

# Space Inventory Handbook



THE OHIO STATE UNIVERSITY

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**Facilities Information and Technology Services**

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# **SECTION 1**

## **General Information**

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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 3.0 (SIMS).

Space inventory data revisions come from four different sources:

1. Renovation and construction projects, along with documentation from related status meetings
2. Space assignment notices
3. Directly from individual departments, divisions, organizations within the University
  - a. Wexner Medical Center space inventory updates are to be submitted via OneSource, [eServices](#), Facilities Services, Submit a FITS Request.
4. 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**

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**A Instruction & Instruction Support**

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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**

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Any research activity that is not separately budgeted and accounted for. Included are activities related to University-supported faculty research, which is considered a part of normal load.

**C Sponsored Research**

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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 room is identified with a sponsored research project account number.

**D Public Service**

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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**

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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 & Instructional Support. Exhibit and museum space within the University Libraries System are also classified as Library.

**F General Administration**

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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. Placement activities are excluded and should be classified as Student Services. Excludes: Health System Administrative Support. This should be coded (L) Patient Care and Patient Care Support.

**G Student Services**

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Any activities that provide assistance and support for students such as student services administration, academic and non-academic counseling, job placement, organized student activities, and recreation & intramurals. Excluded are recreational activities operated by residence halls and student unions, which are classified as (K) Auxiliary Services.

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**H Plant Operation & Maintenance**

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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 Service**

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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**

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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, intercollegiate athletics, and student health services 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 nursing and other professional services, general services, administrative services, fiscal services, etc. that are included within the organized hospital.

Excluded are student health services ((G) Student Services) and instructional ((A) Instruction & Instruction Support) and research ((B) Departmental Research or (C) Separately Budgeted Research) programs of the Colleges.

**N Non-Institutional Agency Use**

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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**

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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 (i.e. Means Hall).

**Q Alteration**

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Space that is currently under rehabilitation or renovation. For space that is being re-assigned and waiting for new occupants to move in. Space that is out of pool, but will return to use within near future.

**R Non-Assignable Area**

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Space which is used for custodial, circulation, mechanical, toilet, and utility areas within a building.

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## **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	
0A	Circulation
	<b>Sub-Room Type</b>
	Elevator
	Hallway
	Loading Dock
	Lobby
	Stairs
0B	Mechanical
	<b>Sub-Room Type</b>
	IT/Data
0C	Custodial
0D	Toilet
	<b>Sub-Room Type</b>
	Men
	Shower
	Uni-Sex
	Vestibule
	Women
0E	Central Utility Plant

Classrooms	
1A	<b>Seminar Room</b>
1B	<b>Classroom</b>
1C	<b>Lecture Hall</b>
1E	Classroom/Seminar/Lecture Svc

Laboratories	
2A	<b>Scheduled Teaching Lab</b>
2B	<b>Teaching Clinic</b>
2D	Research Laboratory
	<b>Sub-Room Type</b>
	Animal Testing and Procedure
	BSL-2
	Clinical Trials
	Computer Lab
	Core Lab
2E	Laboratory School
2G	Greenhouse
2H	Gymnasium
	<b>Sub-Room Type</b>
	Baseball
	Climbing
	Dryland Training
	Fencing
	Fitness & Strength
	Golf
	Gymnasium
	Multipurpose
	Pool
	Racquetball
	Sauna
	Soccer
	Squash
	Tennis
	Track
	Wrestling
2J	TV & Radio Facility
2K	Unscheduled Teaching Lab
2M	<b>Special Use Lab</b>
2N	Individual Study Lab
2P	<b>Scheduled Computer Lab</b>
2Q	Unscheduled Computer Lab

Laboratory Service	
3A	Teaching Lab Service
3B	Teaching Clinic Service
3D	Research Lab Service
	<b>Sub-Room Type</b>
	Autoclave
	Circulation
	Clinical Trials
	Cold Room
	Dark Room
	Equipment Room - Freezer
	Equipment Room - Shared
	Fume Hood
	Gas Cylinder Storage
	Glassware Cleaning
	Hearing/Sound Booth
	Microscopy
	Procedure Room
	Radio Isotope
	Supply
	Tissue Culture
3E	Laboratory School Service
3H	Gymnasium Service
	<b>Sub-Room Type</b>
	Concession
	Equipment Issue
	Equipment Maintenance
	Locker
	Personal Training and Therapy
	Shower
	Storage
	Toilet
3J	TV & Radio Service
3L	Animal Quarters
	<b>Sub-Room Type</b>
	Agriculture
	Research
3M	Animal Quarters Service
3N	Gymnasium Seating

Library, Museum, & Study	
4A	Study & Reading Room
4D	Library Room
4F	Stack Area
4G	Library Processing and Serv
4J	Carrel
4K	Museum or Exhibit
4L	Museum/Exhibit Service
4M	Listening Center
4N	Listening Center Service

Offices	
5A	Faculty Office
	<b>Sub-Room Type</b>
	Hoteling
5B	Administrative Office
	<b>Sub-Room Type</b>
	Hoteling
5E	Student Activity Office
5F	Graduate Student Office
5G	Office Laboratory
5H	General Office
	<b>Sub-Room Type</b>
	Hoteling
	with Break Room
	with Conference Area
	with Copy/Supply Room
	with Library
	with Reception
5J	Office Service
	<b>Sub-Room Type</b>
	Break Room
	Circulation
	Copy/Supply Room
	File Room
	Kitchenette
	Waiting
5K	Conference Room
5L	Staff Office
	<b>Sub-Room Type</b>
	Clinical Trials
	Hoteling
5T	Staff Toilet
	<b>Sub-Room Type</b>
	Men
	Uni-Sex
	Women

General Use	
6A	Auditorium Stage
6B	Auditorium Service
6C	Auditorium Seating
6D	Stadium Service
6E	Lounge
	<b>Sub-Room Type</b>
	Lactation Room
6F	Activity Room
6H	Locker Room
	<b>Sub-Room Type</b>
	Men
	Shower
	Women
6L	Meeting Room
6R	Religious Assembly

General Service	
7A	Food Facility
	<b>Sub-Room Type</b>
	Serving
	Seating
7B	Food Facility Service
	<b>Sub-Room Type</b>
	Kitchen
	Storage
7C	Merchandising
7D	Merchandising Service
7E	Recreation
7F	Child Care Room
7G	Child Care Service
7H	Field Service Facility
7J	General Service
7L	Parking Facility
7M	Shop
7N	Shop Service
7P	Data Processing Facility
7R	Aircraft Hangar
7S	Central Storage

Residential	
9A	Residential Room with Toilet
	<b>Sub-Room Type</b>
	Bedroom off Corridor
	Bedroom within Suite
	Closet
	Living Room
	Toilet in Bedroom
	Toilet in Suite
9B	Residential Room without Toilet
	<b>Sub-Room Type</b>
	Bedroom off Corridor
	Bedroom within Suite
	Closet
	Living Room
9C	Apartment
	<b>Sub-Room Type</b>
	Bedroom off Corridor
	Bedroom within Suite
	Closet
	Living Room/Kitchen/Dining Room
	Toilet
9D	House
	<b>Sub-Room Type</b>
	Bedroom
	Closet
	Living Room/Kitchen/Dining Room
	Toilet
9E	Guest Residence
	<b>Sub-Room Type</b>
	Closet
9F	Residential Service
	<b>Sub-Room Type</b>
	Building Services
	Student Program
9T	Residential Toilet

Medical/Clinical	
8C	Patient Room
8D	Diagnosis and Treatment
	<b>Sub-Room Type</b>
	Blood Draw
	Consult
	Control Room
	Exam
	Hearing/Sound Booth
	Imaging
	Procedure
	Reading Room
	Therapy
	Vitals
8E	Patient Care Service
	<b>Sub-Room Type</b>
	Circulation
	Closet
	Crash Cart
	Equipment
	Medical Records
	Medicine/Pylis
	Nourishment
	Patient Changing
	Wheelchair
8H	Medical Supply Room
	<b>Sub-Room Type</b>
	Biohazard
	Clean Supply
	Gas Cylinder Storage
	JIT
	Soiled Utility
	Supply
8M	Staff Quarters and Service
8N	Clinical Staff and Service
	<b>Sub-Room Type</b>
	Break Room/Kitchenette
	Check In/Check Out - Common
	Check In/Check Out & Scheduling
	Hoteling
	Locker Room
	Nurse Station
	Physician Office
	Staff Office
	Team Room
8S	Surgery and Surgery Service
	<b>Sub-Room Type</b>
	Operating Room
	Pre-Op/Post-Op
	Scrub Room
	Soiled Utility
	Sterile Utility
8T	Patient Toilet
	<b>Sub-Room Type</b>
	Men
	Uni-Sex
	Women
8U	Staff Toilet
	<b>Sub-Room Type</b>
	Men
	Uni-Sex
	Women
8V	Diagnostic Service Laboratory and Service
8W	Public Waiting
	<b>Sub-Room Type</b>
	Common
	Kitchenette
	Respite
8X	OSUP

## Building Services

### 0A Circulation

---

Public corridor or vestibule required for physical access to some subdivision of space.

**Sub-Room Types:** Elevator, Hallway, Loading Dock, Lobby, Stairs

### 0B Mechanical

---

Area for mechanical equipment that services a building (heating/air conditioning equipment, electrical/telephone equipment, IS/IT equipment, fan rooms, plumbing equipment, etc.)

**Sub-Room Types:** IT/Data

### 0C Custodial

---

A room or area used by custodians and/or housekeepers for storing custodial equipment or supplies, trash holding areas and incinerator rooms, and rooms used for receipt or shipping of bulk supplies and equipment (usually adjacent to a loading dock).

### 0D Toilet

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Rooms providing toilet, washroom, and restroom facilities for the general public.

Private toilets and washrooms, which are an integral part of an office or other facility are accounted for directly in that facility. For example, a washroom used only by office staff (not available to the public) would be identified as (5T) Staff Toilet. A washroom attached to a Clinical Patient Room would be identified as (8T) Patient Toilet. A washroom used only by Clinical Staff in Patient Care Facilities (not available to the public) would be identified as (8U) Staff Toilet.

**Sub-Room Types:** Men, Shower, Uni-Sex, Vestibule, Women

### 0E Central Utility Plant

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A facility that primarily houses central utility production and/or distribution to more than one facility on campus. These include such facilities as steam plants, co-generation facilities, and electrical distribution facilities.

## Classrooms

### 1A Seminar Room

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A small room usually furnished with tables and chairs so that discussion may be held. Use is limited primarily to scheduled classes. Capacity ordinarily twenty or less.

**NOTE:** Capacity is required. Capacity is the number of chairs within the room.



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**1B Classroom**

---

A room with a capacity of 20 to 100 usually furnished with tablet armchairs or bench type tables and chairs, used primarily for scheduled classes. Some rooms with capacity above 100 may qualify if not designed or furnished as a typical Lecture Hall. Areas within a teaching laboratory having tablet armchairs are considered a part of the laboratory. Classrooms equipped with specialized laboratory equipment and used in part for laboratory instruction are classified as laboratories (e.g. moot courtroom, dance studio).

**NOTE:** Capacity is required. Capacity is the number of chairs within the room.

**1C Lecture Hall**

---

A room with a capacity of 101 or more, typically with tiered or sloped floors and installed audio/visual equipment, furnished with tablet armchairs or auditorium type seating. Distinguished from classrooms by capacity & configuration and from auditoriums by function.

**NOTE:** Capacity is required. Capacity is the number of chairs within the room.

**1E Classroom/Seminar/Lecture Service**

---

An 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.

**Laboratories****2A Scheduled Teaching Laboratory**

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A 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. Includes instructional shops and drafting rooms; excludes similarly equipped laboratories for unscheduled instruction and/or individual study, language laboratories, and other laboratories specifically mentioned in this section.

**NOTE:** Capacity is required. Capacity is the number of chairs within the room.

**2B Teaching Clinic**

---

A 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 in-patients.

**NOTE:** Capacity is required. Capacity is the number of workstations within the room.

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**2D Research Laboratory**

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A specially equipped room used for research projects. Individual student projects (primarily, but not exclusively at the graduate level) or small group projects involving different aspects of the same research project are usually carried on in a research lab, even though course credit may be given for the work. If the laboratory is used for repeated scheduling of classes it should be categorized as a Teaching Laboratory (e.g. wet lab).

**Sub-Room Types:** Animal Testing & Procedure, BSL-2, Clinical Trials, Computer Lab, Core Lab

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**2E Laboratory School**

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A nursery, elementary, or secondary school operated for the purpose of training teachers and/or the observation of child behavior.

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**2G Greenhouse**

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Area used for growing, potting, and handling of plants and plant materials. Service rooms for storage of greenhouse equipment and supplies are also included in this category. This includes only those areas having a research or instructional function and should exclude such areas as offices, boiler rooms, or toilet areas.

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**2H Gymnasium**

---

A room used for physical education and/or athletic activities, such as basketball courts, wrestling rooms, handball courts, swimming pools, conditioning rooms, universal room, indoor track, and indoor fields; excluded are spectator-seating areas, which are classified as (3N) Gymnasium Seating.

**Sub-Room Types:** Baseball, Climbing, Dryland Training, Fencing, Fitness & Strength, Golf, Gymnasium, Multipurpose, Pool, Racquetball, Sauna, Soccer, Squash, Tennis, Track, Wrestling

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**2J Television and Radio Facility**

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Radio and/or TV studio used for broadcasting. Incidental student training does not alter this classification. A facility used primarily for student training is classified as a teaching laboratory.

---

**2K Unscheduled Teaching Laboratory**

---

A 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 equipment (either fixed or movable) in such a room normally precludes its use for other areas of study. Includes instructional shops and drafting rooms. This category excludes (2A) Scheduled Teaching Laboratory and all other laboratories specifically mentioned in this section.

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**2M Special Use Laboratory**

---

A room containing 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 (e.g. anechoic chamber).

**NOTE:** Capacity is required. Capacity is the number of workstations within the room.

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**2N Individual Study Laboratory**

---

A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study. Includes self-study labs for audio-visual instruction, music practice, etc. Stations may be grouped or individualized. Listening Centers are classified separately. Study facilities not related to a particular field are classified as (4A) Study & Reading Room.

---

**2P Scheduled Computer Laboratory**

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A room equipped with computers used by regularly scheduled classes. Computer facilities used for non-teaching functions and ALL centralized mainframe computer equipment are classified as (7P) Data Processing Facility.

**NOTE:** Capacity is required. Capacity is the number of workstations within the room.

---

**2Q Unscheduled Computer Laboratory**

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A room equipped with computers used informally, by irregularly scheduled classes or by open lab courses. Computer facilities used for non-teaching functions and ALL centralized mainframe computer equipment are classified as (7P) Data Processing Facility.

## **Laboratory Service**

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**3A Teaching Laboratory Service**

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A room auxiliary to a teaching or computer laboratory which houses special equipment used in course work, support equipment, or which is used for the preparation of materials and storage of equipment or supplies.

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**3B Teaching Clinic Service**

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A room used in the preparation of materials and storage of equipment and supplies for the teaching clinic, and a room used as a waiting room for clinic patients.

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**3D Research Laboratory Service**

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A service room affiliated with a Research Lab (2D). Rooms for the housing and feeding of animals used in research projects are classified as (3L) Animal Quarters or (3M) Animal Quarters Service.

**Sub-Room Types:** Autoclave, Circulation, Clinical Trials, Cold Room, Dark Room, Equipment Room – Freezer, Equipment Room – Shared, Fume Hood, Gas Cylinder Storage, Glassware Cleaning, Hearing/Sound Booth, Microscopy, Procedure, Radio Isotope, Supply, Tissue Culture

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**3E Laboratory School Service**

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Area serving laboratory school classrooms and laboratories, including teachers' offices (except collegiate level faculty), storage areas, study halls, lunchrooms, kitchens, etc.

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**3H Gymnasium Service**

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Area which serves physical education or athletic activity rooms such as equipment supply rooms, storage rooms, first aid rooms, & training rooms, etc.

**Sub-Room Types:** Concession, Equipment Issue, Equipment Maintenance, Locker, Personal Training and Therapy, Shower, Storage, Toilet

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**3J Television and Radio Service**

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Radio and television service room such as a control room, scenery storage, tape recording room, etc. Television viewing rooms in residence halls are classified as (9N) Residential Service.

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**3L Animal Quarters**

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A room to house animals used in research and instruction, or as part of a normal replacement pool for animals needed in ongoing programs (e.g. stalls).

**Sub-Room Types:** Agriculture, Research

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**3M Animal Quarters Service**

---

A room auxiliary to animal quarters such as cage storage, seed storage, cage washing areas, food preparation areas, etc. Excluded are agricultural animal shelters (i.e. run-in shelters) and farm equipment storage which should be classified as (7H) Field Service Facility.

---

**3N Gymnasium Seating**

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Permanent spectator seating in a gymnasium. Folding bleachers are a part of the gymnasium proper.

## **Library, Museum, & Study**

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**4A Study & Reading Room**

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A study room, generally accommodating several individuals, usually equipped with table(s) and chairs or study desk(s). May have printed material contained on wall shelving and/or facilities for microfilm viewing, audio recording, typing, etc.

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**4D Library Room**

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A room equipped with tables and chairs containing freestanding shelves (ranges) protruding into the room and possibly wall shelving. If there are no tables and chairs, the area should be classified as Stack.

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**4F Stack Area**

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The major storage portion of a library that is devoted to classified collections rather than study areas. This area may contain carrels.

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**4G Library Processing & Service**

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A room that houses library support services such as circulation desks, card catalogs, acquisitions, work areas, microfilm processing, closets, storage rooms, coatrooms, etc.

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**4J Carrel**

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An individual study room within a stack area. Open carrels are not included.

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**4K Museum or Exhibit**

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Used for the exhibition of materials; generally open to the public. If all the materials on exhibition are a direct result of an instructional or research program, the area should be classified as (3A) Teaching Laboratory Service or (3D) Research Laboratory Service.

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**4L Museum/Exhibit Service**

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A work area associated with a museum or exhibit area for the preparation of materials and displays.

**4M Listening Center**

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A room containing stations used for audio-oriented study.

**4N Listening Center Service**

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A central transmissions facility that houses equipment for a listening center.

**Offices****5A Faculty Office**

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An office for faculty personnel with the rank of instructor or above or comparable status.

**Sub-Room Types:** Hoteling

**5B Administrative Office**

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An office for deans, directors, and department heads and their equivalents in administrative units.

**Sub-Room Types:** Hoteling

**5E Student Activity Office**

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An office housing student activities including publications, clubs, service groups, and others.

**5F Graduate Student Office**

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An office for graduate assistants & associates and post-docs & fellows. If the space serves primarily as a study station then it should be classified as (4A) Study & Reading Room or (2N) Individual Study Laboratory.

**5G Office Laboratory**

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A personal office-laboratory or office-studio. Includes, in addition to office furniture, such specialized equipment as laboratory benches, and such utilities as gas, water, air, and steam, etc. Offices containing incidental pieces of equipment such as calculating machines, microscopes, etc., but not specialized lab or studio equipment are classified under one of the other office categories.

**5H General Office**

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Is an office that is not covered by any of the other office definitions.

**Sub-Room Types:** Hoteling, with Break Room, with Conference Area, with Copy/Supply Room, with Library, with Reception

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**5J Office Service**

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A room that directly serves an office or group of offices, or a conference room, as an extension of the activities in them.

**NOTE:** Copy center assigned/used by designated department (e.g. Pathology, Surgery, etc.) is classified under this category. Copy Center assigned to Reprographics and/or serves public is classified as (7M) Shop. Private bathrooms serving an office are classified as (5T) Staff Toilet (Private bathrooms in the Wexner Medical Center are assigned 8U – Staff Toilet.)

**Sub-Room Types:** Break Room, Circulation, Copy/Supply Room, File Room, Kitchenette, Waiting

---

**5K Conference Room**

---

A room equipped with a large table(s) and chairs or tablet armchairs used primarily for staff meetings or group meetings other than regularly scheduled classes (also see (6C) Meeting Room). If it also serves as a regularly assigned office, it is classified in the office category.

---

**5L Staff Office**

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An office used by professional and/or technical staff of non-faculty status (e.g., residents, programmers, nonacademic personnel the University, etc.).

**Sub-Room Types:** Clinical Trials, Hoteling

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**5T Staff Toilet**

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A room containing toilet facilities whose primary use is by staff.

Public restrooms and private restrooms serving areas other than patients are excluded.

**Sub-Room Types:** Men, Uni-Sex, Women

## **General Use**

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**6A Auditorium Stage**

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Area in auditoriums, theaters, and music halls providing full stage; includes wings and orchestra pit areas. Excluded are facilities that have only a platform.

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**6B Auditorium Service**

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Property rooms, scenery and costume rooms, green rooms, ticket booths, checking rooms, projection rooms for lights and sound), dressing rooms, coat rooms, and similar areas related to full scale production (e.g. control booth).

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**6C Auditorium Seating**

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The seating area in front of the stage. The main floor is classified as one room with balconies being classified as separate rooms.



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**6D Stadium Service**

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A room in the stadium such as a team room, equipment room, training room, and other directly related support and storage used for intercollegiate athletics. Includes a press box. Space used for non-athletic related storage will be classified according to the appropriate service area category.

**6E Lounge**

---

A room equipped with casual furniture used for informal meetings or for rest and relaxation. Also includes rooms that directly serve the lounge.

**Sub-Room Types:** Lactation Room

**6F Activity Room**

---

A room used primarily as a multi-purpose room for various student activities other than recreation. Includes adjacent service rooms. Rooms intended for study are to be classified as (4A) Study & Reading Room.

**6H Locker Room**

---

Dressing and locker rooms that are not part of a gymnasium or athletic facility (see 3H).

**Sub-Room Types:** Men, Shower, Women

**6L Meeting Room**

---

A room used for a variety of general purpose, non-class meetings, on a less formal basis than a conference room.

**6R Religious Assembly**

---

A space designed and equipped for religious or devotional assembly.

**General Service****7A Food Facility**

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Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public. The primary distinction of a Food Facility area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. Vending areas not provided with seating, counters, or tables are classified as (7C) Merchandising.

**NOTE:** Kitchenettes servicing departmental offices are classified as (5J) Office Service.

**Sub-Room Types:** Seating, Serving

**7B Food Facility Service**

---

A space that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc.

**Sub-Room Types:** Kitchen, Storage

---

**7C Merchandising**

---

Room used to sell products or services. Includes bookstores, vending areas, post offices, and other retail operations that sell products or services to students, staff, or the public on an over-the-counter basis.

**7D Merchandising Service**

---

A space that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms and closets, sorting rooms, and other support spaces if they directly serve a Merchandising facility.

**7E Recreation**

---

Room devoted to bowling, billiards, Ping-Pong, card playing, music listening, hobbies, etc., and the associated supporting facilities. Excludes athletic or physical education facilities.

**7F Child Care Room**

---

A room in a child care facility used for learning and recreation.

**7G Child Care Service**

---

A service room adjacent to a (7F) Child Care Room.

**7H Field Service Facility**

---

Barns, sheds or similar structures for animal shelter (not animal quarters) or the handling, storage or protection of farm products, supplies and equipment usually related to agricultural or veterinary field operations.

**7J General Service**

---

A category of last resort for spaces that cannot be described with other codes.

**7L Parking Facility**

---

Parking facility for automobiles, buses, trucks, farm equipment, etc.

**7M Shop**

---

A 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 or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Facilities essential to instruction or research should be classified under the appropriate laboratory or laboratory service category.

**NOTE:** Copy Center assigned to Reprographics and/or serves public is classified under this category. Copy center assigned/used by designated department (e.g. Pathology, Surgery, etc.) is classified as (5J) Office Service.

**7N Shop Service**

---

A room that serves a shop such as equipment supply and storage areas.



---

**7P Data Processing Facility**

---

A room providing scientific computation and data processing services using computers and associated peripheral equipment for non-teaching purposes. Includes ALL centralized mainframe computer equipment regardless of room function. Also includes adjacent service rooms such as equipment repair rooms, control rooms, wiring rooms, and related storage rooms.

---

**7R Aircraft Hangar**

---

A room used for storage of aircraft.

---

**7S Central Storage**

---

A space that is used to store equipment or materials and that serves multiple space use categories, organizations, or buildings. Storage areas related to other functions follow the classification of that function with a service designation (e.g. a supply closet for a departmental office is (5J) Office Service; a supply closet for a research lab is (3D) Research Lab Service). The distinction between a service classification and a storage classification is determined by its physical separation from the function it serves. 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. Includes warehouse and surplus storage.

## **Medical/Clinical**

---

**8C Patient Room**

---

A room devoted to bed-care of patients, or stalls or cage rooms for animal patients. This category includes general nursing care, acute care, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc.

Staff on-call rooms for resting and sleeping are coded as (8M) Staff Quarters and Service.

---

**8D Diagnosis & Treatment**

---

Used for diagnosis and/or treatment of patients, both human and animal.

Includes such areas as radiology, therapy, consultation rooms, delivery rooms, procedure rooms, exam rooms, consultation rooms, patient vitals, reading rooms, and control rooms (i.e. MRI, X-Ray).

Doctors' offices are classified as (5A) Faculty Offices, unless the doctor is not considered faculty (in which case it would be classified as a (8N) Clinical Staff and Service, with sub-room type of Physician Office). Rooms used for surgery are classified as (8S) Surgery and Service. Diagnosis & Treatment differs from (8V) Diagnostic Laboratory and Service in that the former requires the presence of the patient.

**Sub-Room Types:** Blood Draw, Consult, Control Room, Exam, Hearing/Sound Booth, Imaging, Procedure, Reading Room, Therapy, Vitals

---

**8E Patient Care Service**

---

A room that serves a (8C) Patient Room or (8D) Diagnosis & Treatment as an extension of the activities in such rooms.

**Sub-Room Types:** Circulation, Closet, Crash Cart, Equipment, Medical Records, Medicine/Pyxis, Nourishment, Patient Changing, Wheelchair

---

**8H Medical Supply Room**

---

A room used for the central receipt and issue of equipment, materials, chemicals, instruments, linens, etc.

Rooms that directly support offices (5J), patient care (8D) and laboratories (3D) are classified according to the appropriate service category.

**Sub-Room Types:** Biohazard, Clean Supply, Gas Cylinder Storage, JIT, Soiled Utility, Supply

---

**8M Staff Quarters and Service**

---

Living quarters in hospitals and clinics for on-duty residents to rest or sleep while on-call to assigned duties within a health care facility or directly serves a staff on-call room as an extension of the activities in that facility.

Includes areas or rooms used by doctors, nurses, emergency medical technicians, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility. Also, includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the resident quarters.

Staff on-call rooms or quarters differ from open and service area lounges in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift.

---

**8N Clinical Staff and Service**

---

A room or area used by physicians, nurses or other patient care staff who are supervising or administering health care services or directly serves one or more nurse station rooms as an extension of the activities in those rooms.

This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility.

**Sub-Room Types:** Break Room/Kitchenette, Check In/Check Out – Common, Check In/Check Out & Scheduling, Hoteling, Locker Room, Nurse Station, Physician Office, Staff Office, Team Room

---

**8S Surgery and Service**

---

A room used for surgery or directly serves a surgery room as an extension of the activities in that facility in a health care setting.

Included in this category are major and minor surgery rooms and special procedures operating rooms (e.g., delivery rooms, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment.

Does not include rooms used for the minor invasive procedures (e.g., that can be performed in an Exam room setting) of the diagnostic examination process which would be considered 8D - Diagnosis and Treatment; Sub-Room Type: Procedure. Minor invasive procedures include any procedure that is done on an outpatient basis.

**Sub-Room Types:** Operating Room, Pre-Op/Post-Op, Scrub Room, Soiled Utility, Sterile Utility

---

**8T Patient Toilet**

---

A room containing patient bath and/or toilet facilities. Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms and common shower facilities for the use of patients.

Public restrooms and private restrooms serving areas other than patients are excluded.

**Sub-Room Types:** Men, Uni-Sex, Women

---

**8U Staff Toilet**

---

Related to Clinical Patient Care Facilities only: A room containing toilet facilities whose primary use is by Clinical Staff.

Public restrooms and patient restrooms are excluded.

**Sub-Room Types:** Men, Uni-Sex, Women

---

**8V Diagnostic Service Laboratory and Service**

---

A room used to provide diagnostic support services to an entire health care facility or directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Includes pharmacies, pathology, autopsy/necropsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. Also, included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories.

Laboratories used primarily for instructional purposes should be classified with the laboratories room types. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Diagnosis & Treatment. Also, does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a Diagnosis & Treatment room, which is Patient Care Service.

---

**8W Public Waiting**

---

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

Includes reception areas, visiting areas, and 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.

**Sub-Room Types:** Common, Kitchenette, Respite

---

**8X OSUP**

---

Any space used by an OSUP organization, regardless of how the room is used. This should only be used with an X Function code.

---

**Residential**

---

---

**9A Residential Room with Toilet**

---

A student's sleeping and study room with an adjoining toilet, usually equipped with bed(s), desk(s), and related furniture.

**Sub-Room Types:** Bedroom off Corridor, Bedroom within Suite, Closet, Living Room, Toilet in Bedroom, Toilet in Suite

---

**9B Residential Room without Toilet**

---

A student's sleeping and study room, usually equipped with bed(s), desk(s), and related furniture.

**Sub-Room Types:** Bedroom off Corridor, Bedroom within suite, Closet, Living Room

---

**9C Apartment**

---

A group of rooms designed as a complete housekeeping unit and intended as student housing.

**Sub-Room Types:** Bedroom off Corridor, Bedroom within suite, Closet, Living Room/Kitchen/Dining room

---

**9D House**

---

Student Life managed house that provides living and personal space for occupant

**Sub-Room Types:** Bedroom, Closet, Living Room/Kitchen/Dining room

---

**9E Guest Residence**

---

A room or housekeeping unit similar to a student's residential facility, but constituting a hotel-type accommodation intended primarily for guests.

**Sub-Room Types:** Closet

---

**9F Residential Service**

---

Living room within student dormitories or apartments and combination study-living room areas.

**Sub-Room Types:** Building Services, Student Program

---

**9T Residential Toilet**

---

Rooms providing toilet, washroom, and restroom facilities.

**Sub-Room Type Definitions**

Animal Testing & Procedure (2D): Spaces utilized for procedures on animals

Autoclave (3D): Research equipment sterilization services

Biohazard (8H): Biohazard storage and distribution space

Blood Draw (8D): Space utilized for patient blood draw for testing

Break Room/Kitchenette (8N): Space for staff use

BSL-2 (2D): Bio-Level 2 function within space

Check In/Check Out – Common (8N): Used solely for leased medical spaces, a shared check in/check space

Check-In/Check-Out & Scheduling (8N): Patient scheduling

Circulation (3D, 8E): Circulation within research and clinical space

Clean Supply (8H): Clean supply storage (sterile supply located within sterile supply space)

Clinical Trials (2D, 3D): Space utilized for Clinical Trials

Closet (8E): Closet in a patient room (i.e. Harding Hospital patient rooms)

Cold Room (3D): Research Cold Room function

Common (8W): Used solely for leased medical spaces, a shared waiting area among several organizations

Computer Lab (2D): Research lab equipped with specialized computer equipment for unique research projects

Consult (8D): Space utilized for consulting with patients

Control Room (8D): Control room to support imaging services and equipment

Core Lab (2D): Research lab which houses equipment which can be shared among multiple researchers.

Crash Cart (8E): Space for crash carts and related equipment

Dark Room (3D): Research specific dark room function

Equipment (8E): Storage for clinical equipment

Equipment Room – Freezer (3D): Research specific freezer room function

Equipment Room – Shared (3D): Equipment room shared between labs

Exam (8D): Clinical exam space for patient services

Fume Hood (3D): Research specific fume hood room function

Gas Cylinder Storage (3D, 8H): Storage space for gas cylinders

Glassware Cleaning (3D): Space function for cleaning of glass items for research



Hearing/Sound Booth (3D, 8D): Sound controlled research space or clinical space for patients

Hoteling (8N): Non assigned workstation space

Imaging (8D): Function specific room for imaging services for patients

JIT (8H): Space for just-in-time supply delivery

Locker Room (8N): Clinical staff locker room

Medical Records (8E): Clinical patient record room

Medicine/Pyxis (8E): Medicine dispensing function within clinical space

Microscopy (3D): Research function for Microscopy service

Nourishment (8E): Services nourishment function to patients and visitors

Nurse Station (8N): Clinical nurse station

Operating Room (8S): Specially equipped room where invasive surgical procedures are performed

Patient Changing (8E): Dedicated space for patients to change their clothes

Physician Office (8N): Office for a physician that is not a faculty member

Pre-Op/Post-Op (8S): Space for patients to prepare or recover immediately before or after surgery

Procedure (3D, 8D): Non-invasive clinical procedural service space

Radio Isotope (3D): Radiology specific space

Reading Room (8D): Reading and evaluation space for tests such as Imaging

Scrub Room (8S): Operation room service area where surgical team wash before entering operation room

Staff Office (8N): Staff office within clinical spaces

Sterile Utility (8S): Sterile supply storage

Supply (3D, 8H): Storage for general office support supply

Team Room (8N): Unscheduled collaboration space for medical staff

Therapy (8D): Physical therapy space for clinical services

Tissue Culture (3D): Space for the growth of tissues or cells separate from the organism

Vitals (8D): Serves function of non-invasive patient vitals excluding blood draw function

Wheelchair (8E): Storage and distribution of wheelchairs for patients

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## **SECTION 4**

### **Function – Room Type Compatibility Matrix**

Shaded areas denote Room Types compatible with Room Function. Please see room type code definitions for further details.

Room Type Codes	Room Function Codes															
	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 Service	K - Auxiliary Services	L - Patient Care & Support	N - Non - Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	Capacity
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/Seminar/Lecture Service																
2x - Laboratories																
2A - Scheduled Teaching Lab																
2B - Teaching Clinic																
2D - Research Laboratory																
2E - Laboratory School																
2G - Greenhouse																
2H - Gymnasium																
2J - Television & Radio Facility																
2K - Unscheduled Teaching Lab																
2M - Special Use Lab																
2N - Individual Study Lab																
2P - Scheduled Computer Lab																
2Q - Unscheduled Computer Lab																
3x - Laboratory Service																
3A - Teaching Lab Service																
3B - Teaching Clinic Service																
3D - Research Lab Service																
3E - Laboratory School Service																
3H - Gymnasium Service																

Room Type Codes	Room Function Codes															Capacity
	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 Service	K - Auxiliary Services	L - Patient Care & Support	N - Non - Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	
3J - Television & Radio Service																
3L - Animal Quarters																
3M - Animal Quarters Service																
3N - Gymnasium Seating																
4x - Library, Museum, & Study																
4A - Study & Reading Room																
4D - Library Room																
4F - Stack Area																
4G - Library Processing & Service																
4J - Carrel																
4K - Museum or Exhibit																
4L - Museum/Exhibit Service																
4M - Listening Center																
4N - Listening Center Service																
5x - Offices																
5A - Faculty Office																
5B - Administrative Office																
5E - Student Activity Office																
5F - Graduate Student Office																
5G - Office Laboratory																
5H - General Office																
5J - Office Service																
5K - Conference Room																
5L - Staff Office																
5T - Staff Toilet																
6x - General Use																
6A - Auditorium Stage																
6B - Auditorium Service																
6C - Auditorium Seating																
6D - Stadium Service																
6E - Lounge																
6F - Activity Room																
6H - Locker Room																
6L - Meeting Room																

Room Type Codes	Room Function Codes															
	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 Service	K - Auxiliary Services	L - Patient Care & Support	N - Non - Institutional Agency Use	P - Inactive	Q - Alteration	R - Non Assignable Area	Capacity
6R - Religious Assembly																
7x - General Service																
7A - Food Facility																
7B - Food Facility Service																
7C - Merchandising																
7D - Merchandising Service																
7E - Recreation																
7F - Child Care Room																
7G - Child Care Service																
7H - Field Service Facility																
7J - General Service																
7L - Parking Facility																
7M - Shop																
7N - Shop Service																
7P - Data Processing Facility																
7R - Aircraft Hangar																
7S - Central Storage																
8x - Medical/Clinical																
8C - Patient Room																
8D - Diagnosis & Treatment																
8E - Patient Care Service																
8H - Medical Supply Room																
8M - Staff Quarters and Service																
8N - Clinical Staff and Service																
8S - Surgery and Service																
8T - Patient Toilet																
8U - Staff Toilet																
8V - Diagnostic Service Lab and Service																
8W - Public Waiting																
9x - Residential																
9A - Residential Room with Toilet																
9B - Residential Room without Toilet																
9C - Apartment																
9D - House																

[illegible]

9E - Guest Residence

## 9F - Residential Service

## 9T - Residential Toilet

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## **SECTION 5**

# **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):

$$\text{Gross Area} = \text{Net Area} + \text{Building Circulation} + \text{Structural Area.}$$

- 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):

$$\text{Net Area} = \text{Assignable Area} + \text{Non-assignable Area.}$$

- C. Description: Included should be space subdivisions of the nine assignable space 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)

$$\text{Assignable Area} = \text{Sum of the nine Major Room Type Categories.}$$

- C. Description: Included should be space subdivisions of the major room types categories (Classrooms; Laboratories; Laboratory Services; Library, Museum & Study; Offices; General Use; General Service; Other [Non-Residential]; 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 Non-assignable Room Use 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 Circulation 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 6**

### **Space ID Definition**

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

### **SpaceID 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
- 1251 = Kappa Delta Sorority 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 SpaceID formatted correctly would be 11 characters in length: ###-##-####

The longest possible SpaceID 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).