

UNIVERSITY OF ALABAMA AT BIRMINGHAM

**Annual Space Inventory Instructions
Academic Units Above \$500,000
Research Threshold**

INTRODUCTION

UAB's space inventory is compiled and maintained for two primary purposes. The first is to support the effective and efficient management of space at UAB. The second is to provide information to internal units and external agencies regarding the physical characteristics and utilization of space. This information is used in determining the ACHE recommendation to the state legislature for annual state appropriations and to comply with federal regulations governing reimbursement of Facilities and Administrative costs (formerly known as indirect cost rates). The institution's ability to manage space and report space information is dependent on the accuracy of the information collected in this space survey. All data for this update should reflect the situation as of fiscal year ended September 30, 2023.

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Getting Started

Begin the survey by logging into Insite from MyUAB Employee Portal using your Blazer id and strong password.

- Review the training material for definitions and instructions.
- Review the Room Detail Report. This report lists all the rooms assigned to you in the survey process. Verify that all unit rooms have been included. To assist you in this verification, building floor plans have been linked to your online space survey. If there has been a change to the space configuration or room numbers as shown on the floor plans, please print out the floor plan and indicate this on the floor plans in red and return the corrected floor plans to Valerie Jackson via email at jacksonv@uab.edu. For all other questions please contact Valerie Jackson at 934-6992.
- You may request rooms owned by your department which do not appear on the Room Detail Report, by emailing Valerie Jackson at jacksonv@uab.edu. Before a successful transfer may occur, both parties must agree.
- To reassign a room that does not belong to your department, go to your space list, click on the edit icon for the room. On the Room Info tab there is an option at the bottom of the page to reassign the space to a different organization. The Reassign Survey button allows you to reassign rooms improperly assigned to your department for survey completion. You are being asked to select a department that was responsible for the room(s) during the survey period. You do not have to be 100% sure of the appropriate owner of the room(s), please use your best judgment. This process will need to be completed for each room that you wish to delete. Please only click on the “unknown organization” button if you truly do not know to whom the room belongs. If you have several rooms that need to be reassigned or have questions about this process please contact Valerie Jackson at jacksonv@uab.edu.
- All rooms must be in the “Submitted” category for the survey to be reconciled by Space Analysis unless exceptions have been noted and approved.
- 2023 Annual Space Inventory must be completed no later than **November 30, 2023**.

General Instructions

- The Space Functional Use Definitions starting on **page 8** should be reviewed and be clearly understood before the space study is started. Questions about the definitions and other aspects of the space study should be directed to the Office of Cost & Space Analysis.
- The functional coding of rooms should be determined by department staff who are knowledgeable about the occupants and activities performed in each room.
- Functional coding should be determined on a room-by-room basis.
- Functional coding must identify a room's usage in specific percentage terms that reflect all activities performed in the room. A "predominant use" methodology is **not** acceptable. Arbitrary percentages are also not acceptable and will be challenged by Federal negotiators.
- The space study should reflect how each room was used during the entire fiscal year 2023 (October 1, 2022 – September 30, 2023). The study is not a snapshot of how the space was used at the end of the year.
- The functional coding of a room should take into account all occupants of the room. The coding should be based on the activities the occupants perform in the room **and** the expense accounts that pay for those activities.
 - For example, if technicians or students in a research lab are working on Sponsored Research, as defined by Uniform Guidance projects, **and** their compensation for all of their work in the lab is paid by those projects (or is reported as cost sharing on the projects in their effort reports), and then the space they use in the lab should be coded as Sponsored Research.
 - On the other hand, if an individual's salary for work in the lab is partially or wholly paid from general institutional funds (and is not reported as cost sharing on a Sponsored Research project); the space used for the work paid with institutional funds should be coded as Instruction. Research lab space used by unpaid students and unpaid visiting scientists should also be coded as Instruction or Other Institutional Activities.
 - This concept is commonly referred to as "matching space and base" and is critical to determining the proper functional use of space.
- Space used for activities reported in the effort reports as cost sharing on Sponsored Research projects should be coded as Sponsored Research.

- Functional coding of a room should take into account the **extent** of use by each occupant. For example, a student working in a lab 15 hours a week for four months should be counted much less than a technician who works in the lab 40 hours a week the entire year.
- Departmental staff should maintain notes on how they determined the functional percentages of each room and be prepared to defend them in the Federal review of the F&A rate proposal. Be prepared to have a detailed discussion with Federal representatives concerning the methodology and procedures employed in completing the space survey.

Required Documentation

- The space study documentation must identify the occupants of all research laboratories and offices coded with any percentage as Organized Research or Other Sponsored Activities. Occupants include all individuals, **paid and unpaid**, who used the room on a regular basis during the fiscal year – faculty, staff, graduate students, undergraduate students, post-doctoral fellows, visiting scientists, etc.
- Principal Investigator information is required for specific room types. Spaces with this requirement **will not pass** the submission rules without a PI listed. Room uses in which the PI field is required include the following: Research Lab, Research Lab Service, Faculty Office, Computational Research Lab, and Computational Research Lab Service. For rooms shared among multiple principal investigators, please list each PI and the percentage of usage. Spaces with multiple organizations should agree on the Principal Investigators listed and the coordinating percentages. PI information for rooms with split organizations should be the same on each organization’s listing.
- For rooms coded with any percentage as Organized Research or Other Sponsored Activities, the documentation must also identify the accounts (sponsored and non-sponsored) that paid the salaries of the occupants of the room.
- Station count is a required field for specific room types. Spaces with this requirement **will not pass** the submission rules without Station Count listed. Please validate or update station count as required.

Occupants and accounts are not required for research laboratory service rooms, animal care facilities, recharge/service centers, or rooms coded as “Joint Use” (e.g., conference rooms, copy rooms, etc.). See instructions for these types of rooms in the next section.

Handling of Specific Types of Rooms and Situations

Research Laboratories

- The principal activity performed in research labs is usually Sponsored Research. However, as discussed earlier, if some of the occupants in a research lab are paid from general operating fund accounts (and are not reported as cost sharing on Sponsored Research projects); the space used for the work paid for by these accounts should be coded as Instruction.
- The handling of students in research labs is particularly important:
 - Space used by students should be coded Sponsored Research if they are: (a) paid by research grants/contracts, or (b) reported as cost sharing on research grants or contracts.
 - Space used by students should be coded Organized Research if it is supported by research training grants/fellowships.
 - Space used by unpaid students and students paid from general institutional funds (and not reported as cost sharing on research grants or contracts) should be coded Instruction / Departmental Research. Because there will be no salaries/wages for these individuals included in the University's organized research F&A rate calculation, their portion of the space cannot be coded as Sponsored Research.
- Space used by visiting scientists not paid by the University and faculty/staff whose salaries are paid directly by the Howard Hughes Medical Institute should be coded Other Institutional Activities. Because there will be no salaries/wages for these individuals included in the University's organized research F&A rate calculation, their portion of the space cannot be coded as Sponsored Research.
- Federal negotiators pay particular attention to rooms coded 100% Organized Research. A "yes" response to any of the following usually indicates that a room should not be coded 100% Organized Research:
 - ❖ Is the room used by any unpaid students or students paid from general operating funds?
 - ❖ Is the room used by visiting scientists not paid by the University or other non-university individuals?
 - ❖ Are there any non-research activities performed in the room (e.g., lab tests performed for a hospital or clinic)?

Research Laboratory Service Rooms

- Research lab service rooms (e.g., environmental chambers, sterilization rooms) should be coded the same as the average functional use of the labs they supported during FY 2023. The labs used to calculate the average should be documented. This process may be done through using the Supported Rooms Info Tab on the survey form.

Offices, Conference Rooms and Similar Multi-purpose Rooms

- Offices, Office service areas, and Faculty offices are already pre-populated with the function of **100% “Joint Use.”** Conference rooms and similar multi-purpose rooms in academic departments, such as copy rooms, employee lounges and departmental libraries are also pre-populated with the function of **100% “Joint Use.”** If there are service centers activities or vacancies in these spaces, please note the percentage in the comments section.

Classrooms, Class Labs and Related Service rooms

- Classrooms, class labs, and related service rooms should normally be coded as Instruction. Coding any space in these types of rooms as Sponsored Research would need to be clearly documented.

Animal Care Facility / Animal Resources Program

- The handling of the space in the animal care facility must be in compliance with the HHS policy on this subject issued November 15, 1999. Under this policy, procedure rooms, operating rooms and certain other types of rooms within the animal facility should be coded as Sponsored Research to the extent they are used for animals involved in research protocols. Animal rooms should be coded as Sponsored Research if they house animals involved in research and if the animals are generally not removed from the animal facility for conducting the research.
- If the animal facility provides services to Sponsored Research projects and other functions (e.g., Instruction), the space of the animal rooms, procedure rooms, etc. should be allocated to the benefiting user functions based on billings (similar to the allocation of recharge/service center space described below).
- Space used for the service functions of the animal facility, such as cage washing, feed storage and administrative offices, should be coded as Other Institutional Activities.

Service Centers / Recharge Centers

- Space used by service centers (other than space occupied by the Animal Resources Program and Specialized Service Facilities) should be coded as 100% Service Center. If this activity is occurring in spaces with the prepopulated function of “joint use” please note in the comments section.

Core Facilities

- Core facilities should be coded with the function C-CORE. If this activity is occurring in spaces with the prepopulated function of “joint use” please note in the comments section. – Applies to Institutional Cores only.
- <https://www.uab.edu/cores/ircp/uab-ircp-core-facilities>

Vacant Space

- Space should be considered vacant only if it is vacant or under renovation for the full 12 months of FY 2023. If it was occupied for part of FY 2023, it should be coded to functions according to how it was used when occupied. If the vacancy is in a space with the prepopulated function of “joint use” please note in the comments section.

Departmental Space Survey

Functional Code Definitions

01 Sponsored Research

This category includes all research and development activities for the University that are separately budgeted and accounted for on a specific project basis, and research cost sharing. Organized research activities include:

1. **Sponsored Research Projects:** Research projects sponsored by Federal agencies and non-Federal organization (e.g. states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.
2. **Clinical Trials / Drug Studies:** Generally “Phase 1” activities involving drug development and sponsored by Federal agencies and non-Federal organizations (e.g. states, cities, foundations, pharmaceutical companies, etc.)
3. **Sponsored Research Training:** The training of individuals in research techniques sponsored by Federal agencies and non-Federal organizations through grants, contracts and cooperative agreements. Common examples include Career Development (“K”) awards, institutional training grants (T-32), individual fellowships (F-32), etc.
4. **University Research Projects:** Research projects funded with University funds that are separately budgeted and accounted for on a specific project basis.
5. **Research cost sharing:** Cost sharing related to organized research projects.

Organized research projects typically require a proposal or other application to obtain funding, have a defined scope of work associated with the project, anticipate a “deliverable” result, and require that periodic financial and progress report be submitted to the sponsor.

Whenever a room is coded as organized research, regardless of the percentage assigned, an organized research grant account number must also be assigned to the room.

Available Functions:

R-RSCH – Sponsored Research

05 Instruction and Departmental Research

This category includes all non-sponsored teaching and training activities.

1. **Teaching and Training:** All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis. Includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc.
2. **Departmental Research:** Research, development and scholarly activities that are not separately budgeted and accounted for on an individual project basis. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

Available Functions:

I-INST - Instruction

10 Sponsored Instruction

Instructional or training activities sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements. This category does not include Research Training activities.

Available Functions:

S-INST – Sponsored Instruction

20 Other Sponsored Activities

Other sponsored activities are programs and projects financed by Federal and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, public service projects, public service conferences, and “Phase 2, 3, and 4” clinical trials involving the patient testing of drugs.

Available Functions:

O-OSA – Other Sponsored Activities

30 Other Institutional Activities

Other Institutional Activities includes all activities of an institution with the exception of Instruction, Sponsored research, Other Sponsored Activities and the Facilities and Administration pools. This definition also includes any other categories of activities, the costs of which are “unallowable” to sponsored agreements, unless otherwise indicated in the agreements.

Available Functions:

O-OIA – Other Institutional Activities
N-HHMI – Independent Operations-Howard Hughes Medical Institute
N-INST – Independent Operations-Institutional Agency
P-CEFH – Patient Services – Callahan Eye Foundation Hospital
P-CH – Patient Services – Children’s Hospital
P-DFP – Patient Services – Dental Private Faculty Practice
P-HOSP – Patient Services – UAB Hospital
P-HSF – Patient Services – Health Services Foundation
P-OSF – Patient Services – University Ophthalmology Service Foundation
P-PAT – Patient Services – Patient Care (non-hospital)
P-SHC – Patient Services – Speech and Hearing Clinic
P-SPC – Patient Services – Sparks Clinics CIRC
P-UOG – Patient Services – University Optometric Group
P-VA – Patient Services – Veterans Administration Hospital
P-VALLEY – Patient Services – Huntsville Valley Foundation

35 Specialized Service Centers

A specialized service center is an operating unit providing highly specialized, typical or necessary function to other units, principally within UAB for a fee. Often the services could not be purchased as effectively from an entity external to the institution.

Available Functions:

C-CNTR – Specialized Service Center

36 Core Activities

Includes all space related to shared research resources that provide access to instruments, technologies, services, as well as expert consultation and other services to scientific and clinical investigators. The typical core facility is a discrete unit within an institution and may have dedicated personnel, equipment, and space for operations. In general, core facilities recover their cost, or a portion of their cost, of providing service in the form of user fees that are charged to an investigator's funds, often to NIH or other federal grants.

Available Functions:

C-CORE – Core Activities

40 Operations and Maintenance

Includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include: janitorial and custodial services; repairs and ordinary or normal alterations to buildings, equipment, and furniture; design services; security; earthquake and disaster preparedness; environmental health and safety; property and equipment insurance; space and capital leasing; facility planning and management; care of grounds; maintenance and operation of buildings and other physical facilities.

Available Functions:

M-O&M – Operations & Maintenance
M-UTIL – Physical Plant Utilities

50 General Administration

Includes institutional activities that provide administrative support for the daily functioning of the total University, such as executive management, fiscal operations (accounting), general administrative services (such as personnel and payroll) and logistical services (such as campus mail and purchasing). Separate organizational units that specifically support sponsored programs should be classified as Sponsored Projects Administration.

Available Functions:

G-GENL – General Administration

60 Departmental Administration

Includes the administrative activities performed by academic departments to support the primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, secretarial, personnel, payroll, purchasing, and accounting activities.

Available Functions:

D-ADMN – Departmental Administration

70 Sponsored Projects Administration

This category is limited to separate organizational units primarily established to administer sponsored projects. This category includes the offices of Grants and Contracts Administration. Space may not be coded as SPA unless a unique budget number is established for the unit administering sponsored projects.

Available Functions:

R-ADMN – Sponsored Projects Administration

80 Academic Library

Includes those related to the operation of the university's libraries. University libraries are Lister Hill and Mervyn Sterne. Does not include department funded libraries, which do not report to the central library system and do not have a "check out" system and librarian, should be treated as joint use space.

Available Functions:

L-LIBR Academic Library

90 Student Services

Includes student-related activities such as counseling and career guidance, student advising, student publications, financial aid, admissions, registrar, student health services, and commencement.

Available Functions:

S-SVCS – Student Services

105 Building (Unassignable) Space

Includes public common areas or space that is not assigned to an organizational unit and appears in the space inventory for the respective Dean's Office, Office of the Provost, or Office of the Vice President for Financial Affairs and Administration as Unknown. This space is classified according to the following definitions. The appropriate code should be assigned to the space it represents.

Available Functions:

B-INCP – Incapable of Use
B-SHEL – Shell Unfinished Space
B-SVCS – Building Space

110 Vacant Space

Includes only the space that is **vacant for the entire fiscal year**. If space is only vacant for part of the fiscal year, assign functions according to how it was used when occupied.

Available Functions:

U-RNOV – Areas Under Renovation
U-VCNT – Idle Areas

Departmental Space Survey Room Use Summary

ASSIGNABLE AREA

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service
120 Seminar Room
125 Seminar Room Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Lab Service
221 Computational Research Lab
250 Research Lab
251 Dry Research Lab
252 Clinical Research Room
255 Research Lab Service
260 Environmental Chambers
270 Studio
275 Studio Service
280 Water Treatment
285 Sterilization Room
290 Independent Study Lab
295 Independent Study Service

300 OFFICE FACILITIES

310 Office
311 Faculty Office
312 Clinical Research Office
313 Hoteling Office
315 Office Service
320 Office Kitchen
350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Reading Study Room
420 Non-open Stacks
430 Open Stack Study
440 Processing Room
455 Study Service

500 SPECIAL USE FACILITIES

520 Athletic or Physical Education
523 Athletic Facilities Spectator Seating
524 Athletic Locker Room
525 Athletic or Physical Education Service
530 Media Production
535 Media Production Service
540 Clinic
545 Clinic Service
545 Clinic Waiting
550 Demonstration
555 Demonstration Service
565 Observation Room
570 ARP Housing
571 Cage Washing/Sterilization
575 ARP Procedure
580 Greenhouse
585 Greenhouse Service
590 Other Special Use

600 GENERAL USE FACILITIES

<u>602 Receiving</u>	<u>655 Lounge Service</u>
<u>610 Assembly</u>	<u>660 Merchandising</u>
<u>615 Assembly Service</u>	<u>665 Merchandising Service</u>
<u>620 Exhibition</u>	<u>670 Recreation</u>
<u>625 Exhibition Service</u>	<u>675 Recreation Service</u>
<u>630 Food Facility</u>	<u>680 Meeting Room</u>
<u>635 Food Facility Service</u>	<u>685 Meeting Room Service</u>
<u>640 Day Care</u>	<u>690 Locker Room</u>
<u>645 Day Care Service</u>	<u>695 Locker Room Service</u>
<u>650 Lounge</u>	

700 SUPPORT FACILITIES

710 Communications Room
712 Data Processing/Computer Room
713 Data Processing/Computer Service
715 Communication Room Service
720 Shop
725 Shop Service
730 Central Storage
735 Unit Storage
736 Lab Storage
737 ARP Storage
740 Vehicle Storage
745 Vehicle Storage Service

[750 Mail Room](#)
[755 Laundry Room](#)
[760 Waste Storage](#)
[765 Waste Storage Service](#)
[785 Housekeeping Storage Room](#)

[800 HEALTH CARE FACILITIES](#)

[810 Patient Bedroom](#)
[812 Hospital-Patient Dressing Room](#)
[813 Hospital-Patient Holding](#)
[814 Hospital-Airborne Infection Isolation Room](#)
[815 Patient Bedroom Service](#)
[816 Hospital-Seclusion Room](#)
[817 Hospital-Critical Care Room](#)
[818 Hospital-Medication Room](#)
[819 Hospital-Nourishment Room](#)
[820 Patient Bath](#)
[825 Patient Service Restroom](#)
[825 Patient Care Service](#)
[826 Hospital Kitchen](#)
[830 Nurses Station](#)
[835 Nurses Station Service](#)
[836 Hospital-Clean Workroom](#)
[837 Hospital-Clean Supply Room](#)
[838 Hospital-Decontamination Room](#)
[840 Surgery](#)
[845 Surgery Service](#)
[846 Hospital-Recovery Room](#)
[847 Hospital-Pre-Operative Room](#)
[848 Hospital-Procedure Room](#)
[849 Hospital-Triage Room](#)
[850 Treatment/Examination Room](#)
[851 Hospital-Electrophysiology Lab](#)
[852 Hospital-Angiography Lab](#)
[853 Hospital-CT Scanning Room](#)
[854 Hospital-Consultation Room](#)
[855 Treatment/Examination Room Service](#)
[855 Treatment/Examination Restroom](#)
[856 Hospital-Diagnostic X-Ray Room](#)
[857 Hospital-Cardiac Catheterization Lab](#)
[858 Hospital-MRI Room](#)
[859 Hospital-Ultrasound Room](#)
[860 Diagnostic Service Lab](#)
[865 Diagnostic Lab Support Service](#)
[866 Hospital-Nursery](#)

[867 Hospital-Labor & Delivery Room](#)
[868 Hospital-Cesarean Section Room](#)
[869 Hospital-Mammography Room](#)
[870 Central Supply](#)
[871 Hospital-Clean Linen Storage](#)
[872 Hospital-Soiled Holding Room](#)
[873 Hospital-Equipment Storage](#)
[874 Hospital-Shower Room](#)
[875 Hospital-Soiled Workroom](#)
[880 Public Waiting](#)
[881 Hospital-Bereavement Room](#)
[882 Lactation Room](#)
[883 Tank Room](#)
[884 Hospital-Lab](#)
[885 Hospital-Cold Room](#)
[886 Hospital-Microscope Room](#)
[887 Hospital-PT/OT Gym](#)
[888 Hospital-Lab Service](#)
[890 On-Call Room](#)
[895 On-Call Service](#)

[900 RESIDENTIAL FACILITIES](#)

[919 Restroom With Bath](#)
[950 Apartment](#)
[955 Apartment Service](#)
[955 Apartment Support](#)
[970 House](#)

NON-ASSIGNABLE AREA

[W CIRCULATION AREA](#)

[W01 Tunnel Corridor](#)
[W01 Bridge Corridor](#)
[W02 Elevator](#)
[W04 Loading Dock](#)
[W05 Lobby](#)
[W06 Corridor](#)
[W06 Interior Circulation](#)
[W07 Stairs](#)

X BUILDING SERVICE AREA

X02 Janitors Closet

X03 Unisex Restroom

X03 Female Restroom

X03 Male Restroom

X05 Vending Merchandise

Y MECHANICAL AREA

Y03 Inaccessible Shaft Space

Y04 Mechanical Room

Y04 Electrical Equipment Room

Y04 Electrical Closet

Y04 Communications Equipment Room

Y04 Utility Shaft Space

Y04 Fire Command

Y04 Fire Pump Room

Room Use Glossary

100 CLASSROOM FACILITIES

100 Classroom: A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

115 Classroom Service: A space that directly serves one or more classrooms as an extension of the activities in that space.

120 Seminar Room: A room or space with 50 or more seats used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. The space is without desks or tables.

125 Seminar Room Service: A space that directly services one or more seminar rooms as an extension of the activities in that space.

200 LABORATORY FACILITIES

210 Class Laboratory: A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours.

215 Class Laboratory Service: A space that directly serves one or more class laboratories as an extension of the activities in those spaces.

221 Computational Research Lab: A space utilizing computers, networks, storage devices, software and algorithms for experimentation, research methods; professional research and observation; or structured creative activity within a specific program or sponsored research (whether sponsored with federal, state, private, or institutional funds).

250 Research Laboratory: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds). Research in these spaces are typically related to biological or chemical matter and experimentation. Additional space features may include fume hoods, lab gases, sinks or other equipment needed for a controlled environment.

251 Dry Research Laboratory: A space used for applied or computational analyses housing research personnel or computational equipment such as computers, servers, electronics or other large instruments whose main function and use is for the performance of research. A dry research laboratory **does not contain** fume hoods, lab gases, sinks or other equipment needed for a controlled environment. Examples of dry lab research are data analysis, bioinformatics, biostatistics, or other computational analysis (whether sponsored with federal, state, private, or institutional funds).

252 Clinical Research Room: A space used for clinical laboratory experimentation, research or training in clinical research methods; professional clinical research and observation; or structured activity within a specific clinical trial. A clinical trial is "a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes."

255 Research Lab Service: A space that directly serves one or more laboratories as an extension of the activities in those spaces including but not limited to microscope rooms, special operatory rooms, special equipment rooms, dark rooms and x-ray rooms.

260 Environmental Chambers: An insulated panel room designed to maintain a specific temperature including cold rooms, freezer room and warm rooms/incubators.

270 Studio: A room designed for the study of an art or a working space for an artist.

275 Studio Service: A space that directly serves one or more studios as an extension of the activities in those spaces.

280 Water Treatment: A room used for the treatment of water.

285 Sterilization Room: A room that houses sterilization equipment.

290 Independent Study Lab: A room designed as a lab and used for independent study.

295 Independent Study Lab Service: A space that directly serves one or more independent study labs as an extension of the activities in those spaces.

300 OFFICE FACILITIES

310 Office: A space housing staff, or students working at one or more desks, tables or workstations.

311 Faculty Office: A space housing faculty working at one or more desks, tables or workstations.

312 Clinical Research Office: A space with one or more desks or workstations housing staff primarily working on clinical trials research. A clinical trial is "a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes."

313 Hoteling Office: A space with one or more desks or workstations where workspaces are unassigned on a permanent basis; workers typically reserve such a space in advance to use temporarily on days when present in the office.

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

320 Office Kitchen: A room designed for food preparation and storage within an office suite.

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

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

400 STUDY FACILITIES

410 Reading/Study Room: A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.

420 Non-open Stack: A space used to house arranged collections of educational materials for use as a study resource.

430 Open Stack Study: A combination study space and stack, generally without physical boundaries between the stack and study areas.

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

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

500 SPECIAL USE FACILITIES

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

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

524 Athletic Locker Room: A room attached to an athletic facility filled with lockers for storage of clothing and equipment.

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

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

535 Media Production Service: A space that directly serves a media production or distribution space as an extension of the activities in that facility.

540 Clinic: A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

545 Clinic Service: A space that directly serves a clinic as an extension of the activities in that space.

545 Clinic Waiting: A space used to provide waiting area for diagnosis, consultation or treatment of patients.

550 Demonstration: A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.

555 Demonstration Service: A space that directly serves a demonstration facility as an extension of the activities in that facility.

565 Observation Room: A room from which experimenters, researchers or students can observe the user without disturbing the user, often is observing through a video connection or through a one-way mirror.

570 ARP Housing Room: A room that houses animals for the Animal Resources Program.

571 Cage Washing/Sterilization: A room which houses Animal Resources Program cage washing and sterilization equipment.

575 ARP Procedure Room: A room used for Animal Resources Program procedures.

580 Greenhouse: A building or space usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

585 Greenhouse Service: A space that directly serves a greenhouse facility as an extension of the activities in that facility.

590 Other Special Use: Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definition.

600 GENERAL USE FACILITIES

602 Receiving: A space used to process goods that are being received before sending to department or units.

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

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

620 Exhibition: A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

625 Exhibition Service: A space that directly serves an exhibition facility as an extension of the activities in that facility.

630 Food Facility: A space used for eating. Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc.

635 Food Facility Service: A space that directly serves a food facility as an extension of the activities in that facility.

640 Day Care: A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

645 Day Care Service: A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

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

655 Lounge Service: A space that directly serves a general use lounge facility.

660 Merchandising: A space used to sell products or services.

665 Merchandising Service: A space that directly serves a merchandising facility as an extension of the activities in that facility.

670 Recreation: A space used by students, staff, or the public for recreational purposes.

675 Recreation Service: A space that directly serves a recreation facility as an extension of the activities in that facility.

680 Meeting Room: A room that is used by the institution or the public for a variety of non-class meetings.

685 Meeting Room Service: A space that serves a meeting space as an extension of the activities in that space.

690 Locker Room: A space used as a changing room that is not related to athletics.

695 Locker Room Service: A space that serves a locker room as an extension of the activities in that space.

700 SUPPORT FACILITIES

710 Communications Room: A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

712 Data Processing/Computer Room: A space used for computer operations for processing information and data for the institution.

713 Data Processing/Computer Service: A space that serves a data processing/computer room as an extension of the activities in that space.

715 Communication Room Service: A space that serves a communications room as an extension of the activities in that space.

720 Shop: A space used for the manufacture, repair, or maintenance of products or equipment.

725 Shop Service: A space that directly serves a shop facility as an extension of the activities in that facility.

730 Central Storage: A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

735 Unit Storage: A dedicated storage area under the direct control and management of a specific institutional division, department, office, business unit or similar organizational unit.

736 Lab Storage: A dedicated storage area under the direct control and management of a specific laboratory.

737 ARP Storage: A dedicated storage area under the direct control and management of the Animal Resources Program

740 Vehicle Storage: A space or structure that is used to house or store vehicles.

745 Vehicle Storage Service: A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

750 Mail Room: A space used for handling incoming and outgoing mail.

755 Laundry Room: A space specifically for students to wash and dry clothing

760 Waste Storage: A **centralized** facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

765 Waste Storage Service: Small storage areas distributed throughout the institution used for **temporary** storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

785 Housekeeping Storage Room: Spaces used by janitors and housekeeping to store material and equipment used in their daily activities.

800 HEALTH CARE FACILITIES

810 Patient Bedroom: A room equipped with one or more beds and used for patient care.

812 Hospital-Patient Dressing Room: A room where patients may change clothing in preparation for surgery.

813 Hospital-Patient Holding: A room where questioning, paperwork and tests are completed prior to receiving anesthesia for surgery.

814 Hospital-Airborne Infection Isolation Room: A room used to house patients with extreme susceptibility to infection.

815 Patient Bedroom Service: A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

816 Hospital-Seclusion Room: A single-bed room for patients needing close supervision for medical and/or psychiatric care.

817 Hospital-Critical Care Room: A patient room specifically for individuals with illness or conditions requiring critical care.

818 Hospital-Medication Room: A room dedicated to the storage and preparation of medication to be dispensed to patients.

819 Hospital-Nourishment Room: A room or space dedicated to the storage and preparation of hot and cold nourishment between scheduled meals.

820 Patient Bath: A room containing patient bath and toilet facilities.

825 Patient Service Restroom: A room containing patient bath and toilet facilities supporting patient care services.

825 Patient Care Service: A room that directly services one or more patient care services as an extension of the activities in those spaces.

826 Hospital-Kitchen: A room or area equipped for preparing food.

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

835 Nurse Station Service: A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.

836 Hospital-Clean Workroom: A room used for preparing patient care items and storing clean and sterile supplies.

837 Hospital-Clean Supply Room: A room used for storing and holding clean and sterile materials.

838 Hospital-Decontamination Room: A room holding the equipment needed for the removal of contaminated material from a person or object.

840 Surgery: A room used for surgery.

845 Surgery Service: A space that directly serves one or more surgery rooms as an extension of the activities in those spaces.

846 Hospital-Recovery Room: A room equipped for the care and observation of patients immediately following surgery.

847 Hospital-Pre-Operative Room: A room that provides a patient with visual observation and preparation before surgery or a procedure.

848 Hospital-Procedure Room: A room specifically used to perform various types of minor procedures.

849 Hospital-Triage Room: A room used to evaluate patients and determine the severity of an illness or injury.

850 Treatment/Examination Room: A space used for examinations, consultation or treatment.

851 Hospital-Electrophysiology Lab: A lab containing equipment used to treat heart rhythm disorders.

852 Hospital-Angiography Lab: A lab containing equipment used to visualize the inside of blood vessels and organs of the body.

853 Hospital-CT Scanning Room: A room containing medical imaging equipment which uses x-rays to produce tomographic images.

854 Hospital-Consultation Room: An area or room for consultation with the patient and/or patient's family and physicians.

855 Treatment/Examination Room Service: A space that directly serves a treatment/examination Room as an extension of the activities in those spaces.

855 Treatment/Examination Room Restroom: A room containing bath and toilet facilities supporting treatment/examination rooms.

- 856 Hospital-Diagnostic X-Ray Room:** A room containing equipment that uses electromagnetic energy beams to produce images onto film or a computer.
- 857 Hospital-Cardiac Catheterization Lab:** A lab containing diagnostic imaging equipment used to support the catheterization procedure.
- 858 Hospital-MRI Room:** A room containing an MRI scanner device which uses a medical imaging technique to create detailed images of organs and tissues within the body.
- 859 Hospital-Ultrasound Room:** A room containing a SONAR device that uses high-frequency sound waves to produce images of structures within the body.
- 860 Diagnostic Service Lab:** A space used to provide diagnostic support services to an entire health care facility.
- 865 Diagnostic Lab Support Service:** A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
- 866 Hospital-Nursery:** A space used for infant care.
- 867 Hospital-Labor & Delivery Room:** A room that is equipped for labor and delivery.
- 868 Hospital-Cesarean Section Room:** An operating room specially equipped for Cesarean deliveries.
- 869 Hospital-Mammography Room:** A room containing the equipment to obtain a radiograph of breast tissue.
- 870 Central Supply:** A room used centrally to store health care supplies in a health care facility.
- 871 Hospital-Clean Linen Storage:** When a covered cart is used, storage of clean linen carts in a corridor alcove shall be permitted.
- 872 Hospital-Soiled Holding Room:** This room shall contain the following: hand washing station or hand sanitation and a space for separate covered containers.
- 873 Hospital-Equipment Storage:** A room used for the storage of equipment necessary for patient care.
- 874 Hospital-Shower Room:** A bathing facility not located within an individual patient room.
- 875 Hospital-Soiled Workroom:** Shall contain the following: hand-washing station, flushing-rim clinical service sink with bedpan washer, work counter, space for separate covered containers.
- 880 Public Waiting:** A space used by the public to await admission, treatment, or information within a health care facility.

881 Hospital-Bereavement Room: A private room used by individuals who have lost a loved one by death.

882 Lactation Room: A private room used by breastfeeding women.

883 Tank Room: A room used for the bulk storage of medical gas tanks.

884 Hospital-Lab: A hospital room designed and configured for experimentation and research.

885 Hospital-Cold Room: An insulated panel room designed for hospital use to maintain temperatures just above freezing level.

886 Hospital-Microscope Room: A hospital room designed to house a large microscope.

887 Hospital-PT/OT Gym: A room used for physical therapy or occupational therapy.

888 Hospital-Lab Service: A hospital room designed and configured for the support of experimentation and research.

890 On-Call Room: A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

895 On-Call Service: A space that directly serves an on-call room as an extension of the activities in that facility.

900 RESIDENTIAL FACILITIES

919 Restroom with Bath: A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

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

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

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

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

W CIRCULATION AREA

W01 Tunnel Corridor: A covered and walled connecting passageway for people to pass over to gain access to another facility.

W01 Bridge Corridor: A covered and walled connecting passageway under the ground used to gain access to another facility.

W02 Elevator: The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.

W04 Loading Dock: A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.

W05 Lobby: A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.

W05 Foyer: A circulation area used to transition from a floor's external entrance to internal circulation spaces.

W06 Corridor: A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.

W06 Interior Circulation: Interior corridor servicing a particular group of offices or labs and not immediately accessible to the public.

W07 Stairs: The covered internal or external space dedicated to provide non-mechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.

X BUILDING SERVICE AREA

X02 Janitor Room: A space dedicated for use by janitorial staff. It may include a clothes changing area, clothes lockers, shower facility, a small eating and relaxing space, a desk for completing paperwork, a sink room for wet mop activities, or a temporary trash collection area for nonhazardous waste materials.

X03 Unisex Restroom: Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area.

X03 Male Restroom: Includes all toilet facilities, whether locked or not, that are made available for general public use of males. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area.

X03 Female Restroom: Includes all toilet facilities, whether locked or not, that are made available for general public use by females. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area.

X05 Vending Merchandising: A space occupied by vending machines.

Y MECHANICAL AREA

Y02 Elevator Equipment Room: A room used to support the equipment for elevators including the electrical and mechanical equipment.

Y03 Inaccessible Shaft Space: Included are non-accessible shaft spaces available to house utility pipes and cables, or to distribute air within or to the exterior of a building. The cross-sectional area of every shaft is to be inventoried at each floor level through which it passes.

Y04 Mechanical Room: Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a "mechanical" floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.

Y04 Electrical Equipment Room: A room within the building space to house electrical equipment for the facility.

Y04 Electrical Closet: A room used to house electrical wiring and power panels.

Y04 Communications Equipment Room: A room that houses communications equipment that supports the facility.

Y04 Utility Shaft Space: Accessible shaft spaces available to house utility pipes and cables or to distribute air within or to the exterior of a building.

Y04 Fire Command: A space that is the principal location of the fire-detection system, an alarm system and a communications/control system.

Y04 Fire Pump Room: A space that houses the fire pump equipment for a facility

Appendix A

Joint Use Room Types

120	Seminar Room
125	Seminar Service
290	Independent Study Lab
295	Independent Study Lab Service
310	Office
311	Faculty Office
312	Clinical Research Office
313	Hoteling Office
315	Office Service
320	Office Kitchen
350	Conference Room
355	Conference Room Service
410	Reading Study Room
415	Reading/Study Room Service
440	Processing Room
455	Study Service
550	Demonstration
555	Demonstration Service
590	Other Special Uses
602	Receiving
650	Lounge
655	Lounge Service
680	Meeting Room
685	Meeting Room Service
710	Communications Room
712	Data Processing/Computer
713	Data Proc/Computer Service
715	Communications Room Service
720	Shop
725	Shop Service
735	Unit Storage
736	Lab Storage
760	Waste Storage
775	Waste Storage Service

Appendix B

Lab Service Room Types

225	Research Lab Service
226	Computational Research Lab Service
260	Environmental Chambers
280	Water Treatment
285	Sterilization Rooms