floor Plans Office</i> .
Square Feet	Square footage is an electronic calculation taken directly from floor plan drawings.
Room Type	This 3-digit code describes the physical characteristics of a room (as commonly defined by the <i>Postsecondary Education Facilities Inventory & Classification Manual</i> .) Detailed definitions are located on our web page : http://www.finance.umich.edu/procurement/space .
Room Sub-Type	This 2-digit code describes a greater level of detail associated with specific room types. A room sub type code is always used in conjunction with a room type code. Detailed definitions are located on our web page : http://www.finance.umich.edu/procurement/space .
Department	Department Identification Code Number – A 6-digit code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility. Only one DeptID may be assigned to a room on this tab.
Station count	Identifies the number of usable workstations. For classrooms and class labs, this would be the number of seats available to schedule.
Air-conditioned checkbox	Identifies space that is air-conditioned.
Room Use Function Code	Room Use Function Codes (RUF or RUFC) and percentages define activities conducted in a room and are averaged over the current fiscal year. This is a 4-digit code.

Square Footage Changes

If you report square footage changes for your space, please be aware that this change will first be field-verified by a drafter from the AEC Floor Plans office prior to verification by Space Analysis. Sometimes departments consult out of date floor plans of their space and report square footage changes that, after a site visit by AEC, have been determined to not actually be square foot changes. It is important that you request current floor plans for your space from Architecture Engineering & Construction (e-mail: AEC-FloorPlans@umich.edu) or your facilities department. Types of square footage changes requiring field verification include: adding a room, terminating a room, re-numbering a room, or changing an existing room's square footage.

An explanation is required in the survey 'Comments' sub-panel when reporting any square foot change or renovation.

Department ID

The M-Pathways system allows only one department to be the controlling department for a room. Rooms on loan, or shared space, can be indicated on the *Room Utilization (Optional)* tab in the *Survey/ORA/Utilization/Features* group page. Space that no longer belongs to your department should be reported as a space transfer and NOT as a room termination. Contact your Controller or email space@umich.edu to report space transfers.

Room Sub-Type requirements:

- For scheduling purposes, a room sub-type is now required for all Class Labs (210).
- Please identify staff showers and lactation rooms with the correct room sub-type code.
- UMHHS departments should continue to record sub-types for all space.
- Room sub-type definitions are located at <http://www.finance.umich.edu/system/files/RoomSubTypeDef.pdf>.

Station counts are required for these room types:

110 Classroom
210, 220, 250 Laboratories
310 Office
350 Conference Room
410 Study room
430 Open Stack Reading Room
610 Assembly
680 Meeting Room

The Station Count must be blank for these room types:

050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Inactive or Alteration/Renovation space

Investigate any space on your survey currently coded as Inactive or Alteration/Renovation. This includes room types Inactive Area (050) or Alteration or Conversion (060), and room use functions codes Inactive (0050) or Alteration Conversion (0060). Change the percentages to reflect FY2015 room types and activities.

Room Use Function Codes & Organized Research Activity

Each room requires one to five Room Use Function Codes and each percentage must be greater than or equal to 5%. Percentages must total 100% and must be averaged over the fiscal year. Download RUFC definitions at Space Analysis' web page: <http://www.finance.umich.edu/procurement/space/survey>.

- Instructional Room Types 110, 210, and 220 must have at least 50% of RUFC 0102 – Instruction / Departmental Research.
- Research Laboratory Room Type 250 must have at least 50% of RUFC 0202 Organized Research OR 0102 Instruction/Departmental Research.
- Conference Rooms (room type 350) can have only one RUFC. For conference rooms with multiple activities taking place in them please use RUFC 0402-100% and for central administration units use the appropriate RUFC -100%.
- For space that is in buildings owned by U-M, and occupied by a non-university entity, for which the entity has a lease, management agreement, or contract with U-M use RUFC 1303 - Other Institutional Activities, Private Use. (Examples: Wendy's or Subway food service areas in the Union, or Howard Hughes in LSI and the Medical School).
- U-M Hospital and Health Center departments should ONLY use 1302 and 0202 Room Use Function Codes.

Class Codes have a direct relationship to RUFCs


- Use the '*Room Use Function Code Summary – Class Rollup to Room Use Function Code*' sheet to see the relationship between the assignable RUFCs (0102-1303) and the Class Code.
- Because the Class Code ChartField is part of the financial and HR data, working with your unit's financial and HR staff is critical in selecting the appropriate RUFCs.
- For recharge operations with rates approved by the Office of Financial Analysis, apply RUFCs that correspond to Class Codes of the customers' re-billed activities.
- Although unclassified RUFCs (0050-0070) have no relationship to the Class Code, they should be assigned where appropriate and may be combined with assignable RUFCs.

A crosscheck of assignable RUFC activities with the financial and HR data may reveal inconsistencies in those systems that require an adjustment.

Organized Research Activity (ORA) tab data review

The **Organized Research Activity** tab must be reviewed and the ‘ORA Complete’ checkbox checked when Room Use Function Code 0202 - Organized Research, is used in Room Types 250 Research/Nonclass Laboratory OR 310 Office.

First, run the ‘Project/Grant Reference List’ report in Business Objects for your DeptID to get a list of valid Project/Grant numbers. Instructions are on the next page.

- Record the primary Project/Grant numbers supporting the Organized Research in the room.
- For funds 20000 and 25000, M-Pathways will allow Project/Grants with Class Codes 22000 and 22100 only.
- You **MUST** message cost.reimbursement.office@umich.edu **BEFORE** entering Project/Grants in funds OTHER THAN 20000 and 25000. Include your UM unique name, phone number and P/Gs with short codes.
- If a room is no longer an ORA room, delete Project/Grants:
 1. Go to the ORA tab for the room.
 2. To delete a Project/Grant, click the **Delete Row**  button to the right of the row for each Project/Grant
 3. **Do NOT click the ORA Verify Complete checkbox.**
 4. Click on the *Survey Data* tab.
 5. Enter the new Room Type and/or Room Use Function Codes.
 6. Save your changes.

Please contact us if you have ANY questions. We are here to help!!!

Space Survey Contacts

Department:	Phone:	E-mail:
Space Analysis	734-763-1196	space@umich.edu
Cost Reimbursement Office	734-647-3843	cost.reimbursement.office@umich.edu
UMHHS Facilities	734-936-2554	space@umich.edu

Project/Grant Reference List Report Instructions from Cost Reimbursement

The Project/Grant reference list is a job aid to use when completing Organized Research Activity (ORA) panels. The list helps you determine which Project/Grants are valid Organized Research.

Create Project/Grant reference list for your DeptID(s)

Get Business Objects query “FY2015 PG Ref List” from shared folder:

- Public Folders
- User-Shared
- Financial Operations
- PG Reference Query

Caution: Be sure to read information on the first three tabs of the query:

1. Alerters in Query Output and Warning
2. Query Criteria
3. Organized Research PROJECT/GRANT Criteria

Run the query for your departments.

If you do not use Business Objects, staff in Cost Reimbursement can run the query for you.

Send a message, including the six-digit department number(s), to cost.reimbursement.office@umich.edu. Turn-around time for these requests is 24 hours, Monday through Friday.

New Project/Grants

Ask financial staff in your unit if there are unlisted sponsored Project/Grants that will begin before June 30, 2015. If so, add these Project/Grants to your Business Objects output.

Get the Building Number, Room Number, and Room Use Function Code percentages for these PROJECT/GRANTS from your unit’s facility staff, administrative staff, or Project Directors.

Determining Organized Research Project/Grant Validity

The criteria below are additional to the standard criteria for an Organized Research PROJECT/GRANT (formal approval, an award document, and budgeted and accounted for separately by project).

1. Project/Grants should have expenditures during fiscal year ended June 30, 2015, to be valid for any Space Survey purpose.
2. Be prepared to justify Project/Grants that have:
 - a) No expenditures, OR
 - b) Negative expenditures, OR
 - c) An insignificant amount of expenditures.
3. Project/Grants in Funds 10000, 30000, 40000, and 50000-59999:

You MUST message cost.reimbursement.office@umich.edu BEFORE entering PROJECT/GRANTS in these funds.

Turn-around time for these requests is 24 hours, Monday through Friday.

Please include:

Your unickname

Your DeptID

Your phone number

Project/Grant and ShortCode for each P/G

Space Survey Room Type Summary

Assignable area

100 Classroom Facilities

- 110 Classroom
- 115 Classroom Service

200 Laboratory Facilities

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Open Laboratory
- 225 Open Laboratory Service
- 250 Research/Nonclass Laboratory
- 255 Research/Nonclass Lab Service

300 Office Facilities

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

400 Study Facilities

- 410 Study Room
- 420 Stack
- 430 Open Stack Study Room
- 440 Processing Room
- 455 Study Service

500 Special Use Facilities

- 510 Armory
- 515 Armory Service
- 520 Athletic/Physical Education
- 523 Athletic Facilities Spec Seating
- 525 Athletic/Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Field Building
- 570 Animal Quarters
- 575 Animal Quarters Service
- 580 Greenhouse
- 585 Green house Service

600 General Use Facilities

- 610 Assembly
- 615 Assembly Service
- 620 Exhibition
- 625 Exhibition Service
- 630 Food Facilities
- 635 Food Facilities Service
- 640 Day Care
- 645 Day Care Service
- 650 Lounge
- 655 Lounge Service
- 660 Merchandising
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service

700 Support Facilities

- 710 Central Computer/Telecom
- 715 Central Computer/
Telecom Service
- 720 Shop
- 725 Shop Service
- 730 Central Storage
- 735 Central Storage Service
- 740 Vehicle Storage Facility
- 745 Vehicle Storage Facility Service
- 750 Central Service
- 755 Central Service Support
- 764 Hazardous Materials (760)
- 765 Hazardous Materials Service

800 Health Care Facilities

- 810 Patient Bedroom
- 815 Patient Bedroom Service
- 820 Patient Bath
- 830 Nurse Station
- 835 Nurse Station Service
- 840 Surgery
- 845 Surgery Service

800 Health Care Facilities (cont)

- 850 Treatment/Examination
- 855 Treatment/Examination Service
- 860 Diagnostic Service Laboratory
- 865 Diagnostic Service Lab Support
- 870 Central Supplies
- 880 Public Waiting
- 890 Staff On-Call Facility
- 895 Staff On-Call Facility Service

900 Residential Facilities

- 910 Sleep/Study Without Toilet/Bath
- 919 Toilet/Bath
- 920 Sleep/Study with Toilet/Bath
- 935 Sleep/Study Service
- 950 Apartment (Efficiency)
- 951 One-Bedroom Apartment
- 952 Two-Bedroom Apartment
- 953 Three-Bedroom Apartment
- 954 Four-Bedroom Apartment
- 955 Apartment Service
- 970 House

000 Unclassified Area

- 050 Inactive Area
- 060 Alteration or Conversion Area
(Renovation)
- 070 Unfinished Area

**The following room types are assigned
by the Office of Space Analysis only:**

Non-assignable Area

- 010 Building Service Area (Custodial
Area)
- 020 Circulation Area
- 030 Mechanical Area
- 040 Public Restrooms

Class Code Rollup to Room Use Function Codes

Direct Activities

Indirect Activities

RUF Code* Class Class Description	RUF Code* Class Class Description
<p>0102 Instruction / Departmental Research</p> <ul style="list-style-type: none"> 11000 Instruction 13000 Community Education 14000 Preparatory / Remedial Instruction 16000 Instruction – Research Training Grants 21000 Departmental Research 42000 Museums and Galleries 47000 Course and Curriculum Improvement 81000 Scholarships & Fellowships – Undergraduate 82000 Scholarships & Fellowships – Graduate 83000 Scholarships & Fellowships – Professional <p>0202 Organized Research</p> <ul style="list-style-type: none"> 22000 Organized Research – On Campus 22100 Organized Research – Off Campus <p>0302 Public Service: Other Sponsored Activities</p> <ul style="list-style-type: none"> 31000 Public Service – External Sponsor 31200 Clinical Trials <p>1302 Public Service: Other Institutional Activities</p> <ul style="list-style-type: none"> 31100 Public Service – U of M Funded in part 100% 31101 – 31108 Special Categories – Medical School Only 32000 Public Broadcasting Services 65000 Public Relations / Development 92310 Auxiliary Activities – Student <p>1303 Private Use: Other Institutional Activities</p> <p>None Not Applicable</p> <ul style="list-style-type: none"> 73000 Plant Improvement Allocations and Transfers <p><u>Special Activities</u></p> <p>1102 Internal Service Operations</p>	<p>0402 Departmental Administration</p> <ul style="list-style-type: none"> 11100 Departmental Administration: Instruction Section 13100 Departmental Administration: Community Education 21100 Departmental Administration: Research Section 43000 Media Services 44000 Academic Computing Support 46000 Academic Administration 46100 Academic Personnel Development <p>0502 General Administration</p> <ul style="list-style-type: none"> 61000 Executive Management 62000 Fiscal Operations 63000 General Administrative Services 64000 Logistical Services 66000 Administrative Computing Support <p>0602 Sponsored Projects Administration</p> <ul style="list-style-type: none"> 48000 Sponsored Projects Administration <p>0702 Student Administration and Services</p> <ul style="list-style-type: none"> 51000 Student Services Administration 52000 Social and Cultural Enrichment 53000 Advising, Career Guidance, Counseling, & Acad Advising 54000 Financial Aid Administration 55000 Student Admissions 56000 Student Health Services 57000 Student Records <p>0802 Plant Operations and Maintenance</p> <ul style="list-style-type: none"> 71000 Operations & Maintenance 71100 Physical Plant Administration 71200 Building and Structure Maintenance 71300 Custodial Services 71500 Landscape and Grounds Maintenance <p>0902 Heating Plant and Utilities</p> <ul style="list-style-type: none"> 72000 Heating Plant and Utilities <p>1002 Library</p> <ul style="list-style-type: none"> 41000 Libraries

*RUF Code = Room Use Function Code

Other: Unclassified Activities / Functions

- 0050 Inactive Area**
- 0060 Alteration Area (Renovation)**
- 0070 Unfinished Area**

Other: Non-Assignable Activities / Functions

- Only Space Analysis may assign these RUF Codes to rooms.
- | | |
|------------------------------|-----------------------------|
| 0010 Custodial Area | 0030 Mechanical Area |
| 0020 Circulation Area | 0040 Public Restroom |

Space Analysis Roles & Definitions

General Terms

Room Type Code – This 3-digit code describes the physical characteristics of a room (as commonly defined by the [Postsecondary Education Facilities Inventory & Classification Manual](#).) Detailed definitions are located on our [web page](#). Example: 310 = Office.

Room Sub-Type Code – This 2-digit code describes a greater level of detail associated with specific room types. A room sub type code is always used in conjunction with a room type code. The recording of a room sub-type code is optional for some units, but it is required for other units. Check with your administrator for your department’s requirements. Detailed definitions are located on our [web page](#). Example: for room type 310 = Office, sub-type 02 = Staff.

Room Use Function Code (RUFC) – This 4-digit code refers to the functional activity taking place in a room. Detailed definitions are located on our [web page](#). Example: 0202 = Organized Research.

Organized Research Activity (ORA) – Research activity that is **separately** budgeted and accounted for by a project grant number; is funded externally or internally; and is supported by an application & formal approval process.

Project Grant Number (PG) – A reporting tool used to accumulate financial information on a set of activities over a limited time span. *NB: For the space survey, this term is used specifically for project grant numbers which support organized research.

Department ID (Department Identification Code Number) – A 6-digit code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility. Example: 184500 = LSA Physics Department.

Department Description (Department Name) – A textual description of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility. Example: LSA Physics Department.

Station Count – The number of occupiable/assignable workstations in a room available to perform work. Does not include side chairs.

Central Administration Space Roles

Office of Space Analysis – The custodian of and authoritative source for university space data, and they maintain the official space data for the University of Michigan. They maintain the *Location* table used in Asset Management and Procurement.

In addition, they:

- Oversee the inventory of all university owned and occupied space (includes *Building, Structure, Room* and *Location* table data),
- The content and business process expert,
- Provide data used in Cost Reimbursement's *Facility and Administrative Cost Proposal* negotiations (Indirect Cost Recovery Proposal) as well as providing data used in other university systems,
- Work with the Provost’s Office and others needing space data (i.e. scheduling attributes), and
- Respond to internal and external requests for space data.

Space Analysis Roles & Definitions

Central Administration Space Roles

Cost Reimbursement Office – Reviews and verifies Organized Research Activity data.

AEC Floor Plans Office – Provides square footage and room number data – as well as floor plans.

Provost Office – Assists in expansion of the space system to address space utilization needs.

Information and Technology Services (ITS) – Provides technical support.

Departmental Space Roles:

Controller – Assigns the departmental *Authorizer* and *Submitter* roles in the M-Pathways Space Management system. The *Controller* is the highest level of authority of the user roles. There can be only one *Controller* per DeptID. The *Controller* can either perform the *Authorizer* and *Submitter* roles or delegate that authority to others; can be responsible for more than one DeptID; and is assigned this role by the Office of Space Analysis.

Submitter – Reviews your space data and submits reported changes to Space Analysis. The *Submitter* is the last person in your department who may alter the data before it is submitted to Space Analysis; is accountable for the accuracy of the annual survey in the event of an audit; and is assigned this role by the *Controller*.

Authorizer – Reviews your space data, including changes made by the *Surveyor(s)* in the system and sends those changes to the *Submitter* for their review. The *Authorizer* might enter ORA Project/Grant data, and is assigned this role by the *Controller*.

Surveyor – Enters space changes in the system. The *Surveyor* can be anyone who has update/display access to the appropriate DeptID(s) in the Space Management system. This is NOT an assigned role.

Building Terms:

Building – A roofed structure; attached to a foundation and serviced by at least one utility.

Building Record Number – A unique 7-digit number that identifies a building. Example: building record number 1000152 = ANGELL JAMES B HALL AND TISCH HALL.

Building Long Description – A 50-character field: The **official** building name, generally approved by the U-M Regents. Example: ANGELL JAMES B HALL AND TISCH HALL.

Building Description – A 30-character field: The commonly referred to name of a university building. Generally, it is what appears on the building ID signage. Example: ANGELL HALL TISCH HALL.

Building Short Description – A 10-character field: The abbreviated name for a building commonly used by internal U-M central departments. Example: ANGELL.

Space Analysis Roles & Definitions

Measurements:

Net Assignable Square Footage (NASF) – The total number of **occupiable** square feet in a building that can be assigned to a department.

This is the space you will be reviewing as a part of your space survey.

Gross Square Footage (GSF) – The total square footage in the building, which includes construction, net and assignable square feet (brick to brick measurement). This is not a part of your space survey.

Construction Square Footage – The square footage of a building required for its structure (walls and foundation - wall thickness). This number is the difference between the building gross and net square footage. This is not a part of your space survey.

Non-Assignable Square Footage – Space neither assigned to nor occupied by departments. This includes:

- **Custodial Square Footage** – The square footage in a building that is used for custodial services and typically called a janitor's closet.
- **Circulation Square Footage** – The square footage in a building which accounts for **public** circulation. This includes main corridors, lobbies, stairways, escalators and elevator shafts.
- **Mechanical Square Footage** – Space that supports the mechanical infrastructure of a building. This includes mechanical equipment, electrical closets, utility and utility shaft areas, all central heating/cooling, boiler rooms, etc.
- **Public Restroom** – Rooms used to provide **public** toilet/lounge facilities (does NOT include private toilet facilities).

Net Square Footage (NSF) – The sum of net assignable and non-assignable space.

Postsecondary Education Facilities Inventory & Classification Manual

Room Type Codes: Definitions, Descriptions and Limitations

Modified for University of Michigan Use

Assignable Area

100 - Classroom Facilities

110 Classroom

Definition: A room used for classes that is not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms according to primary use; rooms with chairs and tables that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms (see room codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the room **and** by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

115 Classroom Service

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

Description: Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

Limitations: Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 - Laboratory Facilities

210 Class Laboratory

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations: Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see 220). This category does not include rooms generally defined as Research/Nonclass Laboratories (250). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

215 Class Laboratory Service

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

Description: Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Open Laboratories (225), or Research/Nonclass Laboratories (255). Animal Quarters (570) and Greenhouses (580) are categorized separately.

220 Open Laboratory

Definition: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students.

For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410).

220 Open Laboratory (*Limitations – continued*)

Limitations: Laboratories with formally or regularly scheduled classes are Class Laboratories (210). This category also does not include rooms defined as Research/Nonclass Laboratories (250). A room that contains equipment (e.g., typewriters, microcomputers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study Room (410).

225 Open Laboratory Service

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

Description: Includes only those rooms that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Research/Nonclass Laboratories (255). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

250 Research/Nonclass Laboratory

Definition: 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.

Description: A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigator(s). These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes labs that are used for experiments, testing or "dry runs" in support of instructional, research or public service activities. Nonclass public service laboratories which promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

Limitations: Student practice activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single room use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process.

Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

255 Research/Nonclass Laboratory Service

Definition: A room that directly serves one or more research/nonclass laboratories as an extension of the activities in those rooms.

Description: Includes only those rooms that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.

Limitations: Does not include service rooms that support classrooms (see 115), Class Laboratories (215), or Open Laboratories (225). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

300 - Office Facilities

310 Office

Definition: A room housing faculty, staff, or students working at one or more desks, tables, or workstations.

Description: An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, clerical, graduate and teaching assistant, and student offices, etc.

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than an office. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas that would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). A combination office, studio or research/nonclass laboratory should be coded according to its primary use if multiple room use codes with prorations are not used.

315 Office Service

Definition: A room 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 and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline-related) rooms, and open and private (restricted access) circulation areas.

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 (non-health) testing room should be coded as Office Service (315). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

350 Conference Room

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities.

Description: A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a room is used for both conference and meeting room functions, then the room should be classified according to its principal use. A conference room is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference room is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference rooms.

Limitations: Does not include classrooms, seminar rooms, lecture rooms (see 110), Auditoria (see 610), departmental lounges (see 315), open lounges (see 650), and Meeting Rooms (see 680).

355 Conference Room Service

Definition: 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, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

Limitations: Excluded are service rooms that support meeting rooms (see 685) or offices (see 315).

400 - Study Facilities

410 Study Room

Definition: A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

Description: Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment. The category Study Room includes rooms commonly termed "learning labs" or "computer labs" if they are not restricted to specific disciplines by contained equipment or software. Study rooms are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations: Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

420 Stack

Definition: A room used to house arranged collections of educational materials for use as a study resource.

Description: Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

Limitations: Does not include general storage areas for such materials that serve a particular room or area; such rooms would take the appropriate service code. Examples of these service rooms include tape storage rooms for language laboratories (see 225), book storage rooms for classrooms (see 115), and music for general listening enjoyment (see 675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), which are for exhibition use as opposed to a study resource (see 620).

430 Open-Stack Study Room

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

Description: Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these rooms may include any of the educational material collections described under Stack (420).

Limitations: Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see 410) and stack areas (see 420) into separate room records. As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

440 Processing Room

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

Description: A processing room is intended for specific library operations that support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

440 Processing Room (*Limitations – continued*)

Limitations: Areas that serve as both office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

Definition: 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.

Description: Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see 410, 420, 430, 440).

Limitations: Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 - Special Use Facilities

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.

Description: Rooms that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations: Conventional room use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities in that facility.

Description: This category includes supply rooms, weapons rooms, and military equipment storage rooms.

Limitations: Rooms directly serving conventional primary activity areas are classified with the appropriate corresponding service code (e.g., 115-Classroom Service, 215-Class Laboratory Service, 315-Office Service, and 455-Study Service).

520 Athletic/Physical Education

Definition: A room or area used by students, staff, or the public for athletic or physical education activities.

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This room use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction.

Classroom Facilities (100 series), Laboratory Facilities (200 series), Office Facilities (300 series) and other primary room use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent spectator seating areas associated with athletic facilities are coded 523. Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable area. Recreational or amusement areas such as billiards rooms, game or arcade rooms, bowling alleys, table tennis rooms, ballrooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670), if they are not used for instructional purposes.

523 Athletic Facilities Spectator Seating

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

Description: Includes indoor permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoria, and cycling arenas.

Limitations: Does not include temporary or movable seating areas (e.g., movable bleachers). Outdoor permanent seating is not assignable space although it may contain assignable areas under it (e.g., locker rooms, offices, etc.).

525 Athletic/Physical Education Service

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

Description: Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

Limitations: Does not include public rest rooms, which should be classified as nonassignable building service space. Rooms that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see 670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 Media Production

Definition: A room used for the production or distribution of multimedia materials or signals.

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room.

Limitations: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Service (535) rooms if serving the primary production or distribution room (see 530), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210, 220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710).

535 Media Production Service

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

Description: The primary criterion here is that the room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see 530).

Limitations: Those rooms containing media materials, equipment or operations that serve a primary activity room other than a 530 should be assigned the appropriate corresponding service code.

540 Clinic

Definition: A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care.

Description: Included are patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Limitations: Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see 800 series). Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see 100 and 200 series) or testing or counseling rooms in non-health or non-discipline-related programs (see 315).

545 Clinic Service

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

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include rooms that serve separately organized health care facilities (see 800 series). Also does not include first-aid treatment rooms that serve other primary activity areas (e.g., 525-Athletic or Physical Education Service, 645-Day Care Service).

550 Demonstration

Definition: A room or group of rooms used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and home management or economics.

Description: The key criterion here is practice activity within an instructional program that closely simulates a real world or occupational setting. Includes demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Limitations: Does not include day care and development centers that are not used as part of an instructional program (see 640). This category also does not include laboratories (see 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and home management houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Service

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

Description: Includes facilities generally called storerooms, pantries, etc., in a home demonstration facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support rooms that directly serve primary care and training areas in a demonstration day care center (see 550) are included in this category.

Limitations: Generally, the primary activity areas--such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as Demonstration (550).

Primary care and training areas in a (practice) day care center are also Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas; eating or training rooms for children are classified as primary activity areas (see 550).

560 Field Building

Definition: A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

Description: Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Limitations: Animal quarters directly supporting research or instructional laboratories should be coded 570. Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished rooms with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm related vehicles (see 740).

570 Animal Quarters

Definition: A room that houses laboratory animals used for research or instructional purposes.

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms for instruction and research.

Limitations: Animal Quarters are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care [AAALAC]). Does not include areas for treatment of veterinary patient animals (see Health Care Facilities-800 series). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see 560).

575 Animal Quarters Service

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

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, non-patient surgery rooms, casting rooms, or instrument rooms.

Limitations: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health Care Facilities-800 series).

580 Greenhouse

Definition: A building or room usually composed chiefly of glass, plastic, or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Description: The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or vocational (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

Limitations: Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded 730).

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes equipment or materials storage areas and rooms generally called headhouses.

Limitations: Excludes storage areas that do not directly serve greenhouses.

600 - General Use Facilities

610 Assembly

Definition: A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, arenas, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

Limitations: Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 Assembly Service

Definition: A room or area 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 nonassignable (circulation) space. A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Exhibition

Definition: 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.

Description: Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by both the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the laboratory (200) series.

Limitations: Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see 200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), which are for study resource as opposed to exhibition use (see 420).

625 Exhibition Service

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

Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see 620).

625 Exhibition Service (*Limitations – continued*)

Limitations: Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as classroom service or laboratory service.

630 Food Facilities

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or 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 included in this category.

Limitations: Vending areas not provided with seating, counters or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a 635-vending room serving a 630-dining hall). Lounges (650) with vending machines that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see 650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550, 640). Staff-only eating or break rooms in these facilities are classified as service areas (see 555, 645).

635 Food Facilities Service

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

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

Limitations: Does not include any type of food preparation room that does not serve a food facility or eating area (see 630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending rooms (see 660) are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas to those facilities (see 555, 645).

640 Day Care

Definition: A room used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.

Description: Includes all primary activity rooms 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 rooms). 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 rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms (see 645). This category also does not include demonstration houses, laboratory schools or other facilities with a primary function of providing collegiate practice as part of the instructional process (see 550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

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

Description: Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area.

Limitations: Does not include those rooms (e.g., child training rooms, playrooms--see 640) where primary day care activities are conducted. Rest rooms designed for child training should be coded 640; staff-only rest rooms should be coded 645. Kitchen or food preparation areas in a day care facility are classified as service areas (see 645). Staff eating or break areas should be coded 645, whereas eating or training areas for children are classified as primary activity space (see 640). Staff of office areas should be coded 310.

650 Lounge

Definition: A room used for rest and relaxation that is not restricted to a specific group of people, unit or area.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge (see 650) differs from an office area or break room lounge (see 315) 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 (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing and not for eating (see 630).

Limitations: A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable Public Restroom (040). A room devoted to vending machines without accommodation (seating, counters or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified 615-Assembly Service). A lounge differs from a lobby (nonassignable circulation area) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. Public waiting areas in health care facilities are coded as 880.

655 Lounge Service

Definition: A room that directly serves a general use lounge facility.

Description: Includes kitchenettes, storage areas, and vending rooms that directly serve a general use lounge facility (see 650).

Limitations: This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room use types (e.g., a small vending area serving a dining hall eating area should be classified as 635-Food Facility Service).

660 Merchandising

Definition: A room used to sell products or services.

Description: Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine rooms, and central ticket outlets servicing multiple facilities or activities.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine room that directly serves a dining, lounge or other primary activity area is classified with the appropriate

660 Merchandising (*Limitations – continued*)

service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see 670, 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 Merchandising Service

Definition: A room that directly serves a merchandising 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 Merchandising (660) facility.

Limitations: Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding room use type.

670 Recreation

Definition: 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, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV 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 (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs.

Limitations: Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, intramural or intercollegiate athletic activities (see 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study rooms are also excluded from this category (see 410).

675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a Recreation (670) facility.

Limitations: Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic Or Physical Education (520) facilities are classified as service rooms (see 525) to those facilities. Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 Meeting Room

Definition: A room that is used by the institution or the public for a variety of nonclass meetings.

Description: The key concept here is public availability. Conference Rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are

680 Meeting Room (*Description – continued*)

generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, non-employees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category.

Meeting rooms may be configured like classrooms (i.e., with participant focus to the front of the room), and may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685 Meeting Room Service

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

Description: Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support rooms that directly serve a meeting room.

Limitations: Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (355) or Assembly Facility (615).

700 - Support Facilities

710 Central Computer/Telecommunications

Definition: 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 institution.

Description: A Central Computer or Telecommunications room may be one of a group of rooms that constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone or modem access. Includes central rooms housing computer or computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

Limitations: Does not include office space (see 310) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315). Personal computer or terminal work rooms and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable mechanical space.

715 Central Computer/Telecommunications Service

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

Description: Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

Limitations: Does not include office areas for personnel (e.g., technicians, engineers, analysts, programmers) assigned to the central computer facility (see 310), primary equipment (computer, I/O device) rooms (see 710), and office areas containing data processing or networking office service equipment or materials (see 310, 315). Also does not include rooms directly supporting study rooms (see 455) or laboratories (see 215, 225, 255) that contain special computer equipment used for study, instruction or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, 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 multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

Limitations: Does not include instructional "shops" (i.e., industrial arts or vocational technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the physical plant operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly or cleaning rooms that directly serves an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution owned vehicles (see 745) or rooms directly serving media production or distribution areas (see 535). Also excludes costume and scene "shops" serving theater areas (see 615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

Definition: 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, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas for class laboratories (see 215) or research/nonclass laboratories (see 255). Also does not include vehicular repair facilities (garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Rooms directly serving media production or distribution facilities are coded 535. Sit-down lunch or vending rooms that serve a shop facility are classified Food Facility (630).

730 Central Storage

Definition: A room or building that is used to store equipment or materials and that serve 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 a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. 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, surplus storage, central campus supply or storage and inactive storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage 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. The 730 code can usually be used for all storage areas that do not qualify as service rooms.

Limitations: Does not include a storage room directly serving a primary room use category or group of such rooms (i.e., a room that is clearly a service room). Also, this category does not include nonassignable area (circulation, building service, or mechanical areas). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750).

735 Central Storage Service

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

Description: Central storage service rooms are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage rooms for hand trucks and other moving equipment, shelving storage, and other rooms supporting the central storage function are included.

Limitations: Only those rooms directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

740 Vehicle Storage Facility

Definition: A room or structure that is used to house or store vehicles.

Description: Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

Limitations: This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see 560).

745 Vehicle Storage Facility Service

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

Description: Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

Limitations: Does not include shops as defined in Shop (720) above (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as such (see 310).

750 Central Service

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities. Most of these centralized areas have a campus-wide service scope.

Limitations: Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded 635; a laundry room in a residence hall should be coded 935; a copy or mail room in an office area is coded 315. Media Production (530) or distribution facilities and computer-based data processing and telecommunications equipment centers (see 710) are coded separately. Facilities used for the manufacture, repair or maintenance of products or equipment should be coded Shop (720). Central Storage (730) or supply facilities and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

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

Description: Central Service Support rooms are typically limited to extension storage rooms for supplies, parts, and moving or non-active equipment; and adjacent, directly supporting repair and maintenance areas.

755 Central Service Support (*Limitations – continued*)

Limitations: Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

764 (760) Hazardous Materials

Definition: A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Hazardous or toxic materials include any materials that have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life. Includes facilities devoted to the treatment or disposal of toxic or hazardous waste.

Limitations: Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities (see 215, 225, 255).

765 Hazardous Materials Service

Definition: A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description: Includes those facilities that directly serve the Hazardous Materials (760) facility.

Limitations: Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional or research facilities.

800 - Health Care Facilities

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category 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 the 810 space or classified separately as 815. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations: Student residence quarters should be classified with the Residential Facilities (900 series) codes. Staff on-call rooms for resting and sleeping are coded 890. Does not include non-patient animal shelters used for farm animals (see 560) or non-veterinary school laboratory animals (see 570).

815 Patient Bedroom Service

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

Description: Included are linen closets, patient lounges, children's play rooms and any other service areas that are used primarily by patients as opposed to staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the 810 space. Veterinary facility areas commonly called ward storage and groom rooms should be classified within this category.

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation and other work rooms that serve a nurse station (see 835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting or instrument rooms that serve a laboratory animal quarters facility (see 575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

Limitations: Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., 315, 835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

830 Nurse Station

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

Description: This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

830 Nurse Station (*Limitations – continued*)

Limitations: Rooms that are used as offices should be classified appropriately (see 310).

835 Nurse Station Service

Definition: A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms.

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. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations: Rooms used as offices should be classified appropriately (see 310). Pharmacy and other central supply areas are classified Central Supplies (870). Areas directly serving patient bedrooms are coded 815. Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

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

845 Surgery Service

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

Description: Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, clean and dirty linen areas, and animal holding rooms if these rooms directly serve the surgery facility.

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

850 Treatment/Examination

Definition: 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, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms. In veterinary institutions, rooms commonly

850 Treatment/Examination (*Description – continued*)

called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

Limitations: Does not include rooms used for the more radically invasive treatment procedures of surgery (see 840). Treatment/Examination (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 Treatment/Examination Service

Definition: A room that directly serves a treatment/examination room 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, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

Limitations: Does not include service areas for diagnostic service laboratories (see 860, 865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination (850). Treatment or examination waiting rooms are classified as Public Waiting (880) facilities.

860 Diagnostic Service Laboratory

Definition: A room used to provide diagnostic support services to an entire health care facility.

Description: Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. Also includes areas commonly termed canine, feline, poultry, bovine or equine necropsy rooms in veterinary institutions.

Limitations: Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (200) series. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination (850) facilities.

865 Diagnostic Service Laboratory Support

Definition: A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Description: Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations: Does not include storage areas, dressing rooms, work preparation rooms and other areas that support a patient treatment or examination room (see 855).

870 Central Supplies

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

Description: This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

870 Central Supplies (*Limitations – continued*)

Limitations: Does not include central storage areas for materials or equipment which is not directly health care related (e.g., furniture, office equipment); such areas should be classified Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code.

880 Public Waiting

Definition: A room used by the public to await admission, treatment or information within a health care facility.

Description: Included are lobby areas that are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define nonassignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

Limitations: Open lounges (see 650) and other service room lounges (e.g., patient lounge-see 815) should be classified appropriately. Only areas specifically assigned to public waiting, for admission, treatment or information should be classified with this code.

890 Staff On-Call Facility

Definition: 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: Staff on-call rooms or quarters differ from open and service area lounges (see 650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded 810; student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 Staff On-Call Facility Service

Definition: A room that directly serves a staff on-call room 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.

Limitations: Does not include storage and other support rooms that serve patient bedrooms (see 815). Also excluded are central supply areas (see 870).

900 - Residential Facilities

910 Sleep/Study Without Toilet/Bath

Definition: 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, toilet, or either.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Room (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see 630) that the food preparation area directly serves. The appropriate service code of 635 would then be applied.

919 Toilet/Bath

Definition: A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

Description: Includes common or shared bathroom facilities which may consist of full or half-bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (see 920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 Sleep/Study With Toilet/Bath

Definition: 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.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

935 Sleep/Study Service

Definition: A room that directly serves the occupants of sleep/study rooms.

Description: This is the service code for the 910 and 920 residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation rooms that serve sleeping areas and do not serve an accompanying eating or dining area (see 630) are also classified as Sleep/Study Service (935).

935 Sleep/Study Service (*Limitations – continued*)

Limitations: Does not include Offices (310), Lounges (650), and Study Rooms (410), eating or dining areas (see 630), toilet/bath areas for occupants of Sleep/Study rooms (see 919), Recreation (670) areas or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 Apartment (Efficiency)

951 One-Bedroom Apartment

952 Two-Bedroom Apartment

953 Three-Bedroom Apartment

954 Four-Bedroom Apartment

Definition: A complete living unit, with private cooking facilities, that is not a separate structure.

Description: This is the 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 apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. 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.

Limitations: Does not include single, freestanding structures (see 970) or any residential units that do not contain private cooking facilities (see 910, 920).

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

Limitations: Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities (see 910, 920, 935). This category also excludes service rooms within a separate, freestanding residential unit (see 970).

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.

Description: This is the 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 area be accounted for. Includes houses provided for faculty, staff, or students.

Limitations: Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that does not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

Unclassified Area

050 Inactive Area

Definition: Unassigned rooms available for assignment to a unit/activity.

Limitations: Rooms being modified or not completed are classified as Alteration/Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area (Renovation)

Definition: Rooms temporarily out of use due to modification.

Limitations: Rooms not in use or not completed are classified as Inactive Area (050) or Unfinished Area (070).

070 Unfinished Area

Definition: All potentially assignable areas not completely finished.

Limitations: Intended only for the unfinished part of new construction.

Nonassignable Area

010 Custodial Area

Definition: Rooms used for building protection, care, and maintenance.

Description: Includes trash rooms, guard rooms, janitor/custodial closets, custodial locker rooms, and custodial supply rooms.

Limitations: Does not include custodial supervisor offices (310), special-purpose storage rooms, or residence halls rooms such as linen closets that are classified under the appropriate service category.

020 Circulation Area

Definition: Used by the public for access to a subdivision of space.

Description: Corridors, elevator shafts, escalators, stairways, loading docks, lobbies, and other spaces used for public access to a building.

Limitations: Aisles without specific boundaries, used only for circulation within rooms such as office suites or classrooms, may have their area included with the primary room, or be separately measured if their borders are shown on floor plans. Private circulation areas such as office internal corridors are classified under the appropriate Service category.

030 Mechanical Area

Definition: Rooms used to house mechanical equipment and provide utility services.

Description: Includes mechanical rooms in buildings and central utility plants, air-duct shafts, boiler rooms, pipe shafts and communications closets.

040 Public Restrooms

Definition: Rooms used to provide public toilet/lounge facilities.

Limitations: Does not include private toilet facilities like those in an office complex that are classified under the appropriate Service category.

U-M Cost Reimbursement Room Use Function Code Definitions

Fiscal Year Ended June 30, 2015

Assignable Room Use Function Codes

0102 Instruction / Departmental Research

Cost Accounting Standards Category:	Instruction/Departmental Research	Direct
Class Codes:	11000, 13000, 14000, 16000, 21000, 42000, 47000, 8NNNN	

Space used for academic instruction, departmental research, and related activities, such as:

- Community education, credit and non-credit
- Course and curriculum improvement
- Course preparation and grading
- Departmental Research activity -- research that is not separately budgeted and accounted for by project/grant
- Faculty scholarly activity not separately budgeted and accounted for by project/grant
- Research incentive funds, activity supported by
- Research Training Grant activity, Class Code 16000
- Scholarship and fellowship activity
- Sponsored Instruction
- Start-up funds, activity supported by
- Supervision of teaching assistants

0202 Organized Research

Cost Accounting Standards Category: On-Campus Organized Research Direct
Cost Accounting Standards Category: Off-Campus Organized Research Direct

Class Codes: 22000, 22100

Space used for research that is:

- Performed in facilities owned or leased by the University, **AND**
- Separately budgeted and accounted for by project/grant, **AND**
- Managed by academic units, centers, institutes, or divisions.

Project funding can be from:

- Research grant or contract, **OR**
- University funds.

Include space used for cost sharing commitments for these agreements.

Cautions

1. Space charged directly to sponsored Organized Research awards **MUST** be coded Room Use Function Code 1102, Internal Service Operations.
2. The activities listed below are **NOT ORGANIZED RESEARCH**:

Activity	Room Use Function Code
Clinical Trials	0302 Other Sponsored Activities – Public Service
Sponsored conferences	0302 Other Sponsored Activities – Public Service
Departmental Research	0102 Instruction / Departmental Research
Public service – external sponsor only	0302 Other Sponsored Activities – Public Service
Public service activities, UM sponsored, or UM and external sponsor(s)	0302 Other Sponsored Activities – Public Service
Research Training Grant	0102 Instruction / Departmental Research
Scholarship and fellowship	0102 Instruction / Departmental Research

Exception Units

These units must use special instructions available from Space Analysis:

- Botanical Gardens & Arboretum
- LSA Herbarium
- LSA Kelsey Museum of Archaeology
- LSA Museum of Anthropology
- LSA Museum of Paleontology
- LSA Museum of Zoology

0302 Other Sponsored Activities -- Public Service

Cost Accounting Standards Category: Other Sponsored Activities Direct

Class Codes: 31000, 31200

Space used for **externally sponsored public service activities** that are neither Instruction nor Organized Research.

Include space used for cost sharing commitments for these agreements.

Examples of activities included:

Art exhibitions

Clinical trials of drugs, materials, devices, and the like, developed off-site

Commercial testing programs

Community service programs

Conferences

Health service projects

Intergovernmental Personnel Agreements (IPAs)

Sponsored activity for broadcasting services

0402 Departmental Administration

Cost Accounting Standards Category: Departmental Administration Indirect

Class Codes: 11100, 13100, 21100, 43000, 44000, 46000, 46100

Space used for administrative activities to which all of these criteria apply:

- Occur in schools, colleges, centers, divisions, and institutes, AND
- Are unrelated to facility management, AND
- Are neither student services nor student administration.

Examples – space used for:

Academic computing support that is NOT network related:

Formally organized activities providing computer support for Instruction, Organized Research, and Public Service

Administrative activities of:

- Chairs and associate chairs
- Office support staff in schools, colleges, centers, institutes, and departments
- Deans and assistant deans
- Departmental administrators
- Faculty

Administration of personnel appointments and policies

Administration for community education

Departmental libraries NOT part of the University Library

Organized activities providing **media services** for Instruction, Organized Research, and Public Service

Professional development of faculty and staff

Unit budget planning and management in schools, colleges, research centers, divisions, and institutes

Rooms used for multiple activities, such as:

- Copy rooms
- Departmental coat closets
- Departmental lunchrooms
- Departmental mail rooms
- Departmental stockrooms

CAUTION

Conference Room, Room Type 350:

If there is...

- a) More than one activity in room
- b) SINGLE activity in room

RUFC

100% 0402, Departmental Admin
Use SINGLE appropriate RUFC for activity

0502 General Administration

Cost Accounting Standards Category: General and Administrative Indirect

Class Codes: 61000, 62000, 63000, 64000, 66000

Space used for **university-wide administrative activities** that benefit more than one of the following activities:

- 0102 Instruction / Departmental Research
- 0202 Organized Research
- 0302 Other Sponsored Activities – Public Service
- 1302 Other Institutional Activities – Public Service

Only central administrative units can use Room Use Function Code 0502.

Included Units

Assistant/Associate Vice-Provosts	President’s Office
Benefits Office	Provosts’ Offices
Chancellors’ Offices	Procurement Services
Financial Analysis	Risk Management
Financial Operations:	University Audits
except Sponsored Programs & Cost Reimbursement,	University Record
see 0602	Vice Chancellors’ Offices
General Counsel	Vice Presidents, unless in Excluded Units below
Human Resources	Vice Provosts’ Offices
Payroll	

Excluded Units

Assoc VP Facilities & Operations	Use 0802 Plant Operations and Maintenance
Assoc VP for Development	Use 1302 Other Institutional Activities – Public Service
Chief Investment Officer	Use 1302 Other Institutional Activities – Public Service
Exec Dir, Div of Pub Safety & Security	Use 0802 Plant Operations and Maintenance
Office of Campus Sustainability	Use 0802 Plant Operations and Maintenance
UM Bicentennial Office	Use 1302 Other Institutional Activities – Public Service
Vice President for Government Relations	Use 1302 Other Institutional Activities – Public Service
Vice President for Development	Use 1302 Other Institutional Activities – Public Service
Vice President for Research	Use 0602 Sponsored Projects Administration
Vice President for Student Affairs	Use 0702 Student Administration and Services

Caution

Indirect Cost Recovery Excluded (ICRX) activities, SUCH AS:

Alumni activities	}	Use 1302, Other Institutional Activity
Development and fund raising: all		
External / Corporate / Government / Public relations		
Lobbying		
Selling and marketing		

0602 Sponsored Projects Administration

Cost Accounting Standards Category: Sponsored Projects Administration Indirect
Class: 48000

Space used by **separate, centralized organizations** established primarily to administer sponsored projects.

Reminder

Technology Management:

Patent Marketing/Defense, central and in schools & colleges -- use 1302, Other Institutional Activity

Included Units

Contract Administration: Finance, Sponsored Programs
Cost Reimbursement Office
Dearborn: Research and Sponsored Programs
Engineering: Technology Transfer & Communication: protection of intellectual properties only
Financial Operations: Sponsored Programs
Flint: Office of Research
Medical School: protection of intellectual properties only
Office of Research and Sponsored Projects
Technology Transfer Office: protection of intellectual properties only
Vice President for Research

0702 Student Administration and Services

Cost Accounting Standards Category: Student Administration & Services Indirect
Class Codes: 51000, 52000, 53000, 54000, 55000, 56000, 57000

Space used to administer student affairs and services, centrally and in schools and colleges.

Included Units

Associate VP Student Affairs
Dean of Students
Vice President for Student Affairs
Vice President for Student Life

Included Activities

Academic counseling
Admissions
Career and placement services
Course catalog preparation
Counseling for students, non-academic
Financial aid administration
Minority programs for students
Opportunity programs for students
Recreational sports
Student recruitment
WCBN

0802 Plant Operations and Maintenance

Cost Accounting Standards Category: Plant Operations & Maintenance Indirect
Class Codes: 71000, 71100, 71200, 71300, 71500

Space used to administer, supervise, operate, maintain, preserve, and protect the University's physical plant, whether centralized or in **schools, colleges and departments**.

Space used for activities that maintain the fiber optics backbone and the infrastructure for networks and telecommunications.

Included Units

- Architecture, Engineering, and Construction Office
- Assoc Vice President Facilities & Operations
- Building Services
- Buhr Remote Shelving Facility
- Division of Public Safety and Security
- Executive Director of Plant Operations
- Grounds Services
- Interior Design
- Key Systems & Doors
- Occupational Safety & Environmental Health
- Office of Campus Sustainability
- Physical Properties Improvement
- Plant Director
- Property Control
- Property Disposition
- Space Analysis
- University Architect/Planner Office
- Waste Management Services

Included Activities

- Computer networking
- Facility planning
- Space management

Excluded

Janitors' closets and associated storage: See 0010 Custodial Area

0902 Heating Plant and Utilities

Cost Accounting Standards Category: Heating Plant and Utilities Indirect
Class: 72000

Space related to heating, cooling, electricity, gas, water, and any other utilities necessary to operate the physical plant. Include space used for energy conservation and energy cost avoidance program activities.

Excluded

Mechanical areas: See 0030 Mechanical Area

1002 Library

Cost Accounting Standards Category: Libraries Indirect
Class: 41000

Space occupied by these libraries:

- Art, Architecture & Engineering Library
- Bentley Historical Library
- Biological Station Library
- Clark Library
- Clements Library
- Digital Media Commons
- Fine Arts Library
- Hatcher Graduate Library
- Kresge Business Administration Library
- Law Library
- Mardigian Library -- Dearborn
- Museums Library
- Music Library
- Shapiro Undergraduate Library
- Spectrum/Jim Toy Library
- Taubman Health Sciences Library
- Thompson Library -- Flint
- UM Transportation Research Institute Library
- University Library and its official library divisions

Excluded

Space used for:

- Academic departmental libraries not
part of the University Library system: See 0402 Dept Administration
- Gerald R. Ford Library: See 1302 Other Institutional Activities – Public Service

Caution

Room Use Function Codes for other activities of University Libraries:

- 0102 Instruction/Departmental Research
- 0202 Organized Research
- 0302 Other Sponsored Activities – Public Service
- 1302 Other Institutional Activities – Public Service

1102 Internal Service Operations

Cost Accounting Standards Category: Not Applicable

Space used only for units that recover all their facility costs through recharge rates.

Include space recovered as a direct cost from a sponsored award.

Included Units

Auxiliary Services Complex – Green Road Prop

Copy centers

Information and Technology Services

Printing centers

Caution

Do not assign Room Use Function Code 1102 for space used for approved recharge operations in schools, colleges, and institutes. Instead, use the Class Codes of customers to determine appropriate Room Use Function Codes.

1302 Other Institutional Activities – Public Service

Cost Accounting Standards Category: Other Institutional Activity Direct
Class Codes: 31100, 32000, 65000, 92310, 92320, NNNNX

Space used for all assignable activities other than those defined in Assignable Room Use Functions 0102 through 1102.

Space used for activities that are excluded for indirect cost purposes (ICRX activities).

Included Activities

Alumni relations	Lobbying
Commencement, planning	News Services, non- <i>University Record</i>
Community relations	Patient care in hospitals and clinics
Convocations, planning	President's/Chancellors' Residences
Corporate relations	Professors emeriti with dry appointments
Development	Public relations
External relations	Student clubs and organizations
Fund raising	Technology Management: patent defense and marketing
Government relations	University relations
Intramural sports	Visiting scholars with dry appointments
Bicentennial planning	

Included Units

Alumni Association	Rental Properties
Associate Vice President for Development	Student Publications
Athletics	Student Residences
Chief Investment Officer	University Activities Center
Gerald R. Ford Library	University Housing
Inglis House	University Parking Services
Institute of Fisheries	University Press
Radrick Farms	Vice President for Development
	Vice President for Government Relations

1303 Other Institutional Activities, Private Use

Space...

- That is in buildings owned and occupied by the University,
AND
- That is occupied by a non-University entity,
AND
- For which the entity has a lease, management agreement, or contract with the University.

Reminder

Contact the Office of Space Analysis before using Room Use Function Code 1303.

INCLUDES, BUT IS NOT RESTRICTED TO:

Ahmo's Mediterranean Grill
Au Bon Pain
Barnes and Noble Bookstore
Beanster's Café
Freshens
Fireside Cafe
Howard Hughes Medical Institute
Panda Express
Quiznos
Starbucks
Subway
Sushi by Panda
U-go's
U-go's Express
U-go's Pizza Pi
University Hospital Cafetería
Venture Accelerator space at North Campus Research Complex
Wendy's

Unclassified Room Use Functions

Reminder: You can show Unclassified Room Use Function Codes as 100%, or combine them with Assignable Room Use Function Codes.

0050 Inactive Area

Rooms available for assignment but not assigned to one or more of the preceding Room Use Function Codes.

0060 Alteration Area (Renovation)

Rooms undergoing remodeling and renovation.

0070 Unfinished Area

Rooms in new construction that are unfinished.

Nonassignable Room Use Functions

Reminders:

ONLY the Office of Space Analysis assigns Nonassignable Room Use Function codes to rooms. Nonassignable Functions must be shown as 100%.

0010 Custodial Area: *Room Type must be 010 Custodial Area.*

Examples: janitors' closets and associated storage rooms.

Excluded

Custodial supervisors' offices: See 0802 Plant Operations and Maintenance

0020 Circulation Area: *Room Type must be 020 Circulation Area*

Portions of a building that provide physical access for the public, such as lobbies, corridors, elevators, stairs, and loading docks.

Caution

Internal corridors not generally used by the public are Assignable space:

Room Type:

Assign the appropriate Room Type service category.

Room Use Function Code:

Use the Room Use Function Code assigned to the rooms served by the internal corridors.

0030 Mechanical Area: *Room Type must be 030 Mechanical Area*

Rooms housing mechanical equipment, such as:

- Boiler rooms
- Electrical equipment rooms
- Telephone wiring closets

0040 Public Restroom: *Room Type must be 040 Public Restroom*

Rooms providing restroom facilities for the public.

Best Practices for Determining Room Use Function Codes (RUFC) Space Survey – FY 2015

- I. Get your team together.** A team effort will produce the most accurate space inventory data. Meet with staff in your unit who specialize in Facilities (Space), Human Resources, and Finances.
- II. Read Survey Instructions**
- Understanding the definitions of Room Use Function Codes and Room Types is critical.
 - Do not confuse Departmental Research, 0102, with Organized Research, 0202.
 - Do not confuse Organized Research, 0202, with Other Sponsored Activity, 0302.
- III. Gather Essential Information**
- Space Survey Instructions for FY2015, including:
 - Room Use Function Code Definitions
 - Class Code Roll-Up Table: interface for Room Use Function Codes with Class Codes in HR and financial data
 - Room Type detailed definitions: available at the Office of Space Analysis' website: <http://www.finance.umich.edu/procurement/space>
 - Prior Year's Space Survey, including notes and other documentation
 - List of Organized Research Project/Grants active during FY2015. Run P/G Reference Query in Business Objects.
 - HR appointment information for room occupants: Run Total Picture in Wolverine Access
 - Floor plans: Send e-mail request to AEC-FloorPlans@umich.edu
- IV. Reminders**
- **Conference Rooms, Room Type 350:** If more than one activity is performed in the room, code the room 100% Departmental Administration, 0402. Otherwise, use the appropriate RUFC for the single activity.
 - Emeriti Professors and visiting scholars with dry appointments: Use Other Institutional Activity, 1302.
 - If multiple activities occur in a room during the fiscal year, get input from the occupant or PI to estimate a percentage for each applicable RUFC. Remember that RUFCs represent room use **for the entire fiscal year**: July 1 – June 30.
 - Renovations: What is the Room Type today? What activities took place over the entire fiscal year? Was the room under renovation the entire year, or only part of the year?
- V. Questions to help determine Room Use Function Codes**
- 1) Is the Room Type correct?
 - 2) Who is using the room this fiscal year?
 - 3) What activities are room occupants performing in the room this fiscal year (Room Use Function Codes)?
 - 4) Do Class Codes from HR data for room occupants' activities roll up to the appropriate Room Use Function Codes? Use the "Class Code Roll-up to Room Use Function Codes" in the instructions.
 - 5) If the Class Codes in HR data do not roll up correctly, are changes required to HR data? RUFCs? Both? Note that room use functional percentages DO NOT have to be identical to funding percentages if an individual occupies more than one room (e.g., office and a lab), or if more than one individual occupies a room. See Example 2 for clarification.
 - 6) Is the Room Type 250 or 310? If so, is any of the room coded 0202, Organized Research? If so:
 - Complete the Organized Research Activity data. Provide only Project/Grant numbers for projects that were active this fiscal year (i.e., have expenditures this fiscal year) that relate to this room.
 - Delete Project/Grant numbers that are not active this fiscal year.
 - 7) Are any of this year's occupants students? If yes, code:

<u>Class Code</u>	<u>Activity</u>	<u>Room Use Function Code</u>
None	Unfunded	0102, Instruction / Departmental Research
16000	Research Training Grant	0102, Instruction / Departmental Research
8NNNN	Scholarship/Fellowship	0102, Instruction / Departmental Research
22000/22100	Organized Research	0202, Organized Research
31000	Other Sponsored Activity	0302, Other Sponsored Activity

ROOM USE FUNCTION CODING EXAMPLES

EXAMPLE 1

An employee uses only one room, an office, and is the sole occupant. In this case, the Room Use Function percentages are the same as the effort percentages for the individual.

THE OCCUPANT

SOLE OCCUPANT = Baker, Administrative Manager

Short Code	% Eff	Effective Date	End Date	Comp Rt Dist	Fund	Class	Proj Grant
168111	70.00	07/01/2013	03/99/9999	70,000.00	10000	11100	
168710	15.00	07/01/2013	03/99/9999	15,000.00	10000	71000	
168510	15.00	07/01/2013	03/99/9999	15,000.00	10000	51000	
TOTAL	<u>100.00</u>			<u>100,000.00</u>			

THE ROOM

Room #	Room Type	Room Type Description	Sq Ft	# Stations
3000	310	OFFICE	155	1

ROOM USE FUNCTION CODING DISCUSSION

Room 3000 – Baker’s Office

Baker proposes the following RUFs and percentages for his office:

Baker’s Estimate:		Baker’s Funding:	
Student Services	15%	Student Services	15%
Dept Admin	70%	Dept Admin	70%
Plant O & M	15%	Plant O&M	15%
TOTAL	<u>100%</u>		<u>100%</u>

In this example, the Room Use Function percentages are the same as the effort percentages.

Because Baker is a departmental administrator, it's appropriate to assign most of her effort and space to Departmental Administration.

ROOM USE FUNCTION CODING SUMMARY

Activity	Room 3000 Office Room Type 310	
	RUF	%
Dept Admin	0402	70
Student Services	0702	15
Plant O&M	0802	15
TOTAL		<u>100</u>

EXAMPLE 2

In addition to her office, Taylor also has a lab.
 Three people use the lab: Taylor, a research fellow, and a GSRA.

THE OCCUPANTS

Occupant 1 = Professor Taylor

Short Code	% Eff	Effective Date	End Date	Comp Rt Dist	Fund	Class	Proj Grant
039999	30.00	09/01/2013	05/31/2014	30,000.00	20000	22000	F003333
188222	10.00	09/01/2013	05/31/2014	10,000.00	20000	21000	U000007
185555	55.00	09/01/2013	05/31/2014	55,000.00	10000	11000	C185555
302999	5.00	09/01/2013	05/31/2014	5,000.00	30000	11100	C303999
TOTAL	<u>100.00</u>			<u>100,000.00</u>			

SUMMARY OF TAYLOR'S FUNDING BY CLASS CODE

CLASS CODES	% EFFORT	RUFC	RUFC DESCRIPTION
22000	30	0202	Organized Research
11000, 21000	65	0102	Instruction / Departmental Research
11100	5	0402	Departmental Administration
TOTAL	<u>100</u>		

Occupant 2 = Research Fellow

Short Code	% Eff	Effective Date	End Date	Comp Rt Dist	Fund	Class	Proj Grant
042222	50.00	08/01/2013	08/13/2013	35,000.00	20000	22000	F004999
TOTAL	<u>50.00</u>			<u>35,000.00</u>			

Occupant 3 = GSRA

Short Code	% Eff	Effective Date	End Date	Comp Rt Dist	Fund	Class	Proj Grant
033333	25.00	01/01/2013	07/30/2014	804.00	10000	16000	F003999

EXAMPLE 2 (Continued)

THE ROOMS

Room #	Room Type	Room Type Description	Sq Ft	# Stations
1000	310	OFFICE	170	1
1200	250	NON-CLASS LABORATORY	360	3

ROOM USE FUNCTION CODING DISCUSSION

Room 1000: Taylor's Office

- Taylor is the only occupant of her office.
- Discuss with Taylor the activities that take place in the her office,
- Taylor's estimate of room usage percentages for her activities for the fiscal year:

<u>Taylor's Estimate of Room Activities</u>		<u>Translation to Room Use Functions for Space Survey</u>			<u>Taylor's Funding</u>
Instruction	70%	0102	75%	Instruction/Departmental Research	65%
Dept'l Res	5%				
Org. Res	20%	0202	20%	Organized Research	30%
Dept Admin	5%	0402	5%	Departmental Administration	5%
Total	<u>100%</u>		<u>100%</u>		<u>100%</u>

- Note that Room Use Function Code percentages don't need to be identical to effort percentages in the room user's HR appointment.

Room 1200 = Taylor's Lab

- Taylor's lab has three stations.
- Taylor and two other people use her lab.
- Taylor tells you that she and the Research Fellow are the major users, and gives you this information:

<u>Taylor's Estimate</u>		<u>Translation to Room Use Functions for Space Survey</u>		
Instruction	10%	0102	20%	Instruction / Departmental Research
Dept'l Res	10%			
Organized Res	<u>80%</u>	0202	<u>80%</u>	Organized Research
	<u>100%</u>		<u>100%</u>	

ROOM USE FUNCTION CODING SUMMARY

Activity	Room 1000 Office Room Type 310		Room 1200 Non-Class Lab Room Type 250	
	<u>RUFC</u>	<u>%</u>	<u>RUFC</u>	<u>%</u>
Instr/Dept Res	0102	75	0102	20
Organized Res	0202	20	0202	80
Dept Admin	0402	5		
		<u>100</u>		<u>100</u>
<u>ORA Panel PGs</u>	F003333		F000333 F004999	

**U-M Cost Reimbursement
0202 - Organized Research Activity
For Exception Units**

0202 Organized Research

Cost Accounting Standards Category:	On-Campus Organized Research	Direct
Cost Accounting Standards Category:	Off-Campus Organized Research	Direct
Classes:	22000, 22100	

Project/Grant Research Space

Space used for research that is:

- Performed in facilities owned or leased by the University, **AND**
- Separately budgeted and accounted for by project/grant.

Project **funding** can be from:

- Research grant or contract, **OR**
- University funds.



**MUST SUBMIT ORA DATA FOR ROOMS
SUPPORTED BY THESE PROJECT/GRANTS**

Include space used for cost sharing commitments for these agreements.

Space for the following Collections

Collection space supported by Funds 10000, 30000, or 40000 at:

- Botanical Gardens and Arboretum
- Herbarium
- Kelsey Museum of Archaeology
- Anthropology Museum
- Paleontology Museum
- Zoology Museum



**DO NOT
SUBMIT ORA DATA
FOR THESE ROOMS**

Caution

Activities listed below are NOT ORGANIZED RESEARCH:

Activities

- Departmental Research
- Sponsored conferences
- Public service activities, external sponsor only
- Public service activities -- UM sponsored, **or** UM and external sponsor(s)
- Research Training Grant activity
- Scholarship and fellowship activity

Room Use Function Code

- 0102 Instruction / Departmental Research
- 0302 Other Sponsored Activities – Public Service
- 0302 Other Sponsored Activities – Public Service
- 1302 Other Institutional Activities – Public Service
- 0102 Instruction / Departmental Research
- 0102 Instruction / Departmental Research