

Space Inventory Handbook



THE OHIO STATE UNIVERSITY

Facilities Information and Technology Services
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SECTION 1

General Information

Facilities Information and Technology Services maintains the University's space inventory database, which is located at <http://sims.osu.edu>. It is referred to as the Space Information and Management System (SIMS).

Space inventory data revisions come from four different sources:

- Renovation and construction projects, along with documentation from related status meetings
- Space assignment notices
- Directly from individual departments, divisions, organizations within the University via the form <https://go.osu.edu/fitsrequest>
- Periodic space audits

Please direct space inventory updates, questions, comments and/or suggestions to:

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SECTION 2

Room Function Codes and Definitions

A	Instruction & Instruction Support
	Any activity that is directly involved in the organization, administration, and presentation of instruction programs at the academic departmental level. Included is all graduate student instruction of a non-research nature for which credit is given. Also included is space used for non-federal training grants. Excluded is instruction that is considered continuing education or cooperative extension, which is classified as (D) Public Service, and college level administration, which is classified as (F) General Administration.
B	Departmental Research
	Any research activity that is not separately budgeted and accounted for. Included are activities related to University-sponsored faculty research, which is considered a part of normal load.
C	Sponsored Research
	Any research project that is separately budgeted and accounted for. This includes projects that are sponsored by federal and non-federal agencies and organizations as well as University-funded projects that are separately budgeted. Note: Sponsored Research can only be used if the room is identified with a sponsored research project account number.
D	Public Service
	Any activity that is devoted to making results from instruction, research, and development available to the general public. These activities include those of a cultural nature, continuing education, and extension. Offices, classrooms, and rooms devoted to production of publications and other communication media associated with these activities are included. Excluded are activities of public groups not related to the University, which are classified as (N) Non-Institutional Agency Use.
E	Library
	Any activities related to the University's collection, use, and display of library materials (except University Archives). Areas included are those that are part of the University Libraries system, the Law Library, and the Health Sciences Library. Collections, while they may be decentralized, should be available for use by more than one department. Collections that are intended for use of only one department should be classified as Instruction & Instruction Support. Exhibit and museum space within the University Libraries System are also classified as Library.
F	General Administration
	Activities for general planning, supervision, coordination, and evaluation of University instruction, research, and public service programs. These activities are commonly referred to as academic, fiscal, and personnel functions. Included are campus administration and academic administration that cannot be associated with a specific department or program of instruction (include college-level administration but exclude academic department administration). Placement activities are excluded and should be classified as Student Services. Health System Administration Support should be coded as (L) Patient Care and Patient Care Support.

G	Student Services
	Any activities that provide assistance and support for students such as student services administration, academic and non-academic counseling, job placement, organized student activities, student health services, and recreation & intramurals. Excluded are recreational activities operated by residence halls and student unions, which are classified as (K) Auxiliary Services.
H	Plant Operations & Maintenance
	Activities such as maintenance and repair of buildings, campus security, and maintenance of grounds are included. Space for housing people and equipment associated with these activities and for housing University utilities is included.
J	General Services
	Activities, not including administrative or instructional activities, related to the general operation of the University, such as alumni office, public information, University publications, data processing, shipping & receiving, printing, and any other general services provided for the institution as a whole.
K	Auxiliary Services
	Activities that are of an income producing nature and are not related to instruction, research, or public service functions. Primarily, activities associated with residence & dining halls, student unions, bookstores, airports, and intercollegiate athletics are included in this category.
L	Patient Care & Support
	Activities related to diagnosis, treatment, and patient care in the field of medicine (including veterinary medicine). This category includes patient care operations of the separately organized and budgeted hospital, including clinical services, general services, administrative services, fiscal services, etc. that are included within the organized hospital. Excluded are student health services (G) Student Services, instructional (A) Instruction & Instruction Support, and research (B) Departmental Research or (C) Sponsored Research programs of the colleges.
N	Non-Institutional Agency Use
	Activities of public and private agencies not under supervision or control of the University but which occupy University space. Includes all university owned spaces leased by outside entities, including OSUP.
P	Inactive
	Space that is not currently in use. Designated for space that will be out of use/circulation for longer than one year or if space will be removed from pool due to decommissioning.
Q	Alteration
	Space that is currently under rehabilitation or renovation. Space that is out of pool but will return to use within the near future.
R	Non-Assignable Area
	Space which is used for shared circulation, custodial, mechanical, publicly available toilet, and utility areas within a building.
X	OSUP Inc
	Space used by OSU Physicians, Inc., within an OSU Physicians, Inc. owned or leased building.

SECTION 3

Room Types/Sub-Types Codes and Definitions

Room Type Codes

NOTE: *Bold Italics* = room capacity required (see definitions for more specifics)
Please see Room Type Code Definitions for more information.

Building Services		Offices		General Use		Medical/Clinical	
0A	Circulation	3A	Office	6A	Assembly	8A	Patient Room
	Elevator		Administrative		Seating		Closet
	Hallway		Faculty		Stage	8B	Patient Toilet
	Loading Dock		Grad Student	6B	Assembly Service		Gender Inclusive
	Lobby		Hoteling	6C	Sanctuary		Men
	Stairs		Office Laboratory		Wudu		Women
0B	Mechanical		Physician	6D	Museum/Exhibit	8C	Clinical Staff Station
	IT/Data		Post-Doc/Fellow/Lecturer	6E	Museum/Exhibit Service		Check-In/Check-Out/Scheduling
0C	Custodial		Reception	6F	Food Facility		Team Room
0D	Toilet		Staff		Seating		Workstation
	Gender Inclusive		Student/Unassigned		Serving	8D	Clinical Staff Service
	Men		Student Activity	6G	Food Facility Service		Break Room/Kitchenette
	Shower	3B	Student Staff/Contractor		Kitchen		Circulation
	Vestibule				Locker Room		Crash Cart
	Women				Storage		Equipment Sterilization
0E	Central Utility Plant			6H	Child Care		JIT
Classrooms				6J	Child Care Service		Locker Room
1A	<i>Seminar Room</i>			6K	Lactation Room		Medical Records
1B	<i>Classroom</i>			6L	Lounge		Medicine/Pyxis
1C	<i>Lecture Hall</i>			6M	Merchandising		Nourishment
1E	Classroom Service	3C	Staff Toilet	6N	Merchandising Service		Supply
	Locker Room		Gender Inclusive	6P	Recreation		Wheelchair
Laboratories			Men	6Q	Meeting Room	8E	Clinical Staff Toilet
2A	<i>Scheduled Teaching Lab</i>	6R	Women	6R	Meeting Room Service		Gender Inclusive
	Computer Lab		Conference Room	6S	Wellness Room		Men
	Special Use Lab						Women
	Teaching Clinic	Study		Support		8F	Surgery/OR
2B	<i>Unscheduled Teaching Lab</i>	4A	Study & Reading Room	7A	Data Processing Facility	8G	Surgery Service
	Computer Lab	4B	Stack Area	7B	Shop		Gas Cylinder Storage
	Individual Study Lab	4C	Open Stack Study Room	7C	Shop Service		Pre-Op/Post-Op
	Special Use Lab	4D	Library Service		Locker Room		Scrub Room
2C	Teaching Laboratory Service			7D	Central Storage		Soiled Utility
	Locker Room	Special Use		7E	Vehicle Storage		Sterile Utility
2D	Research Laboratory	5A	Gymnasium		Aircraft Hangar	8H	Diagnosis and Treatment
	Animal Testing & Procedure		Fitness & Strength		Parking Facility		Blood Draw
	BSL		Gymnasium	7F	Central Service		Consult
	Clinical Trials		Multipurpose	7G	Hazardous Material Storage		Exam
	Computer Lab		Pool				Hearing/Sound Booth
	Core Lab	5B	Specialized Sports				Imaging
	Special Use Lab	5C	Gymnasium Seating				Procedure
2E	Research Lab Service		Gymnasium Service				Therapy
	Autoclave		Equipment Maintenance				Vitals
	Circulation		Equipment Storage/Distribution	9A	Residential Room with Toilet	8J	Diagnosis and Treatment Service
	Clinical Trials		Locker Room		Bedroom off Corridor		Biohazard
	Cold Room		Personal Training & Therapy		Bedroom within Suite		Clean Utility
	Dark Room		Sauna/Steam Room		Closet		Control Room
	Equipment Room - Freezer		Shower		Living Room		Equipment
	Equipment Room - Shared		Toilet		Toilet in Bedroom		Patient Changing
	Fume Hood	5D	Media Production		Toilet in Suite		Reading Room
	Gas Cylinder Storage	5E	Media Production Service	9B	Residential Room without Toilet		Soiled Utility
	Hearing/Sound Booth	5F	Demonstration/Lab School		Bedroom off Corridor	8K	Diagnostic Laboratory
	Locker Room	5G	Demonstration Service		Bedroom within Suite	8L	Diagnostic Laboratory Service
	Microscopy	5H	Field Service Facility		Closet	8M	Central Clinical Supply
	Procedure Room	5J	Animal Quarters		Living Room/Kitchen/Dining Room		Pharmacy
	Radio Isotope		Agricultural Laboratory		Toilet	8N	Public Waiting
	Supply	5K	Animal Quarters Service	9D	House	8P	Staff Quarters
	Tissue Culture	5L	Greenhouse		Bedroom	8Q	Staff Quarters Service
2F	Special Use Laboratory	5M	General Service		Closet	8X	OSUP
					Living Room/Kitchen/Dining Room		
					Toilet		
				9E	Guest Residence		
					Closet		
					Toilet		
				9F	Residential Service		
					Building Services		
					Student Program		
				9T	Residential Toilet		



Building Services

0A	Circulation
	<p>Public corridor or vestibule required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Elevator: The structural shaft built to accommodate an elevator cab. • Hallway: Bounded space that provides access from public access to spaces within the building. • Loading Dock: Covered area used to load or off-load goods or materials. • Lobby: Circulation area used to transition from the floor's external entrance or elevator opening to internal circulation space. • Stairs: Space dedicated to providing nonmechanically assisted passage from one floor to another.
0B	Mechanical
	<p>Area for mechanical equipment that services a building (heating/air conditioning, electrical/telephone equipment, fan rooms, plumbing equipment, etc.).</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • IT/Data: Mechanical space specifically dedicated for telecommunications and/or audiovisual equipment.
0C	Custodial
	<p>Space used by environmental services, custodians, or housekeeping for storing custodial equipment or supplies, trash holding and incinerator rooms.</p>
0D	Toilet
	<p>Rooms providing toilet, washroom, and restroom facilities for the general public. Restroom facilities not available to the public are found under 3C-Staff Toilet, 8C-Patient Toilet, 8E-Staff Toilet, and 9T-Residential Toilet.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Gender Inclusive: Not specifically designated for exclusive use by any gender. • Men: Specifically designated for exclusive use by men. • Shower: Space within a restroom used for bathing. • Vestibule: Space used for transition for a room or hallway to the restroom. • Women: Specifically designated for exclusive use by women.
0E	Central Utility Plant
	<p>Space that primarily houses central utility production and/or distribution to more than one facility on campus. These include space in facilities such as steam plants, co-generation facilities, and electrical distribution facilities.</p>



Classrooms

1A	Seminar Room
	<p>Small room used primarily for scheduled classes, usually furnished with tables and chairs so that discussion may be held. Capacity ordinarily 20 or less.</p> <p>Note: Capacity is required. Capacity is the number of chairs within the room.</p>
1B	Classroom
	<p>Room used primarily for scheduled classes with a capacity of 20 to 100, usually furnished with tablet armchairs or bench type tables and chairs. Classrooms equipped with specialized laboratory equipment and used in part for laboratory instruction are classified as laboratories (i.e., moot courtroom, dance studio).</p> <p>Note: Capacity is required. Capacity is the number of chairs within the room.</p>
1C	Lecture Hall
	<p>Room used primarily for scheduled classes, with a capacity of 101 or more, typically with tiered or sloped floors and furnished with tablet armchairs or auditorium type seating.</p> <p>Note: Capacity is required. Capacity is the number of chairs within the room.</p>
1E	Classroom Service
	<p>Auxiliary room that serves a classroom, seminar room, or lecture hall as an extension of the functions in it. Includes projection rooms, coatrooms, preparation rooms, and storage rooms.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Locker Room: Space designated as an area for changing into and out of clothing necessary for course participation.

Laboratories

2A	Scheduled Teaching Laboratory
	<p>Room used by regularly scheduled classes that require special purpose equipment for student participation, experimentation, observation, or practice in a field of study. The design and/or equipment in such a room normally precludes its use for other areas of study. Examples include instructional shops and drafting rooms.</p> <p>Note: Capacity is required. Capacity is the number of chairs within the room.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Computer Lab: Room equipped with computers used by regularly scheduled classes. Special Use Lab: Room that contains unique, specialized, often one-of-a-kind, and usually fixed or immobile equipment, the need for which is determined by the functions to be performed independently of the number of users. It is used for teaching or research by one



	<p>or more departments and is available for use to any authorized faculty or student (individually or in groups as needed) but is not assigned to any one user (i.e., anechoic chamber).</p> <ul style="list-style-type: none"> • Teaching Clinic: Room used for diagnosis and/or treatment of outpatients directly related to the instructional or research programs of the educational unit. Clinics are typically associated with such areas as psychology, speech, hearing, reading, and veterinary & human health care. Excluded are surgical and medical treatment areas for inpatients.
2B	<p>Unscheduled Teaching Laboratory</p> <p>Room used by informally or irregularly scheduled classes or open lab courses that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. The design and/or equipment in such a room normally precludes its use for other areas of study. Examples include performative arts practice rooms.</p> <p>Note: Capacity is required. Capacity is the number of chairs within the room.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Computer Lab: Room equipped with computers used informally by irregularly scheduled classes. • Individual Study Lab: Room especially equipped and/or designed for individual student experimentation, observation, or practice in a specific field of study. Includes self-study labs for audio-visual instruction, music practice, etc. Stations may be grouped or individualized. • Special Use Lab: Room that contains unique, specialized, often one-of-a-kind, and usually fixed or immobile equipment, the need for which is determined by the functions to be performed independently of the number of users. It is used for teaching or research by one or more departments and is available for use to any authorized faculty or student (individually or in groups as needed) but is not assigned to any one user (i.e., anechoic chamber).
2C	<p>Teaching Laboratory Service</p> <p>Auxiliary room that serves a (2A or 2B) teaching laboratory as an extension of the functions in it. Includes rooms which house special equipment used in course work, support equipment, or which is used for the preparation of materials and storage of equipment or supplies</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Locker Room: Space designated as an area for changing into and out of clothing necessary for laboratory work.
2D	<p>Research Laboratory</p> <p>Specially equipped room used for research projects where classes are not regularly scheduled. Individual or small group student projects can be performed in a research lab, even though course credit may be given for the work.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Animal Testing & Procedure: Spaces utilized for procedures on animals for research purposes.



	<ul style="list-style-type: none"> • BSL: Space designated with a biosafety level, specially equipped to protect against biological agents. • Clinical Trials: Space utilized for clinical trials. • Computer Lab: Research lab space equipped with specialized computer equipment for unique research projects. • Core Lab: Research lab which houses equipment which can be shared among multiple researchers. • Special Use Lab: Room that contains unique, specialized, often one-of-a-kind, and usually fixed or immobile equipment, the need for which is determined by the functions to be performed independently of the number of users. It is used for teaching or research by one or more departments and is available for use to any authorized faculty or student (individually or in groups as needed) but is not assigned to any one user (i.e., anechoic chamber).
2E	<p>Research Laboratory Service</p> <p>Auxiliary room that serves a (2D) Research Lab as an extension of the function in it. Includes rooms which house special equipment used in course work, support equipment, or which is used for the preparation of materials and storage of equipment or supplies.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Autoclave: Research equipment sterilization services. • Circulation: Circulation within research space. • Clinical Trials: Space utilized for clinical trials. • Cold Room: Walk-in refrigeration chamber for storage in an environment below the outside temperature. • Dark Room: Room where normal light is excluded. • Equipment Room – Freezer: Room containing freezer units for storage of materials in a frozen state. • Equipment Room – Shared: Room shared by multiple labs for storing equipment • Fume Hood: Laboratory space containing a ventilated enclosure that limits exposure to hazardous or toxic fumes, vapors, or dust. • Gas Cylinder Storage: Storage space for gas cylinders. • Hearing/Sound Booth: Sound controlled space for evaluation of research participants. • Locker Room: Space containing lockers specifically for dressing to prepare for entering a research lab. • Microscopy: Room dedicated to the use of microscopes of any type. • Procedure: Non-invasive clinical procedural service space. • Radio Isotope: Space dedicated to the handling of radio isotopes. • Supply: Storage for general support supply. • Tissue Culture: Space for the growth of tissues or cells separate from the organism.
2F	<p>Any laboratory used for a purpose other than instruction or research. Such as the Campus Police forensics lab and FOD's hazardous materials lab.</p>



Offices

3A	<p>Office</p> <p>Room, cubicle, or station used as an individual workspace for university personnel.</p> <p>Note: Capacity is required. Capacity is the number of work areas within the room.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Administrative: Office assigned to deans, directors, department heads, and their equivalents in administrative units. • Faculty: Office assigned to a faculty member with the rank of instructor or above, or comparable status. • Grad Student: Office or desk assigned to graduate assistants & associates. • Hoteling: Office or desk intended to be used by multiple users. Its use may or may not be scheduled or reserved. • Office Laboratory: Personal office-laboratory or office-studio that includes specialized equipment or utility service such as gas, water, air, and steam, etc. • Physician: Office assigned to a physician that is not a faculty member. • Post-Doc/Fellow/Lecturer: Office or desk assigned to a Post-Doc, Fellow, or Lecturer, or someone with a comparable status. • Reception: Staffed desk that is located at the entrance of an office suite, where visitors may check in. • Staff: Office or desk assigned to a specific non-faculty staff member. • Student/Unassigned: Office or desk that is not assigned to a specific user. It may serve multiple purposes. • Student Activity: Office or desk that serves student activities including publications, clubs, service groups, and others. • Student Staff/Contractor: An office or cubicle for a person that may have a limited appointment timeframe, or the desk may be shared among multiple people, but is not openly available like a hoteling desk.
3B	<p>Office Service</p> <p>Room that directly serves an office or group of offices as an extension of the activities in them.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Break Room/Kitchenette: Space furnished with tables and/or kitchen appliances for coffee breaks, snacks, lunches, etc. • Circulation: Bounded space that provides walking space within an office suite. • Closet: Space serving a group of offices, for storing coats or other personal belongings. • Copy/Mailroom: Space equipped with a copy machine and/or a common mail delivery room for a group of offices. • Locker Room: Space designated as an area for office personnel to allow changing into and out of clothing necessary for work. • Supply/File Room: Space dedicated to the storage of office supplies and/or files that are produced by a group of offices.

	<ul style="list-style-type: none"> Waiting: Seating area serving a group of offices, for people waiting to see someone in that office.
3C	Staff Toilet
	<p>Room containing toilet facilities within an office or office suite and not available to the public.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Gender Inclusive: Restroom within an office or suite that is not specifically designated for exclusive use by any gender. Men: Restroom within an office or office suite that is specifically marked for exclusive use by men. Women: Restroom within an office or office suite that is specifically marked for exclusive use by women.
3D	Conference Room
	Room equipped with a large table(s) and chairs, serving an office complex, and used primarily for staff meetings and departmental activities.

Study

4A	Study & Reading Room
	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.
4B	Stack Area
	Space used to house arranged collections of educational materials for use as a study resource.
4C	Open Stack Study Room
	Combination study space and stack, generally without physical boundaries between the stack and study area.
4D	Library Service
	Auxiliary space that houses library support services such as circulation desks, storage rooms, coatrooms, etc.

Special Use

5A	Gymnasium
	<p>Room or area used by students, staff, or the public for athletic or physical education activities.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Fitness & Strength: Space used for general fitness purposes in which the equipment is fixed or rarely moved. Gymnasium: Large indoor court typically configured for basketball or volleyball



	<ul style="list-style-type: none"> • Multipurpose: Space used for a variety of fitness purposes and is easily reconfigured to meet the needs of the activity. • Pool: Space containing a swimming or diving pool, or hot tub, used for fitness, recreation, and/or competition. • Specialized Sports: Space reserved for a specific sport or athletic activity.
5B	Gymnasium Seating
	Permanent, non-retractable spectator seating in a gymnasium.
5C	Gymnasium Service
	<p>Space that directly serves an athletic or physical education facility as an extension of the activities in that facility.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Equipment Maintenance: Area used for maintaining equipment used in a gymnasium facility. • Equipment Storage/Distribution: Space dedicated to the storage and distribution of equipment directly related to a gymnasium facility. • Locker Room: Dressing area that provides storage options for personal items and that directly serves a gymnasium facility. • Personal Training & Therapy: Space that provides private fitness training or rehabilitation directly serving a gymnasium facility. • Sauna/Steam Room: Room within a gymnasium facility with heat generating equipment to provide either dry or humid conditions for therapeutic purposes. • Shower: Space directly serving a gymnasium facility that is used for bathing. • Toilet: Restroom space directly serving a gymnasium facility locker room.
5D	Media Production
	Space used for the production or distribution of multimedia materials or signals either within a facility or for external distribution.
5E	Media Production Service
	Space that directly serves a media production or distribution space as an extension of the activities in that facility.
5F	Demonstration/Lab School
	An instructional space where students practice activity that closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses.
5G	Demonstration Service
	Space that directly serves a demonstration space as an extension of the activities in that facility.



5H	Field Service Facility
	Space used for storage of farm and/or landscaping products, supplies, and equipment. The space may alternatively provide temporary animal shelter but is not meant for overnight housing of the animals.
5J	Animal Quarters
	<p>Space to house animals used in research and instruction, or as part of a normal replacement pool for animals needed in ongoing programs (i.e., stalls).</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Agricultural: Overnight housing used for research or educational animals in a farm environment. • Laboratory: Overnight housing used for research or educational animals in a controlled environment.
5K	Animal Quarters Service
	Space adjacent to animal quarters to provide storage of feed and /or care supplies for the animals.
5L	Greenhouse
	Area used for growing, potting, and handling of plats and plant materials composed chiefly of glass, plastic, or other light-transmitting material. Service rooms for storage of greenhouse equipment and supplies are also included in this category.
5M	General Service
	Category of last resort for service space that cannot be described with other room types.

General Use

6A	Assembly
	<p>Space designed and equipped for the assembly of many people for non-athletic events, such as dramatic, musical, devotional, livestock judging, or commencement activities.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Seating: Area with fixed seats within a non-athletic event facility • Stage: The stage, wings, or orchestra pit of a non-athletic event facility.
6B	Assembly Service
	Room or area that directly serves an assembly facility as an extension of the activities in that facility, such as property rooms, scenery and costume rooms, green rooms, and ticket booths.

6C	Sanctuary
	Space designed and equipped for religious, devotional, or meditative assembly or private use. Wellness or quiet rooms that aren't meant for a religious nature are categorized as (6S) Wellness Room. Room Sub-Type: <ul style="list-style-type: none"> • Wudu: Space dedicated to ritual washing before daily worship.
6D	Museum/Exhibit
	Room or area used for exhibition of materials, works of art, artifacts, etc., that is open to the public.
6E	Museum/Exhibit Service
	Space that directly serves an exhibition facility as preparation and/or storage space for materials and displays.
6F	Food Facility
	Space utilized for the serving and consumption of food, including dining halls, vending machines (with seating areas), and restaurants. Vending areas without seating is categorized as (6M) Merchandising. Room Sub-Types: <ul style="list-style-type: none"> • Seating: Customer seating area of a café, restaurant, or other food facility. • Serving: The behind-the-counter area from which food is served to the public.
6G	Food Facility Service
	Space that directly serves a food facility as an extension of the activities in that facility, including food prep and storage areas. Room Sub-Types: <ul style="list-style-type: none"> • Kitchen: Area dedicated to preparing food for public consumption. • Locker Room: Space designated as an area for changing into and out of clothing necessary for work serving and/or preparing food. • Storage: Space dedicated to the storage of food, equipment for food preparation, or supplies for serving food. This includes walk-in commercial refrigerators and freezers.
6H	Child Care
	Room in a childcare facility used for learning and recreation.
6J	Child Care Service
	Space that directly serves a primary activity space in a childcare space as an extension of the activities in that space.
6K	Lactation Room
	Private room specifically used for nursing mothers to pump breast milk.

6L	Lounge
	Room equipped with casual furniture used for informal meetings or for rest and relaxation, and not restricted to a specific group. Also includes rooms that directly serve the lounge.
6M	Merchandising
	Room used to sell products or services. Includes bookstores, post offices, and other retail operations that sell products or services to students, staff, or the public on an over-the counter basis.
6N	Merchandising Service
	Space that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms, closets, sorting rooms, and other support spaces.
6P	Recreation
	Room devoted to casual entertainment and non-athletic gaming, including billiards, arcades, and non-study reading rooms. Associated service spaces are included.
6Q	Meeting Room
	Room used for a variety of general purpose, non-class meetings, on a less formal basis, and that is generally available to the public.
6R	Meeting Room Service
	Space that serves a meeting space, including multimedia or furniture storage.
6S	Wellness Room
	Private room used for individual wellness, typically dedicated to quiet reflection and personal well-being.

Support

7A	Data Processing Facility
	Space used as a data or telecommunications center with applications that are broad enough to serve the entire institution. Also includes adjacent service rooms such as equipment repair rooms, control rooms, wiring rooms, and related storage rooms.
7B	Shop
	Space used for the manufacture, repair, or maintenance of products or equipment. This includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction, maintenance, or repair of research, instructional, and multimedia equipment and devices.

7C	Shop Service
	<p>Room that serves a shop or maintenance purpose such as equipment supply and storage areas, or locker rooms and restrooms.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Locker Room: Space designated as an area for changing into and out of clothing necessary for work.
7D	Central Storage
	<p>Space that is used to store equipment or materials and that serves multiple space use categories, organizations, or buildings. This includes warehouse and surplus storage. Storage areas related to other area functions follow the classification of that function with a service designation. Storage that must be close at hand due to the nature of the materials stored or the demands placed upon the materials by the program is classified according to the appropriate service category.</p>
7E	Vehicle Storage
	<p>Parking facility for automobiles, busses, trucks, farm equipment, riding lawnmowers, airplanes, etc.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> Aircraft Hangar: Enclosed space to hold aircraft. Parking Facility: Enclosed/semi-enclosed space to hold vehicles, including cars, riding lawnmowers, drivable agriculture equipment, and the like.
7F	Central Service
	<p>Room or area that is used for the processing, preparation, testing, or delivery of a central or campus-wide support service that typically serves the occupants or activities of more than one building. This includes central facilities for printing, mail, shipping and receiving area, centralized food stores and laundries.</p>
7G	Hazardous Material Storage
	<p>Centralized facility used for the storage of hazardous or toxic materials. This includes materials that are flammable, chemically aggressive or unstable, biologically toxic, or radioactive.</p>

Medical/Clinical

8A	Patient Room
	<p>Room equipped with one or more beds used for patient care, or stalls or cage rooms for animal patients.</p> <p>Room Sub-Type:</p> <ul style="list-style-type: none"> Closet: Storage area for patient belongings within a patient room.
8B	Patient Toilet
	<p>Room containing patient bath and/or toilet facilities. Included in this category are toilet and bath facilities adjoining or in conjunction with patient rooms and common shower facilities for the use of</p>

	<p>patients. Patient toilets are, by default, gender inclusive unless otherwise noted. Public restrooms and private restrooms serving people other than patients are excluded.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Gender Inclusive: Not specifically designated for exclusive use by any gender. • Men: Restroom specifically marked for the exclusive use by men. • Women: Restroom specifically marked for the exclusive use by women.
8C	Clinical Staff Station
	<p>Space with one or more workstations used by clinical and patient care staff who are supervising or administering healthcare services.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Check-In/Check-Out/Scheduling: Desk area for the specific purpose of patient check-in, check-out, and scheduling. • Team Room: Unscheduled private collaboration space for medical staff. • Workstation: Desk area in an open space for working on patient health records. Includes a traditional nurse station or individual computer station.
8D	Clinical Staff Service
	<p>Space that directly serves one or more clinical staff stations as an extension of the activities in those spaces.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Break Room/Kitchenette: Space furnished with tables and/or kitchen appliances for coffee breaks, snacks, lunches, etc. • Circulation: Circulation areas within clinical space. • Crash Cart: Space for crash carts and related emergency medicine or equipment. • Equipment Sterilization: Space for sterilizing medical equipment for reuse, such as autoclaves. • JIT: Storage space for just-in-time supplies. • Locker Room: Clinical staff locker room. • Medical Records: Space for clinical patient records. • Medicine/Pyxis: Space for patient medication storage and dispensing. • Nourishment: Space containing a limited supply of food or beverage for patients and visitors. • Supply: Storage for generic clinical supply • Wheelchair: Storage and distribution of wheelchairs for patients.
8E	Clinical Staff Toilet
	<p>Restroom whose primary use is for clinical staff.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Gender Inclusive: Restroom not specifically designated for exclusive use by any gender. • Men: Restroom specifically marked for exclusive use by men. • Women: Restroom specifically marked for exclusive use by women.

8F	Surgery/OR
	Room used for surgery, including major and minor surgery rooms, and delivery rooms.
8G	Surgery Service
	<p>Space that directly serves a Surgery/OR room.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Gas Cylinder Storage: Storage space for gas cylinders. • Pre-Op/Post-Op: Space for patients to prepare or recover immediately before or after surgery. • Scrub Room: Space for surgical team members to wash before entering an operating room. • Soiled Utility: Storage space for dirty or used medical supplies. • Sterile Utility: Storage space for sterile medical supplies used in surgical procedures.
8H	Diagnosis & Treatment
	<p>Used for examination, diagnosis and/or treatment of patients. Diagnosis & Treatment differs from (8K) Diagnostic Laboratory in that the former requires the presence of the patient.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Blood Draw: Space utilized for patient blood draw for testing. • Consult: Space utilized for consulting with patients, with no examination equipment. • Exam: Space for clinical examination of patients, with specialized furniture and equipment. • Hearing/Sound Booth: Sound controlled space for clinical evaluation of patients. • Imaging: Space equipped with specialized diagnostic equipment such as X-Ray or MRI. • Procedure: Space for clinical procedures or treatment that don't require general anesthesia. • Therapy: Space equipped for therapeutic services, such as physical or occupational therapy. • Vitals: Space for non-invasive patient measurements, typically serving multiple exam rooms and in a circulation space.
8J	Diagnosis & Treatment Service
	<p>Space that directly serves a Diagnosis & Treatment room as an extension of the activities in those spaces, or animal holding pens if they serve a treatment or examination area.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Biohazard: Space dedicated to storage of biohazardous material. • Clean Utility: Storage space for clean medical supplies (excludes sterile or surgical supplies). • Control Room: Control room to support imaging services and equipment. • Equipment: Storage space for clinical equipment. • Patient Changing: Space dedicated for patients to change their clothing, including lockers to hold patient belongings. • Reading Room: Space dedicated for reading and evaluating clinical diagnostic imaging. • Soiled Utility: Storage space for dirty or used medical supplies.

8K	Diagnostic Laboratory
	Space used to provide diagnostic support services, including pathology, pharmacy, autopsy/necropsy, and laboratories.
8L	Diagnostic Laboratory Service
	Space that directly serves a diagnostic laboratory, including autoclave and centrifuge rooms, cadaver storage rooms, morgues, locker and scrub rooms, and supply and storage.
8M	Central Clinical Supply
	Room used centrally to store healthcare supplies for a healthcare facility. Room Sub-Types: <ul style="list-style-type: none"> Pharmacy: Space for the preparation, storage, and dispensing of medical drugs.
8N	Public Waiting
	Room used by the public to await admission, treatment, or information within a healthcare facility. Includes reception areas, visiting areas, and lobby areas that are specifically configured and furnished for public waiting.
8P	Staff Quarters
	Room or quarters used by healthcare staff to rest or sleep while on call in a healthcare facility.
8Q	Staff Quarters Service
	Space that directly serves a staff quarter space, including baths, closets, and physician locker rooms.
8X	OSUP
	Space within an OSUP owned/leased and operated facility where the room type data is not known.

Residential

9A	Residential Room with Toilet
	Student's sleeping and study room with an adjoining toilet, usually equipped with bed(s), desk(s), and related furniture. Room Sub-Types: <ul style="list-style-type: none"> Bedroom off Corridor: Student bedroom with the entrance having direct access to the common hallway. Bedroom within Suite: Student bedroom with the entrance having access to a common living area within a suite of rooms. Closet: Space dedicated within a bedroom for clothing storage. Living Room: Space used for common social activities of the occupants, usually containing a sofa and chairs. Toilet in Bedroom: Private student restroom with direct access to a single bedroom.



	<ul style="list-style-type: none"> • Toilet in Suite: Private student restroom with direct access to a common living space within a suite.
9B	Residential Room without Toilet
	<p>Student's sleeping and study room, usually equipped with bed(s), desk(s), and related furniture.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Bedroom off Corridor: Student bedroom with the entrance having direct access to the common hallway. • Bedroom within Suite: Student bedroom with the entrance having access to a common area within a suite of rooms. • Closet: Space dedicated within a bedroom for clothing storage. • Living Room: Space used for common social activities of the occupants, usually containing a sofa and chairs.
9C	Apartment
	<p>Group of rooms designed as a complete housekeeping unit and intended as student housing.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Bedroom off Corridor: Student bedroom with the entrance having direct access to the common hallway. • Bedroom within Suite: Student bedroom with the entrance having access to a common area within a suite of rooms. • Closet: Space dedicated for storage of clothing or personal belongings. • Living Room/Kitchen/Dining Room: Space used for common social activities of the occupants, usually containing common household furniture. • Toilet: Full or half bathroom for the use of the occupants.
9D	House
	<p>Student Life-managed house that provides living and personal space for occupants.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Bedroom: Room furnished with a bed and intended primarily for sleeping. • Closet: Space dedicated for household storage. • Living Room/Kitchen/Dining Room: Space used for common social activities of the occupants, usually containing common household furniture. • Toilet: Full or half bathroom for the use of the occupants.
9E	Guest Residence
	<p>Room or housekeeping unit similar to a student's residential facility but something constituting a hotel-type accommodation intended primarily for guests.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Closet: Space dedicated within a bedroom for clothing storage. • Toilet: Full or half bathroom for the use of the occupants.

9F	Residential Service
	<p>Space within student housing utilized by housekeeping, maintenance, or students, that support student housing.</p> <p>Room Sub-Types:</p> <ul style="list-style-type: none"> • Building Services: Space utilized by maintenance or housekeeping staff to support housing. • Student Program: Space utilized by residents such as bike rooms, common kitchen areas, laundry rooms, etc.
9T	Residential Toilet
	Rooms providing toilet and bathing facilities to student or guest housing, not contained within a residential room.

SECTION 4

Function – Room Type Compatibility Matrix

Room Type Codes	Room Function Codes																Capacity Required
	A - Instruction & Instruction Support	B - Departmental Research	C - Sponsored Research	D - Public Service	E - Library	F - General Administration	G - Student Services	H - Plant Operation & Maintenance	J - General Services	K - Auxiliary Services	L - Patient Care & Support	N - Non-Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	X – OSUP Inc	
0x - Building Services																	
0A - Circulation																	
0B - Mechanical																	
0C - Custodial																	
0D - Toilet																	
0E - Central Utility Plant																	
1x - Classrooms																	
1A - Seminar Room																	
1B - Classroom																	
1C - Lecture Hall																	
1E - Classroom Service																	
2x - Laboratories																	
2A - Scheduled Teaching Lab																	
2B - Unscheduled Teaching Lab																	
2C - Teaching Lab Service																	
2D - Research Lab																	
2E - Research Lab Service																	
2F - Special Use Lab																	
3x - Offices																	
3A - Office																	
3B - Office Service																	
3C - Staff Toilet																	
3D - Conference Room																	
4x - Study																	
4A - Study & Reading Room																	
4B - Stack Area																	
4C - Open Stack Study Room																	
4D - Library Service																	
5x - Special Use																	
5A - Gymnasium																	
5B - Gymnasium Seating																	



Room Type Codes	Room Function Codes																Capacity Required
	A - Instruction & Instruction Support	B - Departmental Research	C - Sponsored Research	D - Public Service	E - Library	F - General Administration	G - Student Services	H - Plant Operation & Maintenance	J - General Services	K - Auxiliary Services	L - Patient Care & Support	N - Non-Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	X – OSUP Inc	
5C - Gymnasium Service																	
5D - Media Production																	
5E - Media Production Service																	
5F - Demonstration/Lab School																	
5G - Demonstration Service																	
5H - Field Service Facility																	
5J - Animal Quarters																	
5K - Animal Quarters Service																	
5L - Greenhouse																	
5M - General Service																	
6x - General Use																	
6A - Assembly																	
6B - Assembly Service																	
6C - Sanctuary																	
6D - Museum/Exhibit																	
6E - Museum/Exhibit Service																	
6F - Food Facility																	
6G - Food Facility Service																	
6H - Child Care																	
6J - Child Care Service																	
6K - Lactation Room																	
6L - Lounge																	
6M - Merchandising																	
6N - Merchandising Service																	
6P - Recreation																	
6Q - Meeting Room																	
6R - Meeting Room Service																	
6S - Wellness Room																	
7x - Support																	
7A - Data Processing Facility																	
7B - Shop																	



Room Type Codes	Room Function Codes																Capacity Required
	A - Instruction & Instruction Support	B - Departmental Research	C - Sponsored Research	D - Public Service	E - Library	F - General Administration	G - Student Services	H - Plant Operation & Maintenance	J - General Services	K - Auxiliary Services	L - Patient Care & Support	N - Non-Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	X – OSUP Inc	
7C - Shop Service																	
7D - Central Storage																	
7E - Vehicle Storage																	
7F - Central Service																	
7G - Hazardous Material Storage																	
8x – Medical/Clinical																	
8A - Patient Room																	
8B - Patient Toilet																	
8C - Clinical Staff Station																	
8D - Clinical Staff Service																	
8E - Staff Toilet																	
8F - Surgery/OR																	
8G - Surgery Service																	
8H - Diagnosis & Treatment																	
8J - Diagnosis & Treatment Service																	
8K - Diagnostic Laboratory																	
8L - Diagnostic Laboratory Service																	
8M - Central Clinical Supply																	
8N - Public Waiting																	
8P - Staff Quarters																	
8Q - Staff Quarters Service																	
8X - OSUP																	
9x - Residential																	
9A - Residential Room with Toilet																	
9B - Residential Room without Toilet																	
9C - Apartment																	
9D - House																	
9E - Guest Residence																	
9F - Residential Service																	
9T - Residential Toilet																	



SECTION 5


Data Attribute Definitions

Campus

Attribute	Definition	Ownership
Capacity	The combined capacities for all spaces within all buildings on the campus.	FITS
Comment	Notes about the schools on that campus.	FITS
Gross Area	The combined Gross Square Footage of all buildings assigned to that building.	FITS
Name	<p>The name of the campus.</p> <ul style="list-style-type: none"> • Columbus: All non-Medical Center buildings located in Franklin County • Lima: All co-located buildings in Allen County • Mansfield: All co-located buildings in Richland County • Marion: All co-located buildings in Marion County • Medical Center: All buildings operated by the Wexner Center or OSU Physicians, Inc., regardless of geographic location • Newark: All co-located buildings in Licking County • Satellite: All Columbus-affiliated buildings outside of Franklin County • Wooster: All buildings in Wayne County <p>* Exceptions to the above definitions include Extension Offices, Radio Transmitters, and NW Ag Research Station buildings, which are assigned to the Satellite campus.</p>	FITS

Buildings

Attribute	Definition	Ownership
Acquisition Date	For buildings not originally constructed by OSU, it is the date OSU took acquisition of the building.	PARE Real Estate
Address	Physical address for the building.	FITS

Also Known As	Previous common name(s) if a building name has changed.	FITS
Building Number	The 3- or 4-digit unique number assigned to all OSU buildings. The number stays with the physical building if the building name changes. If the building is demolished, sold, or the lease terminated, the number is retired.	FITS
Campus Name	The campus the building is associated with.	FITS
Capacity	The combined capacities for all spaces within the building.	FITS
City	The city the building is located in.	FITS
Cleaning Provider	The party responsible for cleaning of the building (i.e., FOD, OSUWMC, etc.).	FOD
Construction Date	The date the building obtained a certificate of occupancy.	FOD Facility Assessment Team
County	The county the building is located in.	FITS
District	FOD geographic designation for building maintenance.	FOD
Drawing Type	The type of drawing file maintained for the building. It will be either None, AutoCAD, or Revit.	FITS 
FCI Composite Score	Facility Condition Index is a comparative metric used to measure a constructed asset's condition at a specific point in time to provide a benchmark for comparing the relative condition of a group of facilities. Each structure is assessed every 3 years using 64 different building components to determine an overall building score or FCI. These components are weighted based on 40% for architectural systems and 60% for MEP (mechanical, electrical, and plumbing) systems.	FOD Facility Assessment Team
Floors Above Ground	The number of floors at ground level and above. Mezzanines are not counted.	FITS
Floors Below Ground	The number of floors below ground level.	FITS

Formal Name	The Board of Trustees official naming of a building.	Board of Trustees / FITS
Framework District	A geographic area of the Columbus campus, defined by the majority of building use in that area, developed for planning purposes.	PARE Planning
Geography	The geographic location of the building (i.e., Columbus Contiguous, Franklin Satellite).	FOD
Gross Area	The sum of all areas on all floors of a building, included within the outside faces of the exterior walls.	FITS
Grounds Provider	The party responsible for maintaining the grounds adjacent to the building (i.e., FOD, OSUWMC, etc.).	FOD Landscaping
Institutional Type	Predominate function of the building (i.e., Academic, Athletics, etc.).	FITS
Investment Cost	The total current building value, including initial design, construction, and any improvements.	Business & Finance
Latitude	The latitudinal location of a building.	FITS
Leased as Landlord	A yes/no designation for OSU owned buildings, as to whether or not OSU leases the building to a non-OSU entity.	PARE Real Estate
Longitude	The longitudinal location of a building.	FITS
Maintenance Provider	The party responsible for maintenance of the building (i.e., FOD, Student Life, etc.).	FOD
Name	The common name of a building.	FITS
Ownership	<p>OSU's or an OSU related entity's legal relationship with the building.</p> <ul style="list-style-type: none"> • Board of Trustees: Owned by the OSU Board of Trustees • Campus Partners: Owned by Campus Partners, and OSU affiliate • Land Lease/Leased as Tenant: Land is owned by the State of Ohio, but the building was built by an outside entity, with OSU leasing space within the building. 	Pare Real Estate

	<ul style="list-style-type: none"> • Land Lease/MOU: Land is owned by the State of Ohio, but the building was built by and is used by an outside entity • Leased as Tenant: Leased by OSU for OSU occupants • OSU Owned: Owned by the State of Ohio • OSUP: Owned or leased by OSUP Inc. • Tech Leased: Leased by one of the Technical Colleges • Tech Owned: Owned by one of the Technical Colleges 	
POM-Custodial	Full/None/Partial determination for whether the building is subject to POM fees for custodial care.	FOD
POM-Maintenance	Full/None/Partial determination for whether the building is subject to POM fees for maintenance.	FOD
POM-Utility	Full/None/Partial determination for whether the building is subject to POM fees for utilities used by the building.	FOD
Postal Code	The zip code for the address of the building.	
Replacement Cost	The estimated replacement cost of the building. Updated after the annual FOD Snapshot of room type by building.	FOD Facility Assessment Team
Scheduling Abbreviation	The 2- or 3-character abbreviation for the building, used by the Registrar for class scheduling.	FITS
State	The state the building is located in.	FITS
Status	The current use status of the building. <ul style="list-style-type: none"> • Active: The building is occupied and in use • Pending: The building is in the design stage • Under Construction: The building is under construction 	FITS
Zone	A subdivision of the FOD District.	FOD

Floors

Attribute	Definition	Ownership
Building Name	The building the floor belongs to.	FITS
Campus Name	The campus associated with the building the floor is on.	FITS
Capacity	The combined capacities for all spaces within the floor.	FITS
Gross Area	Gross square footage of the entire floor. It is calculated from the floor plan drawing unless there is no drawing, then it is determined from some other method (lease document, approximations, etc.).	FITS
Name	Name of the floor (i.e., 0G, 01, etc.).	FITS

Space

Attribute	Definition	Ownership
Alternate ID	Used when a room is commonly known by a name or number other than the architectural room number (i.e., OR 1).	Cost Center Assigned to Space
Area	The assignable square footage of a room, measured from wall face to wall face. It is always derived from the floor plan drawing, unless there is no drawing, then it is manually determined from some other method (lease document, approximation, etc.).	FITS
Assignment Number	The eService or PARE space assignment number that necessitates a data change.	FITS
BOT Name	A space name declared by a Board of Trustee resolution.	Board of Trustees
Building Name	The common building name.	FITS
Campus Name	The campus the building is associated with.	FITS
Capacity	The number of seats or workstations within a room.	FITS
CCH4	The parent attribute of the CCH5	PARE/WMC Planners
CCH5	The parent attribute of the CCH6	PARE/WMC Planners
CCH6	The parent attribute of the CCH7	PARE/WMC Planners



CCH7	The parent attribute of the Cost Center	PARE/WMC Planners
Comment	Any additional information about how the space is used.	FITS
Cost Center	The cost center (i.e., department) that is formally assigned to the room, or who is paying POM for the space.	PARE/WMC Planners
Earning Operation	True/false as to whether or not a space generates income.	Cost Center Assigned to Space
Effective Date	Accompanies the Assignment Number, the date the change took effect.	FITS
Floor Name	The floor that the room resides on.	FITS
Function	A code that describes the room's primary function (see Section 2 of the handbook).	PARE/WMC Planners
HEI Subject Code	A 6-digit code that corresponds to a FICM description of the primary subject code taught in or associated with the room. It is only necessary for Instructional or Departmental Research spaces that are not classrooms. https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=560	PARE/Regional Planners
Occupant CC 1	The primary occupant organization, which may be different from the Cost Center in some cases.	PARE/WMC Planners
Occupant CC 1 Pct Allocated	The percentage of the room being used by Occupant CC 1.	PARE/WMC Planners
Occupant CC 2	The secondary occupant organization, which may be different from the Cost Center in some cases.	PARE/WMC Planners
Occupant CC 2 Pct Allocated	The percentage of the room being used by Occupant CC 2.	PARE/WMC Planners
Occupant CC 3	The tertiary occupant organization, which may be different from the Cost Center in some cases.	PARE/WMC Planners
Occupant CC 3 Pct Allocated	The percentage of the room being used by Occupant CC 3.	PARE/WMC Planners
POM-Custodial	True/false as to whether the room will be charged Custodial POM	FOD

POM-Maintenance	True/false as to whether the room will be charged Maintenance POM	FOD
POM-Utility	True/false as to whether the room will be charged Utility POM	FOD
Room Number	The architectural room number of the space (see Section 7 of the handbook).	FITS
Room Sub-Type	A more finely defined description of how the room is used than the Room Type (see Section 3 of the handbook).	FITS
Room Type	Describes the primary used of the room (see Section 3 of the handbook).	FITS
Space ID	The unique ID for every space consisting of the 3- or 4-digit building number, the floor, and the room number (see Section 7 of the handbook).	FITS

Occupants

Attribute	Definition	Ownership
Building Name	The building where the individual is assigned to a workstation/office/laboratory.	FITS
Campus Name	The campus that the individual works at.	FITS
Cost Center	The Cost Center the individual works in.	University HR
Email	The individual's email.	University HR
First Name	The individual's first name.	Occupant
Floor Name	The floor that the individual's assigned workstation/office/laboratory is located.	Unit HR
Last Name	The individual's last name.	Occupant
Name	The individual's first and last name.	Occupant
Space	The room the individual is assigned to work in.	Unit HR
Title	The individual's job title.	Unit HR

SECTION 6

Building Area Definitions

Summary

Gross Square Feet (GSF)			
Net Square Feet (Net)			Structure
Assignable Square Feet (ASF)	Non-Assignable Area (NSF)		Structure
Cleanable Square Feet (CSF)	Custodial	Mechanical	Structure

Gross Square Feet (GSF): Area within the exterior building facade.

Net Square Feet (Net): Interior area that can be occupied and accessible by foot. Calculated wall face to wall face, which includes assignable and non-assignable square feet. Excludes structural area.

Structure: Comprised of exterior walls, interior walls, utility chases, and other structural elements. Areas do not contain room numbers.

Assignable Square Feet (ASF): Interior areas available for assignment, excludes non-assignable and structural areas.

Non-Assignable Area (NSF): Common areas associated with the operation of a building, consisting of custodial, mechanical, public restrooms, and circulation spaces (hallways, stairs, and elevators).

Cleanable Square Feet (CSF): Gross square feet, excluding mechanical, structural and custodial areas.

Mechanical: Comprised of mechanical rooms, IT/Data closets, electrical closets, etc.

Detailed Definitions

Gross Area

- A. **Definition:** The sum of all areas on all floors of a building included within the outside faces of its exterior walls. This includes floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.
- B. **Basis for Measurement:** Gross Area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height.

Measured in terms of gross square feet (GSF):

Gross Area = Net Area + Structural Area.

- C. Description: In addition to all the internal floored spaces obviously covered above, Gross Area should include the following: excavated basement areas; mezzanines, penthouses, attics; garages, enclosed porches, and corridors, provided they are within the outside face lines of the building, to the extent of the roof drip line. The footprints of stairway, elevator shafts and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.
- D. Limitations: Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.
- E. Exception: Include top, unroofed floor of parking structures where parking is available.

Net Area

- A. 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.
- B. Basis for Measurement: Net Area is computed by summing the Assignable Area and the Non-assignable Area.

Measured in terms of net square feet (NSF):

Net Area = Assignable Area + Non-assignable Area.

- C. Description: Included should be space subdivisions of the nine primary space room type categories.
- D. Limitations: Deductions should not be made for necessary building columns and projections. Areas defined as structural should not be included.

Assignable Area

- A. Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.
- B. Basis for Measurement: Assignable Area is computed by physically measuring or scaling measurements from the inside finishes that form the boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height.

Measured in terms of assignable square feet (ASF)

Assignable Area = Sum of the nine primary room type Categories, excluding 0x - Building Services.

- C. Description: Included should be space subdivisions of the 8 primary room type categories, excluding 0x - Building Services (Classrooms; Laboratories; Laboratory Services; Library, Museum & Study; Offices; General Use; General Service; Medical/Clinical; and Residential) that are used to accomplish the institution's mission.
- D. Limitations: Deductions should not be made for necessary building columns and projections. Areas defined as Non-assignable, Building Circulation, and Structural should not be included.

Non-Assignable Area

- A. Definition: The sum of all areas on all floors of a building not available for Assignment to an occupant or specific use, but necessary for the general operation of a building.
- B. Basis for Measurement: Non-Assignable Area is computed by physically measuring or scaling measurements from the inside finishes of surfaces that form the boundaries of the designated areas. Excludes areas having less than six-foot, six-inch clear ceiling height.

Measured in terms of non-assignable area

Non-Assignable Area = Sum of the space defined using the 0x - Building Services room type category.

- C. Description: Included should be space subdivisions of the non-assignable room use category (Building Services) that is used to support the building's general operation.
- D. Limitations: Deductions should not be made for necessary building columns and projections. Area defined, as Assignable, Building Circulation, and Structural should not be included.

Building Circulation Area

- A. Definition: That portion of the Gross Area, whether or not enclosed by partitions, which is required for physical access to some subdivision of space.
- B. Basis for Measurement: Building Circulation is computed by physical measuring or scaling measurements from the inside finishes of surfaces that form the boundaries of the designated areas. Or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building. Excludes areas having less than six-foot, six-inch clear ceiling height.

Measured in terms of area:

Building Circulation = Sum of the building 0A-Circulation root type category.

- C. **Description:** Building Circulation should include, but not be limited to: Corridors (access, public, service, also “phantom”: for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in Assignable Area); lobbies (elevator, entrance, public; also, public vestibules); tunnels and bridges (not mechanical)
- D. **Limitations:** When assuming corridor areas, only horizontal spaces required for general access should be included, not aisles which are normally used only for circulation within suites of rooms, auditoria, or other working areas, which may have room numbers associated with them. Deductions should not be made for columns and projections necessary to the building.

Structural Area

- A. **Definition:** The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.
- B. **Basis for Measurement:** Precise computation by direct measurement is not possible under these definitions. It is determined by calculating the measured Gross Area less the measured Net Area and the measured Building Circulation Area.

Measured in terms of structural area:

Structural Area = Gross Area – Net Area – Building Circulation.

- C. **Description:** Examples of building features normally classified as structural Areas include exterior walls, firewalls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions, as well as unexcavated basement areas.

SECTION 7

Space ID Definition

Each space at Ohio State has a unique identifier in our Space Information and Management System (SIMS), internally called the Space ID. The following describes how that unique identifier is developed.

Space ID Format

The Space ID consists of 4 primary parts: Building-Floor-Room-Cubicle.

Building

Can be a 3- digit or 4-digit character string of numbers only. Any building that is currently 3 digits will remain that way in SIMS. Any new building that receives a 4-digit building number will receive a 4-digit character string. Examples are:

- 001 = Bricker Hall
- 354 = Rhodes Hall
- 1951 = Mirror Lake Pump House

Floor

The floor can either be a 2- or 3-character string of numbers and letters formatted as ##A. Examples are:

- TL = Tunnel
- 0B = Basement
- 0G = Ground
- 01 = First Floor
- 12M = Twelfth Floor Mezzanine

Room

The room can range from a minimum of 4 characters to a maximum of 6 characters of numbers and letters formatted as A#####A. The alpha characters are not always present. There is always a leading ZERO for room numbers that are 3 digits or less. Examples are:

- 0124
- 0026
- 0515A
- S0974
- X0026E

Cubicle

The cube identifier is always a 3-character string of numbers only. Cubicle numbers are also used to delineate lab benches in large labs. Examples are:

- 001
- 024
- 127

The shortest possible Space ID formatted correctly would be 11 characters in length: ###-##-####

The longest possible Space ID formatted correctly would be 19 characters in length: #####-##A-A#####A-###



Considerations

- Other University systems can modify this identifier for their own needs if there are character length limitations for this field. Facilities Information and Technology Services can also feed the data to other systems in an agreed upon format.
- The cubicle number is a relatively new addition and will not be used in all situations in which cubicles or lab benches exist. Data can be aggregated to the room level for use in other system if needed.
- For severely character length restricted data fields, we will ensure that the full #####-A#####A is not used. This situation would only occur if a new building has 10 or more floors and requires a prefix for the room number. If this situation occurs, we will use one of the few remaining 3-digit building numbers to ensure a compact space ID that does not exceed 10 total digits with the dash included (assuming the floor is not included).