

MIT

Design Standards

Space Accounting

T18 Thematic Folder

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I. INTRODUCTION

The Department of Facilities, Facilities Information Systems group is MIT's official source for building, building components, and room numbers. The group also manages the academic portfolio space inventories. These inventories are kept current via space auditing.

Building Information:

MIT has two building portfolios, the Investment Portfolio and the Academic Portfolio. The Investment Portfolio consists of buildings that MIT leases to outside users for income or future conversion. These buildings are not currently included in the Space Accounting inventories.

Building Types:

MIT currently uses three building types (academic, residential, service), however, Draper constituted a fourth type based on historical data. The Draper facilities occupied by the Charles Stark Draper Laboratory (previously known as the Instrumentation Laboratory) were divested from MIT on July 1, 1963.

Building Numbers:

Within the Main Group, buildings to the west of the Great Dome are numbered with odd numbers and buildings to the East of the Great Dome are numbered with even numbers (the exception to this scheme is the '50' block of buildings). This plan was affected in 1917 with completion of the first MIT buildings on the Cambridge site at the time of the Institute's move from its original Boston location.

Gross Area Breakdown:

In the 1960's, the Federal Construction Council published official definitions and standards for measuring and compiling data on buildings in the:

- Federal Construction Council Technical Report No. 50 (Publication 1235)
- Classification of Building Areas
- National Academy of Sciences
- Building Research Advisory Board

These were supplemented by a hierarchy of more detailed classifications of building space and their definitions published in the Facilities Inventory and Classification Manual, 1973, USDHEW, Office of Education. This document was then updated and republished as the Postsecondary Education Facilities Inventory and Classification Manual, Revised and Reprinted April 1994 and more recently, USDOE, National Center for Education Statistics. Intended for use by federal agencies, these definitions have been widely adopted by colleges and universities over many years, including MIT. Currently, MIT

references the 2006 edition of the Postsecondary Education Facilities Inventory and Classification Manual.

1. PROCEDURES

1.1 REQUESTING NEW BUILDING NUMBERS

1. The Project Manager will contact the FIS group at fis-request@mit.edu to request a new building number during the early design stages. The project manager will provide the following information to FIS:
 - Footprint (drawing or sketch showing a specific building outline, distinguishable from neighboring or connected structures)
 - Building Name (street address if a donor name is not available)
 - Street Address
 - E911 Address (if different from the street address)
 - Building Use (Academic, Residential, Service)
 - Percentage of Building Occupied by MIT (per project requirement)
 - Potential Occupying Department
 - Construction start date
 - Estimated completion date (substantial completion/occupancy)
 - Building Ownership (Owned by MIT / Leased)
2. The FIS group will assign a building number in 5-7 business days. See Grid in Appendix A.

1.2 REQUESTING ROOM NUMBERS

To insure proper integrity with the various MIT administrative systems, adherence to and maintenance of the MIT room numbering standard ensures that assigned space identifiers always remain unique.

1. When room layouts are established, send plans and the room number request to fis-request@mit.edu. Required information includes:
 - MIT Project Number
 - MIT Project Manager(s)
 - Building Number
 - Floor
 - Room Numbers (existing)
 - Organization / Department
 - Estimated Start Date
 - Estimated Completion Date
 - Electronic floor plan (AutoCAD.dwg preferred) showing room use labels
2. The FIS group will assign official room numbers and will return a marked up copy of the plan within 5 – 7 (typical renovation) estimated business days or 7-10 (capital projects) business days. If any further changes (ie. architectural reconfigurations, room usages, or organizational

changes) occur during design or construction, the FIS group must be contacted as soon as possible for revised room numbers.

1.3 SPACE ACCOUNTING

Space Accounting at MIT exists to document and maintain the accuracy of the following elements as related to MIT space:

- MIT Room Numbers
- Room Usage
- Architectural Configuration
- Organizational Assignment

Square footage calculations are derived from the architectural configuration of spaces (walls, partitions, openings, etc.) and adhere to the guidelines established in the U. S. Department of Education's "Postsecondary Education Facilities Inventory and Classification Manual" (FICM).

The fourth data element, organizational assignment, is determined by the Committee for Review of Space Planning (CRSP Committee) and communicated to FIS.

1.3.1 *Origination*

Space accounting auditing originates from multiple areas:

- Capital Construction Projects
- Construction Renovation Projects
- Self Service Auditing Requests
- The Committee for Review of Space Planning/Provost Office

Every two years this includes the ICR, or Indirect Cost Recovery, audit.

1.3.2 *Systematic Audit (ICR)*

This audit is completed by looking into each and every room; building by building, floor by floor, room by room. The standard has been to do this every other year, covering each academic and indirect-cost-recoverable building. This two-year cycle is prompted by the requirement in Bureau of the Budget Circular A-21 that building space inventories upon which federal indirect cost recovery is based be updated every other year.

1.3.3 *Ad Hoc Audit*

This audit is completed by looking into each room that has undergone a space change, which can range from a single space to an entire building. The current standard is to cover space changes as soon as possible, following their completion, on a continuous month-to-month basis. The timeliness of this cycle addresses the daily and expedient needs of the MIT community, which benefits from current and accurate data made available in both the database and the floorplans.

2. BUILDING INVENTORY

The Academic Portfolio consists of buildings used day-to-day for academic, residential or service activities. Most of these buildings are owned by MIT, however some are leased or partially leased by outside owners. The Space Accounting inventories include **only** the buildings in the Academic Portfolio, therefore these are the only buildings counted and assigned types, numbers and organizations.

2.1 BUILDING TYPES

Buildings in the Academic Portfolio are categorized into one of the following three types based on the predominant activity within them:

- Academic – includes teaching and research facilities
- Residential – includes student housing and the President’s house
- Service – includes administrative, athletic, library, medical, religious, student center, auditorium, utility/mechanical, storage and parking garage facilities

2.2 BUILDING NUMBERS

MIT official building numbers are assigned to all buildings in the Academic Portfolio including buildings leased by MIT from non-MIT owners. In this latter case the MIT numbers are used only internally and are assigned for consistency and ease of reference in administrative matters.

The boundaries of these adjacent East, West, North and other sectors were drafted in a plan prepared by Donald Whiston (MIT Class of 1932). The boundaries of sectors used for numerical assignments of 10's, 20's, etcetera within each of these sectors were included in the Whiston plan (e.g. E10 to E19).

2.2.1 *Building Prefixes*

Buildings are grouped into the following eight geographical areas in relation to the Main Group and are assigned numbers based on these locations:

- Main Group – these buildings are assigned numbers without an alphabetical prefix (e.g. 1 or 68)
- N – this alphabetic prefix is used for buildings that sit north of the Main Group (e.g. N4)

- NE – this alphabetic prefix is used for buildings that sit northeast of the Main Group
- NW – this alphabetic prefix is used for buildings that sit northwest of the Main Group
- E – this alphabetic prefix is used for buildings that sit east of the Main Group
- EE – this alphabetic prefix is used for buildings that sit farther east of the Main Group
- W – this alphabetic prefix is used for buildings that sit west of the Main Group
- WW – this alphabetic prefix is used for buildings that sit farther west of the Main Group
- OC – this alphabetic prefix is used for buildings that sit beyond the range of the Cambridge Campus

2.2.2 *Building Suffixes*

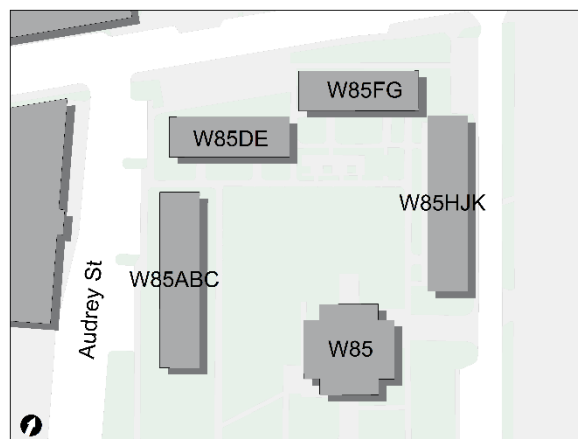
A one letter suffix is used in the following circumstances:

- When there is a supplementary or auxiliary physical status and functional role of a building either adjoining or adjacent to a nearby principle structure to which there is an assigned number (e.g. W57 and W57A).
- When there is a component of a larger structure with an equal functional role to all the other components. In this case there may be no area assigned without a suffix (e.g. Bates OC19A through OC19Q).

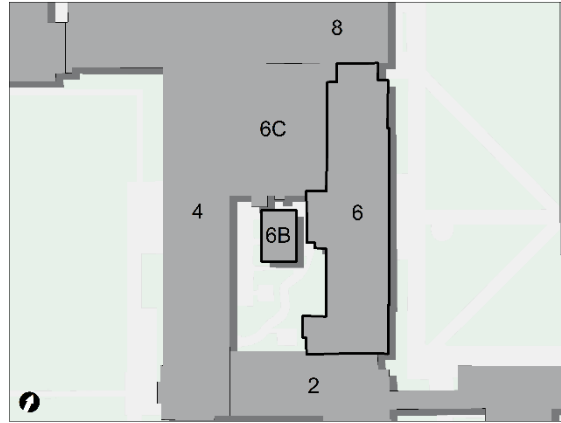
2.2.3 *Counting Buildings*

The space accounting inventories count MIT buildings in the manner described below:

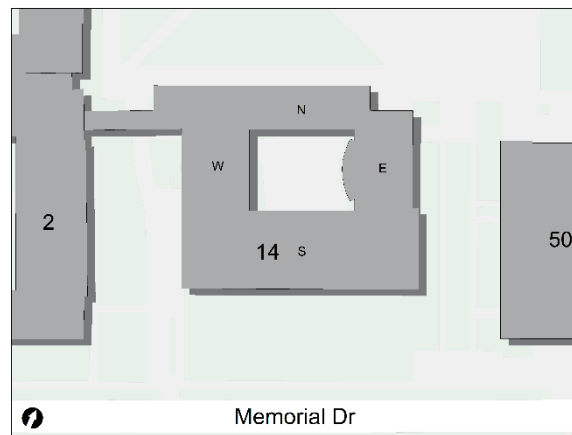
- Residential buildings with multiple components and multiple letter suffixes are counted as one building (e.g. building W61).
- Exception: W85 is counted as one building while W85A-B-C, W85D-E, W85F-G and W85H-J-K are counted as four buildings.



- Non-residential buildings and their auxiliaries or components are counted individually (e.g. 6 and 6B are counted as two (2) buildings).



- Exception: 14 and 14N-S-E-W are counted as one building.



2.3 GROSS AREA BREAKDOWN

2.3.1 Area Definitions

The unit of measure for all building area measurements and recorded data in the Space Accounting inventories is **square feet (sf)**.

MIT has adopted the definitions and standards for measuring and compiling data on buildings from the Postsecondary Education Facilities Inventory and Classification Manual, revised and reprinted April 1994, USDOE, National Center for Education Statistics (also the 2006 edition). The following is a list of definitions and classifications:

Gross Area = Structural Area + Net Usable Area

Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.

Structural Area = Gross Area – Net Usable Area

Definition: The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building. (I.E. Principally the sum of all cross-sectional areas of exterior walls and interior partitions.)

Non-assignable Area = Sum of the Areas Designated as the 3 non-assignable of the 13 major space use categories

Definition: The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building.

Major Uses (non-assignable):

- Building Service Area (custodial supplies, janitorial sink rooms, janitorial closets, and public rest rooms)
- Circulation Area
- Mechanical Area

Definition: The sum of all areas on all floors of a building used for.

Net Assignable Area = Sum of Areas Designated by 10 of the 13 assignable major space use categories

Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to an occupant or specific use.

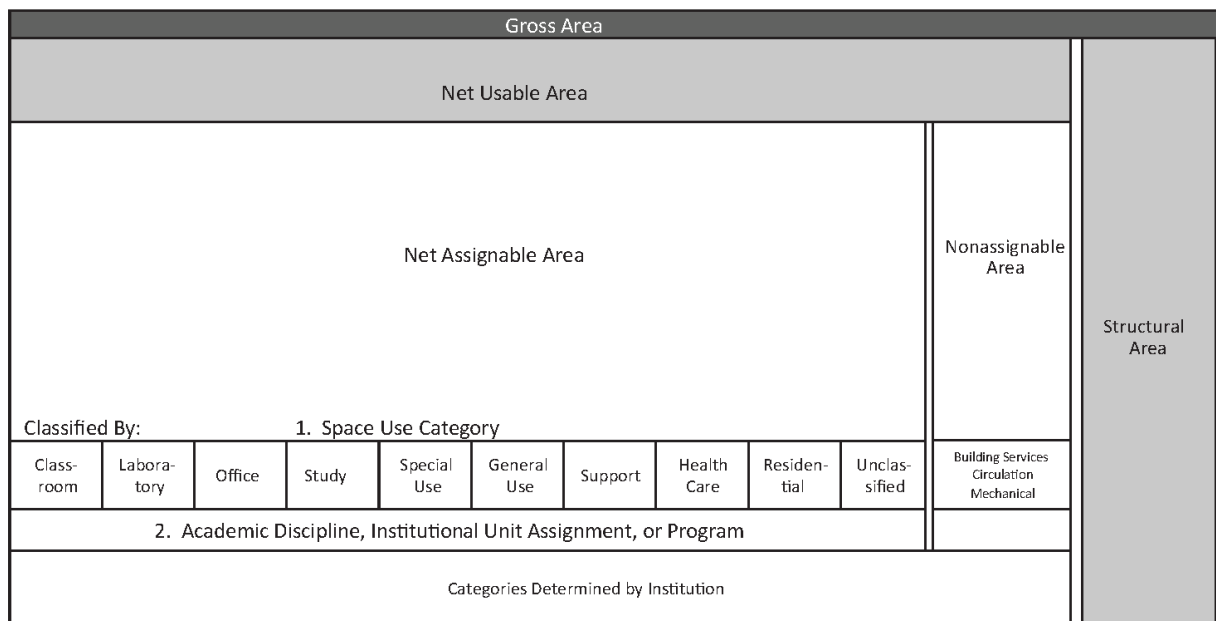
Major Space Use Categories:

- Classrooms
- Laboratories
- Offices
- Study
- Special Use
- General Use
- Support
- Health Care
- Residential
- Unclassified

Net Usable Area = Assignable Area + Non-assignable Area

Definition: The sum of all areas on all floors of a building either assigned to or available for assignment to an occupant or specific use or necessary for the general operation of a building. (I.E. Included within the inside faces of its walls and partitions.)

Conceptual framework for analyzing building space



3. ROOM INVENTORY AND NUMBERS

Room numbers follow a specific, consistent format that is intuitive and conveys meaningful information to the building users. The full number is comprised of three segments, the official building number, the floor number and the assigned room number.

Example:

Building Number				Floor Number	Room Number	
Campus Sector	Facility #	Facility Suffix	-	Floor #	Room #	Room Suffix
W	70	E	-	2	08	S

3.1 GENERAL RULES

- Ground floor room numbers begin near the principal point of access to the building and increase away from that point.
- All upper and lower floor room numbers approximately correspond to the room numbers on the ground floor.
- Sub-basements would have a floor number of '00', therefore a complete room number in the sub-basement might look like NE49-0017.
- Basements have a floor number of 0 allowing the Ground floor to have a floor number of 1, the Second floor to have a floor number of 2 and so on.
- Room numbers are placed using the 'post office system' so that all even numbers are on one side, while odd numbers are on the opposite side.
- Gaps are often introduced to allow for additional numbers to be inserted in the event of a future renovation.
- The centerline's of the building's structural grid is used as a format for constructing a basic arrangement of numbers, which is used as a guide on all floors. Within each cell, the room number (of the possibilities assigned to a cell) is determined by the door location in the cell. The number of cells divided by 100 is the maximum number that can be assigned per floor in the MIT room numbering system. This system is used to establish and maintain a consistent numbering scheme for the life of the building.
- Rooms reached via the main corridor are assigned numbers based on the grid.

- Rooms reached via other rooms are recognized using the ‘suite system’. Beginning with the first room to the left of the primary access point, letters (beginning with A, skipping E, I, J, M¹, O, and T) are assigned in a clockwise direction.
- Rooms or spaces within rooms that already carry a suffix would have the first letter followed by another letter (beginning with A, skipping E, I, J, M, O, and T)
- Occasionally this scheme is recursive to the extent of two appended letters.
- Special room suffixes are used for public circulation, building service, mechanical areas, and mezzanines. The table below shows these suffixes with examples:

Area	Type	Suffix	Example
Building Service	Janitorial Areas	J	123J
Circulation	Bridge/Tunnel	CA, CB, CC, etc.	100CA, 100CB
	Corridor	CA, CB, CC, etc.	100CA, 200CA
	Elevator	E1, E2, E3, etc.	100E1, 100E2
	Lobby	LA, LB, LC, etc.	100LA, 100LB
	Stairway	SA, SB, SC, etc.	100SA, 100SB
Mechanical	Shaft (Accessible)	Z	123Z
	Electrical Closet	E	123E
	TeleComm Closet	T	123T
Mezzanine	All Room Types	M	123M

- * Non-accessible shafts are not assigned a room number.
- * All spaces with a ceiling height of less than 3'-0" are not assigned a room number.
- * Open air spaces that are covered by the roof of a building receive a number (usually L or S).
- * Landing docks with roofs are given a number from the grid system.

Deviations from the standard often occur because of physical and historical circumstances encountered in particular buildings.

3.2 ORGANIZATIONS ASSIGNED SPACE AT MIT

The CRSP Committee assigns space to the following organizations:

- Academic Departments and Divisions
- Independent research Centers and Laboratories
- Administrative Offices
- President's and Provost's Offices, Deans' Offices, Vice Presidents' Offices, and the Offices of the Chairman and of the Secretary of the Corporation

¹ Unless it is a mezzanine level

3.3 THE FOUR REQUIRED DATA ELEMENTS

The following four data elements are required for each room recorded in the Space Accounting inventory database:

- MIT room number
- Room use
- Organizational assignment
- Area of the room in square feet

The two representations of the four required data elements are as follows:

- Floorplans (graphic)
- Database (tabular)

ROOM USE DEFINITIONS

SOURCE: The following definitions are based upon those published in the 2006 edition of the U. S. Department of Education's "Postsecondary Education Facilities Inventory and Classification Manual" (FICM). They have been adapted and added to, to align with MIT's facility space management practices and policies. They support the process of indirect cost recovery as well as general administration and provision of community information.

Major Use	Techspace Abbrev.
Classrooms	CLASSRMS
Laboratories	LABS
Offices	OFFICES
Study	STUDY
Special Use	SPECIAL
General Use	GENERAL
Support	SUPPORT
Healthcare	HEALTH
Residential	RESIDENT
Unclassified	UNCLASS
Building Service	BLDG SRV
Circulatory	CIRCULAT
Mechanical	MECHANIC

More detailed information on this subject can be found at <https://floorplans.mit.edu/> under "EXPLORATIONS": Room Use Definitions.

3.4 MAJOR ROOM USE: CLASSROOMS

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term “classroom” includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled non-laboratory instruction.

4.1.1 Classroom
<i>FORMATTED:</i> (CLASSROOM / CLASS / CL)
<i>Definition:</i> A room used for scheduled instruction and not tied to a specific subject or discipline by equipment in the room or by the configuration of the room.
<i>Description:</i> These rooms may be called general purpose classrooms or seminar rooms. They may be equipped with tablet armchairs or with tables and chairs. They may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment 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.

4.1.2 Classroom Service
<i>FORMATTED:</i> (CLASSROOM SVC / CLA SV / CS)
<i>Definition:</i> A room that directly serves one or more classrooms or lecture halls as an extension of the activities in those rooms.
<i>Description:</i> Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage rooms, stock rooms, equipment issue rooms and similar facilities, if they serve classrooms or lecture halls.

4.1.3 Lecture Hall
<i>FORMATTED:</i> (LECTURE HALL / LECT H / LH)
<i>Definition:</i> Typically a large room used to deliver lectures as scheduled instruction to a large number of students that does not require special purpose equipment.
<i>Description:</i> A lecture hall may be equipped with tablet-arm chairs, often fixed to a stepped floor. It may be furnished with special equipment appropriate to a specific area of study, if equipment does not render the room unsuitable for use by classes in other areas of study.

3.5 MAJOR ROOM USE: LABORATORIES

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines.

These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.

The nature of laboratory experiences has changed in many disciplines with the introduction of computer simulation in combination with, or as replacement of, the old “wet lab” experience in both natural and social sciences. Curricular intent should be considered as well as the physical structure of the space.

4.2.1 Animal Research Laboratory
<i>FORMATTED:</i> (ANIMAL RSCH LAB / AN LAB / AN)
<i>Definition:</i> A room used for laboratory applications and research involving the use of animals and requiring special purpose equipment for staff and/or student experimentation or observation.
<i>Description:</i> Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

4.2.2 Animal Service
<i>FORMATTED:</i> (ANIMAL SERVICE / AN SV / AS)
<i>Definition:</i> A room that directly serves one or more animal research laboratories as an extension of the activities in those rooms.
<i>Description:</i> Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

4.2.3 Dark Room
<i>FORMATTED:</i> (DARK ROOM / DK RM / DK)
<i>Definition:</i> A room primarily used for the processing and development of photographic film, for research or teaching purposes. Included are light lock vestibules that typically are an integral part of a dark room.

4.2.4 Drafting Room
<i>FORMATTED:</i> (DRAFTING ROOM / DRAFT / DR)
<i>Definition:</i> A room primarily used for activities that require the use of drafting equipment.

4.2.5 Instruction Shop (or Class Laboratory – FICM)
<i>FORMATTED:</i> (INSTRUCTION SHOP / INSTRC / IS)
<i>Definition:</i> A room used primarily by regularly scheduled classes that require special purpose equipment such as power tools and hand tools, and the like, for student participation, experimentation, observation, or practice in a field of study. An Instruction Shop is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines.

4.2.6 Instrument Room
<i>FORMATTED:</i> (INSTRUMENT ROOM / INSTRU / IR)
<i>Definition:</i> A room containing specialized measuring instruments and primarily devoted to their use, directly serving one or more laboratories, as an extension of the experimental activities in those rooms.

4.2.7 Laboratory Service
<i>FORMATTED:</i> (LABORATORY SVC / LAB SV / LV)
<i>Definition:</i> A room that directly serves one or more research or teaching laboratories as an extension of the activities in those rooms.
<i>Description:</i> Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage rooms, stock rooms, equipment issue rooms, temporary hazardous materials storage, cold rooms, and similar facilities, if they serve research or teaching laboratories.

4.2.8 Laboratory Support Shop

FORMATTED: (LAB SUPPORT SHOP / LAB SP / LS)

Definition: A shop with machine tools or other tools for cutting, forming, fabricating or assembling equipment primarily in support of research laboratories. Typically, special lab fixtures, piping, glassware, electrical or electronic equipment are produced or repaired in support of the research function.

4.2.9 Music Practice Room

FORMATTED: (MUSIC PRACTICE / MU PRA / MU)

Definition: A room used primarily for individual student experimentation, observation or practice in the field of music. Stations may be grouped or individualized.

4.2.10 Research Laboratory

FORMATTED: (RESEARCH LAB / RS LAB / RL)

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: The activities in these rooms are generally confined to faculty, research associates and 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.

4.2.11 Research Laboratory Office

FORMATTED: (RSCH LAB-OFFICE / RES LO / RO)

Definition: A research laboratory that includes a writing surface, such as a desk or table, upon which the researcher may record laboratory observations and the like.

4.2.12 Shop Service

FORMATTED: (SHOP SERVICE / SHP SV / SV)

Definition: A space that directly serves one or more laboratory support shops or instruction shops as an extension of the activities in those rooms.

Description: Includes stock rooms for equipment, tools, supplies and materials used in shops.

4.2.13 Studio

FORMATTED: (STUDIO / STUDIO / SD)

Definition: A room used primarily by informally or irregularly scheduled classes that require special purpose equipment for student participation, experimentation, observation, or practice involving design, model building or other such activity relating to architecture or the arts.

4.2.14 Teaching Laboratory
<i>FORMATTED:</i> (TEACHING LAB / TC LAB / TL)
<i>Definition:</i> 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.
<i>Description:</i> A teaching 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.

3.6 MAJOR ROOM USE: OFFICES

Office facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of the institute.

4.3.1 Conference Room
<i>FORMATTED:</i> (CONFERENCE ROOM / CONF / CN)
<i>Definition:</i> A room serving an office complex and used primarily for staff meetings and departmental activities.
<i>Description:</i> Often used by a specific organizational unit or office area, a conference room is distinguished from facilities such as seminar rooms, lecture rooms, and classrooms 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.

4.3.2 Office
<i>FORMATTED:</i> (OFFICE / OFF / OF)
<i>Definition:</i> A room used by one or more persons working principally at desks, tables or workstations.
<i>Description:</i> Includes faculty, administrative, clerical, graduate student, teaching assistant and other student offices which may contain any of a variety of typical office furnishings or equipment.

4.3.3 Office Service
<i>FORMATTED:</i> (OFFICE SERVICE / OFF SV / OS)
<i>Definition:</i> A room that directly serves an office or group of offices as an extension of the activities in those rooms.
<i>Description:</i> Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, closets, records rooms, office supply rooms, first aid rooms serving office areas and student counseling rooms.

4.3.4 Private Circulation
<i>FORMATTED:</i> (PVT CIRCULATION / P CIRC / PC)
<i>Definition:</i> Passageway or aisle space used for internal access to a suite of rooms or sub-divisions of space. It is departmentally controlled and only indirectly accessible to the public.

4.3.5 Private Lavatory

FORMATTED: (PVT LAVATORY / P LAV / PL)

Definition: A lavatory facility that is limited to use by the occupants of the immediately adjacent assignable area. These rooms are typically not located on public corridors nor need they be differentiated between male or female lavatories.

4.3.6 Secretary/Reception Room

FORMATTED: (SECY/RECEPTION / SECY/R / SE)

Definition: A room used by secretarial personnel and/or for reception of visitors to occupants of adjacent offices.

3.7 MAJOR ROOM USE: STUDY

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, typewriters, records and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas a Study Room may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks, Open-Stack Study Rooms, and Processing Rooms are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

4.4.1 Library Processing Room

FORMATTED: (LIBRARY PROCESS / LIB PR / LP)

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 which 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.

4.4.2 Stack/Study Room

FORMATTED: (STACK/STUDY / STKSTD / SR)

Definition: A combination reading or 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. The stack areas of these rooms may include collections of educational material in any form of media.

4.4.3 Study Room
<i>FORMATTED:</i> (STUDY ROOM / STUDY / SY)
<i>Definition:</i> 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.
<i>Description:</i> Includes study 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, or individualized, as in a carrel. Study stations may include microcomputers, typewriters, computer terminals, microfilm readers, or other multimedia equipment. 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). Includes music listening rooms, microfilm readers, or other multimedia equipment. Study rooms are primarily used by

3.8 MAJOR ROOM USE: SPECIAL USE

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

4.5.1 Animal Quarters
<i>FORMATTED:</i> (ANIMAL QUARTERS / AN QTR / AQ)
<i>Definition:</i> A room that houses laboratory animals used for research or instructional purposes.
<i>Description:</i> Includes animal rooms, cage rooms, stalls, wards and similar rooms in which animals are maintained for instruction and research.

4.5.2 Athletic Facility
<i>FORMATTED:</i> (ATHLETIC FACIL / ATHLET / AT)
<i>Definition:</i> A room or area used by students, staff or the public for athletic or physical education activities.
<i>Description:</i> Includes gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor ice rinks, indoor tracks, and field houses.

4.5.3 Athletic Locker Room
<i>FORMATTED:</i> (ATH LOCKER ROOM / ATH LK / AL)
<i>Definition:</i> A locker room that directly serves an athletic or physical education facility as an extension of the activities in that facility.

4.5.4 Athletic Service
<i>FORMATTED:</i> (ATHLETIC SERVICE / ATH SV / AV)
<i>Definition:</i> A room that directly serves an athletic or physical education facility as an extension of the activities in that facility.
<i>Description:</i> Includes non-office coaches' rooms, ticket booths, and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

4.5.5 Athletic Shower Room
<i>FORMATTED:</i> (ATH SHOWER ROOM / ATH SH / AW)
<i>Definition:</i> A shower room that directly services an athletic or physical education facility as an extension of the activities in that facility.

4.5.6 Media Production
<i>FORMATTED:</i> (MEDIA PRODUCTION / MEDIAP / MD)
<i>Definition:</i> A room used for the production or distribution of multimedia materials or signals.
<i>Description:</i> 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.

4.5.7 Media Service
<i>FORMATTED:</i> (MEDIA SERVICE / MEDIAS / MS)
<i>Definition:</i> A room that directly serves a media production or distribution room as an extension of the activities in that facility.
<i>Description:</i> 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.

3.9 MAJOR ROOM USE: GENERAL USE

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities, which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and day care) for the institutional and participant community populations.

4.6.1 Coat Room
<i>FORMATTED:</i> (COAT ROOM / COAT / CT)
<i>Definition:</i> A coat room that directly serves an assembly facility.

4.6.2 Day Care
<i>FORMATTED:</i> (DAY CARE / DAY CR / DC)
<i>Definition:</i> A room used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
<i>Description:</i> 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, child training rooms, and child rest 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).

4.6.3 Day Care Service
<i>FORMATTED:</i> (DAY CARE SV / DC SVC / DS)
<i>Definition:</i> A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room.
<i>Description:</i> Includes storage rooms, closets, kitchens, pantries, private or staff-only rest rooms, staff eating and break areas, and other typical service rooms that support a primary activity area.

4.6.4 Exhibition Facility
<i>FORMATTED:</i> (EXHIBITION FACIL / EXHIB / EX)
<i>Definition:</i> 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.
<i>Description:</i> 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.

4.6.5 Exhibition Service
<i>FORMATTED:</i> (EXHIBITION SVC / EXH SV / ES)
<i>Definition:</i> A room that directly serves an exhibition facility as an extension of the activities in that facility.
<i>Description:</i> Includes storage rooms, preparation areas, projection rooms, control rooms, etcetera, if they serve exhibition facilities.

4.6.6 Food Facility
<i>FORMATTED:</i> (FOOD FACILITY / FOOD / FD)
<i>Definition:</i> A room primarily used for eating.
<i>Description:</i> Includes dining halls, cafeterias, snack bars, restaurants and similar eating areas, including those in residence halls, faculty clubs, and elsewhere. This category includes facilities open to students, faculty, staff, or the public at large. Its primary distinction is having some form of accommodation (seating, counters, tables) for eating or drinking. Sit-down lunch rooms and vending areas with such accommodation are included. Walk-away vending areas are considered merchandising facilities.

4.6.7 Food Facility Service
<i>FORMATTED:</i> (FOOD FACIL SVC / FOODSV / FS)
<i>Definition:</i> A room that directly serves a food facility as an extension of the activities in that facility.
<i>Description:</i> Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas and vending areas directly serving food facilities or adjacent to eating areas.

4.6.8 Laundry Facility
<i>FORMATTED:</i> (LAUNDRY FACIL / LAUN / LN)
<i>Definition:</i> A room primarily used for doing laundry.

4.6.9 Lounge
<i>FORMATTED:</i> (LOUNGE / LOUNGE / LG)
<i>Definition:</i> A room used for rest and relaxation and informal socializing, often not restricted to a specific group of people, unit or area.
<i>Description:</i> A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines if the primary use of the room is not for eating.

4.6.10 Merchandising Facility
<i>FORMATTED:</i> (MERCHAND FACIL / MERCH / ME)
<i>Definition:</i> A room used to sell products or services.
<i>Description:</i> 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 of activities.

4.6.11 Merchandising Service
<i>FORMATTED:</i> (MERCHAND SVC / MER SV / MV)
<i>Definition:</i> A room that directly serves a merchandising facility as an extension of the activities in that facility.
<i>Description:</i> Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a Merchandising facility.

4.6.12 Multi-Purpose Room
<i>FORMATTED:</i> (MULTI-PURPOSE RM / MULTI / MP)
<i>Definition:</i> A room used for multiple kinds of non-class meetings or activities.

4.6.13 Non-Athletic Locker Room
<i>FORMATTED:</i> (NON-ATH LOCKR RM / N-A LK / NL)
<i>Definition:</i> A room used for changing clothes and/or storing personal materials, not related to athletic activity.

4.6.14 Recreation Facility
<i>FORMATTED:</i> (RECREATION FACIL / RECREA / RF)
<i>Definition:</i> A room used by students, staff or the public for recreational purposes.
<i>Description:</i> Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling

3.10 MAJOR ROOM USE: SUPPORT

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus.

4.7.1 Computer Facility

FORMATTED: (COMPUTER FACIL / CMPUTR / CF)

Definition: A room used predominantly as a computer-based information processing or telecommunications room.

4.7.2 Computer Service

FORMATTED: (COMPUTER SERVICE / CMP SV / CV)

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

Description: Includes off-line printer rooms, storage rooms, ancillary equipment rooms that support network operations and the like.

4.7.3 Mail Room

FORMATTED: (MAIL RM / MAIL / MR)

Definition: A room or area that is used for the processing and distribution of mail.

Description: Included in this category are rooms which function as the collection point for outgoing mail, the delivery point for incoming mail, the processing of mail, and the distribution of mail.

4.7.4 Maintenance Shop

FORMATTED: (MAINTENANCE SHOP / M SHOP / MA)

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.

4.7.5 Print/Duplicate Shop

FORMATTED: (PRINT/DUP SHOP / PR/DUP / PD)

Definition: A room used for the printing or duplicating of written materials, that generally serves the institution at large.

4.7.6 Receiving Room

FORMATTED: (RECEIVING ROOM / RCVG / RV)

Definition: A room utilized for the receiving and/or shipping of materials and goods.

4.7.7 Storage Facility
<i>FORMATTED:</i> (STORAGE FACILITY / STOR / ST)
<i>Definition:</i> A room used to store equipment or materials having characteristics of long term storage, low turnover, infrequent access or distant location.
<i>Description:</i> The majority of rooms used for storage directly support some primary room use and are labelled with the word "service", e.g. "Office Service", "Classroom Service", etc. These are characterized by short term, high turnover, frequent access and proximity to the primary use rooms. In contrast, the storage facility described here may be viewed as warehouse, surplus storage, central supply or inactive storage space.

4.7.8 Vehicle Storage
<i>FORMATTED:</i> (VEHICLE STORAGE / VEH ST / VS)
<i>Definition:</i> A room or structure that is used to house or store vehicles.

3.11 MAJOR ROOM USE: HEALTH CARE

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities. Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

4.8.1 Diagnostic Service Laboratory
<i>FORMATTED:</i> (DIAGNOS SVC LAB / DS LAB / DL)
<i>Definition:</i> A laboratory that provides diagnostic support services to an entire health care facility.

4.8.2 Patient Bathroom
<i>FORMATTED:</i> (PATIENT BATHROOM / PBATH / BA)
<i>Definition:</i> A room containing patient bath and toilet facilities.
<i>Description:</i> Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms.

4.8.3 Patient Bedroom
<i>FORMATTED:</i> (PATIENT BEDROOM / PBEDR / BE)
<i>Definition:</i> A room equipped with a bed and used for patient care.
<i>Description:</i> Includes general nursing care, emergency bed care units and research observation units. Connected clothes closets may be aggregated with the Patient Bedroom space.

4.8.4 Health Care Service
<i>FORMATTED:</i> (HEALTH CARE SVC / HC SV / HS)
<i>Definition:</i> A room that directly serves one or more health care rooms as an extension of the activities in those rooms.
<i>Description:</i> Includes rooms used for supplies, housekeeping, linen storage and handling, small anterooms, pharmacy supply and storage rooms, dispensary areas, health care related kitchen and eating areas, patient changing/dressing rooms.

4.8.5 Nurse Station
<i>FORMATTED:</i> (NURSE STATION / NURSE / NS)
<i>Definition:</i> A room or area used by nurses or other patient care staff who are supervising or administering health care services.
<i>Description:</i> This is the primary workstation area used by nurses and other patient care staff and includes ward reception and admissions desks and records or charting work areas.

4.8.6 Public Waiting
<i>FORMATTED:</i> (PUBLIC WAITING / P WAIT / PW)
<i>Definition:</i> A room used by the public to await admission, treatment or information within a health care facility.
<i>Description:</i> Included are lobby areas that are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

4.8.7 Surgery
<i>FORMATTED:</i> (SURGERY / SURG / SG)
<i>Definition:</i> A room used for surgery.
<i>Description:</i> These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment.

4.8.8 Treatment/Examination Room
<i>FORMATTED:</i> (TREATMNT/EXAM RM / TRT/XM / TX)
<i>Description:</i> A room used for diagnostic examination and/or therapeutic treatment.
<i>Description:</i> Included are rooms used for radiology, and all other forms of imaging, sampling, testing and examining and treating including dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms.

3.12 MAJOR ROOM USE: RESIDENTIAL

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment). Not all space in residential facilities is coded using the Residential Major Room Use. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices, Lounges, Study Rooms, dining areas, Recreation rooms, and their corresponding service

codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service or Apartment Service descriptions.

4.9.1 Apartment
<i>FORMATTED:</i> (APARTMENT / APTMNT / AP)
<i>Definition:</i> A complete living unit with private cooking facilities that is not a separate structure.

4.9.2 Apartment Service
<i>FORMATTED:</i> (APARTMENT SVC / APTSVC / AM)
<i>Definition:</i> An ancillary room which directly serves the occupants of an apartment or apartments as an extension of the activities in those facilities.

4.9.3 Guest Room
<i>FORMATTED:</i> (GUEST ROOM / GUEST / GR)
<i>Definition:</i> Bedrooms and associated rooms in a facility used for overnight guests.

4.9.4 Housemaster Apartment
<i>FORMATTED:</i> (HOUSEMASTER APT / H MSTR / HM)
<i>Definition:</i> An apartment in a student dormitory or apartment building, reserved for or occupied by a resident housemaster.

4.9.5 Living Quarters
<i>FORMATTED:</i> (LIVING QUARTERS / LIVING / LQ)
<i>Definition:</i> Rooms that are part of an apartment suite but are not bedrooms. Included are kitchen, living room, etcetera when on a separate floor from rooms classified as one, two, etc. bedroom apartment.

4.9.6 Sleep/Study with Toilet or Bath
<i>FORMATTED:</i> (SLEEP/STD W/BATH / SLPBTH / SB)
<i>Definition:</i> A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), and chair(s), with an internally connected bath or toilet.
<i>Description:</i> 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, and includes connected closets.

4.9.9 Terrace
<i>FORMATTED:</i> (TERRACE / TERR / TE)
<i>Definition:</i> A covered area external to the exterior line of the building or buildings to which it is associated, with or without any significant wall structure surrounding it, that is used as an extension of the activities of the building areas from which the Terrace is accessed, either directly or indirectly.

3.13 MAJOR ROOM USE: UNCLASSIFIED

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

4.10.1 Alteration/Conversion

FORMATTED: (ALTER/CONVERSION / ALTER / AC)
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Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
--

3.14 MAJOR ROOM USE: BUILDING SERVICE AREA

Nonassignable spaces used to support a building's cleaning and public hygiene functions.

4.11.1 Female Lavatory

FORMATTED: (FEMALE LAVATORY / F LAV / FL)

Definition: A public lavatory for females.
--

4.11.2 Janitorial Closet

FORMATTED: (JANITOR CLOSET / JAN CL / JC)

Definition: A space used for the care and maintenance of the building e.g., janitors' closets.
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4.11.3 Janitorial Locker Room

FORMATTED: (JANITOR LOCKER / JAN LK / JL)

Definition: A space where the custodial staff can change into their work clothes.

4.11.4 Janitorial Storage

FORMATTED: (JANITOR STORAGE / JAN ST / JS)
--

Definition: A room used to store custodial materials.

4.11.5 Male Lavatory

FORMATTED: (MALE LAVATORY / M LAV / ML)

Definition: A public lavatory for males.
--

4.11.6 Public Lavatory

FORMATTED: (PUBLIC LAVATORY / PB LAV / PB)
--

Definition: An all-gender public lavatory.
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4.11.7 Toilet or Bath

FORMATTED: (TOILET OR BATH / BATH / TB)

Definition: A toilet or bathroom intended only for the occupants of a residential facility rather than for the public.
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3.15 MAJOR ROOM USE: CIRCULATION AREA

Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

4.12.1 Bridge/Tunnel
<i>FORMATTED:</i> (BRIDGE/TUNNEL / BR/TUN / BT)
<i>Definition:</i> A bridge or tunnel connecting two spaces or buildings.

4.12.2 Corridor
<i>FORMATTED:</i> (CORRIDOR / CORR / CR)
<i>Definition:</i> Common public passageway or aisles.

4.12.3 Elevator
<i>FORMATTED:</i> (ELEVATOR / ELEV / EL)
<i>Definition:</i> Space utilized for elevator cabs and their surrounding shaft space.

3.16 MAJOR ROOM USE: MECHANICAL AREA

Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

4.13.1 Electrical/Telecommunications Closet
<i>FORMATTED:</i> (ELEC/TEL CLOSET / EL/TEL / ET)
<i>Definition:</i> A room containing both electrical and telecommunications equipment servicing a building.

4.13.2 Electrical Closet
<i>FORMATTED:</i> (ELECTRIC CLOSET / ELEC / EC)
<i>Definition:</i> A room containing electrical equipment servicing the building and excluding telecommunications equipment.

4.13.3 Shaft Space
<i>FORMATTED:</i> (SHAFT SPACE / SHAFT / SS)
<i>Definition:</i> A vertical passage enclosed by walls.

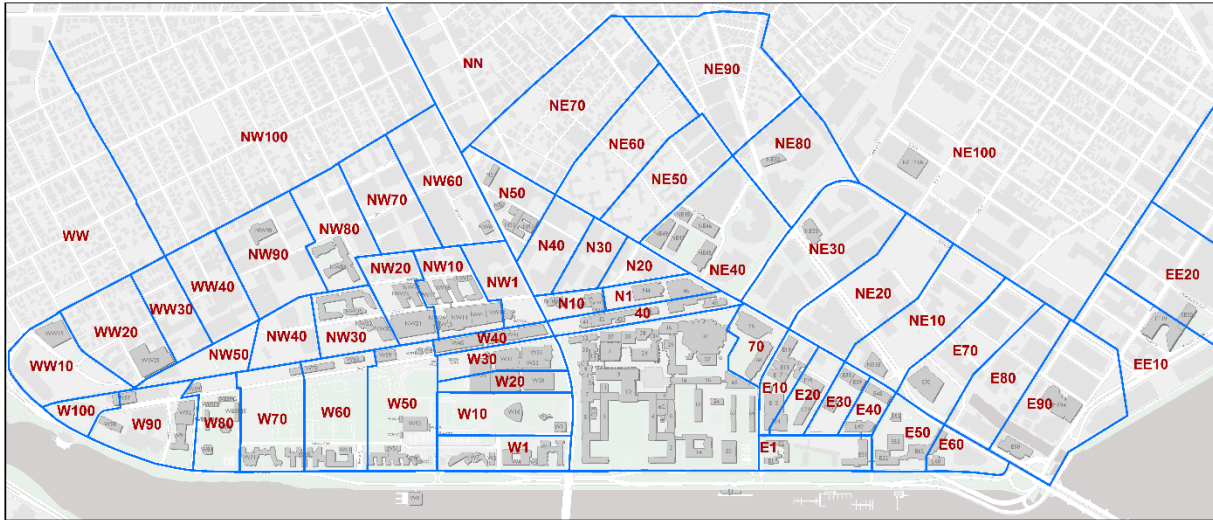
4.13.4 Telecommunications Closet
<i>FORMATTED:</i> (TELECOM CLOSET / TELE / TC)
<i>Definition:</i> A room containing telecommunications equipment servicing the building and excluding electrical equipment.

4.13.5 Utility/Mechanical Room

FORMATTED: (UTILITY/MECH RM / U/M / UM)

Definition: A room housing mechanical and utility equipment needed for heating or lighting a building.

APPENDIX - CAMPUS BUILDING GRID



4. REFERENCES

Cyros, K. L. (2006). *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition*. Washington: National Center for Education Statistics.

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