

STATE OF NORTH CAROLINA
HIGHER EDUCATION COMPREHENSIVE PLANNING PROGRAM

FACILITIES INVENTORY AND UTILIZATION MANUAL

Seventh Edition



Spangler Center, UNC General Administration

HIGHER EDUCATION COMPREHENSIVE PLANNING PROGRAM

FACILITIES INVENTORY AND UTILIZATION MANUAL

**For
THE STATE OF NORTH CAROLINA**

SEVENTH EDITION

**THE UNIVERSITY OF NORTH CAROLINA
Space Utilization and Analysis
Chapel Hill, North Carolina**

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PREFACE

This manual constitutes a revision of the fifth edition of the 1993 *North Carolina Facilities Inventory and Utilization Manual*. It reflects modifications in both building and room concepts and classifications made in the *Postsecondary Education Facilities Inventory and Classification Manual* (May 2006) published by the National Center for Education Statistics (NCES). The revisions to the national manual were made with the assistance of a working group of facilities experts who represented various types of postsecondary institutions, postsecondary institutions, state agencies, federal agencies, and private sector companies specializing in postsecondary institutional facilities.

As with the earlier manual, this revised and updated version provides a common conceptual basis and coding structure to be used in collecting and reporting inventory data on college and university "buildings," and on the space within those structures, primarily "rooms." Physical "facilities" is often used as a more generic term to include other types of structures, real property, and fixed assets; and records of these extended capital investments should be maintained by each institution. "Buildings" and "rooms," however, are the two primary components of what is commonly referred to as the "facilities inventory." This manual thus provides to institutions in North Carolina a tool that can help them initiate, conduct, report, and maintain an institutional space inventory that can provide answers to such basic questions as how much space is available, what kind of space is it, to whom is it assigned, and how efficiently is it being used and maintained. This information permits institutions to assess the adequacy of their current space and allows them to begin planning for future space needs.

INTRODUCTION

General

Institutions of higher education must coordinate their human resources, financial assets, intellectual capital, and their primary resource, space, in order to achieve selected goals and objectives. The dollar value (initial cost, replacement cost, or market value) of a postsecondary education institution's buildings often exceeds its annual operating budget and endowment. Without data on how much and what type of physical inventory it has, an institution cannot assess whether it has sufficient space available to fulfill its mission. This manual describes practices for initiating, conducting, reporting, and maintaining an institutional facilities inventory. Once complete, a facilities inventory will enable an institution to produce information which is meaningful and useful for planning at all levels of space allocation.

A facilities inventory database can serve an additional number of important functions:

1. **Directory.** The database can serve as a directory that identifies and records the location of space by building, room and number, by which department occupies the space, and by the size and type of each space. From these data, patterns in the overall occupancy of space can be tracked.. The amount of available building space partially defines not only the activities to which the institution may commit itself, but also the educational environment of the institution's instruction, research, and public service programs. Both the physical condition of facilities and their suitability for the uses to which they are being put directly affect the quality of institutional programs.
2. **Space Utilization.** A facilities inventory can assist in the measurement and analysis of the use of space. This function allows an institution to minimize operating costs by maximizing the use of existing space. For example, space coded for research is typically very costly to construct and operate. Inappropriate use of such space for mundane purposes is not cost-effective. Inventoried space which is inappropriate for the type of activity being scheduled in it, or in a continued condition of physical neglect may be a disproportionate drain on the institution's financial resources.
3. **Future Planning** A facilities database provides the capability for planning for future needs. Construction of physical facilities represents a major commitment of current and projected financial resources. Decisions to construct or acquire new facilities not only necessitate major, long term financial commitments, but may also define or constrain program offerings for a significant period of time if planning is flawed. Academic program and facilities decisions should be made in conjunction with financial, academic, human resource, and program data. As a result, the linkage of facilities data to other databases is on the increase, especially in the state of North Carolina.

4. **Marketing** College and university buildings are a highly visible resource. Architectural design, construction quality, building usage, campus accessibility, and maintenance standards play a significant role in creating the environment in which education and scholarship are conducted and in shaping external perceptions of an institution.
5. **Reporting.** An accurate facilities database can be a valuable tool to help an institution meet its reporting requirements. Institutions which receive government and private research grants have a need to identify those facilities which house and support the research in partial justification of grant costs allocated to overhead expenses. When public funding is involved, extensive reporting is required to ensure accountability for the use of funds. Documentation to support the recovery of indirect costs enables an institution to negotiate overhead rates.
6. **Institutional Comparisons.** A facilities database based on the Facilities Inventory Classification Manual (FICM) can provide a set of standard terms and measurements that facilitate appropriate comparisons among postsecondary education institutions. Increased pressure on financial resources has contributed to the need for comparisons among similar institutions to identify best-in-class performers, best practices, and possible improvements and efficiencies.

National and state projections call for significant growth in postsecondary enrollment over the next ten years. State agencies, with both governing and coordinating functions, have the responsibility to recommend the most efficient and effective use of scarce state and institutional resources, as well as to minimize the cost burden on students, parents and the tax paying public. Understanding facilities needs, both for new construction and for renovations, through comparative analysis of institutional data from constituent campuses and peer institutions across the country helps establish baseline requirements for future capital funding.

Space Utilization and Analysis Division of UNC-GA

The Higher Education Facilities Commission was established by Executive Order in 1964 to administer the Higher Education Act of 1963, and served as a facilities information coordinating office and survey center for public and private higher education institutions throughout North Carolina. This commission was placed under the supervision of the UNC board of governors in the late 1970s, and continued to provide state and federal authorities with facilities information linked to the allocation of federal funds for new facilities. With the ending of responsibility for federal funding oversight, the commission evolved into providing UNC General Administration, N.C. Department of Community College authorities, and private institutions, space utilization and facilities data in the form of the yearly Facilities Inventory and Utilization Study. The commission was reorganized and renamed Space Utilization and Analysis, and placed under the administrative umbrella of Institutional Research and Analysis (IRA) at UNC General Administration (UNC-GA) in 2006. In addition to supplying detailed statistical printouts and tables to each institution based on

an annual data collection and analysis, Space Utilization and Analysis also provides direct technical assistance to campuses for collecting/reporting of facilities data; data search services, software, special analyses, and other requested data processing services; and assistance in responding to inter-institutional or national comparative studies and surveys.

The *Facilities Inventory and Utilization Study*, which is published annually by the Space Utilization and Analysis staff, presents statistical summaries of inventory and utilization information reported during the previous year. It provides institutional planners and researchers with an information system to use in assessing the status of their facilities, cites norms where appropriate, and thus affords a basis upon which to make peer institution comparisons and evaluations. In addition, the facilities inventory and utilization tables included in the publication present, where appropriate, historical information for the past five years. Beginning in 2001, the study was made available on the web at: <http://www.northcarolina.edu/?q=academic-policy-planning-and-analysis/publications> in a PDF format suitable for front and back printing. Publication notification is sent to UNC General Administration finance authorities, officials of the Department of Community Colleges, UNC system Project Officers, and to officials of participating private colleges. Chapter 6 provides a list of the summary statistical tables which appear each year in this study.

Changes since the last revision of the North Carolina Manual

This manual closely reflects the updates to the national manual which appear in the 2006 *Postsecondary Education Facilities Inventory and Classification Manual*. It should be emphasized that, as with the fifth edition of the N.C. manual, the title reference to "facilities inventory" pertains to procedures and definitions for collecting data on buildings and rooms only. Other types of institutional facilities such as playing fields, uncovered parking areas, minor structures, and utility networks are not included. It is recommended that institutions include these other types of facilities, as well as land and capital equipment, in more comprehensive local campus inventories and fixed asset systems. Following is a summary of changes made for this 2009 edition of the N.C. manual since the last revision in 1992.

Organization

- The manual has been designed for greater use as a reference tool. Material concerning database design and organization, data collection, and reporting and analysis has been organized to make the manual easier for a first-time reader to understand.
- The question-and-answer chapter appendix has been broken into separate sets of questions and paired with the chapter to which the questions pertain. This enables the user to see how a standard is applied without additional searching
- Appendix material has been incorporated into the body of the chapter text where possible.

Area Measurement

- Area measurement has been clarified to avoid confusion when measuring second story rooms with knee walls that are less than 6' 6". This change was precipitated by building designs with vertically curved exterior walls and maximizing the use of sloped attic spaces. Institutions are given the option of listing each room of an Apartment (950) if desired. The default method will be to list one record for all spaces internal to the unit.
- Parking Structures or Parking Decks have two options for data collection. The **default** method is the reporting of only the gross square footage without net square foot measurements. The **optional** method is to count the measurable spaces used to store or park vehicles while excluding the circulation and ramp areas and to assign this space the (740) Vehicle Storage code. The most common use of the optional method is to report parking decks built into or under apartment buildings and used solely by the occupants of those apartments

Room Data Elements

- The term space defines the smallest measurable unit of the data element known as a room. The use of this term will allow breaking a room with multiple functions into individual areas that can be classified separately for more accurate tracking and reporting. A good example is a large open room with individual cubicles. These cubicles may all be office space, but could have different program functions. Measuring each of these spaces will allow these different functions within the room to be tracked.

Room/Space Use Codes

- This manual retains the core building, room, and utilization file data elements. The only significant changes and additions are for, Hazardous Materials Storage (760), Hazardous Waste Storage (770), and Hazardous Waste Service (775). This conservative approach to updating the codes, which for the most part provided additional clarifications and elaborations for room use descriptions and limitations, was taken to avoid disruption of existing files and file formats across the country.

Program Codes - This manual, in a diversion from the national manual, retains the use of the NCHEMS *Program Classification Structure* (PCS) to assign space to functional program areas (e.g., Instruction, Research, Public Service).¹ The 2006 national manual includes a NACUBO (National Association of College and University Business Officers) version of the coding structure which changes the name "program" to "functional categories" and presents a minor rearrangement of the previous codes. The N.C. Commission office has not adopted this version because the codes have been expanded to three digits, a format which is incompatible with existing file formats in North Carolina and many other states.

Category Codes

The National Center for Education Statistics (NCES) replaced the 1970 HEGIS Taxonomy of Disciplines with the Classification of Instructional Programs (CIP) during the 1980's. Further refinement of these CIP codes were done in 2000. Because the CIP structure by design and intent is not suitable to coding facilities space by academic discipline, academic affairs authorities at UNC-GA and Space Utilization and Analysis staff have created a crosswalk from the old HEGIS codes to CIP 2000. This conversion of codes will be done automatically by program. Revised Category Code supplements are mailed to N.C. institutions either annually or biannually for replacement in the manual. This coding structure is also divided off near the end of Chapter 4.

Utilization Data

The data elements for utilization (fall class schedule) reporting also remain intact with the exception of the Lec/Lab field. While useful in previous years to determine whether a course listing was a lecture or lab segment, the space occupied by this data item has been absorbed by the section field.

This part of the annual survey remains confined to utilization analysis of *instructional space* only; i.e., areas where scheduled instruction is undertaken. The guidelines for reporting utilization has been in place for several years: all regularly scheduled instruction, *whether credit or non-credit*, and which uses a room for at least **eight** continuous weeks, is to be included on the file.

¹ Collier, Douglas J. Program Classification Structure: Second Editions. Technical Report 106.1978. Boulder: National Center for Higher Education Management Systems.

CHAPTER 1. GETTING STARTED

1.1 How this Manual is Organized

This manual is organized to serve two different users:

- Newcomers who need a thorough introduction to the space classification system using the Room Use Category Codes
- Experienced users who already know the room coding system and are interested in using this document as a reference tool

Newcomers should read this manual thoroughly before beginning the process of classifying their space inventories. Experienced users are likely to be most interested in the Introduction section which describes changes since the last edition; Chapter 4, Space Use Codes, which is the core of the manual, and Chapter 6 which displays publications, reports, and space standards.

The manual is organized as follows: Chapter 1 covers getting started and provides general information about the annual survey project. Chapter 2 describes the Databases and data collection principles. Chapter 3 covers the building data file and how to go about updating it. Chapter 4 includes all of the *room* inventory definitions and collection procedures, including the extensive Room Use Category Structure, the Program Classification codes and definitions, and the Category Code Update Listing. Chapter 5 contains guidelines and data elements which are to be used in constructing and reporting the instructional space *utilization* file for the private institutions and community colleges, and the Course Location File for the constituent UNC campuses. Chapter 6 describes and displays examples of reports available to participating campuses.

Following the topic chapters are several appendices including; The Data Additions Validations and Edits (DAVE) manual; a New Construction Form; Instructional Space Utilization Report (ISUR) for the community colleges; the Course Location File Layout and Instructions for the University of North Carolina campuses; a Utilization Visual Edit; a listing of Optional Building and Room Data Elements; Accessibility Standards; a sample instrument for data exchange and national surveys; and a glossary of generic terms and organizational acronyms and abbreviations which often appear in facilities manuals and reports around the country. This manual edition uses a loose-leaf, hole-punched, ring binder format for accommodation of supplements and revisions.

1.2 Campus Project Officer

A campus Project Officer serves as each institution's survey coordinator and primary point of contact with the Space Utilization and Analysis staff. This individual may be appointed by the President/Chancellor of the institution or assigned by appropriate supervisory staff. All routine reports and correspondence pertaining to the survey are directed to the Project Officer. This person in turn is responsible for keeping appropriate campus staff informed, assigning individual tasks as necessary, and distributing final reports and other inventory and utilization information to potential users. UNC-GA staff, as needed, communicate also with computer personnel and campus staff members responsible for individual files for problem resolution and data clean-up.

1.3 Database Technology

Software packages used for collecting and reporting data have become much more user-friendly, inexpensive and powerful in recent years. The larger institutions in the UNC system have adopted software that allow computer-aided design (CAD) drawings and computer-aided facilities management systems (CAFM) to exchange and update data. Beginning in 2007, a new web-based inventory update system was made available to all North Carolina public and private institutions. This system is named DAVE, (Data Additions Validations and Edits). This system is essentially the physical inventory of a campus which has been made interactive and capable of electronic update anywhere there is an internet connection. Once submitted, programs designed to identify coding and data entry errors are run on the files. Files determined to be free of errors can be posted immediately and made available to the institution for use. The instructions for DAVE are user friendly, and include many drop down menus that present the same room and program coding tables provided in this manual. A complete DAVE manual can be found in Appendix 1.

In addition to DAVE, software written in SAS programming language, word processing, graphics, and spreadsheet packages are used by the Space Utilization & Analysis staff to provide campus personnel with special analyses or reports when requested. With the implementation of the web-based facilities update system (DAVE), formats for the building and room data files are no longer an issue. While individual utilization data elements can be reformatted (adding leading zeros, conversion to military time, etc.), inconsistent and missing data item corrections must be made by campus personnel. The standard machine formats for the building, room, and utilization files are displayed in Chapters 3, 4, and 5.

1.4 Survey Schedule

As noted, the Space Utilization and Analysis operation serves as a public service, central survey center for updating N.C. campus building and room inventories, and constructing and analyzing a utilization (class schedule) file for each institution. This is an annual survey designed to provide a snapshot of each campus's facilities inventory as of the fall (October 1) of each year; and to record and analyze class schedules as of the end of each institution's fall term drop-add period. Each year prior to the start of the fall academic term, the Space Utilization Analysis office mails each Project Officer a survey notice. Accompanying this notice are brief instructions for each survey file component (building, room, utilization). These materials are designed to be used in conjunction with this manual. With the implementation of DAVE, (Data Additions Validations & Edits), it is hoped that most institutions will update facilities data over the course of the summer, when buildings and rooms are more survey accessible. Institutions with Computer Assisted Facilities Management (CAFM) systems typically survey their institution's departments in the fall and report as soon as that data is available. Manuals, file instructions, etc, are available from the Space Utilization and Analysis office at any time.

As each processing group is finished, the Space Utilization & Analysis office sends out statistical printouts of the Building Inventory, Room Inventory, and utilization statistics to each institution in the group. While it is preferable for the Space Utilization & Analysis office to receive all data in the fall, late submissions into the new calendar year usually do not cause significant problems. For the seventeen UNC constituent institutions, updates to building files are required to be submitted by mid-February for generation of reports for finance authorities at UNC General Administration. Included in the survey cycle are (1) an orientation workshop for campus Project Officers and other project staff held in Chapel Hill when possible; and (2) the publishing and mailing of the annual *Facilities Inventory and Utilization Study* around October 1 of each year.

1.5 Space Data Collection

Walking the campus. An essential part of the data collection process is getting out on campus and field checking the configuration and use of space as reported by departments or physical plant staff. There may be discrepancies between floor plans and the actual spaces and this step provides an opportunity to update the drawings as well as the space use category, academic discipline category, number of stations and to check for accessibility to the mobility impaired.

Working from Blueprints. On most campuses, the facilities department or facilities planning will have architectural drawings of most buildings. Many if not all institutions also have the electronic version of these blueprints from the architect. If an institution does not have the capability to read these electronic Computer Assisted Drawings (CAD), the file may be sent as an email attachment to the UNCGA office where Space Utilization and Analysis staff will assist in obtaining measurements for the space from these CAD drawings. Measurement of new or renovated facilities can be completed from these files and the new space file returned to the campus for correct codes assignment.

Physical Measurements. In many instances, renovations or modifications to space are made internally by the physical plant staff at the institution. A example would be the division of a large room no longer needed for the function intended into smaller spaces for much needed office space. Typically, blueprints are not generated for this type of renovation and the project officer must collect measurements of these new spaces either from the physical plant staff, or obtain them by field measurement.

Assistance to Campuses. As noted in section 1.4, a fall workshop is held when possible by the Space Utilization & Analysis staff at the UNC General Administration building in Chapel Hill. The workshop is designed both as a survey orientation for Project Officers and other campus project staff who are new to the data collection process and as a training session for the DAVE inventory update system. Space Utilization and Analysis staff, as work schedules permit, also will travel to those campuses indicating a need for assistance with a difficult cycle of data collection. Many of these trips are associated with putting a new constructed or purchased building on the inventory. Data processing assistance also can be provided in the form of data search services, software, special analyses, and the provision of campus statistics for response to national facilities surveys. The Space Utilization and Analysis staff are always available to answer questions by telephone.

Chapter 2. Basic Database Principles and Applications

This chapter provides an overview of the central concepts and components of an inventory and facilities classification system for postsecondary education facilities in North Carolina. It is intended as an aid to understand how the key components comprised of the Building, Room, and Utilization files fit together. Additional explanatory detail, technical definitions, and procedures are provided in subsequent chapters and the appendixes.

The central concepts and components outlined in this chapter include

- basic database principles underlying the intended uses of this manual;
- external and internal database applications (reporting and analysis); and
- utilization or space use data.

2.1 Basic Database Principles

Facilities Inventory Contains Data About Buildings and About Spaces Within Buildings. The facilities inventory incorporates data about many types of structures and physical

assets, the most important of which are buildings and spaces. Building information includes such items as gross area, assignable area, and replacement cost. The space information includes such items as space area, space use, number of stations, function and discipline codes, and whether the space is accessible to the mobility impaired.

Each Building and Space Needs a Unique Identifier. The initial step in creating a facilities inventory for a structure is to assign the building and its spaces a unique building and room number to identify the set of data fields within the inventory. These room identifiers are used to link these spaces or rooms to buildings and to link the facilities inventory records to other institutional information such as plant asset records, the registrar's course schedule, and equipment inventories.

Each Building and Room Record Has Several Fields of Data. Each building or room requires a separate data "field" for each type or element of information. For a given space, its unique room identification (building, floor, and room or room number), room use category, organizational assignment, and area are required types of data. (See chapter 3 and 4) for a full discussion of required and optional data.) An example of an optional inventory item that may be important to an institution's space management inventory is the square footage measurements of hallways and lobby space. This data can aid physical plant personnel with figuring cleaning contracts, replacing flooring, and other services.

Space Utilization Elements. CLF (UNC Campuses) and Utilization Data (CC& Private Campuses) The course location or utilization data file is essentially the fall class schedule with the number of students enrolled in each class after the census or drop-add date. This data coupled with the facilities inventory provides a “snapshot” of how well an institution’s facilities are being utilized. This snapshot provides data for evaluating instructional space use and estimating future space needs for public and private institutions. Methods of reporting this file are as follows:

- **UNC GA Unix File server** - The method of electronic submission is by File Transfer Protocol (FTP) via the GA file server. For UNC institutions and community colleges, assigned individuals at the campuses are provided access and individual instructions for submitting Course Location Files (CLF) via BARNEY (UNC) and utilization files via DATATEL(DCC).
- **CD & Email Attachments** – Private campuses may submit the utilization file on IBM-compatible diskettes, but most campuses choose to send the data as an email attachment.

This Manual Provides Basic Coding Structures to Which Institutions Can Add. The required data described in this manual constitute the lowest common denominator, i.e., a set of definitions and codes that is as simple as possible while still covering the range of building and space information essential to any facilities inventory database.

2.2 Database Applications

Facilities Inventory Data and Uniform Aggregation. The facilities information is important for inter-institutional comparison, for planning and management of the institution or institutional systems, and perhaps for development of national policy. The information gathered in the North Carolina facilities inventory is structured to enable valid comparisons and summaries with other institutions possible.

External Applications. From the basic coding structure described above, most inter-institutional comparisons, system reports, and national surveys can be satisfactorily developed by adding additional fields. Institutions should build from this conceptual framework to enhance the inventory’s usefulness for individual campus management. Appendix 8 provides guidance in using the data for inter-institutional exchange and national surveys.

Use of Standard Functional Program Codes. In addition to room use categories, the facilities inventory contains a set of program codes to allocate space across functional categories (e.g., instruction, research, public service, academic support). The program codes are used primarily to link space allocations to financial data for indirect cost accounting and to institutional missions

(e.g., the proportion of space used for public service) or to analyze and compare space allocations across institutions according to commonly used program codes.

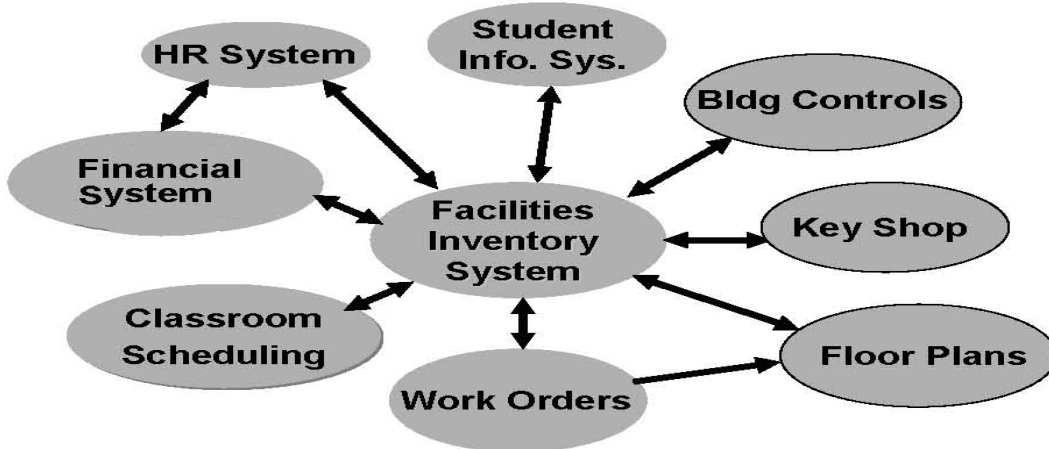
Internal Applications. The following are illustrative of internal database applications:

- Institutions may wish to add additional detail to the room use coding structures for internal purposes. For example, an institution might add sub codes to the space use code 255 of Research/Nonclass Laboratory Service to keep track of cold rooms, hot rooms, dark rooms, laboratory stock rooms, and similar spaces.
- Institutions may wish to identify study rooms or labs with specialized equipment for instruction or study by linking data from a movable or fixed equipment data file to the appropriate spaces in the inventory file.

Some Data Elements Are Important for a Campus Use But Are of Limited Use in Multi-Institutional Summaries. The list of data elements includes some items that are important for campus use but lose their meaning in inter-institutional, state, or national summaries. For instance, identifiers such as names for particular buildings and spaces are essential for campus use but not in the N.C summary Similarly, organizational unit identifiers (e.g., departments) are important on a particular campus but become less meaningful when summarized across UNC or Community College institutions because of differences in organizational

2.3 Links to other Database Systems

Facilities decisions and academic program decisions are not made in isolation. Facilities data are almost always used in conjunction with financial, academic, human resource, and other program data. As a result, linking of facilities data to other databases is becoming increasingly common. The diagram below illustrates some of the more common systems to which facilities databases are linked.



Chapter 3. Building Inventory

This chapter provides the data elements, technical definitions, measurement procedures and coding structures which serve as the basis for developing the Building Inventory file. The relationship between the various components of building area are illustrated in Figure 3.1. Definitions of what constitutes a building are found below in section 3.2. The technical definitions and codes for the room use categories are found in Chapter 4. An understanding of Facilities Inventory system begins with an overview of measurement terms.

3.1 Overview of Building Measurement Terms.

- *Gross Area* encompasses the entire building within the outside faces of the exterior walls
- *Net Usable Area* encompasses Assignable area and Non-assignable area
- *Nonassignable Area* = Sum of the three Major Space Use Categories of Nonassignable Space

- 1) building service
- 2) circulation
- 3) mechanical

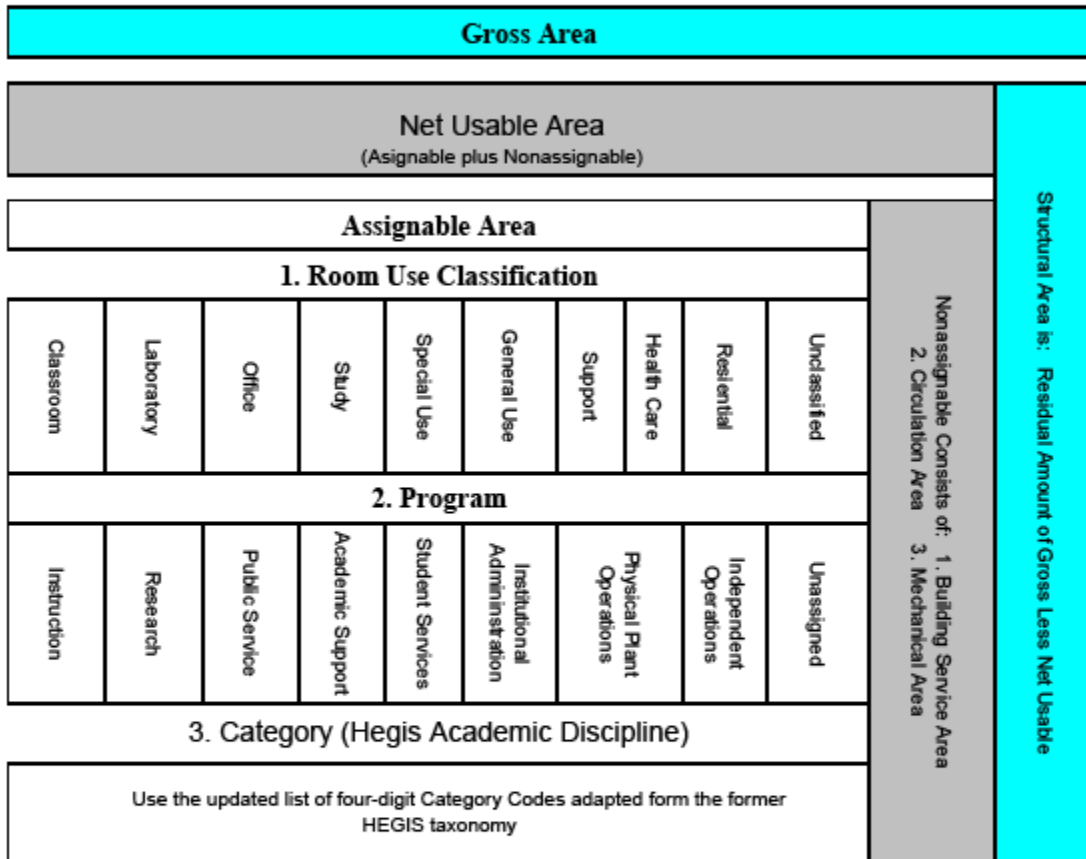
As portrayed in the figure 3.1, Non-assignable Area is usable, but its use is confined to a general support service of the building. It therefore is not “assignable” to a specific campus organization unit or program mission.

- *Net Assignable Area* = *The sum of the 10 major Space Use Categories of Assignable Space (Figure 3-1)* Often referred to as assignable square footage (ASF), it is the basis of the room inventory. Net assignable space is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. It can be assigned to and used regularly by occupants and outside users for specific institutional tasks and purposes. The summing of individual rooms is automatically generated by Space Utilization and Analysis and published on the building inventory page and as a total figure at the end of each building’s room records. These figures can be found on the website by campus at:

http://www.northcarolina.edu/content.php/finance/fac_util/index.php.

- *Structural Area* is a non-measurable space (wall thickness, internal structural features) which is not usable by occupants or other users of the building.

Figure 3.1 Conceptual Framework for Analyzing Building Space



3.2 What to Include in a Building Inventory

Definition of Building. A *building* is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. The building inventory may encompass many different types of structures, including marine and space structures (whether staffed or not); research vessels; aquarium structures; and trailers that are not on wheels and are used for offices, residences, or storage.

Buildings to Be Included. The inventory should include buildings that are under the jurisdiction or control of the institution's governing board, regardless of their location. Where the institution occupies space in buildings not owned by the institution or that is shared with other tenants, include in the inventory only that portion of the building leased or controlled by the institution and its pro rata share of gross area, assignable area, and non-assignable area (see definitions in chapter 3). Institutions will normally exclude various minor structures from their inventory based on various criteria. As a guideline, separate, minor structures should be included in the inventory if all of the following criteria are met:

- They are attached to a foundation.
- They are roofed.
- They are serviced by a utility, exclusive of lighting.
- They require significant maintenance and repair activities as determined by the institution.

Following these guidelines, an example of a minor structure to be included in a building inventory is a traffic control or information booth that is roofed, attached to a concrete pad, with lights and at least one other utility service such as a telephone, and on a regular maintenance schedule. An example of a separate structure not meeting the above criteria is a bus shelter, which is roofed and attached to the concrete sidewalk, but which has only lights as a utility service. Institutions may choose to include parking structures and field buildings that do not meet all of the above criteria in their inventories because of requirements to manage and maintain such facilities. The inclusion of such facilities permits the space to be assigned to specific functions, disciplines, and organizational units. Additional clarification and examples are provided in chapter 3.

Buildings to Be Excluded. The following types of buildings may be excluded from the inventory if they do not house functions considered part of the institution's academic mission:

- Investment properties that are buildings used only for revenue generation and not for institutional purposes;
- Hospitals not owned by the institution, except for any space in the hospital used, leased, or controlled by the institution;
- Public schools not owned by the institution but used for practice teaching; and
- Federal contract research centers identified by the Office of Management and Budget.

Other Plant Assets. For management purposes, institutions are encouraged to inventory all other physical infrastructure elements (physical plant assets). Examples of such infrastructure elements (assets) not encompassed in the definition of a building include uncovered swimming pools, athletic tracks, bleachers, and additional playing fields that otherwise do not qualify as gross areas. Institutions are also encouraged to itemize the infrastructure components. Examples include utility distribution systems (heating, cooling, power, water, and waste disposal) and support facilities that provide access or safety-related services (roads, campus lighting, etc.). Additionally, institutions may wish to maintain inventory data on land holdings, capital equipment, and movable equipment.

3.3 Addition of New Buildings to the Inventory

Each new constructed, purchased, or leased/rented building which belongs on the facilities inventory will need development of a new building record, with the needed data elements, and individual room records for all assignable space within the building. Campuses without Computer Assisted Drawing (CAD) capability may elect to send the electronic floor plan drawing (dwg file) to the Space Utilization and Analysis office in Chapel Hill for completion. These electronic floor plans can be requested from the architect responsible for the design of the new facility.

A new building should be placed on the inventory if (for new constructed buildings) *the structure is complete and ready for occupancy as of October 1 of the survey cycle*. For purchased, leased, or rented space, availability for occupancy by October 1 is also the point of determination for inclusion on the inventory. Exceptions can be made for buildings which are eligible shortly after the October cut-off date, especially if all or part of the space is being actively utilized at some time during the fall term. If a building is partially occupied and all classroom and laboratories are not scheduled for classes during the fall semester, care should be taken as to how these rooms are coded. Utilization statistics are affected by rooms not used at the time of the October snapshot.

To assist the Space Utilization and Analysis office in providing projections to state and local officials for planning purposes, a "New Construction Form", Appendix 2, is mailed annually to each campus Project Officer with the September data collection materials. This form requests basic building information for three stages of new building acquisition, construction, or renovation:

- Buildings which have been financed and/or designed, but are not yet under construction.
- Buildings under construction with an expected completion date after October 1.
- Buildings that have been completed or are expected to be completed on or before October 1.

The third category also applies to purchased, leased, or rented facilities. The cost and gross square footage figures reported for new and proposed buildings may change when a structure is completed and turned over to the institution. Verification of actual final costs and square footages should be conducted and not simply transferred from this form to the building data file.

3.4 Building Data Elements Collected

The Building Inventory file, which represents a core minimum of important building information items which should be collected and maintained through updates, contains seventeen building data elements or "characteristics". Two additional information items which are output on building reports are sums taken from the building's room file. All of these items are considered useful for planning and management not only at the institutional level, but also at state and national levels. Table 3-1 lists the building file data elements collected and maintained by the Space Utilization and Analysis office at UNC-GA. Appendix 8 provides a list of optional building and room data elements which campuses may find useful to collect and maintain.

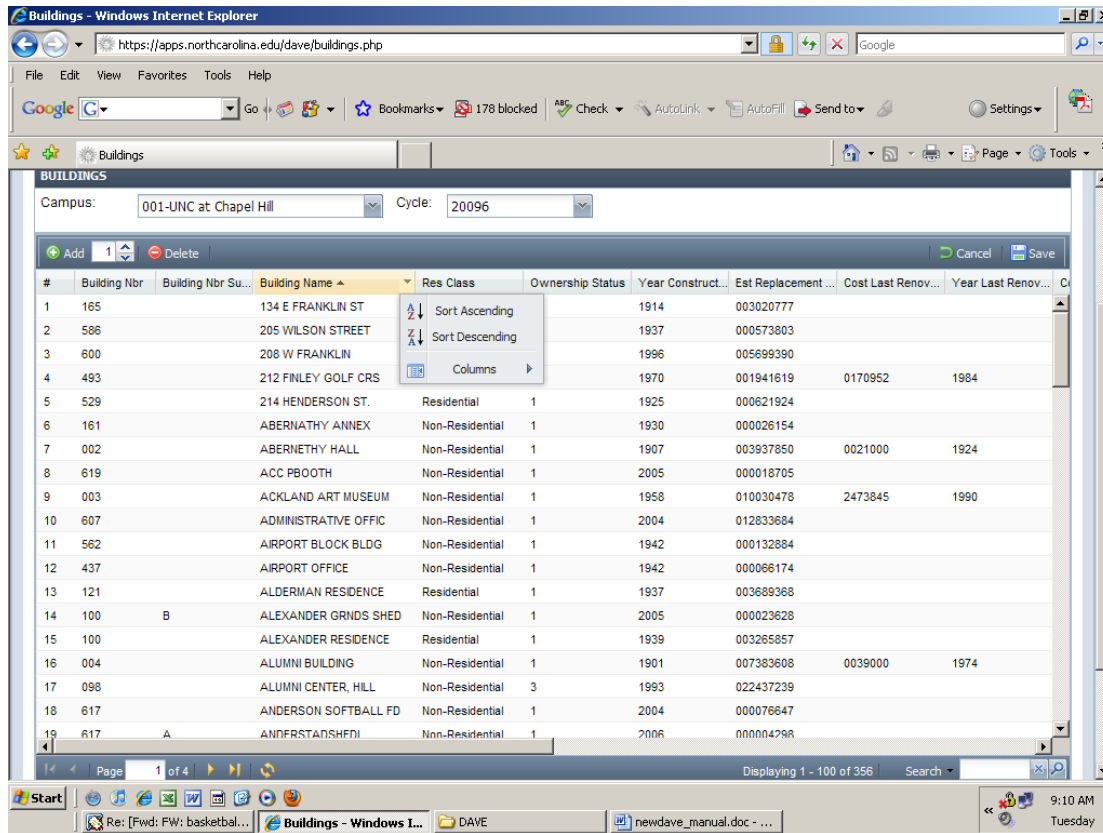
Table 3-1: Building File Data Elements

Group Number	Condition
Campus Number	Air Conditioning Status
Building Number	Gross Area
Building Name	*Assignable Area
Residential Classification	*Accessible Area
Ownership Status	Original Building Cost
Year of Construction	Number of Floors
Estimated Replacement Cost	Last Year of Record Update
Cost of Latest Renovation	Record Type
Year of Latest Renovation	

*Assignable and Accessible Area are automatically generated from the building's room file by computer for output printouts and files only. These two data elements are not, therefore, included in the building file's record format.

The Building Editor Screen for DAVE shown in Figure 3-2, is used for updating the building file. This data entry screen replaces the old hardcopy form and is used by all institutions to electronically update building files which are submitted to UNCGA. The DAVE building editor allows a campus to make changes electronically anywhere there is an internet connection. Complete instructions on how to use the DAVE data editor can be found in Appendix 1.

Figure 3-2: Building Editor Screen for DAVE



Campus Number and Building Number together comprise the unique identifier for the building (e.g., Campus 016, Building 006 identifies one specific building among all N.C. institutions in the survey). Record type, as with Group Number, is included for data processing purposes only: the number "2" identifies the record as a building record. A list of all building data elements in the machine format, with field lengths, positions (columns), and field characteristics, is provided in Table 3-2.

3.5 Building Data Element Definitions

3.5.1 Group Number

As noted, the Group Number is a single-digit identifier used by the Space Utilization and Analysis office at UNC-GA for division of the campuses into groupings for central data collection and processing tasks. This identifier is automatically attached to the record by the DAVE system and does not appear on the data entry screen. The group divisions are listed by individual institutions in Table 3-3.

File Format: One numeric character.

Table 3-2: Building File Machine Format

Variable	Length	Column(s)	Alpha/Numeric	Leading Zeros
Group Number	1	1	Numeric	-
Campus Number	3	2-4	Numeric	yes
Building Number	3	5-7	Numeric	yes
Optional Alpha Suffix	1	8	Alpha	-
Building Name	20	15-34	Alpha or Numeric	-
Residential Classification	1	35	Numeric	-
Ownership Status	1	36	Numeric	-
Year of Construction	4	37-40	Numeric	-
Estimated Replacement Cost	8	41-48	Numeric	yes
Cost of Latest Renovation	7	49-55	Numeric	yes
Year of Latest Renovation	2	56-57	Numeric	-
Condition	1	58	Numeric	-
Air Conditioning Status	1	59	Numeric	-
*Gross Area	7	66-72	Numeric	yes
Original Building Cost	8	73-80	Numeric	yes
Number of Floors	2	81-82	Numeric	yes
**Last Year of Record Update	2	98-99	Numeric	yes
Record Type	1	100	Numeric (2)	-

100-Length Record

*Building total Assignable Area and Accessible Area are generated by the summing of their entries on the building's Room Inventory.

**Automatically entered by the computer.

3.5.2 Campus Number

This three-digit number serves as the unique identifier for each institution in the survey. As with the Group Number, it should appear on each record of each of the three major files: Building, Room, and Utilization. This identifier is automatically attached to the record by the DAVE system and does not appear on the data entry screen. Assigned Campus numbers are also listed on Table 3-3.

File Format: Three numeric characters; leading zeros.

3.5.3 Building Number

This is a unique three-digit identifier (plus an optional alpha character) assigned to each building by an institution for linking building and room data. It is preferable that these numbers coincide with other building numbering systems used on the campus (e.g., fixed assets systems, registrar files) to avoid the need for cross-walking when a link is attempted. Building numbers should not be changed over time except in those special cases where a campus is standardizing these numbering systems. This continuity is necessary to preserving the integrity of the Building Inventory file over a period of years, which enables longitudinal and historical comparison studies to be undertaken.

The alpha suffix column is provided as a fourth character to be used as needed. This suffix is most often used to indicate the association of two or more buildings. An example would be a storage building 011A which serves a dining hall building 011.

File Format: Three numeric characters; leading zeros. One optional alpha suffix character.

3.5.4 Building Name

1. Definition. The building name is the current designation assigned to the building by institutional authorities.
2. Description. Most buildings have been officially named in a dedication ceremony or official publications. New buildings not yet named officially are probably best designated by using the architect's blueprint name or a descriptive term such as "New Science Building". Where the same name applies to more than one building, it is suggested that they be numbered sequentially; for example, "Faculty House #1," "Faculty House #2," etc. Houses or apartment buildings controlled and used by the institution frequently use a street address as the name designation. Neither a separate number nor name designation should be made for an addition which becomes an integral part of a building.
3. File Format. Twenty alpha or numeric characters, including blanks.

3.5.5 Residential Classification

1. Definition. Non-residential includes all space except that used to house staff, faculty, or students of the institution.
2. Description. Use the following codes for this field:
 - 1 **Non-Residential** - The amount of residential space in the building is less than or equal to 20% of the building's total assignable space.
 - 2 **Residential** - The amount of residential space is equal to or greater than 80% of the building's total assignable space.
 - 3 **Combination** - The amount of residential space is less than 80%, but greater than 20% of the building's total assignable space.

The residential (code 2) designation should be applied to buildings where people live as opposed to spending a few nights. This category includes dormitories; houses and apartments for faculty, students, and staff; and fraternity houses. Non-residential (code 1) space, which includes all space which is not residential, also includes guest quarters, alumni houses, and visiting team quarters. The combination (code 3) designation is used only when a significant (at least 20%) amount of space is devoted to both functions. It is intended to denote those special situations where students "live and learn" in the same building or where excess dormitory space has been converted to other uses.

This coding designation is obviously determined by the codings of the building's individual rooms (assignable area) on the Room Inventory. *The Space Utilization and Analysis office at UNC-GA runs a computer analysis of these room codings annually to determine the correct code (Non-Residential, Residential, Combination) to be applied. A room must have a Program Code of either 55-Student Auxiliary Services or 65-Faculty and Staff Auxiliary Services, with a Category Code of 7330-Housing Services, to be eligible as residential space.*

In addition, at least one room in the building must be classified with a residential facilities Room Use Code (910, 920, 950, or 970). This latter requirement would exclude, for example, a separate laundry building serving a group of student apartment buildings. For a residential building which is under alteration or conversion, and which is scheduled to resume residential use when the renovation is completed, the characters "RES" should be entered into the first three positions of the Institutional Data field of the room records in the building's Room Inventory. (This notation should be confined to rooms coded Program 55 or 65 with a 7330 Category Code). Residential buildings which are inactive but capable of use should be coded as Non-Residential buildings on the Building Inventory. The extensive classification systems and codings for individual rooms, including those in residential facilities, are covered in Chapter 4.

3. File Format. One numeric character.

3.5.6 Ownership

1. Definition. The type of ownership and relation of title holder to institution.
2. Description. The following eight codes are used to designate ownership status:

- 1 Owned in fee simple.
- 2 Title vested in the institution and being paid for on an amortization schedule, regardless of whether the building is shared with another institution or organization.

Note: This category includes dormitories and other auxiliary facilities financed through a federal agency, bond issues, or interest subsidy grants.
- 3 Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements). This would be the category used to report Foundation built dormitories.
- 4 Not owned by the institution, but leased or rented to the institution at a typical local rate.
- 5 Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
- 6 Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
- 7 Not owned by the institution, but shared with another postsecondary educational institution.
- 8 Other (e.g., not owned by the institution, but shared with a noneducational institution).

The first three ownership codes apply to buildings which are, or will be, owned by the institution. The remaining five codes are for buildings which are either leased/rented to the institution or made available at little or no cost. *Buildings in this latter category (codes 4-8) do not have an Original Building Cost entry on the building record because they are not, or will not be by current arrangement, owned by the institution.* There is consequently no original out-of-pocket cost. All buildings, regardless of Ownership status, do have an Estimated Replacement Cost (current new construction cost) entry. As a result, only buildings with Ownership codes 1-3 should have entries for both Estimated Replacement Cost and Original Building Cost.

3. File Format. One numeric character.

3.5.7 Year of Construction

1. Definition. The calendar year in which the original building was completed regardless of any later day of occupancy.
2. Description. The definition notes that later occupancy, sometimes referred to as "beneficial occupancy," is irrelevant, regardless of whether the building is constructed, purchased, leased, or rented. This data element is obviously designed to indicate the *physical age of the building*. It is also not related in any way to later renovations. The year of construction completion (ready for occupancy) should be entered here.

If the year of construction is unknown, an *estimate* should be made by campus physical plant authorities based on a comparison with similar buildings. Records should be maintained at the campus denoting the construction date as an estimate.

Because the file allows for only one construction date, a *later addition* which becomes an integral part of a building poses the question of which construction date should be entered on the central file. Most institutions prefer to use the date of construction of the *larger portion* (i.e., the larger of the older original space or the addition). In either case, local campus records should include year of construction completion dates for both original sections and additions.

3. File Format. Four numeric characters (calendar year).

3.5.8 Estimated Replacement Cost

1. Definition. The estimated cost to replace the building at the time of the inventory.
2. Description. This is the cost, *at today's construction rates*, and in accordance with current building and public safety codes and construction methods, to replace the *building and its fixed equipment*, excluding land, exterior walkways, movable equipment, and landscaping. A simple way to view this concept would be to ask the question: if the building burned down today, what would it cost to build it back tomorrow exactly as it was? *Because Estimated Replacement Cost (ERC) is based on current construction rates, the physical condition and age of a building are not factors in the figure.* These factors obviously do influence the market and insurance values of a building. A *renovation*, which can improve the condition rating of a building, also does not influence the ERC figure. An *addition* obviously increases the figure because it increases the amount of space that would need to be replaced.
3. Basis of Calculation. For a new building with a construction completion since the previous annual inventory, the Original Building Cost should also be entered as the Estimated Replacement Cost. The Space Utilization and Analysis office will then apply a construction

cost increase, based on an indexed change from the previous October, which will produce a slightly higher figure on the final Building Inventory Printout. This annual index is generated from the October issue of *Means Construction Cost Indexes* and is automatically applied by computer to the Estimated Replacement Costs of inventoried buildings at all institutions in the survey. Because of this general blanket approach to adjusting the figure, physical plant and engineering authorities at individual campuses are encouraged to make any further adjustments deemed appropriate, based on more current or precise information. The ERC figure is used as a basis for deriving the appropriate condition codes for a building which requires restoration.

All buildings (except for a very few "loaned" buildings between divisions of the UNC-Chapel Hill campus) should have an ERC entry. For purchased or leased/rented buildings built since 1972, the Space Utilization and Analysis office, which maintains a list of annual construction increases since that year, can construct an ERC figure by applying these factors to the Original Building Cost figure. For buildings built before 1972, an average of the ERC per gross square foot of three similar building is computed to construct the estimate. The text preceding Tables 19 and 20 of the annual *Facilities Inventory and Utilization Study* provides further information on the index calculation process and a list of these indices for several prior years.

4. File Format. Eight numeric characters; leading zeros.

3.5.9 Cost of Latest Renovation

1. Definition. The cost of a building's most recent renovation which involved a significant expenditure of funds.
2. Description. An expenditure is considered "significant" if it approximates 10% of the Estimated Replacement Cost of the building. Institutions may optionally enter smaller figures in this field, which is intended to show, along with the accompanying year of the renovation, the last time a given building received some significant attention to improving its physical condition.

A renovation improves the condition of a building and does not increase the building's Gross Area, Estimated Replacement Cost, or Original Building Cost. An addition, which increases the size of a building, results in an increase in all three of these figures. Where a renovation and addition are conducted concurrently, their separate respective costs should be determined for accurate updating of the building's file record. Because a renovation can involve structural changes in the interior space of a building (e.g., adding, removing, or moving walls), such a project can increase or decrease the assignable area of the building. Any extensive renovation usually results in a change in the building's Condition Code (see Condition data element below).

3. File Format. Seven numeric characters; leading zeros.

3.5.10 Year of Latest Renovation

1. Definition. The last two digits of the calendar year in which the most recent significant renovation was completed.
2. Description. This entry should be made only in conjunction with the Cost of Latest Renovation data element described above. The date refers only to the *calendar year of completion of the project*.
3. File Format. Two numeric characters (last two digits of calendar year).

3.5.11 Condition

1. Definition. The physical status of the building at the time of the inventory, based on the judgment of those persons familiar with the physical characteristics and condition of the campus.
2. Description. Physical condition is entirely different from *suitability* of a building for its current use. Campus Project Officers should give special attention each year to updating Condition Codes for buildings on the inventory by consulting institutional physical plant and/or engineering staff for evaluation. For UNC campuses, Facilities Condition and Assessment Program (FCAP) data from the N.C. Department of Construction is available to assist with this evaluation of condition status. The Condition data element uses the following codes and classifications:

1	Satisfactory	Suitable for continued use with normal maintenance.
2	Remodeling A	Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of <i>Remodeling A</i> is not greater than 25% of the Estimated Replacement Cost of the building.
3	Remodeling B	Requires major updating or modernization of the building. The approximate cost of <i>Remodeling B</i> is greater than 25%, but not greater than 50% of the Estimated Replacement Cost of the building.
4	Remodeling C	Requires major remodeling of the building. The approximate cost of <i>Remodeling C</i> is greater than 50% of the Estimated Replacement Cost of the building.
5	Demolition	Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This

category takes precedence over categories 1-4. If a building is scheduled for demolition, its Condition Code is recorded as 5-Demolition, regardless of its condition.

6 Termination

Planned termination or relinquishment of occupancy of the building for reasons other than being unsafe or structural unsoundness, such as abandonment of temporary units or vacating of leased space. This category takes precedence over categories 1-4. If a building is scheduled for termination, its Condition Code is recorded as 6-Termination, regardless of its condition.

Condition Codes of buildings are used in conjunction with their Estimated Replacement Costs to generate estimated costs to restore unsatisfactory facilities to satisfactory condition.

3. File Format. One numeric character.

3.5.12 Air Conditioning Status

1. Definition. That portion of a building conditioned by a cooling system, such as refrigeration cooling or evaporation cooling, which has the effect of creating comfortable temperature in hot weather.
2. Description. This data element becomes important in southern climates where heat can be disruptive to indoor activities and operations. The following codes and classifications are used to indicate the portion of the Gross Area of a building which is air conditioned:

- 1 None
- 2 1-9 percent
- 3 10-24 percent
- 4 25-49 percent
- 5 50-74 percent
- 6 75-100 percent

3. File Format. One numeric character.

3.5.13 Gross Area

1. Definition. The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas, however insignificant, for circulation and shaft areas that connect one floor to another.
2. Basis for Measurement. Gross area is computed by physically measuring or scaling (blueprint) measurements from the outside faces of exterior walls, disregarding cornices,

pilasters, buttresses, etc., which extend beyond the wall faces. This measurement should be made and recorded as soon as the building's construction is completed. It is most frequently taken from the final "as is" blueprints for the building.

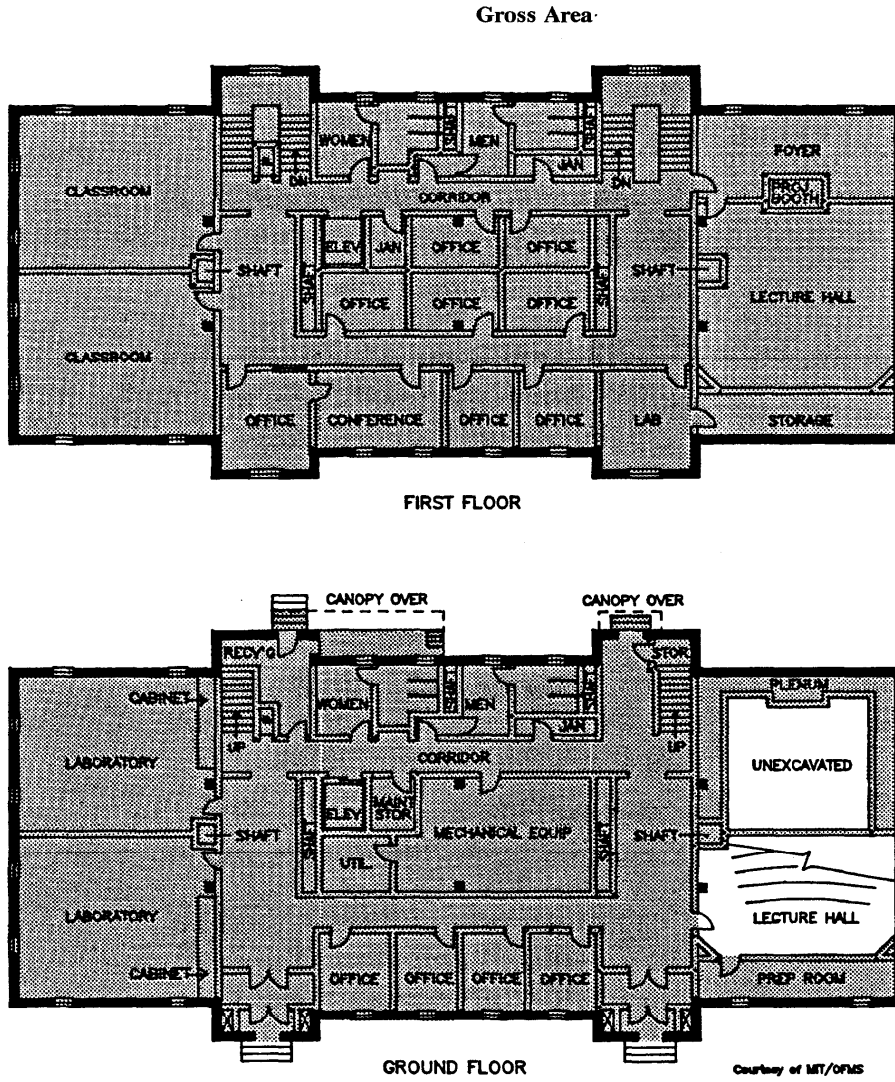
Gross Area is measured in terms of gross square feet (GSF). In terms of the building area definitions presented at the beginning of this chapter:

$$\text{Gross Area} = \text{Net Usable Area (Assignable+Nonassignable)} + \text{Structural Space}$$

Figure 3-3 provides architectural drawings of two floor plans to depict Gross Area (shaded sections). Figure 3-4 provides descriptions and drawings for Assignable Area. Figures 3-5 through 3-8 provide descriptions and drawings for Building Service, Circulation, Mechanical, and Structural Area.

3. Description. In addition to all of the internal floored spaces covered above, Gross Area should include the following: excavated basement areas; mezzanines, penthouses, and usable attics; garages; enclosed porches, inner or outer balconies whether walled or not, if they are used for operational functions; and corridors whether walled or not, provided they are within the outside face lines of the building, to the extent of the roof drip line. The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as Gross Area on each floor through which they pass. The top floors of parking decks/garages, if parking is available, should also be included in Gross Area regardless of whether the structure is roofed.
4. Limitations. Exclude open areas such as parking lots, playing fields, courts, and light wells. Gross Area also excludes portions of upper floors eliminated by rooms or lobbies with extended (cathedral-like) ceilings that rise above single floor ceiling height (see the lecture hall area in Figure 3-4). Areas having less than six-foot, six-inch clear ceiling heights (e.g., unusable attics and basements, see Figure 3-4) should also be excluded unless the criteria of a separate structure are met.
5. File Format. Seven numeric characters; leading zeros.

Figure 3-3: Gross Area



3.5.14 Original Building Cost

1. Definition. The plant fund investment by the institution, to the nearest one thousand dollars, to acquire the building and its fixed equipment.
2. Description. Original Building Cost is the "out-of-pocket" original cost of the building and its fixed equipment. This cost excludes land, exterior walkways, landscaping, and movable equipment. *Only buildings with ownership codes 1, 2, or 3 (owned or will be owned by the institution) should have an Original Building Cost entry.* This field should be left blank for buildings showing ownership codes 4-8 (see Ownership data element above).

Buildings which are owned by an institution fall into three categories:

- (1) For *buildings which are constructed by the institution*, the Original Building Cost is the cost of the facility and the fixed equipment within it. This cost figure, for a new building, should also be entered on the new building record as the Estimated Replacement Cost.
 - (2) For *buildings which are purchased by the institution*, the Original Building Cost is simply what the institution paid for the building instead of its original construction cost. This purchase figure, unlike the Estimated Replacement Cost, which is the estimated *new* construction cost at current rates, is to a degree based on the building's *condition*. Because building purchases usually include the cost of the land, Project Officers should contact campus finance authorities to obtain an estimate of the cost of the building alone.
 - (3) For *buildings which are donated to the institution*, the Original Building Cost is an estimate of the approximate fair market value of the building at the time it was donated. This policy is based on the assumption that the institution is "beholden" to the donor for the value of his/her gift. As with purchased buildings which are not new construction, this estimate takes into account the condition of the building.
3. File Format. Eight numeric characters; leading zeros.

3.5.15 Number of Floors

1. Definition. The number of floors in the building, including basements, attics, and roof-top structures which have assignable area.
2. Description. Attics and basements should be considered floors if they are included in the Gross Area of the building. This means that they are usable (at least 6.5 feet in floor to ceiling height) and therefore have assignable square footage (see Gross Area data element above). Top unroofed levels of parking decks are included in the floor count if they are used for parking cars. "Half-level" mezzanine and stack floors are also included in the count.

3. File Format. Two numeric characters; leading zeros.

3.5.16 Last Year of Record Update

As previously noted, this two-digit figure (last two digits of the calendar year) is automatically applied and updated by DAVE software when a change to a building record, or addition of a new record, is made to the building file. It is therefore not collected as a separate data element but does appear on the Building Inventory printout ("Building Characteristic Report") at the end of each building record. The date number indicates the last survey year (designated by the fall initiation of the survey cycle) in which an update to a given building record was made.

File Format. Two numeric characters; leading zeros.

3.5.17 Record Type

This is a single-digit record type identifier which is also automatically generated by DAVE software. For a building record this number is "2". It is used in computer programs to distinguish building records from room records (Record Type "3") and utilization records (Record Type "5").

File Format. One numeric character ("2").

3.6 Building Assignable and Accessible Area

Two data items which are not collected for the building file, but which do appear on the Building Inventory printout ("Building Characteristic Report") and other building summary reports, are the building's *total assignable area* and *total accessible area*. *Each of these figures is derived, by computer summing, from the building's Room Inventory*, which contains the assignable square footage for each individual room and a notation as to whether or not the space is accessible to the mobility impaired.

Although assignable area is collected as a room data element, and aggregated as an information item for building reports, the definitional information and depictions of assignable area are presented here because of their importance to overall analyses of building space. A building's *accessible area* is determined by a summing of assignable areas from specific room records for that building. Only those rooms flagged as accessible on the Room Inventory are counted. A room is accessible when it can be approached, entered, and used, without assistance, by a mobility-impaired person (see Accessibility data element in Chapter 4).

3.6.1 Assignable Area

1. Definition. The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.
2. Basis for Measurement. Assignable Area (Figure 3-4) is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Deductions should not be made for necessary building columns and projections. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met. Also excluded are the three categories of Nonassignable Area (Building Service, Circulation, and Mechanical) and Structural Area. (Figure 3-5 through 3-8).

Assignable Area, sometimes referred to as Net Assignable Square Feet (NASF) or simply *net area*, is measured in terms of assignable square feet (ASF). Individual subdivisions of Assignable Area (rooms) are classified by use, assigned program or function, and if applicable, academic discipline (see Chapter 4 for these classification systems).

Assignable Area = Sum of the Ten Assignable Major Room Use Categories

3. Description. As the formula above in Assignable Area includes all of the space This same subdivisions of the ten major room use categories--classrooms, laboratories, office facilities, study facilities, special and general use facilities, support facilities, health care facilities, residential facilities, and unclassified (inactive, alteration, unfinished) areas--that are used to accomplish the institution's defined functions or missions.

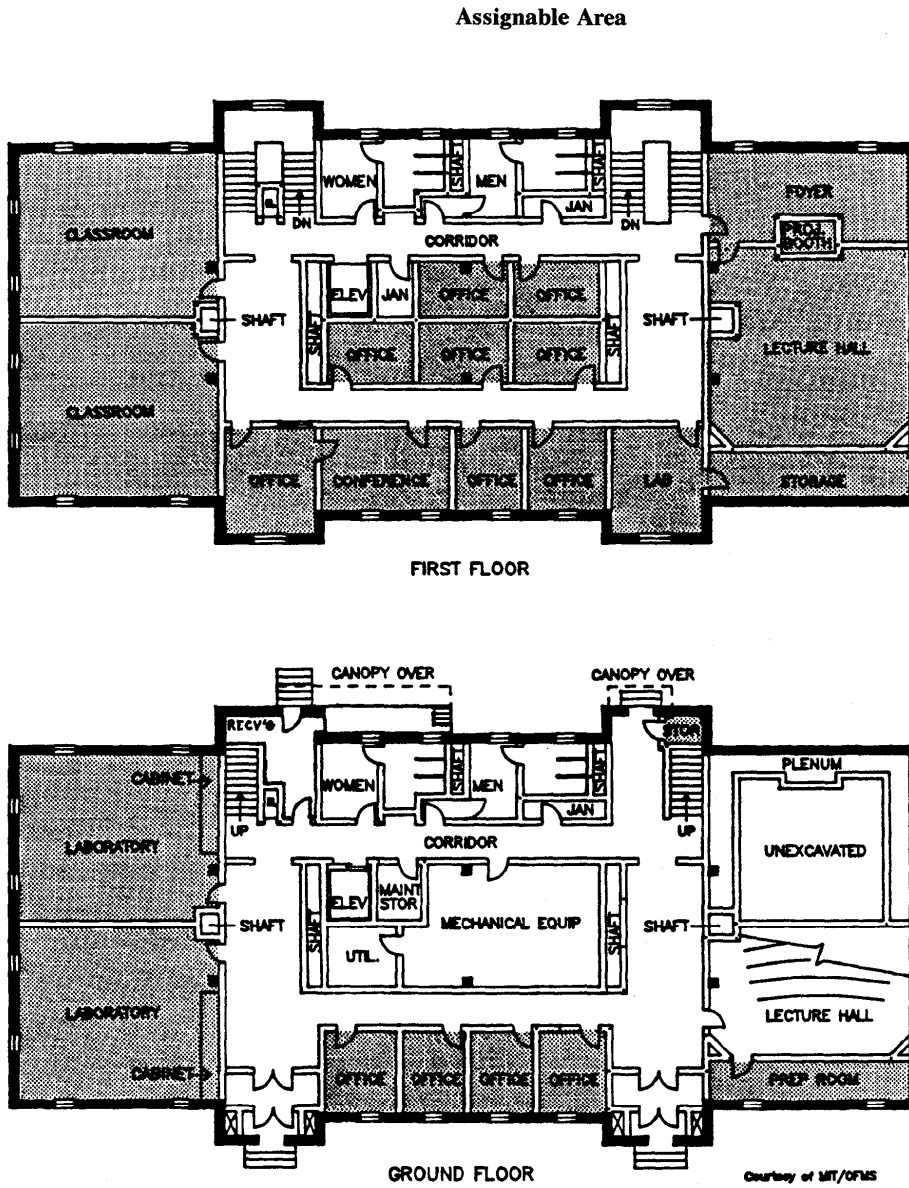
3.7 Nonassignable, Circulation, and Building Service Areas

This section provides the definitions and architectural drawings for the three categories of Nonassignable Area (Building Service, Circulation, Mechanical) Area. The collection of this data is optional, but campuses are encouraged to collect and enter it into the database. The square footage from these three categories will not be included in any of the reports generated for the Facilities Inventory and Utilization Study as it cannot be assigned to a particular unit or program, but serves all functions in the building. This data is mostly used by physical plant purposes for computing cleaning contracts, painting and floor covering replacement, and other maintenance related issues.

3.7.1 Nonassignable Area

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

Figure 3-4 Assignable Area



- B. *Basis for Measurement:* Nonassignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Excludes areas having less than six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.

Measured in terms of area,

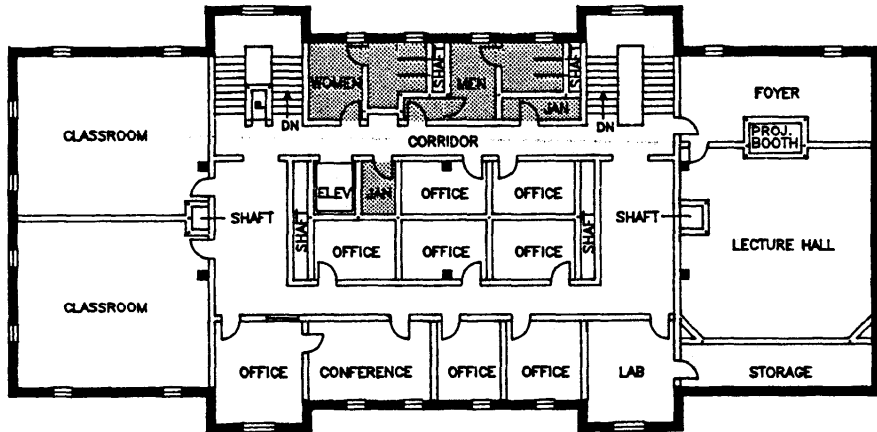
Nonassignable Area = Sum of the Area Designated by the Three Nonassignable Room Use Categories.

- C. *Description:* Included should be space subdivisions of the three nonassignable room use categories--Building Service, Circulation, and Mechanical--that are used to support the building's general operation.
- D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as assignable should not be included.

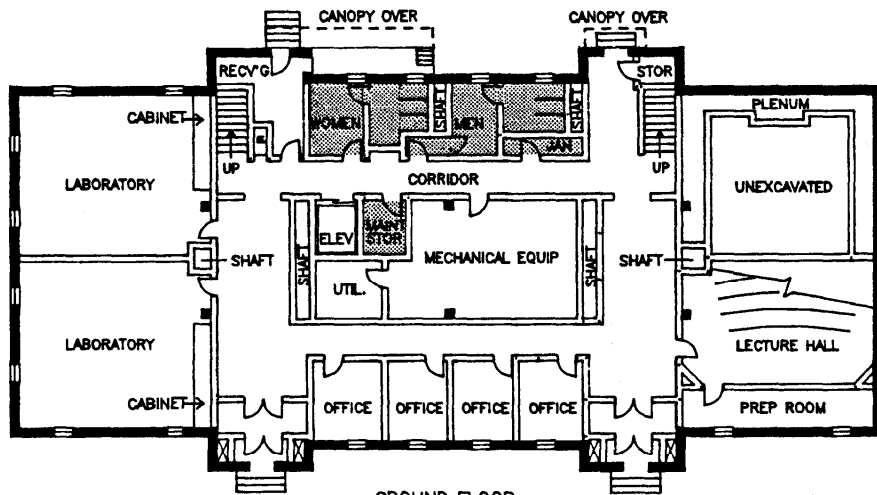
3.7.2 Building Service Area

- A. *Definition:* The sum of all areas on all floors of a building used for custodial supplies, sink rooms, janitorial closets, and public rest rooms. (NOTE: Building Service Area includes all areas classified as Custodial Area. Building Service Area does not include assignable areas (e.g., areas classified as 730-Central Storage and 870-Central Supplies. Figure 3-5 provides floor plan drawings which graphically illustrate Building Service Area.
- B. *Basis for Measurement:* Building Service Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.
- C. *Description:* Included should be janitor closets or similar small cleanup spaces, maintenance material storage areas, and trash rooms exclusively devoted to the storage of nonhazardous waste created by the building occupants as a whole.
- D. *Limitations:* Deductions should not be made for necessary building columns and minor projections. Areas defined as central physical plant shop areas, or special purpose storage or maintenance rooms, such as linen closets and housekeeping rooms in residence halls, should not be included. Does not include private rest rooms as they are assignable to a department or program unit.

Figure 3-5: Building Service Area



FIRST FLOOR



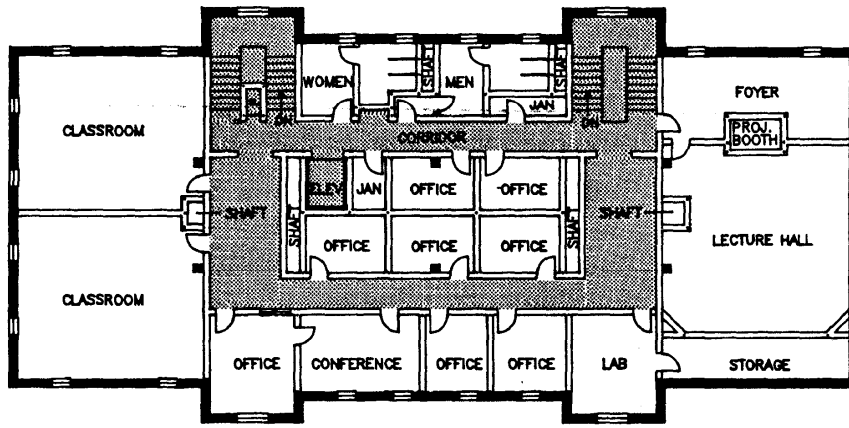
GROUND FLOOR

Courtesy of MIT/OFMS

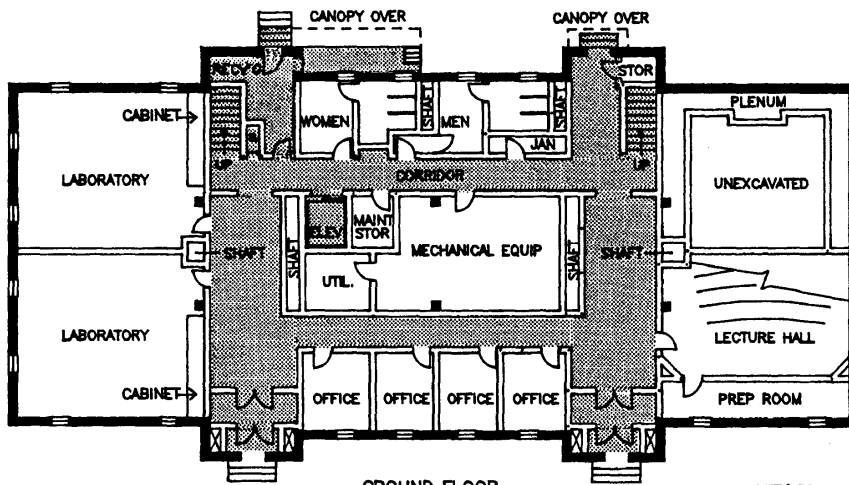
3.7.3 Circulation Area

- A. *Definition:* The sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not. Figure 3-6 provides floor plan drawings which graphically illustrate Circulation Area.
- B. *Basis for Measurement:* Circulation Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.
- C. *Description:* Included should be, but is not limited to, public corridors, fire towers, elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators, and stairways. Receiving areas, such as loading docks, should be treated as circulation space. Any part of a loading dock that is not covered is to be excluded from both circulation area and the gross building area. A loading dock which is also used for central storage should be regarded as Assignable Area and coded as central storage (730). Also included are corridors, whether walled or not, provided they are within the outside facelines of the buildings to the extent of the roof drip line.
- D. *Limitations:* Deductions should not be made for necessary building columns and minor projections. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, auditoria, or other working areas should not be included.

Figure 3-6: Circulation Area



FIRST FLOOR



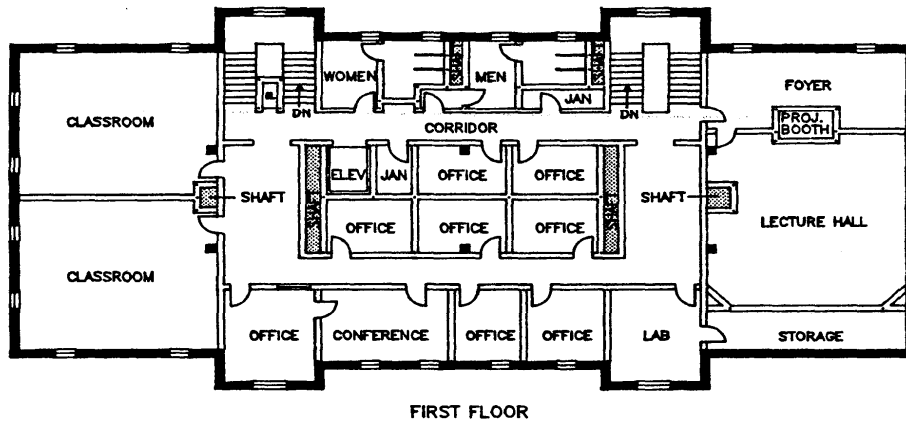
GROUND FLOOR

Courtesy of MIT/OFMS

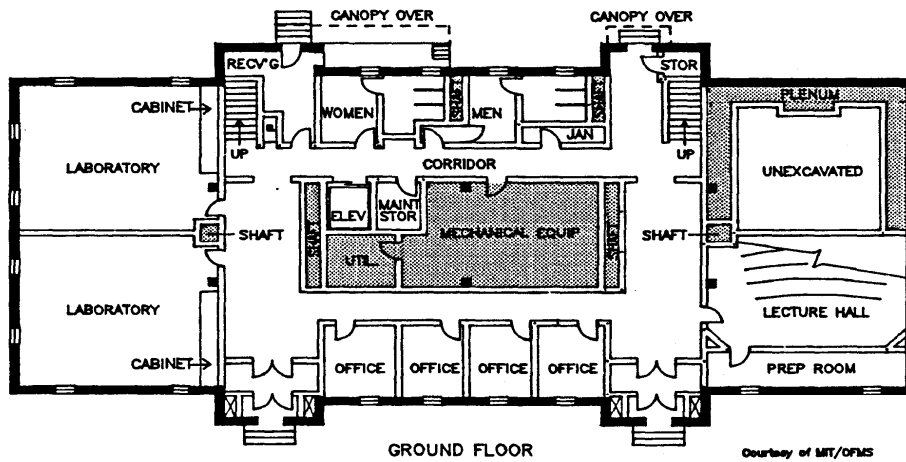
3.7.4 Mechanical Area

- A. *Definition:* The sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas. Figure 3-7 provides floor plan drawings which graphically illustrate Mechanical Area.
- B. *Basis for Measurement:* Mechanical Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.
- C. *Description:* Included should be mechanical areas such as central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and communications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks.
- D. *Limitations:* Deductions should not be made for necessary building columns and minor projections. Areas designated as private toilets are not included.

Figure 3-7: Mechanical Area



FIRST FLOOR



GROUND FLOOR

Courtesy of MIT/OFMS

3.7.5 Net Usable 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 usable area is computed by summing the assignable area and the nonassignable area.

Measured in terms of net usable square feet (NUSF),

Net Usable Area = Assignable Area + Nonassignable Area.

- C. *Description:* Included should be space subdivisions of the ten assignable major room use categories and the three nonassignable space categories.
- D. *Limitations:* Deductions should not be made for necessary building columns and projections. Areas defined as structural should not be included.

3.7.6 Structural Area

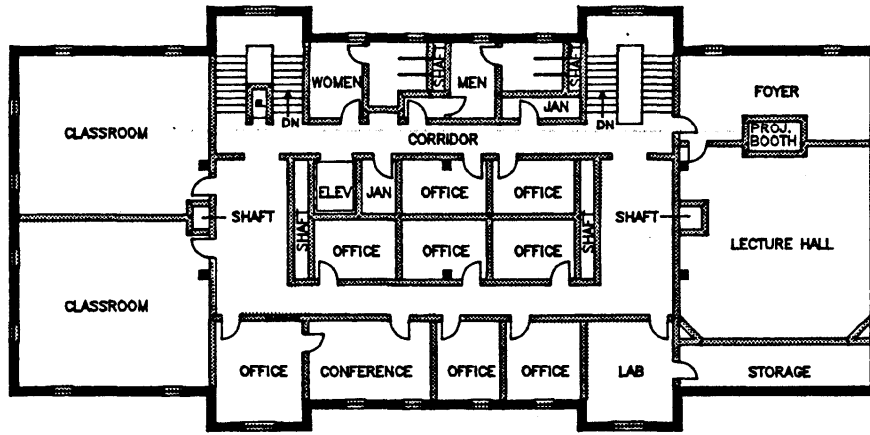
- A. *Definition:* The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. Figure 3-8 provides floor plan drawings which graphically illustrate Structural Area.
- B. *Basis for Measurement:* Precise computation by direct measurement is not possible under these definitions. It is determined by calculating the difference between the measured Gross Area and the measured Net Usable Area.

Measure in terms of area,

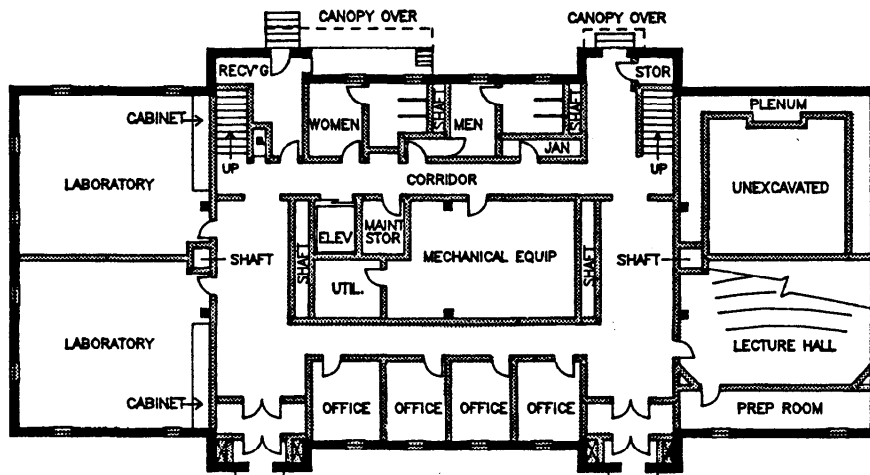
Structural Area = Gross Area – Net Usable Area.

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

Figure 3-8: Structural Area



FIRST FLOOR



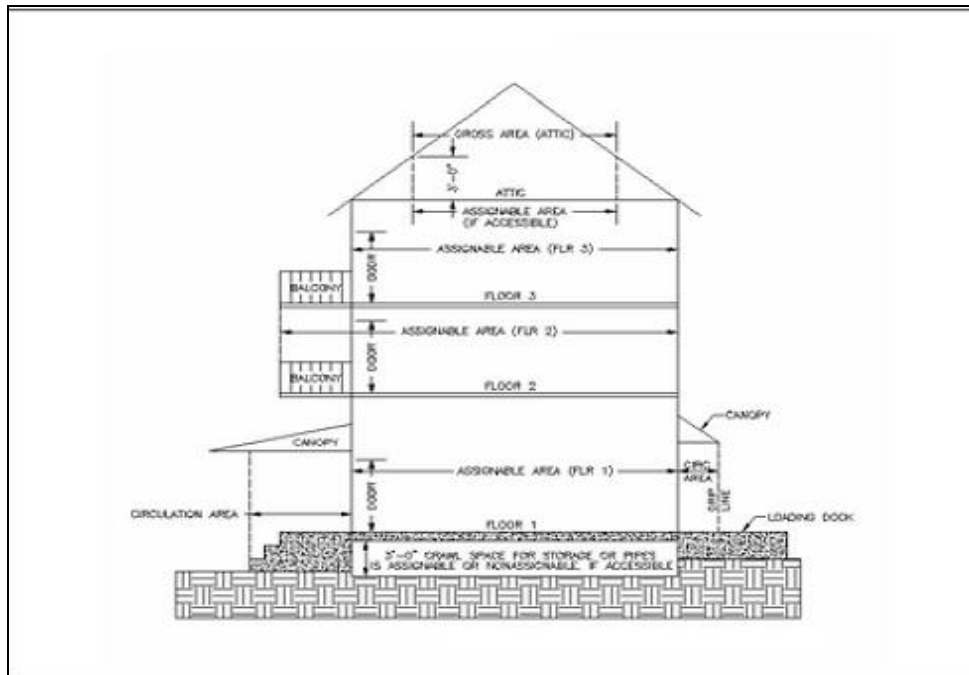
GROUND FLOOR

Courtesy of MIT/OFMS

3.7.7 Illustrative Depiction of a Building

The diagram of a building (Figure 3-9) illustrates the area measurement descriptions for less common situations such as exterior balconies overhung egress areas and loading docks, and the 3-foot ceiling height rule for including attic rooms with knee walls

Figure 3-9: Cross-section of a building



3.8 Parking Structures

Parking structures or parking decks are classified differently by institutions across the country. North Carolina's policy has been to record the gross area of the parking deck to capture the significant statistics (Estimated Replacement Cost, Gross Area, Original Building Cost, etc). The new NCES manual gives institutions at the national level some direction in regard to recording this space. Because these structures may represent a large portion of campus facilities space, the specific method for classifying these areas can have significant impacts on campus-level statistics. For internal accounting of the maintenance and operational activities such structures require, campus parking surveys, and inter-institutional comparisons, two methods of classifying parking structures are suggested.

1. Classification with Gross Square Footage Only (default or current method) Most N.C. institutions maintain only the gross area and other building level data for parking structures and do not classify parking areas as assignable space. Any areas such as offices or ticket booths may be appropriately classified.

2. Classification With Assignable Area (optional method) This method determines statistics for the structure that are commensurate with all other major inventoried campus buildings. In this approach, parking spaces and their square footage figures (including upper level unroofed spaces) are captured and assigned the Vehicle Storage (740) code. Ramps, and other driving areas are treated like circulation areas and are not counted

Note: The most common application for counting parking decks are ones that are built into or under an apartment and are strictly used for residents of the building. If general parking deck spaces are counted and are not assigned to any particular department or unit within the institution, they will all receive the program code 63(General Administration and Logistical Services). This will cause the square foot totals printed in the Facilities Inventory and Utilization Tables for this code to show disproportionate amounts of space in comparison to other institutions that choose the default method of recording parking decks.

3.9 Building Inventory Questions and Answers

1. **Question:** How can I tell if a building belongs on my campus inventory?

Answer: A building should be included if it meets two basic criteria: 1) It is under the jurisdiction or control of the institution's governing board, regardless of location, ownership status, or whether in active use or not; and 2) it is used (or intended to be used) for defined institutional missions and functions as outlined in the Program Code series (e.g., instruction, research, public service, student or faculty/staff support, etc.). A building should be excluded if it is an investment property for revenue generation, a hospital not owned by the institution, a public school used for practice teaching, or a Federal contract research center. A facility should also meet the definition of "building" as discussed in this chapter.

2. **Question:** Which items on my campus Building Inventory are automatically updated by the Space Utilization and Analysis office each year?

Answer: The Estimated Replacement Cost, Total Assignable Area, Total Accessible Area, and Last Year of Record Update are updated programmatically by in house software each year.

3. **Question:** In what situations would I delete a building from, or add a building to my Building Inventory?

Answer: A building should be deleted if it is torn down, removed from institutional control, or no longer used for defined institutional missions or objectives (as defined in the Program Classification Structure). A building should be added, whether recently built, purchased, rented, or leased, if it meets the above criteria (institutional control and defined missions). If a building is added to or deleted from the Building Inventory, all room records on the Room Inventory for the building should also be added/deleted.

4. **Question:** What is the difference between the *gross area* of a building and the *assignable (net) area*?

Answer: Gross Area encompasses the entire building within the outside faces of exterior walls; i.e., it includes Nonassignable Areas (Building Service, Circulation, Mechanical) and Structural Area, which together support and service the facility; as well as areas assigned to occupants and uses. Assignable Area excludes the above support/service areas and includes only space assignable to and used regularly by occupants and outside users for specific institutional purposes and tasks. Assignable Area uses are classified

by the ten major Room Use Category code series. Chapter 3 includes detailed definitions and descriptions of these two major classifications of building space.

5. Question: How should facilities such as uncovered swimming pools, TV towers, outdoor tennis courts, and playing fields, etc., be classified?

Answer: This manual and the Building and Room Inventories deal only with buildings and the rooms they house (see definition of "building" and facilities to include and exclude). Institutions are encouraged to maintain additional records or inventories of all of these additional plant assets using chosen formats and classification schemes.

6. Question: Who are the people on my campus who are the best sources of help for completing the Building Inventory? The Room Inventory?

Answer: For the Building Inventory, Physical Plant, Engineering, and Facilities/Facilities Planning personnel are excellent information sources for such items as Number of Floors, Condition, Gross Area, and other physical information. These same personnel, or business and finance personnel, are good contacts for information such as Ownership status, Estimated Replacement Cost, Cost of Latest Renovation, Original Building Cost, etc. For the Room Inventory, regular occupants of each building or assigned maintenance/housekeeping staff are good information sources for updating changes in room uses and assignments. Having one assigned person in each building to annually report changes is an easy and effective way to keep the Room Inventory updated.

Chapter 4. Room Inventory

4.1 General

This chapter provides the data elements, technical definitions, data collection procedures, and coding structures for developing and maintaining the Room Inventory file. As with Chapter 3 for buildings, much of this material closely follows the concepts presented in the 2006 NCES national manual. The ten major room use categories of assignable space and the three major space use categories of nonassignable space defined in this chapter (and the coding structure for these categories) are intended to provide necessary flexibility in coding room use at the institutional level and to provide appropriate comparability in reporting room uses across institutions.

The basic categories and principles of the Room Use coding structure are consistent with the earlier editions of this manual.

- As noted in the chapter on buildings, *rooms are subdivisions of the Assignable Area component of a building's space*. The N.C. room inventories maintained by the Space Utilization and Analysis office contain only two minor additions to the inventory of assignable area: *public restrooms equipped for the mobility impaired* and *passenger elevators*. These two examples of *nonassignable area* are included simply to demonstrate features of a building associated with accessibility to the mobility impaired; they are assigned zero square footage to indicate that they are nonassignable space. In a change from the previous manual, campuses are allowed (but not required) to maintain square foot data for Nonassignable Area (Building Service, Circulation, Mechanical space). This data will not be reported in the Facilities Inventory and Utilization Study, but will be available in the database for use by the campus. The end of the Room Use Category section of this chapter includes alpha codes for classifying these areas, and these codes are also listed in the drop down coding menu in DAVE (Data Additions Validations and Edits).
- The room coding structure is designed to provide meaningful and comparable summary data. The definitions of space uses are sufficiently specific to give reasonable assurance that all institutions will be able to compare their statistics to other institutions of higher education at the state and national level.
- *All assignable area in a building should be included in the Room Inventory*. This space includes all rooms which are assigned to, or functionally usable by, occupants or other users of the building. The formal definition and description for Assignable Area as a component of total building space are included in Chapter 3. Although some uses of space may be of less interest than others, the omission of any rooms may lead to the inadvertent exclusion of important data.

- Space is very expensive to build and maintain and the room coding structure provides the data to develop key building ratios to understand efficiencies of one building design compared to another. Such ratios as Net Assignable Square Feet (NASF) to Gross Square Feet (GSF) is an example of a data statistic that is receiving increased scrutiny.

4.2 Defining Space or Rooms

A room is defined as a partitioned part of the inside of a building. The boundaries of a room are partitioned most frequently by walls. In some instances, the recognizable physical limits of a room may be defined by bookshelves, carpeting, or counters. Some large rooms such as classrooms have *movable partitions* such as built-in curtains or panels on tracks to divide them into two separate smaller areas. Because this enables different classes to be conducted concurrently in what is defined by fixed walls as one large open room, it is recommended that the smaller "rooms" be recorded separately on the Room Inventory. This division enables a more accurate tracking of utilization of the instructional space (see Chapter 5 on the utilization component of the survey). Collapsing of several identically used rooms or areas into one room record can be done for convenience without affecting the statistics or subsequent analysis of the assignable area, or the rooms can be recorded individually. Some examples of rooms that can be recorded individually or as one record are:

- **Large office areas** with multiple stations divided by cubicles that do not extend to the ceiling may be recorded as a large office with the appropriate station count. In the absence of temporary partitions, the same room record may be recorded without attempting to apply "phantom walls."
- **Houses and apartments** can be entered on the Room Inventory with one room record encompassing all interior space. For example, an apartment would be listed in one record with a Room Use Code of 950 and the total interior living space designated as the assignable square footage. The number of beds will be the station count. Campuses wishing to record the square footage for each room in the apartment can do so, but each room in the apartment that is *not a bedroom* must carry a 0000 station count.
- **Residential rooms** of the same type in dormitories or rooming houses, i.e., rooms which are classified with Room Use Code 910 (Sleep/Study without Toilet/Bath), 920 (Sleep/Study with Toilet/Bath), or 919 (Toilet or Bath), are most frequently collapsed into one room record indicating the sum totals of the square footages and bed stations of the individual sleep/study rooms. For security reasons, or 911 assignments made to phones in rooms, or the need to track internet connectivity, individual dorm rooms may be listed and assigned a unique room number.

4.3 Primary Use

Room use codes are assigned based on **primary** use. Most rooms and spaces in all institutions fall readily into one room use code. In some cases, rooms or groups of rooms may have multiple uses. A good example of this is a music office that may contain specialized equipment such as a piano, drums, or other musical instruments. The instructor may hold the practice portion of his/her course in this space, but it's primary use is still an office, not a practice lab.

4.4 Phantom Walls and Pro-rations

Where there are no recognizable physical boundaries, such as an open lobby with a receptionist station or a hallway where a desk station has been placed, the "partitioning" must be applied by what is commonly termed the "phantom wall" concept. This concept is frequently used on floor plans to separate adjacent uses or assignments by adding dashed lines. In the example here, the lobby and hallway are *nonassignable* (circulation) areas which have smaller *assignable* areas occupying sections of the open space. Reasonable *estimated* physical boundaries should be applied to each station area in order to separate out the assignable (in these examples, offices) from the nonassignable space. These estimates then determine the assignable square footage to be assigned and entered into the room records for these physically non-partitioned areas.

When a room is used for two or more purposes the phantom wall concept can be employed to distinguish between the two. A good example is a large room that has specialized equipment on one end that would qualify it as a lab, and on the other end a standard classroom configuration. A class may meet in the classroom portion for one hour, and then move to the side with the specialized equipment to finish out the scheduled class time. Phantom lines can be used to section off the classroom and lab areas and be assigned different numbers such as 00101A and 00101B for reporting utilization.

Rooms that have more than one department or academic discipline sharing space can be prorated. If for example a 310 office has 200 square feet and is shared by two instructors from different departments, the space can be prorated by percentage of space being utilized by the occupants. A detailed explanation and examples of prorations are offered in the Room Data Collection Elements section.

4.5 Room Use Categories

All assignable space should be classified into one of the ten major assignable use categories. If a campus elects to collect the optional nonassignable space, it should be classified into one of the three nonassignable use categories. These room use categories are listed in Table 4-1 and the numerical codes along with detailed uses are provided later in this chapter.

Table 4-1: Space Use Categories

Classrooms (100 Series)	General purpose classrooms lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction.
Laboratory Facilities (200 Series)	Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.
Office Facilities (300 Series)	Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.
Study Facilities (400 Series)	Study rooms, stacks, open-stack reading rooms, and library processing spaces
Special Use Facilities (500 Series)	Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.
General Use Facilities (600 Series)	Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff, or the public that are special use areas.
Support Facilities (700 Series)	Computer facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of a campus.
Health Care Facilities (800 Series)	Facilities used to provide patient care (human and animal).
Residential Facilities (900 Series)	Housing facilities for students, faculty, staff, and visitors to the campus.
Unclassified Facilities (000 Series)	Inactive or unfinished areas, or areas in the process of conversion, elevator and public restrooms
Circulation Area (WWW Series)	Nonassignable space required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.
Building Service Area (XXX Series)	Nonassignable spaces used to support its cleaning and public hygiene functions.
Mechanical Area (YYY Series)	Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.

4.6 Unclassified Facilities

Inactive or unfinished areas in the process of alteration or conversion. As previously noted in this chapter, *two types of Nonassignable Area are also collected and reported in the Room Inventory*. Public restrooms and passenger elevators are included because of their relevance to the accessibility of facilities to the mobility impaired. Their room records show zero assignable square footage in the facilities reports to indicate that the areas are nonassignable.

Optional: If an institution chooses to collect the optional square footage of the public restrooms, and elevators, the square footage data for these spaces and the following nonassignable areas will be available for space analysis purposes, but will not appear on the yearly room inventory reports. Definitions for all of these nonassignable areas are as follows:

- **Public restrooms** *which are specially designed and equipped for the mobility impaired.* Public restrooms are situated for use by anyone in the building and are usually located off of hallways or lobbies. *Private* restrooms serve occupants of a specific room (e.g., office, conference room) and are coded as assignable space with a room use service code (e.g., 315, 355, etc.). "Specially designed and equipped for the mobility impaired" is usually indicated by a standard logo on or near the restroom door. It would indicate such features as grab bars, a stall door which swings out, and other building code features. *If a public restroom is not specially equipped for the mobility impaired, it should be excluded from the Room Inventory.*
- **Passenger elevators.** Passenger elevators, although nonassignable (Circulation) space, are also included on the Room Inventory as an indication of a building feature which assists the mobility impaired. A room record (usually with a Room Number ending with "99") should be assigned for each floor that the elevator serves. Freight elevators are excluded unless they have been altered to code to serve as passenger elevators.
- **Building Service.** These are areas of the building used to support its cleaning and public hygiene functions. They include small custodial storage rooms, janitorial sink rooms, and public restrooms. As noted in the above section, public restrooms which are specially designed and equipped for the mobility impaired are included on the inventory with zero assignable square footage.
- **Circulation.** These are the areas of a building required for physical access to subdivisions of the building's space. Included are public corridors, fire towers, entrance and elevator lobbies, tunnels, bridges, and each floor's footprint of elevator shafts, escalators, and stairways. Elevator footprints are included on the Room Inventory indicating zero square footage (see previous section).

- **Mechanical.** These building areas house mechanical and telecommunications equipment, utility services, and shaft areas. Included are central utility plants, boiler rooms, mechanical and electrical equipment rooms or closets, fuel rooms, meter and communications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks.

Space to be Excluded. Structural Area is represented by a building's unusable structural features. Included in this category are exterior walls, fire walls, permanent partitions, unusable areas in attics or basements (or comparable portions of a building with ceiling height restrictions), and excavated basement areas. *Structural Area is classified as neither assignable nor nonassignable and is regarded as the building's residual of the two.*

4.7 Classification of Rooms

One room may differ from another in three distinct ways: the *use* to which it is put; the *program* or broad institutional objective which it serves; and if applicable, the *academic discipline or specific support activity* which it serves or to which it is assigned. As a consequence, three systems of coding have been developed to specifically classify a room:

- *Room Use Codes* classify the room according to its *actual use*, regardless of design intent. This classification system identifies a room under such familiar uses as classroom, office, lounge, study room, etc. Because the room file format allows for only one Room Use Code, (i.e., there is no proration to multiple codes for multiple uses), a determination must be made of the *primary use* of the room for assignment of the single code. *All rooms must be assigned a Room Use Code.*
- *Program Codes* classify a room according to the institutional mission or objective (instruction, research, public service, academic support, etc.) the room serves among the approximately 50 Programs in the Program Classification Structure used for this survey. This manual retains the previous edition's Program Classification Structure which was first developed in 1978. *The Program Codes and Category Codes are the only data elements which can be prorated (multiple codes for multiple classifications) in the room record format. Every room must be assigned at least one Program Code.*
- *Category Codes* allow for a more specific classification of a room, where applicable, by academic discipline or specific support or service activity. As noted in the introduction, Space Utilization and Analysis uses a crosswalk from CIP codes to the HEGIS taxonomy of disciplines previously developed and used by NCES. Annual revisions and updates are made to this North Carolina adaptation of the coding structure, and revised lists are regularly mailed to campus Project Officers. Category Codes may be prorated as they occur in different combinations with Program Codes. *Many rooms should not be assigned a Category classification.*

All of these classification structures, with names, codes, and where appropriate, definitions and descriptions, are presented in the labeled and divided sections at the end of this chapter. General descriptions as individual data elements are included in the next section.

4.8 Room Data Elements Collected

The Room Inventory file, which represents a core minimum of important room information items which should be collected and maintained through updates, contains fifteen different data elements or "characteristics". (Three of these elements, Program, Category, and Proration, may appear up to four times as a result of proration). These items can be used to produce many important statistics across assignable space and have uses at institutional, state, and national levels. Table 4-2 lists the room data elements collected and maintained on this file.

Table 4-2: Room File Data Elements

Group Number	Program (up to four prorations)
Campus Number	Category (up to four prorations)
Building Number	Proration (up to four prorations)
Room Number	Institutional Data
Room Name	Room Accessibility
Room Use Code	Last Year of Record Update
Stations	Record Type
Assignable Area	

Campus Number, Building Number, and Room Number together comprise the unique identifier for the room (e.g., Campus 016, Building 006, Room 00211 identifies one specific room among all N.C. institutions in the survey). For a given single campus, Building Number with Room Number uniquely identifies the room. Record Type, as with Group Number, is included for data processing purposes only: the number "3" identifies the record as a room record. A list of all room data elements in machine format, with field lengths, positions (columns), and field characteristics is shown in Table 4-3.

Table 4-3: Room File Machine Edit

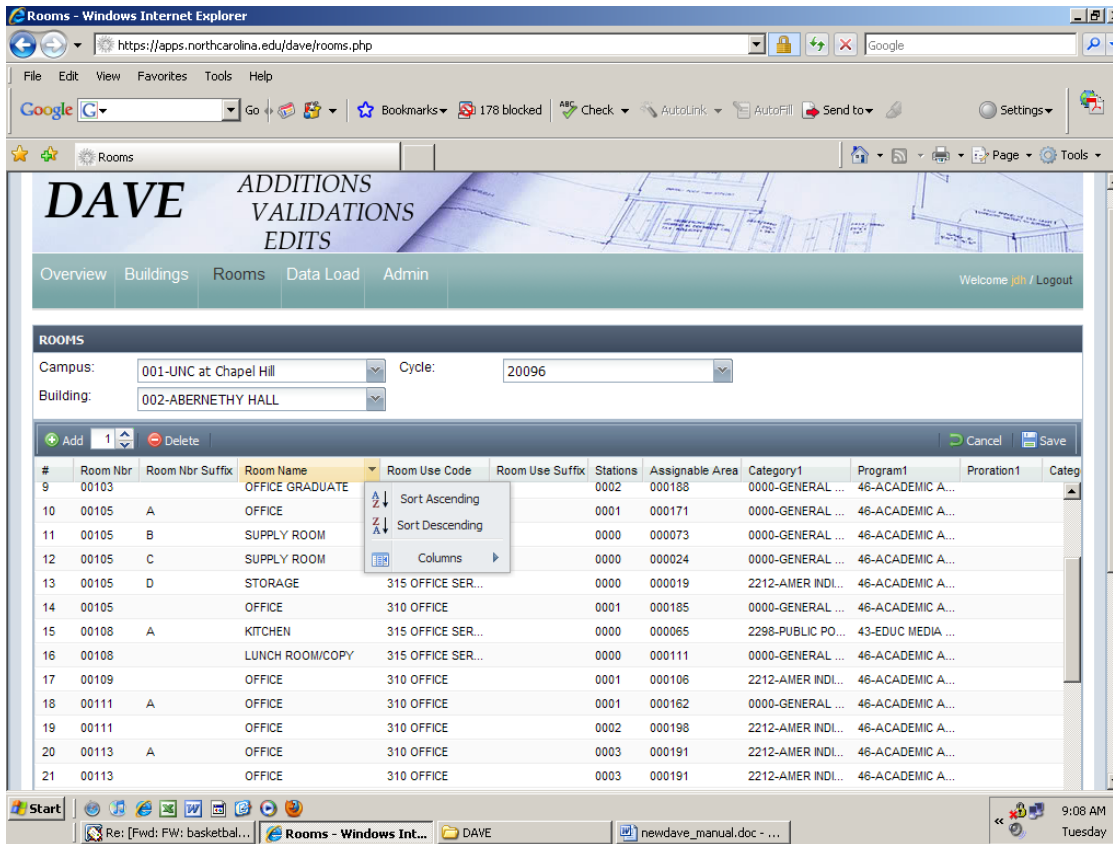
VARIABLE	LENGTH	COLUMN(S)	ALPHA/NUMERIC	LEADING ZEROS	PRORATION USED (MULTIPLE ENTRIES)
Group Number	1	1	Numeric	-	-
Campus Number	3	2-4	Numeric	yes	-
Building Number	3	5-7	Numeric	yes	-
Optional Alpha Suffix	1	8	Alpha	-	-
Room Number	5	9-13	Alpha-Numeric	yes	-
Optional Alpha Suffix	1	14	Alpha	-	-
Room Name	16	15-30	Alpha-Numeric	-	-
Room Use Code	3	31-33	Numeric	yes	-
Optional Alpha Suffix	1	34	Alpha	-	-
Stations	4	35-38	Numeric	yes	-
Assignable Area	6	39-44	Numeric	yes	-
*Program	2	45-46, 53-54, 61-62, 69-70	Numeric	yes	yes
*Category	4	47-50, 55-58, 63-66, 71-74	Numeric	yes	yes
*Proration	2	51-52, 59-60, 67-68, 75-76	Numeric	yes	yes
Institutional Data	20	77-96	Alpha-Numeric	-	-
Room Accessibility	1	97	Numeric	-	-
**Last Year of Record Update	2	98-99	Numeric	yes	-
Record Type	1	100	Numeric (3)	-	-
		100-Length Record			

*Up to four proration entries for these fields.

**Automatically entered by the computer.

The Room Editor Screen for DAVE shown in Figure 4-1, is used for updating the room file. This data entry screen replaces the old hardcopy form and is used by institutions which do not maintain electronically updated files which are submitted on the UNCGA server named FRED. The DAVE room editor allows a campus to make changes electronically anywhere there is an internet connection. Complete instructions on using the DAVE data editor can be found in Appendix 1.

Figure 4-1: Room Editor Screen for DAVE



4.9 Room Data Element Definitions

4.9.1 Group Number

The Group Number is a single-digit identifier used for division of the campuses into groupings for central data collection and processing tasks. This identifier is automatically attached to the record by the DAVE system and does not appear on the data entry screen. The campus divisions are outlined previously in Chapter 3, Table 3-2.

File Format. One numeric character.

4.9.2 Campus Number

This three-digit number serves as the unique identifier for each institution in the survey. As with the Group Number, it should appear on each record of each of the three major files: Building, Room, and Utilization. This identifier is automatically attached to the record by the DAVE system and does not appear on the data entry screen.

File Format. Three numeric characters; leading zeros.

4.9.3 Building Number

This is the unique three-digit identifier for each building on a campus. An extra optional column for an alpha suffix is provided to indicate a relationship or dependency between two or more buildings. See the *Building Data Element Definitions and Codes* section of Chapter 3 for a more detailed discussion of this element. All room records in a room file for a building should show this entry as an identifier for the building which houses the individual rooms. This entry should match the corresponding Building Number entry on the Building Inventory file.

File Format. Three numeric characters; leading zeros. One optional alpha suffix character.

4.9.4 Room Number

1. Definition. The Room Number is an identifier, unique within the building, assigned by an institution to each of the building's rooms.
2. Description. The Room Inventory allows for five alpha-numeric characters (right justified with leading zeros) plus an optional alpha character (e.g., 00118, 00122A). It is helpful to reserve the use of the sixth alpha character in room numbers for rooms which are not directly accessible from a hallway (e.g., internal rooms in a suite). Alpha characters may be used in the five-character field (e.g., 0A209), but because most computer software sorts variables by alpha characters before numeric, such room numbers may become intermixed with rooms on other floors in the order that they appear on the inventory printout. If an alpha-numeric designator is used, the alpha character(s) should always appear in the same position(s) (e.g., 0A123, 0A019). Nonassignable rooms or areas may be numbered; but, with the exception of public restrooms equipped for the mobility impaired and passenger elevators, they do not appear on the published facilities inventory. Nonassignable space will be on the DAVE database if a campus elects to collect them. *There should never be duplicate room numbers within a building.*

A room number on the inventory should match the number which actually appears on or near the door of the room. The building's blueprints often use a different set of numbers to identify a building's internal divisions. These "blueprint numbers" frequently are not used as the numbers which eventually appear on or near the doorway. Door numbers visibly applied at room entrances

also cause confusion, for both users of the building and those responsible for maintaining the Room Inventory, in identifying a specific room or area of space. A room should be assigned one unique number and it should appear at eye level on or near all door entrances to the room. If door numbers are needed, they should be applied as a small label to the door's edge or jamb well above eye level.

Even greater confusion may be caused by a total absence of room numbers on or near room entrances. This situation occurs most often in very old buildings. *If a building or area of a building has no visible room numbers, every effort should be made to apply numbers as soon as possible.* A temporary solution is to use a plastic tape labeler to apply small numbers on the door edge or jamb until an official numbering system is developed and applied. Applying *only* room or occupant *names* (e.g., "X-RAY ROOM," "REGISTRATION," "JOHN J. JONES") does not assign each room a unique identifier and therefore does little to remove potential confusion. Uses and names change over time. However, the use of *names in conjunction with numbers* can be very helpful to a building's users as well as to assigned space inventory personnel.

Number systems vary, but the most useful are those that immediately provide users logical, physically sequential information regarding where they are in the building; i.e., on what floor and at what location on the floor. The most frequently applied system which provides this information efficiently assigns numbers 001 to 099 to the lowest floor, 100 to 199 to the next floor, etc., with even numbers on one side of a hall and odd numbers on the other. Smaller rooms which serve and are off of a larger room usually take an alpha suffix (e.g., storage room 214A serves classroom 214). In office suites, the entrance room number is assigned to the receptionist or waiting area just beyond the entrance (e.g., 302), and the internal offices and other rooms are identified with the suffix (e.g., 302A, 302B, etc.). Rooms with an entrance directly from a public corridor or hallway generally do not take the alpha suffix.

3. File Format. Five alpha or numeric characters; leading zeros. One optional alpha suffix character.

4.9.5 Room Name

1. Definition. The name applied to the room on the Room Inventory.
2. Description. The room file format allows for 16 characters for this data element. Two approaches may be used for applying a name to a room:
 - *Using the classification name of the applied Room Use Code.* Unlike Program and Category classifications, the DAVE and SAS software does not generate and print, for the room use classifications, the names for the specific categories. For example, whereas a Program Code 11 generates the printing of the program's name ("General Academic Instruction") on the inventory printout, a Room Use Code 310 does not generate printing of

the 310 classification name ("Office"). In the absence of a name which more specifically identifies the room, the category name for the applied Room Use Code is the most useful name designation. These classifications, with names, codes, definitions, and descriptions, are presented in the next divider section of this chapter.

- *Selecting and entering a name which more specifically identifies the room or describes its function.* Examples might include: "Registrar Office," "Student Counselor," "Study Room 2," "Nursing Lab," "Toxic Storage," "Department Secy," or "Conference Rm B." For a locally familiar room with an easily identifiable characteristic, the commonly used colloquial name may be used; e.g., "Blue Room" for a meeting room characterized by blue decor. Whereas the function or job of a room's occupant may be a helpful identifier in the name, *the occupant's name should not be used.* The Institutional Data field, described later in this section, may be used to record occupant names and other notes of room identification.

While a Room Use Code and its classification name may suggest the name for a room, *the Room Name should not be used to determine the Room Use Code.* Reliance on local room names can cause problems in applying correct room use categories. Depending on the room it serves, a "Balance Room," for example, can take any of three laboratory services codes; likewise, "Storage" areas can fall into almost any service code category for the same reason and are only occasionally limited to the 730-Central Storage category.

A room's actual *use* must meet the stated room use definition before an accurate room use coding can be made. A room named "Old Physics Lab" should be coded as a laboratory *only if it is used* as a laboratory; if it is used, however, as an office storage area, then the room should be coded 315 (Office Service). Many rooms have names which contain the word "laboratory" and which are actually study rooms or classrooms. Determination of the actual use of a room, without reliance on the Room Name, is necessary for accurate room use coding.

3. File Format. Sixteen alpha or numeric characters, including blanks.

4.9.6 Room Use Code

1. Definition. A code which classifies a room by its primary use or activity at the time of the inventory.
2. Description. The Room Use Codes are taken from the Room Use Category Structure (RUCS) presented in the 2006 national *Postsecondary Education Facilities Inventory and Classification Manual*. The 2006 manual updated the previous 1992 structure which appeared in the last edition (1999) of the N.C. manual. Minor modifications were made to a few codes, code names, and definitions. The most substantive revisions were in the form of more complete elaborations within the Descriptions and Limitations sections for each code category.

An extensive section on the Room Use Category Structure, with a detailed introduction, is provided later in this chapter. The section is labeled and separated from other chapter material and the other major classifications systems' sections (Program and Category) by dividers. Room Use Codes are not prorated. The DAVE data entry program provides a drop down menu of all room codes available for use in this field

3. File Format. Three numeric characters; leading zeros. One alpha suffix character ("X") used for residential facilities which are specially designed and equipped for the mobility impaired: codes 910X, 919X, 920X, and 950X.

4.9.7 Stations

1. Definition. A number which indicates the design capacity of a room, for selected room use categories, in terms of workstations, seats, or beds.
2. Description. The concept of *original design capacity* supersedes any temporary adjustments of actual stations in a room, such as moving additional chairs or desks into a classroom to accommodate large classes. This count should not change unless the room undergoes a change in size, use, or design; or if the *types* of stations assigned to the room are permanently changed.

The number of individuals an institution can accommodate in its facilities is an important criterion in assessing the adequacy of those facilities. These counts are therefore critical to any analysis or evaluation of utilization of various types of space. The annual space survey includes a data collection/analysis study of the *utilization of instructional space* (classrooms, class laboratories, and all other "teaching areas" where scheduled classes or labs meet). Chapter 5 outlines the data elements and reporting procedures for this annual study.

Rooms with the following room uses should always show a Stations count on the Room Inventory:

Room Use Category	Code	Room Use Category	Code
Classroom	110	Sleep/Study w/o Toilet/Bath	
Class Laboratory	210	designed for Mobility Impaired	910X
Open Laboratory	220	Sleep/Study with Toilet/Bath	920
Research/Nonclass Laboratory	250	Sleep/Study with Toilet/Bath	
Study Room	410	designed for Mobility Impaired	920X
Stack	420	Apartment	950
Open-Stack Study Room	430	Apartment designed for Mobility	
Patient Bedroom	810	Impaired	950X
Sleep/Study w/o Toilet Bath	910	House	970

Stations counts may be entered for many other types of rooms (conference rooms, meeting rooms, auditoriums, dining facilities, multi-station offices, etc.) but they are not required. A room with a 420 Room Use Code (Stack) may have a zero count in the Stations field; all other room uses

indicated above should have a non-zero count. Where a Stations count is not entered, the field should be left blank. No Stations count entry should be made for service rooms; i.e., those with a Room Use Code ending in "5."

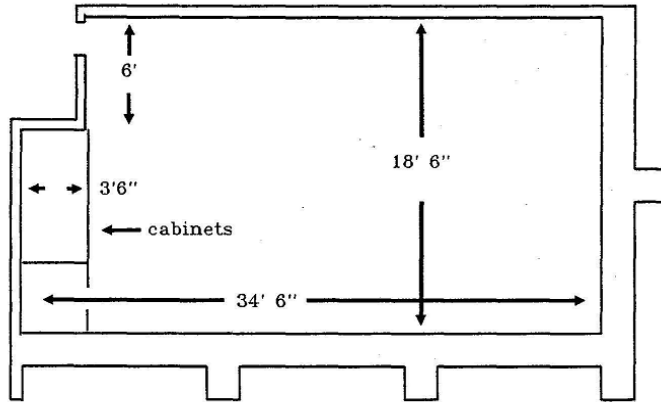
For residential facilities, the Stations field for dormitory rooms is the *bed count* for which the room was designed, regardless of temporary "crowding" with additional beds. An apartment or house usually takes a stations count of one if the unit accommodates one family. An apartment housing unmarried students should reflect the bed count. A new option in this manual allows campuses wishing to list each room separately inside an apartment to enter "0000" in each record not considered a *sleeping area or bedroom*. This will allow for the correct coding of the rooms as 950 space. (example: kitchens, bathrooms, living rooms, closets etc)

3. File Format. Four numeric characters; leading zeros.

4.9.8 Assignable Area

1. Definition. For the Room Inventory field, Assignable Area is the area of a room measured to the nearest square foot. The definition and a detailed description with drawing examples for Assignable Area is provided near the end of the Building Inventory chapter (Chapter 3).
2. Basis of Measurement. The dimensions of a room or partitioned area may be determined by actual measurement using a measuring tape or electronic drawings (CAD). Offsets should be added, and insets deleted, from the main area of a room as appropriate. Wall thicknesses are excluded; i.e., measurements should be taken from inside-to-inside wall surfaces. Built-in cabinets are included in a room's assignable square footage. Closets which are off of a room and which have a separate door or doorway entrance should be inventoried and measured separately. Deductions should not be made for structural supports within the room; e.g., internal building columns or projections. Nonassignable Area which deducts from floor space (e.g., a freight elevator opening) should be excluded. Unusable areas with less than a six-foot, six-inch clear ceiling height are not Assignable Area and should not be included in the Room Inventory.

A room's Assignable Area = length x width ± offsets or insets:



Based on this room diagram, Assignable Area = (34'6" x 18'6") - (6'0" x 3'6") = 617 square feet.

Assignable Area is also referred to as *Assignable Square Feet (ASF)*, *Net Assignable Square Feet (NASF)*, or simply as *net area*.

3. File Format. Six numeric characters; leading zeros.

4.9.9 Program

1. Definition. A two-digit code which identifies the particular classification of institutional mission or objective to which a room's space is assigned.
2. Description. These approximately fifty codes, presented with names and definitions later in this chapter, are taken from the *Program Classification Structure: Second Edition, Technical Report 106* (see Bibliography). The DAVE data entry program provides a drop down menu of all program codes available for use in this field

Institutional "missions or objectives" in this classification structure fall under the broad categories of Instruction, Research, Public Service, Academic Support, Student Service, Institutional Administration, Physical Plant Operations, Independent Operations, and Unassigned space. Each of these summary programs has several sub-program classifications. The term "program" in this classification taxonomy does not refer to specific academic programs or disciplines (see Category data element in the next section).

On the Room Inventory printout, the Program name is automatically computer-generated and printed based on the entered code. *Every room must have a Program Code assigned to its space.*

In most cases, this will be the primary program assignment. In a few instances, proration may be necessary to identify multiple assigned program objectives. The 2006 NCES manual refers to program classification as "function."

3. Proration. Proration, or apportionment of assignment to multiple classifications, is used in the report format for different Program or Program-Category combinations only. The Room Use Code is not prorated in this format. The proration itself is expressed in the form of a *percentage* of use of a room for a specific Program objective (see Proration data element below).

The room record format allows for up to four prorations of Program or Program-Category apportionments. The desirable minimum for a proration is 25%; the proration (percentage) numbers should always add up to 100. A detailed discussion of proration is provided in the description of the Proration data element (pp. 67).

4. Program Codes Requiring a Category Code. The following Program Codes require an accompanying Category Code:

- 11 - General Academic Instruction**
- 12 - Vocational/Technical Instruction**
- 21 - Institutes and Research Centers**
- 22 - Individual or Project Research**
- 41 - Library Services**

The following Program-Category combinations should be used for national reporting requirements:

Program	Category(s)
41 - Library Services	0000 - General Use (for campus central libraries only); 0101, 0201, etc., to indicate the general academic subject matter for special or departmental libraries which are funded separately from the department.
55 - Student Auxiliary Services	7310 - Food Services 7320 - Health Services 7330 - Housing Services
65 - Faculty and Staff Auxiliary Services	7330 - Housing Services

Rooms with other Program Codes do not require a Category Code, although it may be useful to apply Category Codes to other Programs such as 13, 14, 15, 16, 17, 18, 31, 32, 45, or 46. An institution may assign a Category Code to any room, where applicable, if it is considered important to analysis of the assignable space.

A classroom (Room Use Code 110) always receives a Category Code 0000. The DAVE data entry program will automatically enter 0000's in this field for rooms coded as Room Use Code 110.

5. File Format. Two numeric characters; leading zero for Programs 01, 02, 03.

4.9.10 Category

1. Definition. A four-digit code which identifies a particular academic discipline or support category classification to which a room's space may be assigned.
2. Description. The Category Code classifications used for the Room Inventory are an updated adaptation of a taxonomy originally developed by NCES in 1970 for use in the annual Higher Education General Information Survey (HEGIS).² NCES subsequently discontinued use of the HEGIS taxonomy in favor of the Classification of Instructional Programs (CIP), originally developed in 1980 and updated in 2000. The CIP structure is not suitable to classifying and coding facilities space and no adequate replacement structure has since been developed at the national level. For this reason, Space Utilization and Analysis staff at UNC General Administration have cross-walked the HEGIS taxonomy based on academic programs created or terminated at the sixteen UNC constituent institutions and North Carolina's community colleges. The taxonomy has been further developed to provide a set of Support Category classifications and codes. Either annually or biannually, an updated listing of this crosswalk is mailed to campus Project Officers for use in the Room Inventory. This listing of HEGIS Category Codes and names is divided off as the last section of this chapter. The DAVE data entry program provides a drop down menu of all Category Codes available for use in this field

There are two major types of Category Codes in this system:

1. **Academic discipline codes** (HEGIS Category Codes 0101-5599). These codes specify individual academic disciplines or subject areas. Where this level of detail is not feasible, they may be applied as degree program codes. These codes may be further subdivided into two groups as they apply to degree level:

²Robert A. Huff and Marjorie O. Chandler, *A Taxonomy of Instructional Programs in Higher Education*, Washington, D.C.: National Center for Educational Statistics, U.S. Office of Education, 1970.

- (a) **Conventional academic disciplines** which appear in programs at the Baccalaureate level and higher, or within an Associate degree program intended to lead to the Baccalaureate degree (**codes 0101-4999**). Institutions offering four-year Baccalaureate or two-year Associate degree programs in one of these disciplines should use Program Code 11 (General Academic Instruction-Degree Related) to code any space related to direct instruction in these fields. Program Code 11 in conjunction with any of Category Codes 0101-4599 is mostly confined to degree-related programs in all institutions except the community and technical colleges. Within the community colleges, only "college transfer" subjects potentially leading to a four-year degree should show Program Code 11. Category Codes 5001-5599 (technical and occupational specialties leading to a terminal degree, i.e., not "college transfer" and not leading to a Baccalaureate) should never be used in conjunction with Program Code 11. On only rare occasions, e.g., a conventional English or mathematics course within a community college secretarial program, should Category Codes 0101-4999 appear with the standard community college instructional degree program code (12-Vocational/Technical Instruction-Degree Related).
- (b) **Technical and occupational specialties** related to curricula which prepare students for immediate entry into the work force (**codes 5001-5599**). Again, these programs are terminal in that they do not lead to a Baccalaureate (or Associate as a precursor to a Baccalaureate) degree; i.e., they are not "college transfer". These Category Codes should always show Program Code 12 (Vocational/Technical Instruction-Degree Related) for an occupational degree program. They should never appear with Program Code 11, which again is confined to a path to a four-year (or higher) degree.

2. **Support Category Codes** (supplemental support function codes 6610-8430). These codes were developed in 1973 by the historical HEFC office as optional Category Codes to more specifically identify institutional support functions and program objectives. They are not part of the original HEGIS taxonomy and are presented in this manual at the end of the Category Code listing.

The following section on the Proration data element includes a detailed explanation of proration as it relates to both Program and Category codes. The preceding section on the Program Code data element discusses instances where Category Codes are required, optional, or not appropriate as they relate to Program classification.

As with the Program Code, a computer software look-up table uses the numeric code to automatically print the *name* of the category on the Room Inventory printout (e.g., Category Code "1908" results in the printing of the code and "Physical Chemistry" on the inventory printout).

3. File Format. Four numeric characters; leading zeros.

4.9.11 Proration

1. Definition. A two-digit figure which is used to apportion percentages of a room's area to multiple Program classifications or Program-Category classification combinations.
2. Description. Most room records do not indicate a proration of the Program/Category classifications; i.e., 100% of the room's area is assigned to one Program or Program-Category combination. In these majority situations, Proration data is therefore not entered on the room record. Only when a determination of a primary classification cannot be made should proration apportionment be used.

The room record format allows for up to four prorations. Where multiple (two, three, or four) assignment apportionments are notated, the Proration data element is the third in the Program-Category-Proration series of entries. The Proration entries should always add to 100.

3. File Format. Two numeric characters; leading zero as needed.

4.9.12 Institutional Data

1. Definition. A twenty-character field provided near the end of the room record to be used for entering information which more specifically identifies or describes a room.
2. Description. There are no limitations or guidance for this entry, which is entirely optional. It is most often used to provide information about a room which is not revealed in the other data elements. Useful entries may include:

- specific department or other organizational unit (e.g., "School of Dentistry")
- local name of a specific campus program (e.g., "ABLE" or "Head Start")
- formal title of occupant (e.g., "Dir. Financial Aid")
- name of occupant (e.g., "Dr. Ralph Edwards")
- specific department to which a classroom may be assigned (e.g., "English")
- location information (e.g., "Next to stairwell")
- room relationship information (e.g., "Serves Classroom 114")
- an alternative room number as it appears on the utilization file (e.g., "Room C22 on ute")
- a clarification of a specific coding (e.g., "Remedial tutoring")
- the physical square footage of a reported nonassignable area, such as a public restroom designed and equipped for the mobility impaired (e.g., "132 Sq. Ft.")

If a residential building is under renovation (Room Use Code 060, Program 02), and it will return to residential use after the project, "RES" should be entered in the first three columns of this field to denote its continuing status as a residential building during the renovation period.

Space Utilization and Analysis staff may also enter notations in this field in order to better track the space or explain its coding.

3. File Format. Twenty alpha or numeric characters, including blanks.

4.9.13 Room Accessibility

1. Definition. A one-character indicator ("1" or zero) which denotes whether or not the room is accessible to the mobility impaired.
2. Description. *Accessible* means that the room can be approached, entered, and used, from a position outside of the building, by a mobility impaired person (e.g., in a wheelchair, or using a walker) without assistance. The character "1" denotes accessibility; a blank or zero field indicates that the room is not accessible. If the site and building are not accessible, i.e., there are barriers to approach or entry such as lack of curb breaks in the area, steps to the building's entrance, or an entrance door which cannot be operated by the mobility impaired, then no rooms in the building should be coded as accessible. If the ground floor of a building is accessible, but no elevator is provided for accessing upper or lower levels, only rooms on the ground floor may be classified as accessible. Generally, rooms which have less than fifteen square feet of assignable area, such as small closets or private toilets, are coded as inaccessible. For a split-level hallway, with one or more steps dividing the two levels, only rooms which are part of the individual floor area which can be accessed by the mobility impaired should be coded as accessible.³ The DAVE data entry program will automatically enter the character "1" designating a room as accessible for all new rooms added to a building. If there is space in a building that is not considered accessible, the code must be manually changed to zero.

As noted in Chapter 3 on *building* data elements, Accessibility is collected only as a *room* data element. The assignable areas of all rooms with the "1" accessibility flag are summed to a figure which indicates total accessible area in the building. This figure, and the total building assignable area, appear on the "Building Characteristic Report" (inventory) printout for each building as "Accessible Area" and "Assignable Area." They are therefore not data elements which are *collected* for the *building* file: they are sum total figures *generated* from the *room* file which appear on the Building Inventory printouts.

³See Appendix 8's discussion of accessibility standards and the comprehensive regulations and definitions under the 1990 Americans with Disabilities Act (ADA). For example, see S.R. Colter, Removing the Barriers: Accessibility Guidelines and Specifications, Association of Higher Education Facilities Officers, Alexandria, VA, 1991.

The difference between *designed and equipped for* and *accessible to* mobility impaired persons should be noted. The former, for this room file, applies to special public restrooms and residential facilities (see codes 011, 012, 013, 910X, 919X, 920X, and 950X in the Room Use Code section) which may appear on the inventory. A room or area may be specially designed and equipped without actually being accessible.

3. File Format. One numeric character ("1") or zero.

4.9.14 Last Year of Record Update

As with the building file, this two-digit figure (last two digits of the calendar year) is automatically applied and updated when a change to a record, or addition of a new record, is made to the room file. This figure is therefore not reported by the campus. The update appears on the Room Inventory printout ("Room Characteristic Report") at the end of each room record. The date number indicates the last survey year (designated by the fall initiation of the survey cycle) in which an update to a given room record was made. It is useful for indicating which buildings and rooms may need more current inventory attention. If few or no changes to room records for a building are indicated over a period of the preceding eight to ten years, the building is a good candidate for re-inventory.

File Format. Two numeric characters; leading zeros.

4.9.15 Record Type

As on the building file, this is a single-digit record type identifier which is also automatically generated by the DAVE software. For a room record this number is "3." For room data submissions by tape, diskette, or electronic mail, this number should always appear in the final position (column 100).

File Format. One numeric character ("3").

4.10 Aids to Coding Rooms

Room coding is usually the most difficult aspect of maintaining a facilities inventory. This is due to the extensive coding structures (Room Use Code, Program, Category) which are used for classifying rooms. Three guidance aids for campus Project Officers and other campus project personnel are available:

- **This manual.** Anyone responsible for maintaining either the Building or Room Inventory should initially read this manual to develop a general familiarity with facilities inventory concepts, procedures, and formats. Thereafter the manual becomes primarily a reference tool. The detailed outlines of the three mentioned coding systems, which appear in labeled and divided sections at the end of this chapter, should become the most referenced material.

- **The existing campus Room Inventory.** Each institution's copy of their Room Inventory , the Room Inventory on DAVE, or the interactive reports on the UNCGA website from the previous cycle is an invaluable tool for classifying and coding rooms. The website inventory for all public institutions can be found at:

<http://www.northcarolina.edu/?q=interactive-reports>.

By checking the coding of another room with an identical use, a Room Use Code for the room in question may be determined. Program Codes for other rooms with the same institutional missions or objectives similarly reveal the appropriate Program Code to apply. Category coding is similar, with the additional feature that rooms with the same Category Code are usually physically clustered together on a campus. For both the Program and Category Codes notated on the existing inventory, the respective names for the code classifications also appear on the printout.

- **Space Utilization and Analysis staff in Chapel Hill.** The Introduction chapter to this manual outlines the various forms of assistance which Space Utilization and Analysis staff are prepared to provide to campus personnel. One of the most frequently received requests is for assistance in the coding of rooms. This may be in the form of telephone inquiry or submitted written descriptions of room uses, users, and primary functions for rooms which become difficult to code.

4.11 File Edits and Problem Resolutions

All data additions, validations, and edits to both building and room files are examined closely at the UNCGA office. Regardless of whether a campus's room file updates are submitted on DAVE or by electronic file derived from computer assisted facilities management systems, a few minor follow-up questions are usually posed to the Project Officer to clarify confusions or discrepancies. Also, updates to building file records are examined for their compatibility with updates to the building's Room Inventory--and vice versa (e.g., an added record for a new building on the building file should accompany added new room records for that building on the room inventory). In addition to these manual edits, machine edits are run on all building and room files when all of the campuses in a group have reported. A final round of clean-up questions may follow this process.

As mentioned above, many larger institutions maintain the extensive Room Inventory file electronically "on-line"; i.e., on personal computers and mainframes. Under this arrangement, campus personnel submit /additions/validations/edits to the file on a regular basis and FTP (File Transfer Protocol) a "new" complete room file each fall. In order to identify the changes made to the file over the preceding year, a SAS computer program called "COMPARE" is run on that data. This program bounces the new file against the previous year's file and prints out the changes. Any clean-up questions are notated using MS Office and these questions are e-mailed to the project officer. The final section of the "COMPARE" program output examines the changes made to the room file in terms of their consequent impacts on the building file. Edits of the submitted utilization (class schedule) file may also prompt questions about the Room Inventory.

Most of these questions result from (1) classes showing up in rooms which are not on the inventory; (2) classes being held in rooms which are inappropriately coded (e.g., classes held in an office storage room--Room Use Code 315); and (3) overutilization of the space; i.e., the number of students in the class exceeds the room's station count as recorded on the room file by more than 20%. Chapter 5 outlines the data elements, collection procedures, and reports generated for the utilization study component of the survey.

4.12 The Room Use Category Structure

This section provides the technical definitions and codes for the Room Use Category Structure (RUCS) recommended by this manual as a major component of a building and room inventory system. The ten major room use category-series for assignable space defined here (and the coding structure for these categories) are intended to provide necessary flexibility in coding room use at the institutional level and to provide appropriate comparability in reporting room uses across institutions.

The basic categories and principles of this Room Use Category Structure are consistent with earlier editions of the *Facilities Inventory and Utilization Manual*. Specifically:

- The categories should encompass all types and uses of assignable area found in campus buildings. Although some uses of space may be of less interest than others, the omission of any space may lead to the inadvertent exclusion of important data. The code for "other" unspecified uses (see 590) should be used only as a category of last resort.
- The coding system should provide meaningful and comparable summary data. That is, the definitions of room uses should be sufficiently specific to give reasonable assurance that all institutions will map or crosswalk comparable rooms to the same category.
- The coding structure should be sufficiently flexible to allow for *alternate* or *expanded* (through subcategories) *coding systems* that track more specific areas of assignable and (optional) nonassignable space. These additional codes may be developed and applied by various institutions according to choice.
- The structure should provide a dimension of standardization and compatibility for comparisons across institutions and states.
- The entire focus of definitions is on the actual room (primary or predominant) *use* at the time of inventory. Room *intent, design, type, name, organizational unit assignment, or contained equipment* does not, therefore, affect the coding classification unless it is compatible with actual use.

In following these principles, this 2009 edition of the Room Use Classification Structure represents an update of the 1993 revised and reprinted structure. Because the original definitions were very logically conceived, most "new" uses still fit within the existing structure. As a result, few significant changes, additions, or deletions were necessary to keep the categories current. Every effort has been made to

prevent reclassifying spaces from the codes used in the previous manual.

Several of the basic concepts inherent in this classification structure require more detailed explanations, as provided below.

4.12.1 Actual Use

An accurate determination of the actual use of a room and its contained equipment should be made prior to coding. A room's actual use must meet the stated definition before an accurate coding can be made. For example, a "learning laboratory" may be either a 220-Open Laboratory or 410-Study Room, depending on whether the room contains discipline-restrictive equipment or configuration, as stated in the introduction to the 200 (Laboratory Facilities) series. If the learning laboratory contains microcomputer stations, for example, the machines must be restricted by installed software to a particular discipline or discipline group before the room can qualify as a laboratory. If the machines are configured for general use by students in a variety of course subjects, the microcomputers become synonymous with books as basic study tools and the 410-Study Room code is more appropriate.

A room that is a laboratory by design or appearance, but is currently being used as a classroom, should be coded as a classroom rather than as a laboratory. As another example, a room which was originally a conference room, but is currently used to store office materials, should be coded as an Office Service area (315). Actual use thus means *current use at the time of the inventory*.

4.12.2 Primary Use

Because this Room Inventory system is designed for only one Room Use Code for a room or area, the principle of *primary use* of a room is applied. For a room that is used as both an Office (310) and a Research/Nonclass Laboratory (250), a single determination according to primary use should be made. It is recommended that *primary* be evaluated in terms of *time*, the human activity element which focuses on *use*, rather than *space*. In the event that time of use is not available, the amount of *space* allocated to each activity or function should be the determining factor. Institutional facilities inventory personnel should be accurate in determining the actual *use* of a room in order to apply the correct code. Categorization by use is distinctly separate from the specific classification of a room by mission or objective (Program) or academic discipline (Category).

4.12.3 Room Name

Room name, whether colloquial or part of a formally applied syntax, can be useful to institutional users of the facilities room inventory. Reliance on local room names can cause problems in applying correct room use categories. Depending on the room it serves, a "balance room," for example, can take any of three laboratory service codes; likewise, "storage" areas can fall into almost any service code category for the same reason and are only occasionally limited to the 730-Central Storage category.

The room's actual use must meet the stated definition before an accurate coding can be made. A room that is called the "old physics lab" should be coded as a laboratory *only* if it is used as a laboratory; if it is used, however, as an office storage area, then the room should be coded 315 (Office Service). Determination of

the actual and current *use* of a room is therefore necessary for accurate coding; the name selected for the Room Name field entry can be deceptive.

Local or colloquial room names may, nonetheless, be useful data elements for identifying many rooms and their locations. The room file format provides for a Room Name data element which can be completely independent of the Room Use Code name. Institutions may choose to maintain the formal Room Use Code names in this manual as a separate data element or, using supporting software in automated systems, generate the formal name based on the numerical code (e.g., code 210 automatically generates the code name "Class Laboratory") as the Room Name entry on the file.

4.12.4 Service Codes

Many major room use categories have minor supporting rooms associated with them. For example, an office may have a supply room or a laboratory may have a stock room. These supporting rooms are coded as *service rooms*, and their various code classifications follow the coding of the major rooms to which they provide service.

Maintaining the integrity of the concept of service codes reduces the potential hundreds of support room types to a small set of service codes. This system of room use coding retains the use of a code ending in "5" to represent *service* space for a *primary activity* area, which has a corresponding code ending in "0" (e.g., 315 serves 310).

In almost every instance, a room with a service code should have at least one specific primary activity room accompanying it on the Room Inventory; i.e., a room file with a 315-Office Service code should show one or more 310-Office rooms being served. The only exceptions to this rule occur when a service room supports an outdoor area, such as a playing field. A service room can serve a room in a separate building (e.g., a food storage building which serves a dining hall building). Most service rooms are near or adjacent to the primary activity rooms which they support.

A service room should carry the same Program Code, and if applicable, Category Code, as the room it is serving. If the primary activity room has prorations, the service room should have at least one of the Program or Program-Category prorated classifications which appear on the room record for the primary room.

Distinguishing *primary activity* areas from *service* areas may occasionally become difficult. Because it is impossible to describe comprehensively each code in the description section with examples of primary and service areas, a few "gray areas" for decision making will inevitably emerge with unlisted or "new" room names, designs and uses. Two paths to decision are suggested:

1. A close reading of the definition, description and limitations for both the primary (e.g. 710) and service (e.g., 715) codes. A thorough study of any examples listed could be especially helpful by revealing room relationships and function or use similarities.
2. Determining whether the existence of a particular room, with its specific functions and uses, is dependent upon, or justified by, another (usually nearby) room and its specific use. If this is not the case (the room is nondependent), the primary activity code is logically

appropriate (e.g., a room containing a mainframe would be coded 710). If a significant degree of dependency exists (i.e., the room is largely justified only by the existence of another room), the service code is appropriate (e.g., a printout or tape storage room should be coded 715). In all such cases, a focus on room *relationships* can help clarify room use definitions and descriptions.

4.12.5 Local Options for Additional Codes

Room Use Codes alone cannot meet local institutional needs for tracking or defining space by physical design or characteristics, contained special equipment, specific person or organizational unit assignment, control authority, or discipline orientation. For example, room use classifications cannot distinguish between:

- Centrally controlled versus departmentally controlled classrooms.
- Offices for research staff versus offices for instructors.
- Study rooms with special study equipment versus study rooms containing only tables and chairs.
- Private restrooms serving an office versus storage rooms serving the same office.

Institutions may make such distinctions by "extending" the coding structure, on locally maintained files, with interval or suffixed codes (i.e., for additional coding). It may be useful to modify the 410 code by the addition of a code 410M, for example, to track study rooms that are equipped with expensive microcomputers that are used as study tools. These additional codes may be aggregated back to the 410 as needed. Locker rooms and private rest rooms, which are service areas with special physical characteristics, may just as easily be earmarked by selected, additional codes according to particular needs. *Room Use Codes should not, however, be extended to include classifications provided by the separate Program Codes (missions/objectives) or Category Codes (academic disciplines), which already provide the specific breakdowns for these classifications. Because different campuses may implement different systems, any additional or "extended" codes developed and used by an institution should be collapsed or mapped back to the codes in this section before submission of room data.* The codes presented in this manual represent the standard, central concepts and syntax for classifying assignable space by use. Any response to national surveys or inter-institutional comparison studies would require this crosswalk back to the core codes.

4.12.6 Changes in Room Use Code Structure From Previous Manual

The coding structure presented here is taken from the 2006 NCES national manual and has not changed substantially from the 1992 Room Use Code section of that publication. The entire Room Use Code section of the 1992 national manual was authored by UNCGA staff, and the 2006 coding structure continues to this influence.

This approach avoided disruption of existing institutional files and coding schemes which would result from radical changes. In a few instances, code names and definitions have been slightly modified simply to provide greater clarity. The remaining substantive changes, itemized below, have been applied with the specific objective of eliminating recurring confusions with specific code applications. These confusions

have occurred in the long interim since the last update primarily from (1) new equipment technologies appearing in institutional facilities, (2) a continued application of more creative names for rooms, and (3) minor inconsistencies in the previous use structure.

- Within the 400-Study Facilities series, the word “study” is to be compatible with the wide array of study tools (e.g., computers, CD and DVD players, and connections for laptops that give internet connectivity by cable or LAN) now available in the self-instructional process. This update retains the original manual's concept of not restricting Study Rooms (410) to library environments, which are appropriately tracked by the Program classification system. A common description for these spaces are “open labs” or “learning labs.”
- The 760 Hazardous Materials – has been redefined: A centralized facility used for the storage of materials planned for *future* use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials. As this code is now applied to storage, the 765 code –Hazardous Materials Service has been reassigned to serve the new 770 code.
- Codes for Hazardous Waste Storage (see 770, 775) were created to replace the 760/765 codes. These codes refer to a centralized facility used for the *treatment or disposal* of hazardous or toxic waste materials.
- Parking Structures or Parking Decks can be reported (see code 740) using one of two options for data collection. The **default** method is the reporting of only the gross square footage without net square foot measurements. The **optional** method is to count the measureable spaces used to store or park vehicles while excluding the circulation and ramp areas and to assign this space the 740 code. The most common use of the optional method is to report parking decks built into or under apartment buildings and used solely by the occupants of those apartments.

TABLE 4-4: Outline of Room Use Codes

100	CLASSROOM FACILITIES		550	Demonstration
	110	Classroom	555	Demonstration Service
	115	Classroom Service	560	Field Building
200	LABORATORY FACILITIES		570	Animal Quarters
	210	Class Laboratory	575	Animal Quarters Service
	215	Class Laboratory Service	580	Greenhouse
	220	Open Laboratory	585	Greenhouse Service
	225	Open Laboratory Service	590	Other (All Purpose)
	250	Research/Nonclass Laboratory	600	GENERAL USE FACILITIES
	255	Research/Nonclass Laboratory Service	610	Assembly
300	OFFICE FACILITIES		615	Assembly Service
	310	Office	620	Exhibition
	315	Office Service	625	Exhibition Service
	350	Conference Room	630	Food Facility
	355	Conference Room Service	635	Food Facility Service
400	STUDY FACILITIES		640	Day Care
	410	Study Room	645	Day Care Service
	420	Stack	650	Lounge
	430	Open-Stack Study Room	650	Lounge Service
	440	Processing Room	660	Merchandising
	455	Study Service	660	Merchandising Service
500	SPECIAL USE FACILITIES		670	Recreation
	510	Armory	675	Recreation Service
	515	Armory Service	680	Meeting Room
	520	Athletic or Physical Education	680	Meeting Room Service
	523	Athletic Facilities Spectator Seating	700	SUPPORT FACILITIES
	525	Athletic or Physical Education Service	710	Central Computer or Telecommunications
	530	Media Production	715	Central Computer or Telecommunications Service
	535	Medial Production Service	720	Shop
	540	Clinic	725	Shop Service
	545	Clinic Service	730	Central Storage
			735	Central Storage Service

740 Vehicle Storage
 745 Vehicle Storage Service

 750 Central Service
 755 Central Service Support

 760 Hazardous Materials Storage*

 770 Hazardous Waste Storage*
 775 Hazardous Waste Storage Service*

800 HEALTH CARE FACILITIES

810 Patient Bedroom
 815 Patient Bedroom Service

 820 Patient Bath

 830 Nurse Station
 835 Nurse Station

 840 Surgery
 845 Surgery Service

 850 Treatment/Examination
 855 Treatment/Examination Service

 860 Diagnostic Service Laboratory
 865 Diagnostic Service Laboratory Support

 870 Central Supplies

 880 Public Waiting

 890 Staff On-Call Facility
 895 Staff On-Call Facility Service

900 RESIDENTIAL FACILITIES

910 Sleep/Study without Toilet or Bath
 910X Sleep/Study without Toilet or Bath
 Designed and Equipped for Mobility
 Impaired

 919 Toilet or Bath
 919X Toilet or Bath Designed and Equipped
 for Mobility Impaired

920 Sleep/Study with Toilet or Bath
 920X Sleep/Study with Toilet or Bath
 Designed and Equipped for
 Mobility Impaired

 935 Sleep/Study Service

 950 Apartment
 950X Apartment Equipped for Mobility
 Impaired

 955 Apartment Service

 970 House

000 UNCLASSIFIED FACILITIES

010 Elevator

 011 Men's Toilet Equipped for
 Mobility Impaired

 012 Women's Toilet Equipped for
 Mobility Impaired

 013 Unisex Toilet Equipped for
 Mobility Impaired

 050 Inactive Area

 060 Alteration or Conversion Area

 070 Unfinished Area

NONASSIGNABLE AREA

WWW Circulation Area

 XXX Building Service Area

 YYY Mechanical Area

STRUCTURAL AREA

ZZZ Structural Area

*New for 2009.

Room Use Codes: Definitions, Descriptions, and Limitations

100 - Classroom Facilities

General

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms which serve the classroom activity (e.g., 110 plus 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline. (For treatment of such space, see 200-Laboratory Facilities).

110 Classroom

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

Description: Includes rooms generally used for scheduled instruction that require no special, restrictive equipment or configuration. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These rooms may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) appropriate to a specific area of study, *if* this equipment does not render the room unsuitable for use by classes in other areas of study. A "distance learning" or "video" classroom is coded 110 if, as a primary use, individuals are usually present in the room receiving instruction. Thus, a room which electronically broadcasts instruction to a remote site should be coded 110 if it also presents to a local population within the room. If the room is used, primarily or exclusively, for transmission of instruction to a remote population, it should be classified as Media Production (530).

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

closely related group of disciplines by special equipment or room configuration, it is a laboratory (see 200 series).

115 Classroom Service

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

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

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

200 - Laboratory Facilities

General

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. Laboratory facilities can be subdivided into three categories: class, open, and research/nonclass laboratory. A class laboratory is used for *scheduled* instruction. An open laboratory supports instruction but is not formally scheduled. A research/nonclass laboratory is used for research, experimentation, observation, research training, or structured creative activity which supports extension of a field of knowledge.

The complexity of “research” and how it may affect space use classification decisions needs to be discussed at the institutional level. In general, there are four categories of research/nonclass activities:

- Externally budgeted or funded projects or centers
- Separately organized centers or projects that are funded from institutional resources
- Departmental research activities that are neither separately budgeted or organized
- Creative and intellectual activities of faculty in some disciplines that are equivalent of departmental research (e.g., visual and performing arts are common examples).

When this complexity exists, institutions may elect to use the standard space use codes for laboratories and rely on the actual activities of the faculty and staff housed in the space to determine the distinction between instruction and research. It is also important to remember that room coding is about use and function of a room and not financial billing for sponsored research.

210 Class Laboratory

Definition: A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. A laboratory is considered to be scheduled if the activities generate weekly student clock hours for activities that fulfill course requirements and/or there is a formal convener present.

Description: A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, keyboarding or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater

stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in formally or regularly scheduled classes*. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

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

215 Class Laboratory Service

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

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

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

220 Open Laboratory

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

Description: An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction, where 1) the use of such room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories if discipline-restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the room for a particular discipline or discipline

group. Rooms containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (see 410).

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

225 Open Laboratory Service

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

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

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

250 Research/Nonclass Laboratory

Definition: A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.

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

Limitations: Student **practice** activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use. Determination should also be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) which are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous, or improvisational creative activities of learning and practice within the performing arts, which take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experiment outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

Note: The Program Code should be used to make the distinction between Instruction (Program Code 10-series) and Research (Program Code 20-series) for these rooms. Not all Research/Nonclass Laboratories are research labs; i.e., some of these rooms directly support instruction. Thus a 250-Research/Nonclass Laboratory could take an 11 for the Program Code, although code 22 is much more common for this type of laboratory.

255 Research/Nonclass Laboratory Service

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

Description: Includes only those rooms which directly serve a Research/Nonclass Laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, **temporary** hazardous materials storage areas, and similar facilities, if they serve Research/Nonclass Laboratories.

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

300 - Office Facilities

General

Office facilities are individual, multi-person, or workstation space specifically assigned to academic, administrative, and service functions of a college or university. Included in this category are offices for academic, administrative, staff, secretarial, clerical, or student assistant offices, etc.

310 Office

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

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

Limitations: Any other rooms, such as glass shops, printing shops, study rooms, classrooms, research/nonclass laboratories, etc., that incidentally contain desk space for a technician or staff member, are classified according to the primary use of the room, rather than as offices. Office areas do not need to have clearly visible physical boundaries; examples include open reception areas and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). A combination office, studio, or research/nonclass laboratory should be coded according to its primary use. A receptionist room which includes a waiting area should be coded as Office (310). Ticket offices or outlets serving multiple facilities or services should be coded Merchandising (660).

315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Includes file rooms, break rooms, kitchenettes serving office areas, copy and fax rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline related) rooms, and private (restricted access) circulation areas.

Limitations: Waiting, interview, and testing rooms are included as Office Service(315) if they serve a specific office or office area and not a classroom or laboratory; a student

counseling (non-health) testing room should be coded as Office Service (315). A receptionist room which includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

350 Conference Room

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

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

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

355 Conference Room Service

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

Description: Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

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

400 - Study Facilities

General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials which aid the study or learning process (e.g., microcomputers, multimedia carrels, CD and DVD players, spaces with internet connectivity) and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open Stack Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of Program Codes; for departmental libraries the Category (academic discipline) Code is also needed.

410 Study Room

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

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

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

420 Stack

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

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

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

430 Open-Stack Study Room

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

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

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

440 Processing Room

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

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

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

455 Study Service

Definition: A room that directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms.

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

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

500 - Special Use Facilities

General

This category includes several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service rooms.

510 Armory

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

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

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

515 Armory Service

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

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

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

520 Athletic Or Physical Education

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

Description: Includes gymnasias, basketball courts, handball courts, squash courts, wrestling

rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, climbing walls, indoor tracks, indoor stadium fields, and field houses.

This category includes rooms used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations: This Room Use Code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through Program Codes makes this distinction.

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

523 Athletic Facilities Spectator Seating

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

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

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

525 Athletic Or Physical Education Service

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

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

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

530 Media Production

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

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. This category also includes what are frequently called "electronic" or "distance learning classrooms" if they are primarily or exclusively used to transmit or otherwise broadcast instruction to a remote population.

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

535 Media Production Service

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

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

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

540 Clinic

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

Description: Included are patient or client examination rooms, testing rooms, and

consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

Limitations: Does not include clinics associated with student health care, student counseling services, or clinics for the medical or dental treatment of humans or animals (see 800 series).

Also does not include rooms used for remedial instruction which should be classified as classrooms or laboratories (see 100 and 200 series); or testing or counseling rooms in non-health or non-discipline-related programs (see 315).

545 Clinic Service

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

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

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

550 Demonstration

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

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

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

555 Demonstration Service

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

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

Limitations: Generally, the primary activity areas--such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)--should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) rooms. Kitchen and food preparation rooms in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas; eating or training rooms for children are classified as primary activity areas Demonstration(550).

560 Field Building

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

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

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

570 Animal Quarters

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

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

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

instruction or research (see 560).

575 Animal Quarters Service

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

Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, nonpatient surgery rooms, casting rooms, or instrument rooms.

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

580 Greenhouse

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

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

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

585 Greenhouse Service

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

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

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

590 Other

Definition: A category of last resort.

Description: Included as a category of last resort to be used only for those rooms or facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use, if used at all.

600 - General Use Facilities

General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. Together, general use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

610 Assembly

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

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

Limitations: Stage areas used *primarily* for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see 210, 220). Assembly facilities which are used primarily as instructional lecture halls are classified as Classroom (100) space.

615 Assembly Service

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multi-media and telecommunications control rooms, etc.

Limitations: Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable (circulation- WWW- space). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Exhibition

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

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

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

625 Exhibition Service

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

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

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

630 Food Facility

Definition: A room used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, food courts, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit-down lunch or vending rooms that serve a shop facility are included in this category.

Limitations: Vending areas *not* provided with seating, counters, or tables are classified as

Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific room for consuming the products (e.g., a 635-vending room serving a 630-dining hall).

Lounges (650) with vending machines that are incidental to the primary use of the room (i.e., relaxation) are coded as part of the lounge, if within the room, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see 650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see 550, 640); staff-only eating or break rooms in these facilities are classified as service areas (555, 645).

635 Food Facility Service

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

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

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

640 Day Care

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

Description: Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, nonstaff eating areas, and child training rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations: Does not include those support rooms (e.g., storage rooms, closets, and pantries) typically used as service rooms (see 645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing collegiate practice as part of the instructional process (see 550). Also excluded

from this category are those service areas classified as Central Service (750) and Laboratory Facilities (200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

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

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

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

650 Lounge

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

Description: A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A general use lounge (650) differs from an office area or break room lounge (315) by virtue of its public availability. If a room is open for use by people visiting or passing through a building or area, it is coded Lounge (650). Such a room may have vending machines if the primary use of the room is rest, relaxation, informal socializing, and not for eating (see 630).

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

appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

655 Lounge Service

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

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

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

660 Merchandising

Definition: A room or group of rooms used to sell products or services.

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

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

665 Merchandising Service

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

Description: Includes storage rooms and closets, sorting rooms, private rest rooms, and other support rooms if they directly serve a Merchandising (660) facility.

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

670 Recreation

Definition: A room used by students, staff, or the public for recreational purposes.

Description: Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, climbing walls, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation or amusement-type activity, whereas Athletic Or Physical Education (520) facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletic, and intramural programs.

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

675 Recreation Service

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

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

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

680 Meeting Room

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

Description: The key concept here is public availability. Conference rooms (350) are often confused with meeting rooms because they are both primarily used for nonclass meetings. However, conference rooms are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to study groups, boards, governing groups, community groups, various student groups, non-employees of the institution, and various combinations of institutional and community members. Meeting rooms in institutional hotels or motels and other for-fee meeting rooms are included in this category.

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

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

685 Meeting Room Service

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

Description: Includes kitchenettes, multi-media storage and control rooms, furniture storage rooms, and other support rooms which directly serve a meeting room.

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

700 - Support Facilities

General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, and central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer Or Telecommunications

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

Description: A Central Computer Facility a Telecommunications room or a Secured Compartmented Information Facility may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing *primary activity* of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g. large mainframe, server farms, etc.), peripheral input (e.g. data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. This category also includes rooms in a central computer complex which are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals.

Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Limitations: Does not include office space (see 310) assigned to programmers, analysts, engineers, data entry personnel, and other technical staff even though these rooms usually contain an access terminal. Also does not include instructional laboratories and study rooms

equipped with personal computers or terminals (see 210, 220, 410), or offices with data processing equipment used as office tools (see 310, 315). Personal computer or terminal work rooms and printer rooms which serve an office area should be coded Office Service (315). Small closet areas housing reception or distribution telecommunications equipment and wiring which are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable (YYY) Mechanical space.

715 Central Computer Or Telecommunications Service

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

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

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

720 Shop

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

Description: Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research are included in this category.

Limitations: Does not include instructional "**shops**" (i.e., industrial arts or vocational-

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

725 Shop Service

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

Description: Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

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

730 Central Storage

Definition: A room or building which is used to store equipment or materials and that serves multiple room use categories, organizational units, or buildings.

Description: The concept of *central* or *general* is key to applying this code correctly. The vast majority of storage rooms on a campus are service rooms (e.g., 115, 215, 355, 615, etc.) that directly support a primary activity room or room group; for example, a paper storage room (see 315) can serve several offices (see 310) in an area. Service storage rooms are somewhat close to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area that serve multiple rooms use categories and which are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all storage areas that do not qualify as service rooms.

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

735 Central Storage Service

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

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

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

740 Vehicle Storage

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

Description: Includes structures, buildings, and rooms generally called garages, parking decks, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment. *Note: Parking areas in parking decks/garages in the past have not been routinely classified as assignable space. There are now two options for parking decks:*

1. Classification with Gross Square Footage Only (default or current method) Most N.C. institutions maintain only the gross area and other building level data for parking structures and do not classify parking areas as assignable space.

2. Classification with Assignable Area (optional method) This method determines statistics for the structure that are commensurate with all other major inventoried campus buildings. In this approach, parking spaces and their square footage figures (including upper level unroofed spaces) are captured and assigned the Vehicle Storage (740) code. Ramps, and other driving areas are treated like circulation areas and are not counted

Note: The most common application for counting parking decks are ones that are built into or under an apartment and are strictly used for residents of the building. If general parking

deck spaces are counted and are not assigned to any particular department or unit within the institution, they will all receive the program code 63(General Administration and Logistical Services). This will cause the square foot totals printed in the Facilities Inventory and Utilization Tables for this code to show disproportionate amounts of space in comparison to other institutions that choose the default method of recording parking decks.

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

745 Vehicle Storage Service

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

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

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

750 Central Service

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

Description: The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, recycling centers, central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

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

products or equipment should be coded Shop (720). Central Storage (730) or supply facilities and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

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

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

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

760 Hazardous Materials Storage

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

Description: Hazardous or toxic materials include any materials that are flammable, chemically aggressive (e.g. acids or bases) chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from work activities. Facilities dedicated to disposal of **hazardous waste** are now given a (770) code.

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

770 Hazardous Waste Storage

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

Description: Includes those facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any process or procedure and represent waste, the disposal of which is regulated by government environmental regulations.

Limitations: Does not include centralized storage of hazardous waste materials (see Hazardous Materials Storage -760), or temporary unit storage adjacent to instructional or

research facilities (see 215, 225, 255)

775 Hazardous Waste Service

Definition: Small storage areas distributed throughout the institution used for **temporary** storage of hazardous or toxic waste materials.

Description: Hazardous waste materials services provides for distributed collections areas located in close proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities. May include work areas in which hazardous wastes are loaded into approved storage vessels while awaiting transfer to central hazardous waste storage/disposal area.

Limitations: Does not include centralized storage of hazardous materials (see Hazardous Materials Storage -760), or temporary unit storage adjacent to instructional or research facilities (see 215, 225, 255)

800 - Health Care Facilities

General

This series provides room use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas which are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810 Patient Bedroom

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

Description: This category includes general nursing care, acute care, semiconvalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets may be aggregated with the 810 space or classified separately as 815. Stalls for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

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

815 Patient Bedroom Service

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

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

Limitations: Excludes the small, connected clothes closets in patient bedrooms, which are included in the 810 space. Support areas which do not directly serve a patient bedroom or

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

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see 845).

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

830 Nurse Station

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

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

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

835 Nurse Station Service

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

Description: Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including

tack rooms, horseshoeing rooms, food preparation and feed storage rooms, are also included in this category.

Limitations: Rooms used as offices should be classified appropriately (see 310). Pharmacy and other central supply areas are classified Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815).

840 Surgery

Definition: A room used for surgery.

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

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

845 Surgery Service

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

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

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

850 Treatment/Examination Clinic

Definition: A room used for examinations, diagnosis, consultation, or therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment. Also includes combined doctor's office and treatment/examination rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc., are included.

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

855 Treatment/Examination Clinic Service

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

Description: Included are dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment/examination facility. Also includes rooms in veterinary institutions commonly called animal holding, swine holding pen, etc., if these areas serve a treatment/examination area.

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

860 Diagnostic Service Laboratory

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

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

Limitations: Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (200) series. Rooms used for diagnostic and therapeutic

examination or treatment of patients should be classified as Treatment/Examination (850) facilities.

865 Diagnostic Service Laboratory Support

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

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

Limitations: Does not include storage areas, dressing rooms, work preparation rooms, and other areas which support a patient treatment/ examination clinic room.

870 Central Supplies

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

Description: This classification, which serves a *central* storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

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

880 Public Waiting

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

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

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

890 Staff On-Call Facility

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

Description: Includes areas or rooms used by doctors, nurses, emergency medical technicians, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.

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

895 Staff On-Call Facility Service

Definition: A room that directly serves a staff on-call room as an extension of the activities in that facility.

Description: Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Limitations: Does not include storage and other support rooms which serve patient bedrooms (see Patient Bedroom Service-815). Also excluded are Central Supply (see 870).

900 - Residential Facilities

General

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

Note: Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), Food Facility (630), Recreation (670), and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) description.

910 Sleep/Study Without Toilet or Bath

Definition: A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.

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

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

910X Sleep/Study Without Toilet or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 910.)

919 Toilet Or Bath

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

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

Limitations: Does not include public rest rooms. Bathrooms internal to a Sleep/Study Room with Toilet or Bath (see 920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas which serve offices are Office Service (315).

919X Toilet or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 919.)

920 Sleep/Study with Toilet Or Bath

Definition: A residential room for one or more individuals, typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), *with* an internally connected bath or toilet.

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

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

920X Sleep/Study with Toilet Or Bath (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 920.)

935 Sleep/Study Service

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

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

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

950 Apartment

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

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). The **default** method for listing space within an apartment is the sum total of all rooms in the interior listed as one record. The **optional** method is to list each room separately giving all spaces other than bedrooms a “0000” station count. The bedrooms will carry a station count equal to the bed(s) in the room. This code includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment (950) because it is not a separate, freestanding structure.

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

950X Apartment (Designed and Equipped to Accommodate the Mobility Impaired)

(See Definition, Description, and Limitations for 950.)

955 Apartment Service

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

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

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

970 House

Definition: A complete living unit, with private cooking facilities, that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students; fraternity and sorority houses which are owned or controlled by the institution are also included.

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

000 - Unclassified Facilities

General

Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state. In addition, four Room Use Codes are provided for special *nonassignable* areas which indicate a building's support of the mobility impaired. North Carolina includes these specific areas in the Room Inventory reports with an entry of zero assignable square footage in the Assignable Area field. Campuses wishing to maintain square footage information on these areas are encouraged to do so. This square footage data will be kept on the DAVE data base, but will not be reflected in the annual reports as it cannot be assigned to a particular department or discipline.

050 Inactive Area

Definition: Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

Limitations: Rooms being modified or not completed at the time of the inventory are classified as Alteration or Conversion Area (060) or Unfinished Area (070).

060 Alteration or Conversion Area

Definition: Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Also includes areas which are out of use or scheduled for abandonment or termination.

Limitations: Rooms inactive or not completed at the time of the inventory are classified as Inactive Area (050) or Unfinished Area (070), respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.

Limitations: Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.

Special Nonassignable Areas

010 *Elevator*

Note: This category includes only passenger elevators.

011 *Men's Restroom Equipped for Mobility Impaired*

Note: This category includes public men's restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

012 *Women's Restroom Equipped for Mobility Impaired*

Note: This category includes public women's restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

013 *Unisex Restroom Equipped for Mobility Impaired*

Note: This category includes public unisex restrooms which are both designed and equipped to accommodate mobility impaired persons. The Program Code assigned to this space is 03 (Building Service); the Assignable Area field should show an entry of zero square feet.

NONASSIGNABLE AREA

The following categories are included to complete the list of room use categories for institutions that choose to include optional nonassignable space in the campus inventory files. This data, with the exception of public restrooms equipped for the mobility impaired (codes 011, 012, 013) and passenger elevators (code 010) is not displayed on any reports generated by Space Utilization & Analysis. Definitions of these categories of nonassignable space are provided in Figures 3-5 through 3-7. The square footage data for these nonassignable area though not included on standard reports, can be found in the DAVE database and are easily tallied to provide information concerning cleaning contracts, security issues, and other physical plant issues

WWW Circulation Area

XXX Building Service Area

YYY Mechanical Area

STRUCTURAL AREA

The remaining area within the gross square footage of a building is structural or "construction" area, which cannot be occupied or put to use. (See Figure 3-8 definition and description.) Institutions may wish to include this area on local campus files using a *ZZZ* code or some other appropriate designation for space which is neither assignable nor nonassignable. It should not be included on room files submitted to Space Utilization & Analysis.

ZZZ Structural Area

4. 12.7 Space Use Codes Questions and Answers

Many questions arise in applying the definitions and coding structures contained in this manual to the circumstances and needs of individual institutions. The following are examples of common questions and dilemmas, with answers based on common practices in applying this manual.

1. **Question:** **What should be done if rooms in a building have no numbers or other identifiers appearing at entrances?**

Answer: Room numbers should be placed on doors or near doorway entrances as soon as possible. A temporary solution is to use a plastic labeler to place these identifiers on inside door jambs. Visible room identifiers are critical to accurately tracking space for maintenance of a Room Inventory.

2. **Question:** **Must every room in the Room Inventory have a Room Use Code, Program Code, and Category Code?**

Answer: Every room should be assigned a Room Use Code and Program Code. Only those rooms which are assignable to one of the specific academic disciplines or support categories as provided in the HEGIS listing of discipline and support codes/names (Chapter 4) should be assigned a Category Code. Assignment of one of the following Program Codes requires an accompanying Category Code: 11, 12, 21, 22, and 41. Category Codes are also frequently assigned to rooms which have a Program Code of 13-18, 31, 32, 45, 46, 55, or 65.

3. **Question:** **How do I denote a room as accessible to the mobility impaired?**

Answer: An entry of the number "1" on the room data page in DAVE or in column 97 of the room record in a machine file of the Room Inventory indicates accessibility. A blank indicates that the space is not accessible.

4. **Question:** **What is the difference between a classroom and a laboratory?**

Answer: A laboratory differs from a classroom in that it has special equipment (or a room configuration) which *ties its instruction or research to a specific academic discipline or discipline group*. A classroom may contain various instructional aids, but these items do not confine the room to instruction in a specific discipline. Although a classroom may be used on a regular basis by a department for teaching in one subject area, its use is not restricted by contained equipment or configuration to instruction in only that discipline.

5. **Question:** **Do classrooms and laboratories require Category Codes?**

Answer: Yes. For a classroom the Category Code is always "0000" (General Use). For

a laboratory of any type, because it is discipline-restricted by contained equipment or configuration, the Category Code for the appropriate academic discipline should be assigned.

6. Question: What does the Stations count represent and what types of rooms require an entry of this figure?

Answer: Stations count indicates the *design capacity* of a room, in terms of work stations, seats, or beds. This count should not be changed for any temporary adjustments of actual stations in a room, such as moving additional chairs or desks into a classroom to accommodate large classes. This figure should also not change unless the room undergoes a change in size or design--or unless the *types* of stations permanently assigned to the room are changed. Rooms with the following Room Use Codes require a Stations count entry: 110, 210, 220, 250, 410, 420, 430, 810, 910(X), 920(X), 950(X), and 970. Stations counts may be entered for other primary room use types (i.e., rooms which are not service rooms) such as conference rooms, auditoria, dining rooms, multi-station offices, and meeting rooms, etc.

7. Question: If there is a renovation consisting of new carpets, drapes, and paint, with no changes in room sizes, uses, or assignments, what changes should I note on the Room Inventory? What changes are necessary if walls are moved as part of the renovation?

Answer: In the first example, because no changes occurred in room sizes (Assignable Area), uses (Room Use classification), or assignments (Program or Category classification), no updates are needed for the affected rooms on the Room Inventory. In the second example where walls were moved, room sizes changed and the Assignable Area of each affected room should be updated. For the *Building Inventory*, if the cost of the renovation was "significant" (i.e., at least 10% of the Estimated Replacement Cost of the building), the cost and year of the renovation should be entered. Institutions may choose to also note smaller renovations (i.e., less than 10% of ERC) if the information is considered useful.

8. Question: What are the most useful guides for classifying and coding rooms on the Room Inventory?

Answer: This manual provides a continuous reference source for selecting and entering classification codes for Room Use, Program, and Category. Another major guide is the existing campus Room Inventory printout, which presents the codes and classifications for rooms with the same uses or Program/Category assignments. The inventory printout shows the Room Use Code for each room, the Program Code and its name, and where appropriate, the Category Code and its name. Applying identical classifications to rooms

with identical uses or Program/Category assignments resolves the coding. A third source of information is the Space Utilization and Analysis office.

9. Question: What do I do if I just don't know how to classify a particular room?

Answer: If you can provide information to the Space Utilization and Analysis office on exactly what a room is used for (Room Use classification), to what organizational unit or job tasks the room is assigned (Program classification), and, if applicable, with what academic discipline the room is associated (Category classification), the staff at UNCGA can apply the accurate classification codings.

10. Question: How do I code a room if it is under renovation or is simply inactive and not being used?

Answer: Assignable areas under renovation or conversion receive a Room Use Code of "060" (Alteration or Conversion) and a Program Code of "02" (Incapable of Use). An unused area takes a Room Use Code "050" (Inactive Area) with a Program Code of "01" (Capable of Use).

11. Question: How are storage and other service rooms such as closets, private toilets, etc., coded for room use?

Answer: Section 4.3 in Chapter 4 discusses in detail the difference between a primary activity area and a service or support area. The latter is usually justified by and dependent upon the former. Primary activity areas have a Room Use Code ending in "0" (e.g., 310-Office). A room serving that area, such as a storage room, has a corresponding code which ends in "5" (e.g., 315-Office Service). This coding convention avoids the need to have several additional unique codes for the many types of rooms which can be service or support areas.

13. Question: What are the differences among the three types of laboratories (codes 210, 220, and 250)?

Answer: All three types are laboratories because they have special equipment or such a room configuration which restricts their use to a particular academic discipline or discipline group. A 210-Class Laboratory is used for *regularly scheduled* instruction; i.e., it would appear on a registrar's file and class schedule. A 220-Open Laboratory is used for individual or group instruction or practice that is *not formally scheduled* (music practice rooms, language laboratories, special or learning laboratories open to students throughout a day, etc.). A 250-Research/Nonclass Laboratory is used primarily for research, experimentation, professional observation, dry runs, etc., by primarily faculty, staff, and

assigned graduate students.

14. Question: How are fraternity and sorority houses classified?

Answer: Fraternity and sorority houses and rooms that are part of university facilities and not separately organized and controlled are classified as House (970), with the appropriate organizational unit assignment, and can optionally have an auxiliary enterprise functional classification. However, if the fraternities or sororities are not owned or controlled by the university, they should not be included in the inventory.

15. Question: How are heating plants coded?

Answer: Most of the space in a heating plant is nonassignable and should be classified as Mechanical Area (YYY). The square footage can be included in DAVE to allow physical plant to track that space, but the square footage will not appear in any of the final reports published by Space Utilization and Analysis. Conventional assignable space use types, such as Office (310), Office Service (315), Conference Room (350), and the like, are designated as such even though they are located in a central utility plant. All such spaces that are part of heating plant operations should be within the support program code of maintenance operations.

16. Question: How should receiving areas be classified?

Answer: Receiving areas, such as Loading Docks, should be treated as circulation space. A receiving area that is also used for central storage should be regarded as assignable area and coded as Central Storage (730). A central or campus-wide shipping and receiving area would be coded Central Service (750).

17. Question: How is spectator seating in an uncovered stadium coded? How is the space underneath the seats classified?

Answer: An uncovered stadium is, by definition, not a building. Therefore, its permanent seating is not assignable area. However, if any space under the seats meets the definition of a building, the spaces could be coded as Athletic or Physical Education Service (525) or Office (310), for example, depending upon their use.

18. Question: How should chapels be coded?

Answer: A chapel meets the definition of a devotional facility and should be coded as Assembly (610) along with other devotional facilities. If the chapel is not under university control, it should not be inventoried. A chapel can be optionally classified as social and cultural development function within the functional category of student services if under university control. A chapel in a hospital would be optionally classified under the function of hospital.

19. Question: How should day care centers be coded?

Answer: Day care centers may be coded as Demonstration (550) or Day Care (640). Day care rooms used to **practice**, within an instructional program, the principles of child care or development, or teaching are classified as Demonstration (550). Day Care (640) serves as a central service center for faculty, staff, and students. (Demonstration day care centers have a program classification of instruction, while those facilities coded 640 could have a program classification of either institutional support or auxiliary enterprise depending upon how the activity is organized.)

20. Question: A room is used for many different space uses. How do I classify it? A room was designed as a laboratory and is now used as an office. Is it classified as a laboratory or an office?

Answer: Unless space is being prorated within a database that allows for multispace use assignments, or phantom walls are used to delineate the different space uses, the room should be classified according to its primary space use (based upon either amount of time or amount of space) when the inventory is completed. To get a complete picture, campuses may wish to capture both the original designed use in a data field separate from the actual space use. Room intent, design, type, name, or contained equipment does not, therefore, affect the space use coding classification unless it is compatible with actual use.

21. Question: What is the difference between a lobby and a lounge?

Answer: An assignable Lounge (650) differs from a nonassignable Lobby (WWW) in placement, use, and intent. A lobby is generally located at a major entrance with openings to hallways on more than one side; and although it may have seating furniture, it is designed more for walking through (or having standing conversations) than for sitting and relaxing.

22. Question: How should I report an area which is covered, but not enclosed on all four sides, and is used for central campus storage? Is this space assignable?

Answer: Yes, this covered, unenclosed area would be considered assignable space and would be classified as Central Storage (730).

23. Question: There is a permanent eating area, equipped with tables and chairs, which is located in a covered, unenclosed area of our Student Union Building. Is this space assignable even though the facility only has one wall? Should I count this space as part of the gross area?

Answer: Yes. By creating a “phantom wall” around the drip line of the area’s cover, you would classify this assignable area as Food Facility (630). This area should also be reported as part of the building’s gross area.

24. Question: At our campus, we have underground pedestrian tunnels and above-ground pedestrian bridges that connect one building to another. How should I account for these areas? Are they assignable? If so, which space use code would I use? How do I report the amount of space as part of the gross area? Does the length of the tunnel or bridge get reported to one building, or should I split the area equally between the two connected buildings?

Answer: Underground pedestrian tunnels and above-ground pedestrian bridges that connect two separate buildings are considered nonassignable circulation area and classified as such. Generally, institutions should include one half of the tunnel’s or bridge’s gross area and its nonassignable area to each of the two buildings. Alternatively, enclosed connectors that are clearly identified with one building by virtue of style, date of construction, etc., may be included in the gross area and nonassignable area of that structure.

25. Question: We have several houses that were converted into administrative offices. The uppermost usable floor has a vaulted ceiling. The floor to ceiling distance is 4’0” around the perimeter of the exterior rooms. Should the area be calculated from the edge of the kneewall? The ceiling height in the attic is 5’0” and contains HVAC equipment. Should this space be considered a Building Service Area?

Answer: The area on the uppermost usable floor with a vaulted ceiling should be included in that floor’s gross area. Since assignable area includes any interior space having 3 feet or more of ceiling height, in your case, the assignable area would be measured from the smallest floor to ceiling distance—the 4’0” kneewall of the space. Attic space used for

administrative offices should be categorized as Office (310). Attic space containing HVAC equipment should be designated as nonassignable Utility/Mechanical Space.

26. Question: I have a closet located under a stair that goes all the way to the underside of the stairs. Should I include it in my space inventory?

Answer: Yes, but only to the point at which there is a minimum 3-foot ceiling height.

27. Question: Many of our buildings have covered, unenclosed porches that are used for building entry. Should this be considered part of the gross square footage?

Answer: Yes, as both gross area and nonassignable area categorized as Circulation (WWW). Covered porches, whether enclosed or not, with seating that can be used for rest and relaxation would be classified as Lounge (650). If the porch had access from more than one stairway, the covered area between the stairways would qualify as nonassignable circulation.

28. Question: One of our research buildings has a crawl space beneath the entire facility. This space houses most of the building systems. The floor to ceiling height is only 4'8"; should this be included in building service area?

Answer: Crawl space areas less than six feet six inches high are typically not included unless a campus wishes to inventory it as nonassignable Utility/Mechanical Space (YYY).

29. Question: We lease the roof space out to a cellular phone company. It has a cell tower with GPS receivers and transmitters. Should this space be considered assignable?

Answer: The cell tower and its equipment have no area associated with them since they are pieces of (uncovered) equipment. Space leased out to others is not included in the inventory.

30. Question: We recently remodeled our dining center to provide a "marketplace" food service area that includes food preparation in front of the customers. How should we classify this food preparation space?

Answer: There are two possible options that your institution could use: If you create a phantom wall around each food preparation area, you could classify the food preparation area as Food Facility Service (635) and the remainder of the space as Food Facility (630).

If your institution does not use phantom walls to aid in the classification of space, code the square footage within the walls of the “marketplace” as Food Facility (630) space, both seating and food service counters. The back room functions, including the kitchen and freezers, would be coded Food Facility Service (635).

31. Question: We have a Campus Conference Center. How do I classify these spaces?

Answer: There is no unique conference center space classification. Rather the center’s spaces should be classified according to their use. For example, the bedrooms would be classified as Sleep/Study With Toilet or Bath (920) if they had a bathroom within the room. The kitchen would be Food Facility Service (635); the dining area, Food Facility (630); building offices, Office (310); public lounges, Lounge (650); etc. If the Center is open to public use and not solely dedicated to academic programs, then the various “conference rooms” would be classified as Meeting Room (680) not Classroom (110).

32. Question: How should I classify an assembly room that we recently upgraded with the latest electronic capability and now is being used as an electronic classroom when not scheduled for dramatic, musical, and other assembly-intended activities?

Answer: The **predominant** use should be the determinant in situations where, over time, the use of a room has changed regardless of any upgrades that may have occurred. For example, an Assembly (610) facility that has been converted to an electronic classroom for either generation or reception of digitally enhanced or delivered instruction should be coded as a Classroom (110) if its major use is scheduled instruction rather than presentations of fine arts or cultural events.

THE PROGRAM CLASSIFICATION STRUCTURE

General

The Program Classification Structure (PCS) is a set of categories and related definitions which allows its users to examine the operations of a postsecondary education institution as they relate to the accomplishment of that institution's objectives. The PCS arrays this information into *programs*, which are simply an aggregation of activities serving a common set of objectives. The PCS consists of ten major program categories that describe these institutional missions or objectives:

10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Service
60	Institutional Administration
70	Physical Plant Operations
80	Student Financial Support
90	Independent Operations
00	Unassigned

This manual retains the previous edition of this structure: *Program Classification Structure: Second Edition, Technical Report 106* (see Bibliography). A later revision to the structure, produced by NACUBO in 1988, was not adopted for this manual because of its expansion of the code format from two to three digits. This format change was incompatible with existing file structures in North Carolina and many other states. A crosswalk is easily accomplished by computer program for adapting files for use in any national surveys.

Although the PCS was originally designed for financial reporting, it is also appropriately applied as a means of classifying facilities space by the outlined objectives. Program 80 (Student Financial Support) is the only set of categories which does not apply to facilities coding (Program Code 54 is assigned to space devoted to student financial aid programs); the 80 series is therefore not used to classify space. For purposes of simplification, the term "Program" is used in this manual to refer to each of the sub-categories (sub-programs) of the major PCS Categories outlined above. The 2006 NCES national manual refers to these classifications as "functions".

Because the PCS codes are designed to describe *actual intent* instead of just *primary intent*, a room may be classified with more than one Program Code where multiple objectives are supported by the same activity or space. A room or area may therefore be assigned up to four prorations of Program (or Program-Category combination) classifications. The *Room Data Elements* discussion in the first divided section of this chapter includes a detailed description of the Program Code field and its application. Table 4-5 presents an outline of Program Code numbers with classification names.

TABLE 4-5: Outline of Program Codes

Note: The series header codes (10, 20, 30, etc.) should not be applied as Program Codes. Decimal points have been deleted from the formal code format to eliminate confusion in applying the codes (e.g., 1.1 is represented here as 11).

10 INSTRUCTION (Header Code do not apply as Program Code)

- 11 General Academic Instruction (Degree-related)
- 12 Vocational/Technical Instruction (Degree-related)
- 13 Requisite Preparatory/Remedial Instruction
- 14 General Studies (Nondegree)
- 15 Occupational-related Instruction (Nondegree)
- 16 Social Roles/Interaction Instruction (Nondegree)
- 17 Home and Family Life Instruction (Nondegree)
- 18 Personal Interest and Leisure Instruction (Nondegree)

20 RESEARCH (Header Code do not apply as Program Code)

- 21 Institutes and Research Centers
- 22 Individual or Project Research

30 PUBLIC SERVICE (Header Code do not apply as Program Code)

- 31 Direct Patient Care
- 32 Health Care Supportive Services
- 33 Community Services
- 34 Cooperative Extension Services
- 35 Public Broadcasting Services

40 ACADEMIC SUPPORT (Header Code do not apply as Program Code)

- 41 Library Services
- 42 Museums and Galleries
- 43 Educational Media Services
- 44 Academic Computing Support
- 45 Ancillary Support
- 46 Academic Administration
- 47 Course and Curriculum Development
- 48 Academic Personnel Development

50 STUDENT SERVICE (Header Code do not apply as Program Code)

- 51 Student Service Administration
- 52 Social and Cultural Development
- 53 Counseling and Career Guidance
- 54 Financial Aid Administration
- 55 Student Auxiliary Services
- 56 Intercollegiate Athletics
- 57 Student Health/Medical Services

60 INSTITUTIONAL ADMINISTRATION (Header Code do not apply as Program Code)

- 61 Executive Management
- 62 Financial Management and Operations
- 63 General Administration and Logistical Service
- 64 Administrative Computing Support
- 65 Faculty and Staff Auxiliary Services
- 66 Public Relations/Development
- 67 Student Recruitment and Admissions
- 68 Student Records

70 PHYSICAL PLANT OPERATIONS (Header Code do not apply as Program Code)

- 71 Physical Plant Administration
- 72 Building Maintenance
- 73 Custodial Services
- 74 Utilities
- 75 Landscape and Ground Maintenance
- 76 Major Repairs and Renovations

***80 STUDENT FINANCIAL SUPPORT (Header Code do not apply as Program Code)**

- 81 Scholarships
- 82 Fellowships

TABLE 4-5 (continued)

90 INDEPENDENT OPERATIONS (Header Code do not apply as Program Code)

91 Independent Operations/Institutional

92 Independent Operations/External Agencies

****00 UNASSIGNED (Header Code do not apply as Program Code)**

01 Capable of Use

02 Incapable of Use

03 Building Service

*The 80-Student Financial Support series is not used in institutional room inventories.

**Program series 00-Unassigned is not a *Program Classification Structure* category. It has been created exclusively for use in N.C. institutional room inventories.

10 - INSTRUCTION PROGRAMS

Definition. The Instruction programs include those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. "Educational change" is defined to include (1) the acquisition or improved understanding of some portion of a body of knowledge, (2) the adoption of new or different attitudes, and (3) the acquisition or increased mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. (*Note:* Facilitating activities are more commonly associated with the design and guidance of a learning experience rather than with teaching something to a learner). Facilitating is considered an integral part of the design and conduct of an instructional program, but academic advising generally is carried out as a support function for an instructional program. Therefore academic advising activities are classified with the Academic Support program. The Instruction programs include both credit and noncredit instructional offerings.

Note. The definition points out that these programs encompass both *credit and noncredit offerings*; this also includes *degree and nondegree programs*. The individual codes distinguish between degree-related programs (codes 11 and 12) and nondegree programs (codes 14, 15, 16, 17, 18). There can be a difference between a credit course and a degree-related course. Degree-related means that the course is part of a program that will lead to a degree (or some kind of formal certificate) conferred by the institution. Credit courses include degree-related courses, but the term also applies to nondegree courses for which some kind of credit may be awarded (e.g., a CEU, or Continuing Education Unit). Space associated with the *administration* of instructional programs should be coded 46 (Academic Administration). *Programs 11 and 12 require Category Codes*. Category codes are not required for Programs 13-18, but in some cases they may be appropriate.

11 GENERAL ACADEMIC INSTRUCTION (Degree-related)

Definition. This program includes those instructional offerings intended both to prepare learners, in a generalized sense, to function in a number of different occupations and to prepare them for further academic study. Instructional offerings of this general academic nature should be classified in this program only if they are offered as part of one of the institution's formal degree or certificate programs. Therefore, the program does not include offerings that are part of programs leading toward degrees or certificates offered by some entity other than the institution, such as adult basic education programs (see program 14). Only academic offerings described by the HEGIS discipline categories 0101 through 4999 (e.g., history, math, biology) should be classified in this program. Those offerings associated with vocational/technical programs, as described by the HEGIS discipline categories 5001 through 5599, should be classified in Program 12. Descriptors related to subject area, credit/noncredit status, course level, and delivery mechanism can be used to delineate further the instructional offerings in this program.

Examples: Liberal-arts programs at a college or university, academic associate-degree programs at a community college

Note. With very few exceptions, this code should be used for all *degree-related* instruction in all institutions except the technical and community colleges. Both Program 11 and Program 12 (Vocational-Technical Instruction/Degree-related) appear in technical and community college Room Inventories, but Program 11 applies in only limited offerings. *Category Codes 0101-4999 should be used with Program 11. A classroom takes a Category Code of 0000.*

"General Academic Instruction" is instruction which is designed to lead to a Baccalaureate degree or to some kind of graduate or professional degree (e.g., M.A., Ph.D., M.D.). Included in this definition is instruction leading to an Associate degree which is a precursor to a Baccalaureate. The Associate degree should be distinguished from what is referred to as terminal degrees, which fall under Program 12 (Vocational/Technical Instruction Degree-related). They are intended to prepare the student for a given occupation and anticipate no further training beyond that degree program.

12 VOCATIONAL/TECHNICAL INSTRUCTION (Degree-related)

Definition. This program includes those instructional offerings intended to prepare learners for immediate entry into a specific occupation or career. Instructional offerings should be classified in this program only if they are offered as part of one of the institution's formal degree or certificate programs. If the instructional offering is occupationally related, but is not part of a formal degree or certificate program, it should be classified in Program 15, Occupation-related Instruction (Nondegree). Only offerings in disciplines usually associated with HEGIS discipline categories 5001 through 5599 should be classified in the 12 program. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Degree/certificate programs of vocational and technical schools, occupationally related certificate programs of proprietary schools.

Note. These programs are designed to train a person for a particular trade or occupation. They do not lead to a Baccalaureate degree and generally do not last beyond two years. Program 12 applies only to those vocational/technical programs which lead to a formal degree or certificate. Vocational instruction which is not degree-related should be assigned Program 15 (Occupation-related Instruction-Nondegree). *Category codes 5001-5599 should be used with Program 12.*

13 REQUISITE PREPARATORY/REMEDIAL INSTRUCTION

Definition. This program includes those instructional offerings carried out to provide the learner with the skills or knowledge required by the institution to undertake course work leading to a postsecondary degree or certificate. These offerings, supplemental to the normal academic program, typically are designated as preparatory, remedial, developmental, or special-education services. They may be taken prior to or along with the course work leading to the degree or certificate. They are generally noncredit offerings, although in some cases

credit may be given and the credit requirements for the degree or certificate increased accordingly. Only those offerings that are provided specifically for the purpose of teaching required preparatory or remedial skills or knowledge should be included in this category. If students may satisfy the preparatory requirements by taking offerings provided primarily for other than remedial or preparatory purposes, those offerings should be classified appropriately elsewhere.

Examples: Preparatory/remedial summer program offered for students accepted under a conditional admission agreement, foreign language offering provided specifically to satisfy doctoral level requirement.

Note. This code applies to instructional programs for students who have been determined to not be adequately prepared for college level work in one or more subjects. Remedial courses are usually noncredit and nondegree, but exceptions exist. These programs usually carry a campus-assigned name; e.g., "Developmental Studies," "Basic Education," "Preparatory Studies," "ABLE Program," "Special Services," etc. As with all program coding, the determination should be made as to what a particular program does instead of what it is called.

Program 13 does not require a Category Code, but one should be assigned if the room in question is devoted to a particular academic discipline. The Category Code should be in the 0101-4999 range; in most cases it will be either mathematics (1701) or English, including reading (1501).

14 GENERAL STUDIES (Nondegree)

Definition. This program includes those instructional offerings that are not part of one of the institution's formal postsecondary degree or certificate programs and that are intended to provide the learner with knowledge, skills, and attitudes typically associated with an academic discipline (such as literature, mathematics, philosophy). In classifying offerings in this program, the users should determine whether they lend themselves to classification in one of the traditional academic disciplines typically grouped together as the liberal arts. If they can be classified in such a discipline category and if they are not part of a formal degree or certificate program, they should be included in this program. This program should be used for the classification of adult basic education programs. Adult basic education is nondegree because it does not lead to a postsecondary education degree or certificate (that is, it leads to a secondary school certificate) and its instructional offerings are most appropriately associated with the academic disciplines. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Nondegree offerings in: great books, painting and sculpture, fine arts, foreign languages for travel, and general education development programs; adult basic education (ABE) programs.

Note. Continuing education courses which, although nondegree, cover roughly the same subject matter as Program 11 (General Academic Instruction) courses, should be assigned code 14. GED and HRD courses are also included. If Category Codes are used to notate associated academic disciplines for these programs, they should be assigned from the 0101-4999 range. In summary, Program 14 is the nondegree equivalent of Program 11.

15 OCCUPATION-RELATED INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not carried out as part of a formal certificate or degree program but that are offered to provide the learner with knowledge, skills, and background related to a specific occupation or career. The instructional offerings classified in this category focus on the role of the individual as a worker rather than upon his or her role as a member of society, part of the family, or as a user of leisure time. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Nondegree-related continuing education offerings for physicians, nurses, teachers; nondegree-related career/vocational courses; corporate programs designed to teach the sales force about new products.

Note. Continuing education courses which, although nondegree, cover roughly the same subject matter as Program 12 (Vocational/Technical Instruction) courses, should be assigned code 15. Many of these offerings are refresher courses for various occupations. Additional examples might be nondegree courses in automotive mechanics, firefighting, secretarial science, etc. If Category Codes are used with Program 15, they should be assigned from the 5001-5599 range. In summary, Program 15 is the nondegree equivalent of Program 12.

16 SOCIAL ROLES/INTERACTION INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not carried out as part of a certificate or degree program but that are offered to provide the learner with knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes those offerings that deal with the person as a member of a particular social organization or institution. Such social institutions include, but are not limited to, the church, the community, and organizations associated with the various levels of government. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this category.

Examples: Civil defense orientation program; nondegree offerings in: citizenship, current events/community problems, consumerism, community action, environmental issues; church-sponsored program dealing with its religious teachings; language program for persons seeking U.S. citizenship.

Note. This program applies to instruction which focuses on the student's relationship with

such institutions as government, church, business, etc. The focus is on a citizen's roles outside of the home. This is a relatively uncommon program.

17 HOME AND FAMILY LIFE INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not offered as part of a certificate or degree program but that are carried out to provide the learner with knowledge, skills, and capabilities related to the establishment, maintenance, and improvement of a home; to the carrying out of those functions typically associated with the conduct of a household; or to the person's responsibilities as a member of the family unit. This category includes those offerings that focus on the person's role as a member of a family or household rather than upon his or her role as a worker, member of a social organization, or user of leisure time. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Child care and development, gardening, do-it-yourself building and repair skills, household budgeting, homemaking, sewing and cooking (if not offered as a recreational pursuit such as gourmet cooking).

Note. Program 17 applies to those nondegree programs which focus on the student's life at home: roles such as parent, homeowner, homemaker, etc.

18 PERSONAL INTEREST AND LEISURE INSTRUCTION (Nondegree)

Definition. This program includes those instructional activities that are not offered as part of a certificate or degree program but that are carried out to support an individual's recreational or avocational pursuits or to improve his or her day-to-day living skills. The activities included in this category focus on the individual as a user of leisure time rather than upon the individual as a member of a social institution or upon occupational and career-related needs. However, if the offering can be classified within a traditional academic discipline, even if it is a leisure-time pursuit (for example, art appreciation, great books), it should be classified in Program 14, General Studies. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this category.

Examples: Training of pets, yoga, speed reading, personality development, recreational folk dancing, leadership development.

Note. Hobby courses are classified under this program. Examples are nondegree instruction in arts and crafts, dancing, stamp collecting, etc. Although many topics would appear to fall under Program 17 (Home and Family Life Instruction), such as gardening, cooking, or sewing, the distinction should be made by determining whether the course is focusing on the activity as a leisure hobby (Program 18) or as the responsibility of a homemaker (Program 17).

20 - RESEARCH PROGRAMS

Definition. The Research programs include those activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. They include both those activities carried out with institutional funds and those carried out under the terms of agreement with agencies external to the institution. Research activities may be conducted by any number of organizational entities including research divisions, bureaus, institutes, and experimental stations. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the Research programs but should be classified as part of Instruction unless they satisfy the specific criteria outlined for inclusion within the Public Service programs.

Note. One of the most important statistics that a Room Inventory can reveal is the amount of space devoted to research. In order to classify the space accurately, a coder must have a clear understanding of the meaning of "research." Defined most simply, research is the pursuit of *new* knowledge; i.e., knowledge which is new to the academic community rather than to the individual conducting the "research." An undergraduate student performing an experiment on his own may be pursuing knowledge which is *new to him*. Research may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic or sponsoring community (e.g., a presentation or publication). Research also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts; such activities which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome should be classified as research. (Also see the discussion of Room Use Code 250 (Research/Nonclass Laboratory) in the previous section).

Whether the activity in question is funded by a grant or contract is irrelevant. "Departmental" research which meets the above stated criteria is still appropriately assigned a research Program Code.

Many rooms on campuses are referred to or named "research laboratories" when they actually do not meet the definition of a research program. Again, the Room Use Code and Program Code should be determined by actual use and the objectives of the room's activities. *The distinction between instructional vs. research activity is made by the Program classification and not the Room Use classification.* A room which is appropriately coded 250 (Research/Nonclass Laboratory) for use may still carry a Program Code 11 (General Academic Instruction). Although this combination is infrequent, examples of such classification exist; e.g., a room where faculty prepare for experiments which will be performed in a class.

Research is not limited to the "hard sciences" (biology, chemistry, physics, etc.). Research may be conducted in any academic discipline (literature, religion, history, etc.), although research *laboratories* are usually confined to the mentioned "hard sciences."

Both of the research program classifications presented here require a Category Code in the room record. They should be in the 0101-4999 range.

21 INSTITUTES AND RESEARCH CENTERS

Definition. This program includes those research activities conducted within the framework of a formal research organization. Although it uses organizational criteria as the rationale for classifying program elements, Program 21 includes only those activities carried out for the purpose of creating knowledge or reorganizing or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example in this program, only the research activities carried out within the station would be classified here. The criteria described in the Public Service program (30) header should be used in differentiating research from public service activities in the agricultural experiment station or other "dual objective" centers. Most institutes and research centers will not have a dual objective and therefore can be classified in a single program. Excluded from this category are the 21 federally funded research centers (for example, Argonne National Laboratories) which would be classified in program 92, Independent Operations/External Agencies.

Examples: Agricultural Experiment Station, Center for Behavioral Science, Center for Opinion Research, Center for Study of the Aging, Center for Study of Democratic Institutions, Divisional Research Centers, Institute for Behavioral Science, Social Science Research Center.

Note. A few of the larger N.C. institutions have formally established research institute or research center facilities. In order for an institutional entity to be classified with this Program Code: (1) it should have an official name; (2) it should be funded separately from the department(s) with which it is associated (i.e., it should have its own budget); and (3) it should meet the definitional criteria for research as stated in the above section.

22 INDIVIDUAL OR PROJECT RESEARCH

Definition. This program includes those research activities that normally are managed within the academic departments. Such research activities usually have a stated goal or purpose, have projected outcomes, and generally are created for specific time periods as a result of a contract, grant, or specific allocation of institutional resources. Departmental research activities should be included in this program when they are conducted for the express purpose of producing research outcomes. If departmental research is carried out as an instructional activity, however, it should be classified in the appropriate program in 10, Instruction. If such research is conducted primarily as a personnel development activity, it should be classified in program 48, Academic Personnel Development. This program excludes those research

activities carried out in the framework of a formal research organization, which should be classified either in 21, Institutes and Research Centers, or in 92, in the case of federally funded research centers. Additional detail within this program may be provided by using the HEGIS subject-matter taxonomy to classify those academic departments in which individual or project research activities are being carried out. In addition, unique codes describing individual projects may be used.

Note. This program applies to all research which is not associated with a research center or institute. The vast majority of research activity falls under this code. Program 22 applies to both "departmental research" and research which is funded by an external contract or grant.

30 - PUBLIC SERVICE PROGRAMS

Definition. The Public Service programs include those program elements established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. These programs include the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution's regular instruction and research programs. Answers to the following questions can be used as guidelines in determining whether to classify activities in the Public Service programs:

1. Who identified the need for the activities?
2. Who initiated the activities?
3. Who funded the activities and who controls the nature and content of those activities?
4. Are the activities restricted to the benefit of a particular target group or are they available to anyone served by the institution?
5. Would the activities be carried out by the institution as part of its normal instruction or research program if funding were not provided specifically for them?

If a particular set of activities was initiated and funded by an external group or agency apart from the institution's normal instruction or research programs, those activities generally should be included in the Public Service programs. The rationale for this classification is that the institution is making available its particular unique resources, services, and expertise in order to either serve a community need or solve a community problem. The following examples of Public Service program elements can be used as guidelines:

1. Consulting activities (which are to be distinguished from instructional activities) should be classified in the Public Service programs. Consulting activities are not instructional activities because consulting involves the application of knowledge or skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of the problem, with education being either a secondary motive or a tool for accomplishing the primary objective. Instruction may use a problem-solving approach, but its primary objective is the transmission of knowledge rather than the solution of problems.
2. Instructional activities should be classified in the Public Service programs only if they can be shown to meet the criterion of "making available institutional resources and expertise outside the context of the instruction program" rather than simply "extending" the instruction program to a broader student clientele. Once again, answers to the questions posed in the definition of Public Service programs should be used in determining how to classify those instructional activities that are on the border

between instruction and public service. For example, short courses and seminars carried out as the result of a request by an external agency, and restricted to a specific audience other than the institution's student body, should be classified in the Public Service programs. However, most instructional activities (including most institutionally initiated conferences and seminars) are extensions of the institution's instructional program rather than activities carried on outside of that program; thus they should be classified in Instruction.

3. Activities should be classified in the Public Service programs only if they are carried out for the specific purpose of making available institutional resources, services, and expertise. Therefore, if a particular activity serves this purpose only incidentally, it should be classified elsewhere. (Social and cultural events, for example, may be staged as part of the Student Service program; if they are open to the general public, they may incidentally benefit the community as well).

Note. The first two program classifications in this series (31-Direct Patient Care and 32-Health Care Supportive Services) apply to the medical care of *patients who are not students, faculty, or staff*. Medical care areas for students should be classified with Program 57 (Student Health/Medical Services); e.g., campus infirmaries. Program Codes 31 and 32 also apply to animals as patients. These programs therefore relate to health care as a public or community service rather than as a means of instruction or as a vehicle for research. Although Programs 31 and 32 are used to classify large amounts of space at teaching hospitals; where instruction, research, and health care are pursued simultaneously; only the health care areas should be assigned these codes. Many rooms may be prorated among the code assignments (e.g., combinations of 11-Instruction, 22-Research, and either codes 31 or 32). Rooms with Room Use Codes in the 800 series (Health Care Facilities) should have at least 50% of their space classified under programs 31, 32, or 57; if not, they are not primarily health care areas.

31 DIRECT PATIENT CARE

Definition. This program includes those activities carried out for the specific purpose of providing direct patient care (prevention, diagnosis, treatment, education, rehabilitation, and so forth). The provision of such care may be for the benefit of either humans or animals (veterinary care). In the postsecondary education setting, these services are typically rendered under the auspices of a teaching hospital or health sciences center and are provided for the benefit of a clientele in the community at large rather than for the institution's own student body or faculty and staff. Patient care activities carried out solely for the benefit of the institution's students should be classified in program 57, Student Health/Medical Services; patient care activities carried out *solely* for faculty and staff should be classified 65, Faculty and Staff Auxiliary Services; otherwise 57 should be assigned.

This program includes only those activities directly related to the provision of patient care. In classifying the activities of a teaching hospital, one might look upon the hospital as a separate campus, thereby allowing for the use of all programs within the PCS. Thus, activities that are

carried out within the setting of a teaching hospital but that cannot legitimately be considered part of direct patient care (such as instruction, research, and administration) should be appropriately classified elsewhere. Instructional activities should be classified in the appropriate programs in the Instruction series, 10; research activities in the Research series, 20; administrative activities in the Institutional Administration series, 60; and physical plant activities in the Physical Plant Operations series, 70. Those health care support services that are carried out in direct support of the provision of patient care, but that are not themselves a part of patient care, should be classified in program 32, Health Care Supportive Services.

Within the Direct Patient Care program, two ways of further classifying activities can be used, each independent of the other. One is to focus on the setting in which the patient care functions are carried out (for example, inpatient, ambulatory, outreach, emergency). A second way is to look at the type of care being provided, such as medical/surgical, rehabilitative, dental, or veterinary care. In fact, within each of these types of patient care a further disaggregation can be made by medical specialty (for example, pediatrics, obstetrics, dermatology).

The following categories can be used for a more detailed classification of activities by setting:

Inpatient - Those activities designed to provide direct patient care within the confines of the care setting to persons who are residing at least overnight on the premises. Typically, inpatient clients are considered those persons who are assigned a bed at the care facility.

Ambulatory - Those activities designed to provide direct patient care within the confines of the care setting to persons who are resident neither overnight nor beyond the time required to provide care. Excluded from this category is emergency patient care that is delivered in an ambulatory setting.

Outreach - Those activities in which the patient care provider goes to the patient to deliver the care (such as a home care program). Excluded from this third category is emergency patient care in which the care provider goes to the patient.

Emergency - Those activities designed to provide direct patient care to persons requiring immediate attention due to the acute nature of their health care problem.

Mixed Function - Those activities that are a combination of several of those described above so that the individual activities cannot be separated and classified in the appropriate categories. If the individual component parts can be separately identified, however, they should be classified in the appropriate categories.

The following categories can be used for a more detailed classification by type of care:

Medical/Surgical Care - Those activities related to preventing, caring for, and

assisting in the cure of disease and the care of the injured, including surgical functions.

Behavioral - Those activities related to the treatment of psychological and behavioral problems, including the promotion of psychological well-being.

Rehabilitative Care - Those activities related to the restoration of bodily functions and structures in order to regain patient self sufficiency.

Public/Community Medicine - Those activities related to the health and illness of populations.

Patient Education - Those activities carried out to provide patients with the knowledge and attitudes needed to cope effectively with their own health problems.

Dental Care - Those activities related to care and treatment of human teeth and structures.

Veterinary Care - Those activities pertaining to the care and treatment of animals and their diseases.

Supportive Care - Those activities related to conducting prescribed treatment plans and to supporting the implementation of those plans (for example, patient hygiene, observation of patient status).

Other Patient Care

Note. Although the definition does not state it directly, this code should be assigned to rooms where patients are *physically present and receiving care*. In terms of Room Use Codes, the following would always apply: 810 (Patient Bedroom), 820 (Patient Bath), and those rooms coded 840 (Surgery) and 850 (Treatment/Examination) where patients receive direct care (see the material on the 800-Health Care Facilities codes in the preceding divided section). Offices may be coded 31 if they are primarily used for psychiatric treatment or direct diagnoses of patients' conditions.

32 HEALTH CARE SUPPORTIVE SERVICES

Definition. This program includes those activities that are unique to a teaching hospital, health sciences center, or clinic and that directly support the provision of health care but that

cannot themselves legitimately be considered part of the provision of direct patient care. The following categories should be used for a more detailed classification of activities within this program:

Medical Support Services - Those activities that are medical in nature and that indirectly support patient care but are not actually part of the provision of direct patient care.

Examples: Blood bank, dietary and nutritional services (unless part of the patient's treatment), EEG, EKG, optical services, pharmacy, physiological instrumentation and monitoring, X-ray services.

General Hospital/Clinic Support - Those administrative and support activities that are unique to the operation of a hospital or medical clinic. Excluded from this category are those administrative activities that can be classified appropriately within the various programs of the Institutional Administration series (60).

Examples: Admitting and credit, forensic medicine, medical records, patient charging and accounts, inpatient reception desk.

Retail Services and Concessions - Those activities provided as a comfort or convenience to the visitors and clientele of the hospital or clinic. These activities are often operated as income generating or self supporting enterprises.

Examples: Gift shop, social services, television rental services.

Note. Again the definition does not state it directly, but a simple way of viewing this code is that it applies to all public service health care space where the *patient is not usually physically present and receiving care* (i.e., not code 31). In terms of Room Use Codes, the following areas would apply: 830 (Nurse Station), 860 (Diagnostic Service Laboratory), 870 (Central Supplies), 880 (Public Waiting), 890 (Staff On-Call Facility), and associated support rooms. Program Code 32 should also be assigned to many rooms with Room Use Codes outside of the 800 series: the gift shop (660-Merchandising), the cafeteria (630-Food Facility), and conference rooms (350) are frequent examples. For other hospital areas, such as administrative and support staff offices, a determination must be made as to whether the activity in the room is more related to the functioning of the hospital as a hospital (code 32) or as part of the university complex (e.g., another code such as 62 for a hospital finance office).

33 COMMUNITY SERVICES

Definition. This program consists of resources, services, and expertise made available to persons and groups outside the context of the institution's regular Instruction, Research, and support programs that are not included in programs 31, 32, 34, and 35. Community Services

(33) activities differ from Cooperative Extension Services (34) in that they are generally sponsored and controlled by the institution; extension services usually involve a sharing of programmatic and fiscal control with an outside agency.

Provision of Faculty/Staff Services - Those activities designed to make faculty/staff/student knowledge and skills available to the community or to groups external to the institution. The activities that should be classified in this category involve the use of the skills and expertise of the institution's own staff for purposes that are not part of the regular Instruction, Research, or support programs. This category includes institutionally sponsored consulting services and those instructional activities that represent the provision of faculty/staff resources outside the context of the Instruction programs.

Examples: Consulting with businesses, public school systems, local governmental agencies; provision of coaches for community summer camp; faculty/staff participation on community action committees; summer camps for high school students (e.g., cheerleader camps, music camps); services related to the use of special equipment and facilities; public service-related instructional activities.

Provision of Facilities/Equipment - Includes providing the institution's physical facilities and/or equipment for community services.

Examples: Community meetings and events held in institutional facilities, community use of institution's gymnasium and recreational facilities for a summer camp.

Provision of Cultural and Recreational Services - Those cultural and recreational programs arranged and sponsored outside the context of the Student Service Programs. (Cultural and recreational activities that are conducted primarily for students as part of the Student Service programs should be classified in program 52, Social and Cultural Development.)

Examples: Lecture and fine-arts series, concerts and recitals (visiting artists).

Note. This code applies to activities which bring the resources of the institution (buildings, equipment, faculty, etc.) to the community. "Community" refers to people who are not students, faculty, or staff at the institution. An example might be a program in a School of Business designed to assist new or small businesses. Space which is primarily used for community meetings should also be classified with this code. "Training Centers" usually take a Room Use Code of 680 (Meeting Room) with Program Code 33. A fire tower is an infrequent example of a facility which is assigned this code.

This classification is also applied to space assigned to Upward Bound programs.

34 COOPERATIVE EXTENSION SERVICES

Definition. This program includes those activities that make resources, services, and expertise available outside the Instruction, Research, and support programs and that are conducted as cooperative efforts with outside agencies. (*Note:* This category includes only those extension services that are considered to be public service; it should not be used to classify the entire extension division of the institution.) Excluded from the program are those instructional and research activities offered through an extension division. A distinguishing feature of the activities included in this program is that programmatic and fiscal control are usually shared with one or more external agencies or governmental units.

The categories shown below are related to those of the U.S. Department of Agriculture's Extension Management Information System (EMIS) and may be used to describe the agencies with which the institution cooperates in this program. If a more detailed type-of-activity classification is desired, the user may want to refer to the classification structure outlined for the Community Services (33) program.

Agriculture and Related Industries - Activities outside the instructional and research programs established to make resources, services, and expertise available to the agricultural industry.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, soil testing.

Rural Social and Economic Development - Activities outside the instructional and research programs established to make resources, services, and expertise available for social and economic development in rural areas.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.

International Extension - Those activities outside the instructional and research programs established to make resources, services, and expertise available as they relate to international activities.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.

Urban Extension Service - Those activities outside the instructional and research programs established to make resources, services, and expertise available within the urban areas.

Note. This program, as with program 33 (Community Services), applies to programs and activities designed to bring institutional resources to the public. Program 34 differs in that it applies to activities which are partially funded and controlled by external agencies. An example would be the Agricultural Extension Service, which is partially funded by the U.S. Department of Agriculture.

35 PUBLIC BROADCASTING SERVICES

Definition. This program includes the operation and maintenance of broadcasting services that are operated outside the context of the institution's Instruction, Research, and support programs. Excluded from this category are broadcasting services that are conducted primarily in support of instruction (such programs should be classified in program 45, Ancillary Support), broadcasting services that are primarily operated as a student broadcasting club (such programs should be classified in program 52, Social and Cultural Development), and broadcasting activities that are independent operations (such programs should be classified in program 91, Independent Operations/Institutional).

The following categories should be used for a more detailed classification of activities within this program:

Broadcast Programming - Those activities related to planning, scheduling, and development of programs to be broadcast.

Broadcast Production - Those activities related to the actual on-the-air broadcast of programs. This category includes the activities of announcers, broadcast personnel, and sound engineers, as well as the related facilities and equipment needed to conduct a broadcast.

News Acquisition and Preparation - Those activities related to the acquisition, preparation, and reporting of news (for example, wire service, news rewriting, interviewing, and reporting).

Broadcast Sales - Those activities related to the solicitation of sponsors for commercial messages, political announcements, and so forth.

Information Dissemination/Promotion - Those activities related to obtaining public support for the broadcasting station and its program (that is, increasing the audience of radio listeners or television viewers), as well as those activities carried out to provide general information about the broadcasting station and its operation to the public.

Note. This code applies only to radio and television stations which are operated primarily as a public service. Stations which are used for instructional programs (Programs 11 or 12) or student activities (Program 52) do not receive this classification. A radio or television station

which occupies space controlled by the institution, but which is totally unrelated to institutional objectives and missions, should be coded 91 (Independent Operations/Institutional). Media areas devoted to preparing instructional aids should be classified 43-Educational Media Services.

40 - ACADEMIC SUPPORT PROGRAMS

Definition. The Academic Support programs include those activities carried out in direct support of one or more of the three primary programs (Instruction, Research, Public Service). The activities that should be classified in this program include (1) activities related to the preservation, maintenance, and display of both the stock of knowledge and educational materials (for example, library services and museums); (2) activities that directly contribute to the way in which instruction is delivered or research is conducted (such as educational media services, academic computer support, ancillary support); (3) activities directly related to the administration of academic programs; and (4) activities related to the professional development of academic personnel.

The activities that should be classified in the Academic Support programs differ from those classified in the other support programs in that they are carried out in direct support of one or more of the three primary programs. While some activities of the Student Service program (such as social and cultural events) may contribute indirectly to the institution's instructional objectives, they are generally considered to be a supplement to the Instruction programs rather than a direct contributor to its objective. The Academic Support programs, on the other hand, are primarily concerned with the institution as an operating entity and tends to focus on the institution as a whole rather than upon individual programs.

Note. These program activities are not directly a part of the instructional, research, or public service operations or processes, but they do support one of these major institutional objectives. As the definition points out, they reflect institution-wide support as opposed to serving a particular department or other organizational unit.

41 LIBRARY SERVICES

Definition. This program includes those activities that directly support the collection, cataloging, storage, and distribution of published materials in support of one or more of the institution's primary programs. To be included in this program, library services should be separately funded. (Thus, the purchase of books by a department from its general funds would not be classified in this category even though a departmental "library" is produced.) The HEGIS categories can be used in classifying activities when the library services a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

Materials Acquisition - Those activities concerned with the determination of acquisition policy, screening and evaluation of available materials, and acquiring materials for the libraries. Also included in this category would be the periodic re-evaluation of materials.

Examples: Setting acquisition policy, selecting materials for acquisition process.

Materials Preparation - Those activities related to the preparation and maintenance of materials for general use and distribution.

Examples: Searching, cataloging, recording, shelving, binding, repair.

Materials Identification/Access Services - Those activities related to the provision of services and aids for the identification and location of documents or materials.

Examples: Information desk, indexes, visual aids (posters, signs, etc.), reference services.

Materials Distribution - Those activities related to the control and distribution of library materials.

Examples: Circulation services, reserve services, loan and rental services.

Interinstitutional Exchange and Loan Services - Those activities related to borrowing or lending materials to other libraries.

Examples: Messenger services, interlibrary-loan office.

Information Dissemination/Promotion - Those activities related to providing general information about the library and its activities and to promoting library use.

Examples: Publications, advertisements and exhibits, personal communication.

Note. Program 41 is used to code the space of libraries which are funded separately from the institution's schools or departments. This would always include the main library of an institution; it would also apply to any school or department libraries which have budgets which are independent of the general operating budgets of the schools or departments. Departmental libraries which are not separately funded, i.e., which are supported by the department's operating budget, should be classified with an instruction code (e.g., 11 for General Academic Instruction) and the Category Code, if applicable, for the department's academic discipline. For example, a law library which is funded as part of a school of law's operating budget, should be assigned Program Code 11 and Category Code 1401.

Program 41 requires a Category Code. For the main library of the institution, the code should be 0000. For a separately funded school/department library, the Category Code for the appropriate academic discipline should be assigned.

42 MUSEUMS AND GALLERIES

Definition. This program includes those activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc., that support one or more of the institution's primary programs. Activities classified in this category should be separately funded. Thus, the purchase of objects by a department from its general funds would not be classified in this category even though a departmental "museum" is produced. This program is not restricted to the collection, preservation, and exhibition of inanimate objects. It is appropriate, for example, to include in this program the activities associated with an arboretum. Research activities associated with the museum should be classified under 22, Individual or Project Research. The HEGIS categories can be used in further classifying activities when the museum or gallery is serving a single academic program or department. The type-of-activity classification for activities in this program is described below.

Materials Acquisition - Activities involving the selection and acquisition of new exhibits or specimens.

Examples: Selection, purchasing, expeditions.

Materials Preparation - Activities related to the preparation and maintenance of materials for general use or exhibition.

Examples: Cataloging, repairing, cleaning specimens, identifying specimens, describing and photographing specimens.

Materials Identification/Access Services - Activities related to providing services and aids for the identification and location of museum materials.

Examples: Museum exhibits, teaching collections, tours, guidebooks, reference services.

Museum Specimen Identification Services - Activities carried out as a service to the institution's students, faculty, and staff, as well as the activities concerned with the identification of specimens not belonging to the museum.

Interinstitutional Exchange and Loan Service - Activities related to the borrowing of specimens from or the lending of specimens to other institutions.

Information Dissemination/Promotion - Activities related to providing general information and to promoting museum use.

Examples: Traveling exhibits, public lectures, off-campus exhibits, advertisements, publications.

Note. As with program 41 (Library Services), this program is restricted to museum/gallery display operations which are funded separately from a school or department budget. For example, an art gallery not funded by an art department's budget should be assigned Program Code 42. If an art gallery area was supported by that art department's budget, the area should be classified Program 11 (General Academic Instruction) and Category Code 1002 (if painting, drawing, or sculpture). While program 42 does not require a Category Code, one may be entered in situations where a specific academic discipline applies.

43 EDUCATIONAL MEDIA SERVICES

Definition. This program includes those audio, visual, and other technological services that have been established to provide direct support for the institution's instruction, research, and public service programs. Support services related to the use of "dial-access" centers, learning resource centers, computer-aided instruction, and closed-circuit television facilities would be included here. However, instructional activities that use computer aids, closed-circuit television facilities, and so forth (rather than contributing to the provision of those services), are classified appropriately in the Instruction (10) programs. This program includes only those activities intended to provide or make available media services. The HEGIS categories can be used in classifying activities when they are serving a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

Materials Acquisition - Those activities related to the acquisition of materials and devices.

Examples: Selecting, purchasing, processing

Production Services - Those activities involving the creation and/or manufacture of educational resources (often to predetermined specifications set by the faculty).

Examples: Graphic-materials production, audio production, motion-picture production, television production, computer-assisted instruction production.

Materials Distribution - Those activities related to the distribution of educational media resources for institutional use.

Examples: Storage, scheduling, delivery, maintenance, inventory.

Educational Media Research - Those activities related to the generation and testing of the knowledge, theory, and research methodology used in delivering instruction through various materials, devices, or techniques.

Examples: Research on materials, research on devices, research on techniques.

Information Dissemination/Promotion - Those activities related to providing general information about the available media services and to promoting the use of those services.

Note. This program includes only activities which *provide or make available* the mentioned media materials and services. In conjunction with Room Use Codes 530/535 (Media Production and Media Production Service rooms), this code designates areas for making or distributing instructional aids for radio, television, or any other audio-visual medium. This code may also be used with other types of rooms (offices, etc.) that are involved with these support activities. A single storage room containing slide projectors, VCR's, and related equipment which serves one or more surrounding rooms should be assigned the appropriate service Room Use Code and an instructional Program Code. Category codes may be applied with Program Code 43 where a particular academic discipline is related.

44 ACADEMIC COMPUTING SUPPORT

Definition. This program includes those computer services that have been established to provide direct support for one or more of the institution's primary programs. Administrative data processing services and computing support should be included in program 64, Administrative Computing Support. The HEGIS categories can be used when the academic computing support is serving a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

Computing Operations/Production - Those activities related to the operation of the computing system.

Examples: Data entry, production control, computer operations, data librarian.

Computer System Support - Those activities related to software design, including support of the operating system and other related software.

Examples: Development of the operating system, development of language compilers (FORTRAN, COBOL, etc.), development of generalized software packages (SPSS, BMD, etc.), development of special systems for general usage.

Note. Any type of computer system (including a complex of microcomputers) dedicated to support of instruction, research and public service programs, as opposed to administrative activities, may be covered by this code. Because a room housing microcomputers for

independent use by students for their academic work is classified as a 410-Study Room (the microcomputers are synonymous with books as study tools), a 44 Program Code should be applied to such a room only if it is available to and used by students doing work in multiple academic disciplines. If one academic discipline applies, such as in a microcomputer study room for students in a biology program, the instructional Program Code (11) and specific Category Code should be entered. Microcomputers rooms devoted to teaching computers or computer science are laboratories (usually a 210-Class Laboratory or 220-Open Laboratory) for that discipline (Category Code in the 0700 series). A 710 (Central Computer or Telecommunications) room should be coded 44 if it supports instruction, research, or public service; the code should be 64 if the system supports general administrative operations. Offices and their service areas which are tied to academic computer support should also be classified with Program Code 44.

45 ANCILLARY SUPPORT

Definition. This program includes those activities that directly contribute to the way in which instruction is delivered or research is conducted but that cannot be appropriately classified as educational media services or academic computing support. Ancillary support activities often provide a mechanism through which practical experience can be gained by the student. Generally, they are unique to a particular academic program or department and are so numerous and varied that individual PCS categories were not developed for each one. HEGIS categories can be used in classifying these activities with respect to the related academic department.

Examples: Demonstration school, glassblowing shop, laboratory school, nuclear reactor, planetarium, vivarium, radio station, television station, university press, electronics-design facility, animal-laboratory facilities.

User Services - Those activities related to specific-user projects. This category differs from the previous one in that it includes those activities directed toward specific users and user needs rather than toward the system in general and general systems support.

Examples: Programming, special systems, advising.

Information Dissemination/Promotion - Those activities related to maintaining and distributing general information about the institution's computer services to users, as well as those activities designed to promote the use of the institution's computer services.

Examples: Tape/program, library, newsletter.

Note. This Program Code, which is often over-applied, should not appear frequently in Room

Inventories. It should be used for space which supports instruction or research (exclusive of the other academic support codes in the 40-series), but not directly enough to be assigned an instruction or research code. The most frequent examples are (1) day care centers which are operated by institutions in conjunction with academic programs in child development or pre-elementary education; and (2) home economics houses or areas which also provide practical experience as part of the instructional process. In these two cases, the Room Use Code 550 and 555 (Demonstration and Demonstration Service) should be assigned as use codes for the areas. A third example of Ancillary Support (45) is a scholarly journal which supports academic instruction or research. *Classrooms and laboratories should never be assigned this code; their link with instruction and/or research is very direct.*

46 ACADEMIC ADMINISTRATION

Definition. This program consists of those activities that provide administrative and management support specifically for the institution's academic programs. It includes the activities of the college deans, the administrative activities of departmental chairpersons, and the activities of their associated support staff. The activities of administrative officers whose responsibilities are institution wide and include some duties outside the academic realm (such as Vice Presidents and Vice Chancellors) should be included in 61, Executive Management. When academic administration activities serve a single academic program or department, the HEGIS categories can be used for further description. The following categories may be used for a more detailed type-of-activity classification of activities within this program:

Academic Administration/Governance - Those activities related to the management and governance of the institution's academic programs (excluding program advising) that are carried out either by members of the faculty or by the administrative staff. These activities include committee work and such department administrative functions as interviewing prospective faculty members, assisting in the development of departmental policies, tenure review, etc. In addition, this category includes activities carried out to obtain funding for research grants and contracts (i.e., grant and contract solicitation). The academic senate is considered to be part of the institutional governance function and therefore is classified within program 61, Executive Management.

Academic Program Advising - Those activities that involve providing assistance and advice to students about the courses they should take, describing course requirements for particular programs, scheduling necessary courses, describing program standards, etc. Academic program advising differs from facilitating activities, which should be classified within the Instruction programs. Facilitating activities are an integral part of instruction because they are involved in the actual design of the student's instructional program. Academic advising, on the other hand, generally is more informational in nature and is designed to describe or clarify existing programs rather than to modify those programs to meet a particular student's needs. Student personal and career counseling should be classified in program 53, Counseling and Career Guidance.

Note. This Program Code should be assigned to offices and other areas assigned to academic deans, assistant and associate vice presidents (or vice chancellors) for *academic affairs*, department chairpersons (to the extent that their responsibilities are administrative), and anyone else primarily responsible for the administration of instructional or research programs. "Academic" here refers to both degree-related and nondegree programs. If a department chairperson devotes most of his/her time to instruction (teaching, class preparation, etc.) the appropriate instructional Program Code should be applied instead of 46 (Academic Administration); proration of the dual responsibilities may also be used. Program 46 should also be assigned to *administrators* of continuing education, remedial, HRD, GED, and JTPA programs.

Program 46 also applies to *academic* program advising; e.g., counseling students about degree requirements and course contents. This should be distinguished from *personal* and *career* counseling, which should be assigned Program Code 53 (Counseling and Career Guidance).

47 COURSE AND CURRICULUM DEVELOPMENT

Definition. This program includes only those formal planning and development activities established either to improve or to add to the institution's curriculum. Those activities that individual faculty members carry out to update and improve their current course offerings (independent of any formalized set of activities having a course and curriculum development objective) should be considered part of the instructional program and classified appropriately in these programs. The HEGIS categories can be used if additional detail is desired. The type-of-activity classification for activities in this program is described below.

Course and Curriculum Planning - Those activities related to planning for or conceptualizing new academic programs and curriculum offerings.

Course and Curriculum Research - Those activities related to research or inquiries into new methods, theories, or concepts in course and curriculum development.

Development/Modification of Curriculum - Those activities related to actually developing, testing, and modifying academic program or curriculum offerings prior to their introduction and use.

Curriculum Evaluation - Those activities related to the evaluation of the effectiveness and worthiness of academic programs or curriculum offerings after they have been introduced and used for a period of time. These evaluation activities can be related to either new or existing academic programs.

Note. This Program Code should not appear frequently in Room Inventories since very few

institutions have administrators who focus entirely on improving and expanding curricula. In most cases these responsibilities are part of academic administration (46) operations.

48 ACADEMIC PERSONNEL DEVELOPMENT

Definition. This program includes those activities that provide the faculty with opportunities for personal and professional growth and development, as well as those activities intended to evaluate and reward the professional performance of faculty. It should include departmental research activities (or some appropriate portion of those activities) when they are carried out for the express purpose of the professional and personal development of academic personnel. If additional detail is desired, HEGIS categories can be used for differentiation by academic department. Recommended type-of-activity classifications are outlined below.

Staff Development - Those activities relating to the growth and enhancement of the faculty member's professional abilities.

Examples: Departmental research (if considered as primarily a faculty development activity), professional meetings, publishing, recitals, in-service faculty education programs, sabbaticals, faculty development programs.

Faculty Recognition Programs - Those activities carried out to provide recognition to faculty members for their achievements.

Examples: Monetary awards, faculty awards, awards banquets.

Note. This is another Program Code which should appear infrequently. Examples might include offices responsible for arranging faculty sabbaticals or offices which focus on evaluating faculty through, for example, student surveys. Most of the activities mentioned in the definition are conducted by people with other more primary responsibilities (and thus Program Code assignments). As a result, the 46 (Academic Administration) code, in most instances, supersedes this code.

50 - STUDENT SERVICE PROGRAMS

Definition. The Student Service programs include those activities carried out with the objective of contributing to the emotional and physical well-being of the students, as well as to their intellectual, cultural, and social development outside the context of the institution's formal Instruction programs. The Student Service programs attempt to achieve this objective by (1) expanding the dimensions of the student's education and social development by providing cultural, social, and athletic experiences; (2) providing those services and conveniences needed by students as members of an on-campus, resident student body; (3) assisting students in dealing with personal problems and relationships, as well as their transition from student to member of the labor force; and (4) administering a program of financial support for students. **Note.** It should be noted that these programs focus on students as opposed to faculty and staff.

51 STUDENT SERVICE ADMINISTRATION

Definition. This program includes those administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This program includes only those administrative activities that support more than one program within the Student Service programs and/or provide central administrative services related to the various student service activities. Excluded from this program are the chief administrative officer for student affairs (for example, the Vice President or Vice Chancellor), whose activities are institution-wide and should be classified within 61, Executive Management. Also excluded from this program are those functions related to the administration of a single program, which should be classified within that program (for example, the activities of the Director of Counseling should be classified under 53, Counseling and Career Guidance).

Examples: Administrative activities typically associated with: Dean of Men, Director of Student Personnel Services, Dean of Students, Dean of Women, Director of Student Services.

Administrative activities related to the needs of special students such as: coordinator of the deaf program, disadvantaged student services, foreign student services, minority affairs, physically handicapped student services, veteran services, women's programs, international services.

Note. This Program Code applies to space assigned to the Dean of Student Affairs (or the Deans of Men and Women) and administrative operations supporting the interests and needs of particular groups of students (e.g., mobility impaired, veteran, foreign). It does not apply to space for administrative operations which are responsible for individual student services such as housing (see Program Code 55), counseling (see Program Code 53), or medical care (see Program Code 57). A Vice President or Vice Chancellor for Student Affairs should be assigned code 61 (Institutional Administration) because he/she reports directly to the President/Chancellor

52 SOCIAL AND CULTURAL DEVELOPMENT

Definition. This program includes those activities established to provide for the social and cultural development of the student outside of the formal academic program. It includes those activities primarily supported and controlled by the student body, those cultural activities provided outside the student's educational experience, and general recreation activities for the student body. Excluded from this category are intercollegiate athletics, which should be classified as 56. Also excluded are those Equal Opportunity Program activities that provide financial assistance to minority groups; these should be classified within 54, Financial Aid Administration.

The following categories should be used for a more detailed study of activity classification within this program:

Student Interest Groups - Those activities intended to promote and provide support for formally recognized student groups and organizations.

Examples: Institutional administrative support for such organizations as: fraternities and sororities, student associations, student clubs, student religious organizations, student political groups, student cooperatives, student magazines, student newspaper, student yearbook, student publications.

General Student Recreation - Those activities carried out to provide the general student body with opportunities to participate in sports and recreational activities. This category does not include intercollegiate athletic programs in which participation is more restricted and in which competition is between institutions rather than within the institution.

Examples: Intramural athletics, recreation programs, game tournaments (chess, bridge, etc.).

Cultural Events - Those activities intended to provide intellectual and cultural experiences for the students outside of and supplementary to those they receive as part of the formal instructional process.

Examples: Visiting artist/concert series, lecture series, music activities, art exhibitions, concerts, films.

Student Governance - Those activities intended to provide students with the opportunity to plan and direct student programs and to become involved with the management and operation of the institution.

Examples: Student government, student-faculty assembly, national student

lobby.

Note. Included here are all student activities which are unrelated to academic work (with the exception of intercollegiate athletics-Program Code 56). Examples are student organizations, religious activities, intramural sports, recreational pursuits, and cultural events. Most student center space falls under this code, including space for student center directors. Dining areas in student centers are classified with Program Code 55 (Student Auxiliary Services) and a Category Code of 7310 (Food Services). A student radio station should receive this code if its activities are not part of an instructional program.

53 COUNSELING AND CAREER GUIDANCE

Definition. This program includes those formal placement, career guidance, and personal counseling services provided for the benefit of students. Activities to be included are ones related to personal and disciplinary counseling, and vocational testing and counseling, as well as those carried out to assist students in obtaining employment upon leaving the institution. Specifically excluded from this program are faculty academic advising and counseling (which should be classified in 46, Academic Administration) and student employment services provided as part of the financial aid program (which should be classified in 54, Financial Aid Administration).

The following categories should be used for a more detailed classification of activities within this program:

Student Career Guidance and Placement Services - Those activities intended to assist students in understanding and evaluating their career alternatives, as well as in obtaining full-time employment upon leaving the institution. This category does not include activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education. Such employment-related counseling activities should be classified in program 54, Financial Aid Administration.

Examples: Career counseling and guidance, career days, career-placement services, placement seminars, teacher placement, vocational counseling, vocational testing service.

Student Personal Counseling - Those activities intended to assist students in dealing with their personal problems, including interpersonal relationships, marriage, and other aspects of behavior. This category also includes counseling related to student conduct. It does not include psychiatric or psychological counseling services that are carried out as part of the student health program; such activities should be classified in Program 57, Student Health/Medical Services.

Examples: Student counseling service, student counseling center, student counseling groups, counseling workshops.

Note. Two types of student service activities fall under this program. This first is assistance related to job searching and career selection. Placement officers should receive this classification. The second activity is counseling related to personal issues and problems of students. Note, however, that counseling conducted by the institution's student health program should be classified under Program Code 57 (Student Health/Medical Services). Academic advising should be coded 46 (Academic Administration).

54 FINANCIAL AID ADMINISTRATION

Definition. This program includes those administrative activities carried out in support of the institution's financial aid program.

The following categories should be used for a more detailed classification of activities within this program:

Financial Aid Counseling and Evaluation - This category includes financial aid counseling with students and parents to provide information about educational costs, eligibility for aid programs, and the types of financial aid available. It also includes those activities related to the review and evaluation of an applicant's eligibility for financial aid, the determination of the award, and the notification of applicants.

Records Maintenance and Reporting - Includes those activities related to maintaining, updating, and storing financial aid records. This category also includes those activities related to reporting on the conduct and impact of the institution's financial aid program to institutional planners, governmental agencies, and private donors.

Student Employment Services - Those activities that are part of the institution's financial aid program and that are intended to assist students, their spouses, and dependents in finding full- or part-time work through employment opportunities both on and off campus. This category includes the activities associated with work/study programs but does not include those activities related to job placement for the institution's graduates.

Note. This classification applies to all space assigned to student financial aid and employment services. Work study programs, scholarships, fellowships, and loans are included. Note that the 80-series of this Program Classification Structure (Student Financial Support) is not used in classification of facilities space. Codes 81 and 82 are therefore never used in Room Inventories.

55 STUDENT AUXILIARY SERVICES

Definition. This program includes those conveniences and services needed to maintain an on-

campus, resident student body. A fee often is charged for these services which is related to but not necessarily equal to the cost of the service rendered. This program should not be viewed, however, as including all of the auxiliary enterprise operations of the institution. The various categories within this program relate to the types of activities or services carried out as part of a student auxiliary service program. A particular organization, such as a student union or study center, generally will represent a combination of several of these auxiliary services and will need to be classified appropriately in the various service categories. When several groups (students, staff, faculty, etc.) benefit from the same auxiliary service (such as a central cafeteria or food service), a determination should be made of the primary group for which the service is intended and the service classified accordingly.

The following categories should be used for a more detailed classification of activities within this program:

Housing Services - Those activities related to providing residential facilities for students. This category includes activities associated with securing off-campus housing as well as on-campus housing. Food services conducted within residential facilities should be classified in the Food Services category.

Food Services - Those activities related to the provision of food and eating facilities for students. This category includes the services provided by dining halls, cafeterias, snack bars, and restaurants (including such services when they are carried out in residence halls).

Retail Services and Concessions - Those activities related to the sale of products or services to students. This category includes the services provided by bookstores, school supply stores, art supply stores, movie houses, and vending machines for snacks.

Specialized Services - Those functions that have the objective of providing special student services that cannot be classified appropriately in one of the other categories. This category includes such activities as child care services.

Note. Student auxiliary services are provided by the institution, usually for a fee. They include food, housing, books and other merchandise, hair cutting services, parking, vending areas, and day care services.

Food and housing services are assigned special support Category Codes--7310 and 7330 respectively. The Program 55-Category 7310 designation should be used with the 630/635 (Food Facilities) Room Use Codes; offices, storage rooms, and other related areas are likewise coded. A vending machine area, Room Use Code 660 (Merchandising Facilities) would also receive Program Code 55, but would not receive the 7310 Category Code unless it is part of a larger food service area.

Although the provision of a lounge is not a service for which a fee is paid, student lounges

may be assigned at the discretion of the institution, Program Code 55. The other way to classify a student lounge is to assign the Program Code(s) of the room(s) it serves. Lounges in student centers should be coded 52 (Social and Cultural Development). A lounge or other room which serves faculty/staff as well as students should be coded 55 or 65 (Faculty and Staff Auxiliary Services), depending on the primary use.

56 INTERCOLLEGIATE ATHLETICS

Definition. This program includes those team and individual sports activities that involve competition between two or more educational institutions. Activities that relate to intramural athletics should be classified within 52, Social and Cultural Development. Also excluded from this program are the scholarships and financial aid administration activities provided in conjunction with intercollegiate athletics and the operation and maintenance of athletic facilities, all of which should be classified elsewhere within the PCS.

Within this program there are two ways of further classifying activities, each independent of the other. One is to focus on the sport (for example, baseball, basketball, football); the other is to classify activities by function (for example, coaching, recruitment, athlete/team support).

The following categories can be used for a more detailed classification of activities by sport within this program:

Baseball, basketball, boxing, diving, fencing, football, golf, gymnastics, ice hockey, ice skating, lacrosse, rowing, rugby, skiing, soccer, swimming, tennis, track and field, wrestling.

The following categories can be used for a more detailed classification of activities by function within this program:

Coaching - Those activities related to the coaching and instruction of individual players and teams. These activities are intended to promote the development of skills and techniques needed to achieve proficiency in sports competition.

Athlete/Team Support - Those activities related to the physical health, condition, and day-to-day care and support of individual athletes and teams. This category does not include support activities that are carried out in conjunction with specific athletic events.

Examples: Trainers' activities, training table (dining facilities), residential facilities.

Recruitment - Those activities related to the recruitment and enrollment of student athletes.

Examples: Travel for purposes of identifying potential student athletes (scouting), cooperative efforts with the admissions office.

Conduct of Events - Those activities carried out in conjunction with the conduct of athletic events.

Examples: Athlete/team travel, lodging at off-campus events, cheerleading activities, concessions, ticket and program printing.

Information Dissemination/Promotion - Those activities related to providing general information about the intercollegiate athletic program and promoting it.

Examples: Advertising, complimentary tickets, sports information series, publicity programs.

Note. This code applies to athletic programs which involve competition with other institutions. Intercollegiate athletics should be distinguished from *intramural* athletics (competition between groups within the institution), which are coded 52 (Social and Cultural Development); and *physical education* instructional activities which are coded 11 (General Academic Instruction) with a Category Code of 0835 (Physical Education). Frequently space classified with Room Use Code 520 and 525 (Athletics or Physical Education) is used for all three of the basic activities above. In these situations, the institution may assign one Program Code, based on predominant use, or prorate among multiple Program Codes. Space with a Room Use Code 523 (Athletic Facilities Spectator Seating) may be classified on the same basis; in most instances this space is coded 56.

There are Support Category Codes (7200 series) which may be used with this Program Code to specify assignment to a particular sport. They appear at the end of the next divider section, which lists all of the Category Codes with names.

57 STUDENT HEALTH/MEDICAL SERVICES

Definition. This program includes those activities carried out for the specific purpose of providing health and medical services for the student body. The activities included here generally are associated with a student infirmary rather than a teaching hospital. If health and medical services are provided for the institution's faculty and staff, they should also be included in this program. Activities related to providing medical services for individuals external to the institution should be classified in Program 31, Direct Patient Care.

As described in Program 31, there are two independent ways of further classifying activities within this program. One considers the setting in which the patient care services are carried out (such as inpatient, ambulatory, outreach, emergency); while the second focuses on the type

of care being provided (for example, medical/surgical care, rehabilitative care, behavioral).

The following categories should be used for a more detailed classification of activities by setting:

Inpatient - Those activities designed to provide direct patient care within the confines of the care setting to persons who are residing at least overnight on the premises. Typically, inpatient clients are considered those persons who are assigned a bed at the care facility.

Ambulatory - Those activities designed to provide direct patient care within the confines of the care setting to persons who are resident neither overnight nor beyond the time required to provide the care. Excluded from this category is emergency patient care that is delivered in an ambulatory setting.

Outreach - Those activities in which the patient care provider goes to the patient to deliver the care (for example, home care program). Excluded from this third category is emergency patient care in which the care provider goes to the patient.

Emergency - Those activities designed to provide direct patient care to persons requiring immediate attention due to the acute nature of their health care problems.

Mixed Function - Those activities that are a combination of several of those described above so that the individual activities cannot be separated and classified in the appropriate categories. If the individual component parts can be separately identified, however, they should be classified in the appropriate categories.

The following categories should be used for a more detailed classification of activities by type of care:

Medical/Surgical Care - Those activities related to preventing, caring for, and assisting in the cure of disease and the care of the injured as well as surgical functions.

Behavioral - Those activities related to the treatment of psychological and behavioral problems as well as to promotion of psychological well-being.

Rehabilitative Care - Those activities related to the restoration of bodily functions and structures in order to regain patient self sufficiency.

Public/Community Medicine - Those activities related to the health and illness of populations.

Patient Education - Those activities carried out to provide patients with the knowledge and attitudes needed to cope effectively with their own health problems.

Dental Care - Those activities related to care and treatment of human teeth and structures.

Veterinary Care - Those activities pertaining to the care and treatment of animals and their diseases.

Supportive Care - Those activities related to conducting prescribed treatment plans and to supporting implementation of those plans (for example, patient hygiene, observation of patient status).

Other Patient Care

Note. This program applies to space used to provide medical care, including mental health care, to *students, faculty, and staff*. Although one of the Student Service codes, these areas and services are often available to faculty and staff in addition to students. Such facilities are usually referred to as infirmaries. They should be distinguished from health care facilities which primarily serve *the public*; these areas are classified under the Public Service Program Codes 31 (Direct Patient Care) and 32 (Health Care Supportive Services). Health care facilities which provide services to only faculty and staff should be classified under Program 65 (Faculty and Staff Auxiliary Services).

60 - INSTITUTIONAL ADMINISTRATION PROGRAMS

Definition. The Institutional Administration programs consist of those activities carried out to provide for both the day-to-day functioning and the long-range viability of the institutions as an operating organization. The overall objective of the Institutional Administration programs is to provide for the institution's organizational effectiveness and continuity. It does this by (1) providing for planning and executive direction, (2) providing for administrative and logistical services, (3) enhancing relationships with the institution's constituencies, (4) providing services and conveniences for the employees of the institution, and (5) recruiting and admitting students to the institution's educational programs.

61 EXECUTIVE MANAGEMENT

Definition. This program consists of those executive-level activities concerned with the overall management of and long-range planning for the entire institution. Included within this program are the activities of the various administrators involved in policy formulation and executive direction, including those of the governing board, the chief executive officer, and the senior executive officers.

Legal activities conducted on behalf of the institution also are included here. Administrative activities that do not have an institution wide focus should be excluded from this program.

Executive Direction - Those activities performed by or involving either the senior executive officers or executive boards.

Examples: The activities typically associated with: Board of Trustees, Governing Board, Chancellor, Provost, President/Vice President Emeritus, Vice Chancellors, and Vice Presidents/Provosts.

Planning and Program Development - Those activities related to the institution wide planning and design functions carried out in support of the activities of the executive officers or governing boards.

Examples: Analytical studies, institutional research, academic senate, budget planning, long-range planning committee, policy committees, institutional self studies, accreditation studies.

Legal Services - Those legal activities conducted on behalf of the institution.

Examples: Activities typically associated with: General counsel, patent attorney.

Note. Three groups of administrators fall under this program:

- (1) *Executive Direction.* This includes the President (or Chancellor) and all of the full Vice Presidents (or Chancellors) and anyone else who reports directly to the President/Chancellor. Note that Associate and Assistant Vice Presidents/Chancellors are not included in this program; they would receive the Program Code which represents their individual administrative areas. For example, an Associate Vice President for Academic Affairs should be coded 46 (Academic Administration); an Assistant Vice President for Finance should be coded 62 (Financial Management and Operations); an Assistant Vice Chancellor for Administration should be coded 63 (General Administration and Logistical Services); the Evening Director at a community college should be coded 61 only if he/she reports directly to the President--otherwise code 46 would apply. An Academic Senate area should be assigned this code (61).
- (2) *Planning and Program Development.* Included here are people involved with institutional research (collecting and analyzing data relating to the institution) or long-range planning.
- (3) *Legal Services.* The institution's attorneys and people who report to them also fall under Program Code 61.

62 FINANCIAL MANAGEMENT AND OPERATIONS

Definition. This program consists of those activities related to the day-to-day financial management and fiscal operations of the institution. Activities related to long-range financial planning and policy formulations should be included in 61, Executive Management.

Financial Management and Control - Those activities related to the day-to-day management, control, and accounting of the finances of the institution.

Examples: Activities typically associated with: Treasurer, Comptroller, internal auditing, administration of the budget.

Financial Operations - Those activities involving the actual collection, processing, and disbursement of institutional funds.

Examples: Debt collection, payroll operations, Bursar, Cashier, disbursement.

Investment Management - Those activities related to the control and administration of the institution's investment and endowments.

Examples: Cash flow management, endowment management.

Grants and Contracts Financial Management - Those activities related to the financial management and administration of grants and contracts. Excluded from this category are activities that involve the preparation and submission of grants and contracts, which should be classified as 46, Academic Administration.

Examples: Contracts management, grants accounting.

Note. This Program Code includes administrators and support personnel who monitor the money: Associate and Assistant Vice Presidents/Chancellors of Finance, Business Managers, Treasurers, bursars, internal auditors, accountants, bookkeepers, etc. Note, however, that people involved with purchasing should be coded 63 (General Administration and Logistical Services).

63 GENERAL ADMINISTRATION AND LOGISTICAL SERVICES

Definition. This program consists of those activities related to the general administrative operations and services of the institution (with the exception of those activities related to financial operations, to administrative data processing, and to student records). Included in this program are activities related to (1) the administration of personnel programs, (2) facilities and space management, (3) the purchase and maintenance of supplies and materials, (4) campus wide communication and transportation services, and (5) the health and safety of the campus population. Activities relating to financial operations should be classified within program 62, Financial Management and Operations; those involving student records should be classified within program 68, Student Records; and those related to administrative computing services should be classified in program 64, Administrative Computing Support.

Personnel Management and Support - Those administrative activities related to the recruitment and hiring of faculty and staff, the administration of employee programs, and the development of administrative personnel. Excluded from this category are the activities of faculty members related to the recruitment, interviewing, and hiring of new faculty. These faculty activities should be classified with program 46, Academic Administration.

Examples: Affirmative Action Officer, Personnel Administration, Equal Opportunity Office, Labor Relations Office and Negotiating Team, administrative staff development programs, recruiting, administration of staff insurance programs, retirement programs, faculty records.

Facilities and Space Management. Those activities related to the management, allocation, and scheduling of rooms and other institutional facilities, as well as the maintenance of records concerning institutional facilities.

Examples: Room scheduling, space allocation, facilities records, facilities

reporting.

Health and Safety Service - Those activities carried out to provide for the environmental well-being and security of the campus and its residents.

Examples: Police protection, campus security, fire protection, trash collection, traffic control, general liability insurance.

Procurement and Materials Handling - Those activities related to the acquisition, storage, and movement of materials.

Examples: Purchasing, receiving/shipping, freight management, inventory control, warehousing.

Transportation Services - Those activities related to campus transportation systems and services.

Examples: Motor pool services, car pool services, operations of buses, parking services.

Communication Services - Those campus communication services that are directly related to the operation of the institution. Excluded are on-campus broadcasting services.

Examples: Campus mail services, copying services, duplicating services, printing services, telephone and telegraph services.

Note. The many examples of activities under this code indicate that this is a very broad classification which includes all of those general services which keep an institution running. Associate and Assistant Vice Presidents/Chancellors for Administration should be classified under this program.

64 ADMINISTRATIVE COMPUTING SUPPORT

Definition. This program includes those computer and data processing services that have been established to provide support for institution-wide administrative functions. Academic

related data processing services and computer support should be included in program 44, Academic Computing Support. The type-of-activity classification for this program is described below:

Production Operations - Those activities related to the operation of the computing system.

Examples: Data entry, production control, computer operations, data librarian.

Systems Support - Those activities related to software design, including support of the operating system and other related software.

Examples: Development of the operating system, development of language compilers (COBOL, FORTRAN, etc.), development of generalized software packages (SPSS, BMD, etc.), development of special systems for general usage.

Applications - Those activities related to specific user projects. This category differs from the previous one in that it includes those activities that are directed toward specific users and user needs rather than toward general systems support.

Examples: Programming, special systems, advising.

Information Dissemination/Promotion - Those activities related to maintaining and distributing information of interest to users of the computer services.

Examples: Tape/program library, newsletter.

Note. This program is used to classify space assigned to computer systems and people as they are used for *administrative*, as opposed to *academic* purposes. Note, however, that if these computer resources are devoted to a specific administrative area, they should be classified under the specific Program Code for that activity. For example, a computer room used exclusively by the financial aid office should be coded 54 (Financial Aid Administration).

65 FACULTY AND STAFF AUXILIARY SERVICES

Definition. This program includes those support services that have been established primarily to serve the faculty and staff. A fee often is charged for these services which is related to but not necessarily equal to the cost of the service rendered. The various categories within this program relate to the types of faculty and staff auxiliary service program. A particular organization, such as a faculty club, generally will represent a combination of several of these auxiliary services and will need to be classified appropriately in the various service categories. This program should not be viewed as including all of the auxiliary enterprise operations of the institution.

Auxiliary services that benefit several groups (for example, a food service benefiting students, faculty, and staff) should be classified according to the primary group for which the service is intended. If health and medical services are provided for the faculty or staff, they should be classified in program 57, Student Health/Medical Services. Excluded from this program are

those activities related to the administration of personnel programs, which should be included in 63, General Administration and Logistical Services.

Housing Services - Those activities that have the objective of providing residential facilities for faculty and staff. This category includes those activities associated with providing off-campus housing as well as on-campus housing.

Note. This program is the faculty/staff equivalent of program 55, which covers student services. Included are food and housing services, day care, and parking. If a service is provided by the institution for both students and faculty or staff, assignment of either Program Code 55 or 65 should be based on the primary user group; proration may also be used. Health care for faculty and staff is generally coded 57, unless the service very explicitly excludes students. In such a case, this Program Code with Category Code 7320 (Health Services) may be assigned. Housing for faculty or staff is coded 65 with a Category Code of 7330 (Housing Services). Dining areas used exclusively by faculty and/or staff are coded 65 with a Category Code of 7310 (Food Services). Faculty and staff lounges may be coded 65 or assigned the Program Code of the local areas which provide the users (e.g., a staff lounge in a central library could be coded 41-Library Services).

66 PUBLIC RELATIONS/DEVELOPMENT

Definition. This program consists of those institutional activities established to maintain relations with the local community, the institution's alumni, governmental entities, and the public in general, as well as those activities carried out to support institution wide fund raising and development efforts. Activities that involve the use of alumni in recruiting students should be classified in program 67, Student Recruitment and Admissions. Also excluded from this program are activities carried out as a public service (see definition of the Public Service program) rather than as a public relations activity.

Information Dissemination/Promotion - Those activities designed to communicate general information about the activities, goals, and objectives of the institution to various audiences, both internal and external to the institution. Many of the communication activities in this category are carried out through the mass media.

Examples: Internal newsletters, audiovisual presentations, news releases, community affairs programs, public opinion surveys.

Governmental Relations - Those activities related to maintaining and cultivating relationships with governmental entities, as well as those activities designed to obtain governmental financial support.

Examples: Governmental relations activities, governmental lobbying efforts, legislative liaison activities.

Alumni and Constituency Relations - Those activities related to maintaining and cultivating relationships with the alumni and other constituents who might have an interest in the institution. Constituents include donors, governing board members, prospective supporters, parents, foundations, corporations, church groups, etc. The activities included in this category differ from those classified as "Information Services" in that they are specifically targeted toward and intended to impact particular interest groups rather than being generally informative in nature.

Examples: Alumni publications, alumni events, publications and events for nongovernmental constituents.

Private Gift Solicitation - Those activities related to the solicitation of gifts from nongovernmental sources, such as individuals, corporations, and foundations.

Examples: Alumni fund raising activities, gift solicitation.

Note. Activities relating to fund raising, alumni affairs, public relations, and government relations (lobbying) are included under this Program Code. "Development" is a term which is often used to refer to fund raising.

67 STUDENT RECRUITMENT AND ADMISSIONS

Definition. This program consists of those activities carried out by an institution that are related to (1) the identification of prospective students, (2) the promotion of attendance at the institution, and (3) the processing of applications for admission to the institution. In addition, for the proprietary sector of postsecondary education, this program includes activities related to sales operations, advertising, and marketing. The following categories can be used for a more detailed functional classification of activities within this program:

Recruitment - Those activities related to the identification of potential students and to the active recruitment of students for admission to the institution. The focus of these activities is on influencing the decision of a particular student or target group either to apply for admission or to attend once admission has been granted.

Examples: Recruiting trips, providing information for prospective students (for example, admissions catalog), communication with high schools, conducting high school career nights, recruiting/sales commissions, advertising campaigns, marketing activities.

Student Admissions - Those activities carried out in interviewing and evaluating potential students, processing applications for admission, and admitting students to the institution.

Examples: Interviewing student applicants, evaluation of student applicants, administrative admissions procedures.

Note. This program applies to the admissions offices of institutions and includes both the recruitment of new students and the processing of their applications. Recruitment of student athletes for intercollegiate athletic programs should be classified with Program Code 56 (Intercollegiate Athletics). Arrangements for financial aid for new students fall under Program Code 54 (Financial Aid Administration).

68 STUDENT RECORDS

Definition. This program includes those activities the institution carries out to maintain, handle, and update records for currently enrolled students as well as for those who were previously enrolled. This program does not include the activities related to record keeping for those seeking admission to the institution; such activities should be classified in program 67, Student Recruitment and Admissions.

Examples: Activities typically associated with the registrar's office, such as: student records maintenance, correspondence related to student records, maintenance of records for graduated students.

Note. The office of the registrar and his/her staff should be assigned this code. This includes activities relating to the maintenance of academic records of both current and former students.

70 - PHYSICAL PLANT OPERATIONS PROGRAMS

Definition. The Physical Plant Operations programs consist of those activities related to maintaining existing grounds and facilities, providing utility services, and planning and designing future plant expansions and modifications. The actual capital expenditures used for plant expansion and modifications should not be classified in the PCS.

71 PHYSICAL PLANT ADMINISTRATION

Definition. This program consists of those administrative activities carried out in direct support of the institution's physical plant operations. Those activities related to the development of plans for plant expansion or modification as well as for new construction also should be included in this program.

Examples: Activities typically associated with: Director of Physical Plant, campus architects, construction engineers.

Note. The office of the chief physical plant administrator (Director of Physical Plant, Superintendent of Buildings and Grounds, etc.) is covered by this code in addition to campus architects and engineers. Physical plant administrators who are responsible for particular aspects of the campus (e.g., building maintenance, housekeeping, utilities) should be assigned the specific plant operations Program Code (see codes 72-76 below).

72 BUILDING MAINTENANCE

Definition. Those activities related to routine repair and maintenance of buildings and structures, including both normally recurring repairs and preventive maintenance.

Examples: Maintenance of the interior and exterior of buildings, maintenance of classroom furniture not inventoried to a department, operating and replacement costs for equipment and material used in connection with building maintenance.

Note. Space devoted specifically to *routine* maintenance of existing facilities should be assigned this code. This applies to physical plant staff whose responsibilities are limited to regular building maintenance and to the areas where building maintenance equipment and vehicles are stored. See Program Code 74 for classifying space assigned to major repair and renovation projects.

73 CUSTODIAL SERVICES

Definition. Those activities related to custodial services in institutional buildings.

Examples: Cleaning activities, elevator operation.

Note. Office space for the director and other staff for custodial/housekeeping services falls under this code. This manual diverges from the definition of Building Service Area, which is nonassignable space (see Appendix 4), by including as assignable space under this code larger custodial storage and supply rooms and locker rooms; only small janitorial sink closets, which are usually located near public restrooms, are excluded as nonassignable Building Service Area. Other Custodial storage and supply rooms are classified with Room Use Code 730 (Central Storage) and this Program Code. Public restrooms are nonassignable Building Service Area.

74 UTILITIES

Definition. Those activities related to heating, cooling, light and power, gas, water, and any other utilities necessary for the operation of the physical plant.

Examples: Power plant equipment, sewage disposal, central air conditioning.

Note. This program applies to space used by members of the physical plant staff who are responsible for the institution's utilities (electricity, water, heating and air conditioning, sewage disposal, telephone and telecommunications). Power plants (heating plants, boiler houses) usually contain little or no assignable area; if they do, the areas are classified with this code. As with parking decks, power plants with no assignable space are included on the Building Inventory but have no rooms records on the Room Inventory.

75 LANDSCAPE AND GROUND MAINTENANCE

Definition. Those activities related to the operation and maintenance of campus landscape and grounds.

Examples: Maintenance of trees, grass, shrubs; maintenance of roads and walks; snow removal.

Note. Space used by those members of the physical plant staff who are responsible for the institution's grounds should be classified with this code.

76 MAJOR REPAIRS AND RENOVATION

Definition. Those activities related to major repairs, maintenance, and renovation projects. Major projects are defined as those costing in excess of \$10,000. However, this Program Code does not include the capital expenditures used to finance such projects.

Note. This program is assigned to space used by members of the physical plant staff who are responsible for *major* building repair, maintenance, and renovation projects; this excludes *routine* maintenance (see Program Code 72). "Major" is more appropriately defined as referring to planned projects which are independent of, and in addition to, routine building maintenance; and which incur at least \$10,000 in cost.

The 80-Student Financial Support Programs (81-Scholarships and 82-Fellowships), which are included in the official Program Classification Structure, are not included here because they are not used for classifying facilities space. Student scholarships and fellowships are classified under Program Code 54 (Financial Aid Administration).

90 - INDEPENDENT OPERATIONS PROGRAMS

Definition. The Independent Operations programs make it possible to classify those program elements that are independent of or unrelated to the primary missions of the institution. The Independent Operations programs include those operations that are owned or controlled by the institution as investments, but only if they are financed as part of the institution's current operations. Operations that represent investments of the institution's endowment funds should not be classified in the PCS.

91 INDEPENDENT OPERATIONS/INSTITUTIONAL

Definition. This program includes those operations that are owned or controlled by the institution but that are unrelated to or independent of the institution's mission. Excluded from this program are those operations managed as investments of the institution's endowment funds.

Examples: Airport, bowling alley, commercial rental property, conference center, hotel, radio station, restaurant, television station, day care center (if run by the institution).

Note. An institution may use facilities space which, although under control of the institution, does not directly support specific institutional missions. The examples above suggest that such space may, however, *indirectly enhance* an institution's missions and objectives. The *Buildings to Exclude* section in Chapter 3 points out that buildings which are held by the institution purely for investment purposes should not be included in the inventory. Although the examples listed above (taken directly from the PCS) include commercial rental property, such facilities should be excluded from the facilities inventory as investment property. This classification differs from Program Code 92 (below) in that no agency or entity outside of the institution operates or controls the space.

92 INDEPENDENT OPERATIONS/EXTERNAL AGENCIES

Definition. This program includes those activities that are controlled or operated by outside agencies, but that are housed or otherwise supported in some way by the institution. Included are the government (local, state, federal) research centers; all institutionally operated research

centers should be classified within program 21, Institutes and Research Centers.

Note. Campus space which is controlled or operated by an entity independent of the institution should be classified with this code. The independent entity could be an agency of the local, state, or federal government; an autonomous foundation with ties to the institution; or even a private business. This classification differs from program 91 (above) in that the institution does not use the space (e.g., the factor of an external agency).

Application of the 91/92 Project Codes is very restricted. For application of particularly the 92 (external agency) code, a determination must be made as to whether the private/commercial group's target service (and thus market) is focused on the institutional community, i.e., faculty, staff, and students. This focus becomes a key indicator and additional element of institutional control of the actual operation. In such cases, the standard Program Codes (e.g., 55-Student Auxiliary Services, 65-Faculty and Staff Auxiliary Services, etc.) would continue to apply. As an example, a Marriott food service operation aimed at the institutional population would continue to be classified with Program Code 55, with a Category Code of 7310-Food Services. Where an institution's space is leased or rented to a private operation with no specific targeting or service provision for the institutional community, such as a bank, real estate, or brokerage firm which selects its own market target, the space is merely a cost recovery condition and should be coded 92. In either case, the institution has the option of recovering use of the space, limited only by contractual arrangements.

00 - UNASSIGNED PROGRAMS

Definition. This category is limited to classifications of facilities that are (1) not in use at the time of the inventory; and (2) special nonassignable areas which demonstrate building features that support accessibility to the mobility impaired. This program series is unique to facilities management and is not listed in the official Program Classification Structure. It consists of three programs.

01 CAPABLE OF USE

Definition. This category is limited to rooms that are not in use but are capable of use at the time of the inventory.

Examples: Inactive rooms, unassigned rooms.

Note. This program applies to assignable space which is nevertheless unassigned (e.g., an empty office) and which could be used if the institution chose to do so. If the intended use of an inactive room is not obvious, the appropriate Room Use Code is 050 (Inactive Area). A room classified under this program (01) may take a Room Use Code other than 050, however, if its intended use is apparent from its design, furniture, and/or equipment; e.g., an empty office which is planned to be eventually used as an office would be coded 310 (Office) and Program Code 01 (Capable of Use).

02 INCAPABLE OF USE

Definition. This category is limited to rooms that are not in use at the time of the inventory because they are incapable of use.

Examples: Rooms which are under or in need of alteration or renovation, rooms which have been declared structurally unsafe for use, areas scheduled for abandonment or termination.

Note. A room which is assignable area (i.e., it is not Building Service, Circulation, Mechanical, or Structural Area), but which cannot practically be assigned a use because it is under renovation, condemned, or still under construction, is classified with this code. Space coded 02 always takes a Room Use Code of 060 (Alteration or Conversion Area) or 070 (Unfinished Area). (Generally a facility is not added to the inventory until its construction is completed, but occasionally a building which is essentially completed, with much space being used, may have a relatively small amount of space which is unfinished.)

03 BUILDING SERVICE (For Nonassignable Areas Only)

Definition. The nonassignable areas to be classified here are limited to those areas collected to record the accessibility of space to mobility impaired persons, including elevators and public toilets which can accommodate the mobility impaired.

Note. This is the only Program Code which applies to nonassignable space. The reason for this is that the Room Inventory format includes specific nonassignable areas (with zero square footage indicated) which demonstrate building features that support the mobility impaired. The Room Use Codes to be used with this Program Code are 010 (Elevator), 011 (Public Men's Restroom Equipped for Mobility Impaired), 012 (Public Women's Restroom Equipped for Mobility Impaired), and 013 (Public Unisex Restroom Equipped for Mobility Impaired). This Program should not be confused with the "Building Service" Area component of nonassignable building space (see Appendix 4). While the public restrooms fall under this category, passenger elevators are part of the Circulation Area of a building.

UPDATED HEGIS CATEGORY STRUCTURE

The Category Code classifications used by Space Utilization and Analysis for the Room Inventory are an updated adaptation of a taxonomy originally developed by NCES in 1970 for use in the annual Higher Education General Information Survey (HEGIS).⁴ NCES discontinued use of the HEGIS taxonomy in favor of the Classification of Instructional Programs (CIP), originally developed in 1980. The CIP structure is not suitable to classifying and coding facilities space and no adequate replacement structure has since been developed at the national level. For this reason, either annually or biannually, an updated listing of the codes and classifications are mailed to campus Project Officers by the Space Utilization and Analysis office for use in the Room Inventory. This listing of the updated HEGIS Category Codes and names immediately follows this introduction.

Because the HEGIS classifications are more suitable for classification of facilities space than the CIP structure, these codes have been modified in meaning by institutions and state offices across the country to refer to "academic discipline" or subject areas as they apply to facilities classification. This application provides a more precise classification of space (e.g., space assigned to a Mathematics instructor within a Computer Science degree program; or to an English instructor assigned to a Secretarial Science program). Where this specific application of Category Codes as academic disciplines is not feasible, the codes may be optionally applied as space assigned to specific degree programs. Although less precise, the latter application does provide a fairly approximate classification of square footage by the Categories listed. *Category classification of space is not used to identify a campus's organizational units.*

⁴Robert A. Huff and Marjorie O. Chandler, *A Taxonomy of Instructional Programs in Higher Education*, Washington, D.C.: National Center for Educational Statistics, U.S. Office of Education, 1970.

CATEGORY CODE UPDATE LIST (2015)

PART A: Conventional Academic Disciplines (Associate/Baccalaureate degree or higher)

0000 GENERAL USE

0100 AGRICULTURE AND NATURAL RESOURCES

- 0101 Agriculture, General
- 0102 Agronomy (Field Crops, and Crop Management)
- 0103 Soils Science (Management and Conservation)
- 0104 Animal Science (Husbandry)
- 0105 Dairy Science (Husbandry)
- 0106 Poultry Science
- 0107 Fish, Game, and Wildlife Management
- 0108 Horticulture (Fruit and Vegetable Production)
- 0109 Ornamental Horticulture (Floriculture, Nursery Science)
- 0110 Agricultural and Farm Management
- 0111 Agricultural Economics
- 0112 Agricultural Business
- 0113 Food Science and Technology
- 0114 Forestry
- 0115 Natural Resources Management
- 0116 Agriculture and Forestry Technology
- 0117 Range Management
- 0198 Agricultural Science
- 0199 Other, Specify

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN

- 0201 Environmental Design, General
- 0202 Architecture
- 0203 Interior Design
- 0204 Landscape Architecture
- 0205 Urban Architecture
- 0206 City, Community, and Regional Planning
- 0298 Product Design
- 0299 Other, Specify

0300 AREA STUDIES

- 0301 Asian Studies, General
- 0302 East Asian Studies
- 0303 South Asian (India, etc.) Studies
- 0304 Southeast Asian Studies
- 0305 African Studies
- 0306 Islamic Studies
- 0307 Russian and Slavic Studies
- 0308 Latin American Studies
- 0309 Middle Eastern Studies
- 0310 European Studies, General
- 0311 Eastern European Studies
- 0312 West European Studies
- 0313 American Studies
- 0314 Pacific Area Studies
- 0391 Appalachian Studies
- 0398 International Studies
- 0399 Other, Specify

0400 BIOLOGICAL SCIENCES

- 0401 Biology, General
- 0402 Botany, General
- 0403 Bacteriology
- 0404 Plant Pathology
- 0405 Plant Pharmacology
- 0406 Plant Physiology
- 0407 Zoology, General
- 0408 Pathology, Human and Animal
- 0409 Pharmacology, Human and Animal
- 0410 Physiology, Human and Animal
- 0411 Microbiology
- 0412 Anatomy
- 0413 Histology
- 0414 Biochemistry
- 0415 Biophysics
- 0416 Molecular Biology
- 0417 Cell Biology (Cytology, Cell Physiology)
- 0418 Marine Biology
- 0419 Biometrics and Biostatistics
- 0420 Ecology
- 0421 Entomology
- 0422 Genetics
- 0423 Radiobiology
- 0424 Nutrition, Scientific (exclude Nutrition in Home Economics and Dietetics)
- 0425 Neurosciences
- 0426 Toxicology
- 0427 Embryology
- 0494 Biotechnology
- 0495 Biomathematics
- 0497 Parasitology
- 0499 Other, Specify

0500 BUSINESS AND MANAGEMENT

- 0501 Business and Commerce, General
- 0502 Accounting
- 0503 Business Statistics
- 0504 Banking and Finance
- 0505 Investments and Securities
- 0506 Business Management and Administration
- 0507 Operations Branch
- 0508 Hotel and Restaurant Management
- 0509 Marketing and Purchasing
- 0510 Transportation and Public Utilities
- 0511 Real Estate
- 0512 Insurance
- 0513 International Business
- 0514 Secretarial Studies
- 0515 Personnel Management
- 0516 Labor and Industrial Relations
- 0517 Business Economics
- 0586 Management Information Systems
- 0587 Project Management
- 0588 Industrial & Engineering Management
- 0597 Insurance and Real Estate

0599 Other, Specify

0600 COMMUNICATIONS

0601 Communication, General
0602 Journalism (Printed Media)
0603 Radio/TV
0604 Advertising
0605 Communications Media (use of videotape, film, etc., oriented specifically toward Radio/TV)
0606 Mass Multimedia Arts and Sciences
0698 Mass Communications Research
0699 Other, Specify

0700 COMPUTER AND INFORMATION SCIENCES

0701 Computer and Information Sciences, General
0702 Information Sciences and Systems
0703 Data Processing
0704 Computer Programming
0705 Systems Analysis
0706 Modeling, Virtual Environments, Simulation
0799 Other, Specify

0800 EDUCATION

0801 Education, General
0802 Elementary Education, General
0803 Secondary Education, General
0804 Junior High School Education
0805 Higher Education, General
0806 Junior and Community College Education
0807 Adult and Continuing Education
0808 Special Education, General
0809 Administration of Special Education
0810 Education of the Mentally Retarded
0811 Education of the Gifted
0812 Education of the Deaf
0813 Education of the Culturally Disadvantaged
0814 Education of the Visually Handicapped
0815 Speech Correction
0816 Education of the Emotionally Disturbed
0817 Remedial Education
0818 Special Learning Disabilities
0819 Education of the Physically Handicapped
0820 Education of the Multiple Handicapped
0821 Social Foundation (history and philosophy of education)
0822 Education Psychology (includes learning theory)
0823 Pre-elementary Education (kindergarten)
0824 Educational Statistics and Research
0825 Educational Testing, Evaluation, and Measurement
0826 Student Personnel (counseling and guidance)
0827 Educational Administration
0828 Educational Supervision
0829 Curriculum and Instruction
0830 Reading Education (methodology and theory)
0831 Art Education (methodology and theory)
0832 Music Education (methodology and theory)
0833 Mathematics Education (methodology and theory)
0834 Science Education (methodology and theory)
0835 Physical Education
0836 Driver and Safety Education
0837 Health Education (includes family life education)
0838 Business, Commerce, and Distributive Education
0839 Industrial Arts, Vocational and Technical Education

0851 Athletic Training
0852 Exercise Science
0882 Master of Arts in Teaching
0883 Sports Management
0884 Therapeutic Recreation
0892 Agricultural Education
0893 Education Administration and Supervision
0897 Educational Media
0899 Other, Specify

0900 ENGINEERING

0901 Engineering, General
0902 Aerospace, Aeronautical, and Astronautical Engineering
0903 Agricultural Engineering
0904 Architectural Engineering
0905 Bioengineering and Biomedical Engineering
0906 Chemical Engineering (includes Petroleum Refining)
0907 Petroleum Engineering (excludes Petroleum Refining)
0908 Civil Construction and Transportation Engineering
0909 Electrical, Electronics, and Communications Engineering
0910 Mechanical Engineering
0911 Geographical Engineering
0912 Geophysical Engineering
0913 Industrial and Management Engineering
0914 Metallurgical Engineering
0915 Materials Engineering
0916 Ceramic Engineering
0917 Textile Engineering
0918 Mining and Mineral Engineering
0919 Engineering Physics
0920 Nuclear Engineering
0921 Engineering Mechanics
0922 Environmental and Sanitary Engineering
0923 Naval Architecture and Marine Engineering
0924 Ocean Engineering
0925 Engineering Technologies
0992 Industrial Technology
0995 Textile Technology
0996 Biological and Agricultural Engineering
0999 Other, Specify

1000 FINE AND APPLIED ARTS

1001 Fine Arts, General
1002 Art (Painting, Drawing, Sculpture)
1003 Art (History and Appreciation)
1004 Music (Performing, Composition, Theory)
1005 Music (Liberal Arts Program)
1006 Music History and Appreciation (Musicology)
1007 Dramatic Arts
1008 Dance
1009 Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry, Metalsmithing, Interior Decoration, Commercial Art)
1010 Cinematography
1011 Photography
1094 Professional Theatre
1098 Music Industry Studies
1099 Other, Specify

1100 FOREIGN LANGUAGES

- 1101 Foreign Languages, General
- 1102 French
- 1103 German
- 1104 Italian
- 1105 Spanish
- 1106 Russian
- 1107 Chinese
- 1108 Japanese
- 1109 Latin
- 1110 Greek, classical
- 1111 Hebrew
- 1112 Arabic
- 1113 Indian (Asiatic)
- 1114 Scandinavian Languages
- 1115 Slavic Languages (other than Russian)
- 1116 African Languages (non-Semitic)
- 1196 Slavic Languages
- 1197 Germanic Languages
- 1198 Romance Languages and Literature
- 1199 Other, Specify

1200 HEALTH PROFESSIONS

- 1201 Health Professions, General
- 1202 Hospital and Health Care Administration
- 1203 Nursing
- 1204 Dentistry
- 1205 Dental Specialties
- 1206 Medicine
- 1207 Medical Specialties
- 1208 Occupational Therapy
- 1209 Optometry
- 1210 Osteopathic Medicine
- 1211 Pharmacy
- 1212 Physical Therapy
- 1213 Dental Hygiene
- 1214 Public Health
- 1215 Medical Record Librarianship
- 1216 Podiatry or Podiatric Medicine
- 1217 Biomedical Communication
- 1218 Veterinary Medicine
- 1219 Veterinary Medicine Specialties
- 1220 Speech Pathology and Audiology
- 1221 Chiropractic
- 1222 Clinical Social Work
- 1223 Medical Laboratory Technologies
- 1224 Dental Technologies
- 1225 Radiologic Technologies
- 1271 Physician Assistant
- 1272 Music Therapy
- 1280 Occupational Safety and Health
- 1281 Rehabilitation Counseling
- 1285 Health Services Management
- 1286 Pre-dental and Pre-medical
- 1287 Environmental Sciences and Engineering
- 1288 Health Administration
- 1289 Health Education
- 1290 Public Health Nursing
- 1292 Dental Hygiene Education
- 1293 Maternal and Child Health
- 1295 Epidemiology
- 1296 Health Care Management

- 1298 Environmental Health
- 1299 Other, Specify

1300 HOME ECONOMICS

- 1301 Home Economics, General
- 1302 Home Decoration and Home Equipment
- 1303 Clothing and Textiles
- 1304 Consumer Economics and Home Management
- 1305 Family Relations and Child Development
- 1306 Foods and Nutrition (includes Dietetics)
- 1307 Institutional Management and Cafeteria Management
- 1399 Other, Specify

1400 LAW

- 1401 Law, General
- 1499 Other, Specify

1500 LETTERS

- 1501 English, General
- 1502 Literature, English
- 1503 Comparative Literature
- 1504 Classics
- 1505 Linguistic (includes Phonetic, Semantics, and Philology)
- 1506 Speech, Debate, and Forensic Science (Rhetoric and Public Address)
- 1507 Creative Writing
- 1508 Teaching of English as a Foreign Language
- 1509 Philosophy
- 1510 Religious Studies (excludes Theological Professions)
- 1596 Folklore
- 1597 Philosophy and Religion
- 1599 Other, Specify

1600 LIBRARY SCIENCE

- 1601 Library Science, General
- 1699 Other, Specify

1700 MATHEMATICS

- 1701 Mathematic, General
- 1702 Statistics, Mathematical and Theoretical
- 1703 Applied Mathematics
- 1798 Mathematical Science
- 1799 Other, Specify

1800 MILITARY SCIENCES

- 1801 Military Science (Army)
- 1802 Naval Science (Navy, Marine)
- 1803 Aerospace Science (Air Force)
- 1899 Other, Specify

1900 PHYSICAL SCIENCES

- 1901 Physical Science, General
- 1902 Physics, General (excludes Biophysics)
- 1903 Molecular Physics
- 1904 Nuclear Physics
- 1905 Chemistry, General (excludes Biochemistry)

1906 Inorganic Chemistry
 1907 Organic Chemistry
 1908 Physical Chemistry
 1909 Analytical Chemistry
 1910 Pharmaceutical Chemistry
 1911 Astronomy
 1912 Astrophysics
 1913 Atmospheric Sciences and Meteorology
 1914 Geology
 1915 Geochemistry
 1916 Geophysics and Seismology
 1917 Earth Sciences, General
 1918 Paleontology
 1919 Oceanography
 1920 Metallurgy
 1993 Forensic Chemistry
 1994 Applied Sciences
 1995 Biological Chemistry
 1996 Textile Chemistry
 1997 Fiber and Polymer Science
 1998 Applied Physics
 1999 Other, Specify

2000 PSYCHOLOGY

2001 Psychology, General
 2002 Experimental Psychology (Animal and Human)
 2003 Clinical Psychology
 2004 Psychology for Counseling
 2005 Social Psychology
 2006 Psychometrics
 2007 Statistics in Psychology
 2008 Industrial Psychology
 2009 Developmental Psychology
 2010 Physiological Psychology
 2097 Psychology, School
 2099 Other, Specify

2100 PUBLIC AFFAIRS AND SERVICES

2101 Community Services, General
 2102 Public Administration
 2103 Parks and Recreation Management
 2104 Social Work and Helping Services (other than
 Clinical Social Work)
 2105 Law Enforcement and Corrections
 2106 International Public Service (other than
 Diplomatic Service
 2198 Human Services, General
 2199 Other, Specify

2200 SOCIAL SCIENCES

2201 Social Sciences, General
 2202 Anthropology
 2203 Archeology
 2204 Economics
 2205 History
 2206 Geography
 2207 Political Science and Government
 2208 Sociology
 2209 Criminology
 2210 International Relations
 2211 Afro-American (Black Culture) Studies
 2212 American Indian Cultural Studies
 2213 Mexican-American Cultural Studies
 2214 Urban Studies

2215 Demography
 2216 Coastal Geography
 2297 Rural Sociology
 2298 Public Policy Analysis
 2299 Other, Specify

2300 THEOLOGY

2301 Theological Professions, General
 2302 Religious Music
 2303 Biblical Languages
 2304 Religious Education
 2399 Other, Specify

4900 INTERDISCIPLINARY STUDIES

4901 General Liberal Arts and Sciences
 4902 Biological and Physical Sciences
 4903 Humanities and Social Sciences
 4904 Engineering and Other Disciplines
 4970 International Studies
 4972 Child Development and Family
 4974 Biomedical Physics
 4975 Women's Studies
 4977 Organizational Leadership & Mgmt
 4978 American Indian Studies
 4986 Nanotechnology
 4987 Biomedical Sciences and Math
 4988 Applied Science Technologies
 4989 Inter-Departmental Studies
 4990 Marine Sciences
 4991 International Development Technology
 4996 Environmental Studies
 4997 Peace, War, and Defense
 4998 Special Studies
 4999 Other, Specify

PART B: Technical and Occupational Specialties (Community Colleges only)

5000 BUSINESS AND COMMERCE TECHNOLOGIES

- 5001 Business and Commerce Technologies, General
- 5002 Accounting Technologies
- 5003 Banking and Finance Technologies
- 5004 Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
- 5005 Secretarial Technologies (includes Office Machines Training)
- 5006 Personal Service Technologies (Stewardess, Cosmetologist, etc.)
- 5007 Photography Technologies
- 5008 Communications and Broadcasting Technologies (Radio/TV, Newspapers)
- 5009 Printing and Lithography Technologies
- 5010 Hotel and Restaurant Management Technologies
- 5011 Transportation and Public Utility Technologies
- 5012 Applied Arts, Graphics Arts, Fine Arts Technologies (includes Advertising Design)
- 5013 Interior Design
- 5014 Graphic Arts Printing Management
- 5015 Business Administration
- 5016 International Business
- 5017 Court Reporting
- 5018 Horticulture Business Technologies
- 5019 Agriculture Business Technologies
- 5020 Fashion Merchandising & Marketing
- 5021 Clothing Construction
- 5022 Scientific Visualization Computer Graphics Technology
- 5083 Customer Service Technologies
- 5084 Real Estate (Technical Specialty)
- 5085 Real Estate (Marketing, Management, etc.)
- 5086 Insurance
- 5088 Travel and Tourism
- 5099 Other, Specify

5100 DATA PROCESSING TECHNOLOGIES

- 5101 Data Processing Technologies, General
- 5102 Key Punch Operation and Other Input Preparation Technologies
- 5103 Computer Programmer Technologies
- 5104 Computer Operation and Peripheral Equipment Operation Technologies
- 5105 Data Processing Equipment Maintenance Technologies
- 5194 Computer Engineering Applications Technologies
- 5198 Computer Operations
- 5199 Other, Specify

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES

- 5201 Health Services Assistant Technologies, General
- 5202 Dental Assistant Technologies
- 5203 Dental Hygiene Technologies
- 5204 Dental Laboratory Technologies
- 5205 Medical or Biological Lab Assistant Technologies
- 5206 Animal Laboratory Assistant Technologies
- 5207 Radiologic Technologies (X-Ray, etc.)
- 5208 Nursing, R.N. (Less than 4-year program)
- 5209 Nursing, Practical (L.P.N. or L.V.N.-less than 4- year

- 5210 Occupational Therapy Technologies
- 5211 Surgical Technologies
- 5212 Optical Technologies (includes Ocular Care, Ophthalmic, Optometric Technologies)
- 5213 Medical Record Technologies
- 5214 Medical Assistant And Medical Office Assistant Technologies
- 5215 Inhalation Therapy Technologies
- 5216 Psychiatric Technologies (includes Mental Health Aide Programs)
- 5217 Electro Diagnostic Technologies (includes E.K.G., E.E.G., etc.)
- 5218 Institutional Management Technologies (Rest Home, etc.)
- 5219 Physical Therapy Technologies
- 5220 Biomedical Equipment Technologies
- 5222 Pharmacy Technologies
- 5223 Medical Sonography
- 5224 Nursing Assistant
- 5225 Cardiovascular Sonography
- 5226 Imaging Technology
- 5227 Phlebotomy
- 5228 Speech-Language Pathology Asst.
- 5229 Dialysis Tech
- 5273 Dietetic Tech
- 5274 Therapeutic Massage
- 5275 Veterinary Medical Technologies
- 5277 Polysomnography
- 5278 Biotechnology
- 5279 Therapeutic Recreation
- 5280 Physio-Fitness and Health Technologies
- 5281 Nursing Update for Registered Nurses
- 5282 Medical Sonography
- 5283 Home and Hospital Aide
- 5284 Geriatric Technology
- 5285 Geriatric Care Assisting
- 5286 Geriatric Assistant
- 5287 Emergency Medical Science
- 5289 Drug and Alcohol Technologies
- 5290 Developmental Disabilities Technologies
- 5293 Community Mental Health
- 5294 Cytotechnology
- 5295 Surgeon's Assistant
- 5296 Electron Microscopy
- 5297 Nuclear Medicine Tech
- 5298 Radiation Therapy Technology
- 5299 Other, Specify

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES

- 5301 Mechanical & Engineering Technologies, General
- 5302 Aeronautical and Aviation Technologies
- 5303 Engineering Graphics (Tool and Machine Drafting and Design)
- 5304 Architectural Drafting Technologies
- 5305 Chemical Technologies (includes Plastics)
- 5306 Automotive Technologies
- 5307 Diesel Technologies
- 5308 Welding Technologies
- 5309 Civil Technol. (Surveying, Photogram., etc.)
- 5310 Electronics and Machine Technologies (TV, Appliance, Office Machine Repair, etc.)

5311 Electromechanical Technologies
 5312 Industrial Technologies
 5314 Instrumentation Technologies
 5315 Mechanical Technologies
 5316 Nuclear Technologies
 5317 Construction and Building Technologies
 (Carpentry, Electrical Work, Plumbing, Sheet
 Metal, Air Conditioning, Heating, etc.)
 5318 Architectural Technologies
 5319 Facilities Service Technician
 5320 Metal Engraving
 5321 Marine/Diesel Mechanics
 5322 Masonry
 5323 Air Traffic Control
 5324 Upholstery/Upholstery Cutting and Sewing
 5327 Wood Production Crafts
 5328 Jewelry Production Crafts
 5329 Fiber Production Crafts (Weaving)
 5330 Pottery Production/Clay Production Crafts
 5331 Tool & Die Making
 5332 Quality Assurance Technician
 5333 Auto Body Repair
 5334 Auto Restoration
 5335 RV Repair
 5369 Laser and Electro-Optics Technologies
 5370 Chemical Engineering Technologies
 5371 Truck Driver Training
 5372 Motorcycle Mechanics
 5373 Heavy Equipment Operator
 5374 Heavy Equipment Mechanics
 5375 Packaging Machinery Servicing
 5376 Manufacturing Engineering Technologies
 5377 Manufacturing Resources Planning
 5378 Industrial Plant Maintenance
 5379 Industrial Pharmaceutical Technologies
 5380 Gunsmithing
 5381 Furniture Production Supervision Technologies
 5382 Furniture Production Management
 5383 Furniture Production Assistant
 5384 Furniture Drafting and Product Development
 5385 Commercial and Industrial Refrigeration
 5386 Machinist
 5387 Telephone (Technical Specialist)
 5388 Telecommunications Equipment Technologies
 5389 Micro-electronic Technologies
 5390 Sawyer
 5391 Saw Filer
 5392 Boat Building
 5393 Industrial Electricity/Motors and Controls
 5394 Industrial Electricity
 5395 Electronics Engineering Technologies
 5396 Automation/Robotics Technologies
 5398 Small Engine and Equipment Repair
 5399 Other, Specify

5400 NATURAL SCIENCE TECHNOLOGIES

5401 Natural Science Technologies, General
 5402 Agriculture Technologies, (includes Horticulture)
 5403 Forestry and Wildlife Technologies (includes
 Fisheries)
 5404 Culinary Technologies
 5406 Marine and Oceanographic Technologies
 5407 Laboratory Technologies, General
 5409 Taxidermy
 5410 Lumber Specialist

5411 Forest Management Technologies
 5412 Forestry Skills
 5413 Wood Products

 5414 Meat Processing
 5415 Swine Management Technology
 5416 Pulp and Paper
 5486 Environmental Science Technologies (Waste,
 Water Tech)
 5487 Waste Water Treatment Plant Operator
 5488 Soil and Water Conservation Technologies
 5489 Retail Floriculture
 5490 Greenhouse and Ground Maintenance
 5491 Floral Design and Commercial Horticulture
 5492 Dairy Management Technologies
 5493 Commercial Fishing
 5494 Equine Technology
 5495 Landscape Gardening
 5496 Agricultural Science and Mechanization
 5497 Viticulture and Enology
 5499 Other, Specify

5500 PUBLIC SERVICE RELATED TECHNOLOGIES

5501 Public Service Technologies, General
 5503 Education Technologies (Teacher Aid and 2-year
 Teacher Training Programs)
 5504 Library Assistant Technologies
 5505 Police, Law Enforcement, Corrections
 Technologies
 5506 Recreation and Social Work Related Technologies
 5507 Fire Control Technology
 5508 Public Administration and Management
 Technologies
 5509 Associate Degree Program for Vocation Instructors
 5510 Industrial Safety, Security and Health
 Management Technologies
 5511 Early Childhood Associate
 5512 Child Care Worker
 5513 Paralegal Technologies
 5514 General Occupation Technologies
 5582 Human Services Technologies
 5583 Military Science Technologies
 5584 New and Expanding Industry
 5585 Human Resource Development (HRD)
 5586 General Education Development (GED)
 5587 General Education
 5588 Compensatory Education (CED)
 5589 College Transfer
 5590 Adult High School Diploma (AHSD)
 5591 Adult Basic Education (ABE)
 5592 Home and Family Living Specialist
 5593 Funeral Service Education
 5594 Postal Service Technology
 5595 Special Education Associate
 5596 Interpreter Training
 5597 Recreational Grounds Maintenance Technologies
 5598 Parks and Outdoor Recreation Resources
 5599 Other, Specify

PART C: The Support Categories

6600 Extension Services

- 6610 Agriculture & Related Industries
- 6620 Social & Economic Development
- 6630 Quality of Living
- 6640 International Extension
- 6650 Urban Extension Service

7100 Student Development

- 7110 Student Activities
- 7120 Cultural Events
- 7130 Student Organizations
- 7140 Recreation
- 7150 Intramural Athletics

7200 Intercollegiate Athletics

- 7201 Baseball
- 7202 Basketball
- 7203 Boxing
- 7204 Diving
- 7205 Fencing
- 7206 Football
- 7207 Golf
- 7208 Gymnastics
- 7209 Ice Hockey
- 7210 Lacrosse
- 7211 Rowing
- 7212 Rugby
- 7213 Skiing
- 7214 Soccer
- 7215 Swimming
- 7216 Tennis
- 7217 Track & Field
- 7218 Wrestling
- 7219 Volleyball
- 7220 Field Hockey
- 7221 Softball

7300 Supporting Services

- 7310 Food Services
- 7320 Health Services
- 7330 Housing Services
- 7340 Retail Services & Concessions

7400 Special Student Services

- 7410 Veterans
- 7420 Foreign Students
- 7430 Disadvantaged
- 7440 Physically Handicapped

8100 Central Operations

- 8110 Executive Direction
- 8120 Planning & Programming
- 8130 Legal Services
- 8140 Fiscal Control
- 8150 Investments
- 8160 Administrative Support
- 8165 Space Management
- 8170 Environmental Health & Safety
- 8175 Alumni Relations
- 8180 Community Relations
- 8185 Development

8200 Functional Operations

- 8210 Fiscal Operations
- 8220 Student Admissions & Records
- 8230 Employee Personnel & Records
- 8240 Purchasing & Materials
- 8250 Communication & Services
- 8260 Transportation Services
- 8270 Telecommunications Services

8300 Maintenance Operations

- 8310 Utility Plants
- 8320 Building Maintenance
- 8330 Grounds Maintenance
- 8340 Custodial Services

8400 Plant Expansion & Modification(Noncapital)

- 8410 New Building Construction
- 8420 Facility Remodeling
- 8430 Landscaping & Grounds Modif.

Chapter 5. Space Utilization

This chapter provides the data elements, data collection procedures, and reporting formats which serve as the basis for developing the Instructional Space Utilization File. North Carolina's public and some private institutions of higher education have been reporting this data with guidance from authorities at UNC General Administration since 1967. The information gathered by this survey provides important facilities management information such as average and total room hours of instruction, student clock hours for classrooms and laboratories, percent student station utilization, capacity/enrollment ratio, and square feet of academic facilities per full-time equivalent (FTE) student. In summary, information from this survey coupled with the facilities inventory provide data to establish strategic directions, to build support for additional resources (space), and increasingly, used for accountability measures.

5.1 Instructional Space Utilization Data

The Instructional Space Utilization file consists of the *fall term* class enrollments after the "drop-add" period. This file should include all *credit and noncredit* courses held in facilities controlled exclusively by an institution. This data is based on a central file consisting of the teaching schedules of the individual instructors.

5.1.1 Courses to be Included in the Utilization File

- All classes/labs which meet in rooms recorded on the Room Inventory for a duration of at least eight continuous weeks, regardless of whether the courses are credit or noncredit or degree/nondegree related.
- Room utilization credit is given for a *series* of short classes/labs meeting in a given room over a period of at least eight weeks. For example, a series of two-week real estate classes which utilize a room over a period of eight weeks may be collapsed into one class record. Number of students and room hours per week would reflect the *average weekly* counts for the period. Conducting short courses in a series within a given room is commonly referred to as "piggy back" scheduling.
- All indoor instruction should be listed regardless of the type of room in which the course is conducted. Outdoor instruction should not be included unless a specific room is reserved for indoor meetings of the class.
- Supervised practice labs common in music, art, foreign languages, etc., *should* be included. Unsupervised "open" labs are also included (see page ?)
- Irregularly scheduled classes, which meet at different times in a given week and require more than one line entry, are also included. If a class meets at 8:00 AM on Monday, 9:00 AM on Wednesday, and 10:00 AM on Friday, three lines are required for the class. Instruction can be

summarized and reduced to a one-line entry if it does not cause overutilization of the room. For example, if a music instructor teaches 5 students individually for a half hour two times a week between 0800 and 1700 hrs, the instruction can be summarized by showing one period of music instruction from 0800 to 0900 on Monday for 5 students. The objective is to retain the accurate *room hours* (hours the room is used) per week and *student clock hours* (number of students x number of hours x number of days) per week.

- "Open" or "learning" laboratory instruction should also be included. If a student is required to attend an open lab as part of a course, the required weekly contact hours should be reported. Time spent in learning labs or study rooms on a voluntary basis by a student should not be part of the utilization report. The procedure for calculating and reporting utilization of learning labs is as follows:

Three figures are needed:

A = number of students enrolled in the class at the end of the drop-add period

B = the average number of weekly contact hours per student (how many hours of lab time a student must log)

C = the number of hours the lab is open each week

For purposes of utilization reporting, the average number of students in the room at a given time should be computed as follows:

$$\frac{A \times B}{C}$$

(Note: Round to the nearest whole number)

The days and the beginning and ending hours reflecting the time the lab is open and available for use should be reported. If the lab is open for more than four consecutive hours, the classes should be broken into separate listings of no more than four hours each.

Example: An institution offers an introductory accounting course using a self-paced learning lab arrangement. By the end of the drop-add period for the fall term, 150 students were enrolled in the course. The learning lab supervisor estimated that each student in this course averaged three hours per week of instructional work in the lab in connection with this course. The lab is open from 8:00 am until 6:00 p.m., Monday through Friday, and noon until 6:00 p.m. on Saturday.

The number of students to be reported on the utilization form would be:

$$\frac{150 \times 3}{56} = 8.036 \text{ or eight students}$$

Because the lab is open for more than four consecutive hours, the accounting course should be broken down into separate class listings of no more than four hours each as shown below:

Days <u>M T W T F S</u>	Begin <u>Hour</u>	End <u>Hour</u>	No. of <u>Students</u>	=	Room Hrs <u>Per Week</u>	Student <u>Clock Hrs.</u>
X X X X X	0800	1200	8		20	160
X X X X X	1200	1600	8		20	160
X X X X X	1600	1800	8		10	80
	X	1200	1600	8	4	32
	X	1600	1800	8	<u>2</u>	<u>16</u>
					56	448

The result is an accurate reporting of room use hours per week (in this case 56) and student clock hours generated (448).

5.1.2 Courses to be Excluded from the Utilization File

- Classes held in buildings not controlled exclusively by the institution should not be included. A good example is the use of public school buildings not owned by the institution and used for practice teaching or evening adult education courses.
- Independent study courses, practicums, and internship courses should not be included. Examples are student teaching, team sports participation for credit, newspaper internships, social work in the community for credit, etc.
- Cancelled classes (0 students assigned) should be excluded from the file. A class listing with zero students usually indicates that the class (or class section) has been cancelled. These records should be deleted from the course listings.
- Physical education classes such as tennis, softball, football, archery, soccer, etc., should not be counted; these classes do not utilize instructional space unless a specific indoor room is reserved for the class for use during inclement weather. In such cases, the class listings will be counted.
- Classes not previously arranged, or "TBA's", should be updated to show the times, place, and number of students before entry on the file. Thus "TBA" should not appear on any class record; it will only result in a prompt for the missing data. Where formal or regular schedules for instruction with the presence of an instructor are not maintained (e.g., courses such as music

practice, art, honors, research, and thesis); or where class schedules are arranged informally or periodically, it will be necessary to determine and record the normal class location, the average days and hours scheduled, and the number of students attending.

- Classes meeting less than eight continuous weeks should be excluded unless a series of short "piggy-back" classes uses the room for at least eight continuous weeks.

5.2 Utilization Data Elements

The campus Utilization File consists of 14 data elements or information items. The Group Number and Record Type are included for data processing purposes only. Together these items constitute one class/lab record on the file. Table 5-1 below lists these data elements. *Lecture Lab field is no longer collected and that space is used for allowing longer section numbers.*

TABLE 5-1: Utilization File Data Elements

Campus Number	Beginning Hour
Group Number	Ending Hour
Instructor Name	Building Number
Course Name	Room Number
Course Number	Number of Students
Section Number	Sequence Number
Days	Record Type

5.2.1 Campus Number

This three-digit number serves as the unique identifier for each institution in the survey. As with the Group Number, it should appear on each record of each of the three major files: Building, Room, and Utilization. Table 3-3 presents a listing of all assigned campus numbers. A list of all utilization data elements in machine format, with field lengths, positions (columns), and field characteristics is shown in Table 5-2.

File Format. Three numeric characters; leading zeros.

Table 5-2: Utilization File Machine Format

VARIABLE	LENGTH	COLUMN(S)	ALPHA/NUMERIC	LEADING ZEROS	REQUIRED
Campus Number	3	1-3	Numeric	yes	yes
Group Number	1	4	Numeric	-	yes
Instructor Name	8	5-12	Alpha	-	-
Course Name	4	13-16	Alpha	-	yes
Course Number	5	17-21	Alpha or Numeric	-	yes
Section Number	3	22-24	Alpha or Numeric	-	yes
Days	6	25-30	Alpha	-	yes
Beginning Hour	4	31-34	Numeric	yes	yes
Ending Hour	4	35-38	Numeric	yes	yes
Building Number	3	39-41	Numeric	yes	yes
Optional Alpha Suffix	1	42	Alpha	-	-
Room Number	5	43-47	Alpha or Numeric	yes	yes
Optional Alpha Suffix	1	48	Alpha	-	-
Number of Students	3	49-51	Numeric	yes	yes
Sequence Number	4	72-75	Numeric	yes	yes
Record Type	1	80	Numeric (5)	-	yes

80-Length Record

5.2.2 Group Number

The Group Number is a single-digit identifier used by the Space Utilization and Analysis office for division of the 79 campuses into groupings for central data collection and processing tasks. The group divisions are outlined in Table 3-3 on page ?.

File Format. One numeric character.

5.2.3 Instructor Name

This is the last name or last name and first name initial of the instructor teaching the course. This information is useful for resolving class identification problems, but is not considered a critical data item.

File Format. Eight alpha characters.

5.2.4 Course Name

This is the descriptive name of the course (catalog name). The institution-applied abbreviation or acronym for the course name should be used (four letter maximum). Examples are HIST, ENGL, MATH, PHYS, etc.

File Format. Four alpha characters.

5.2.5 Course Number

This is the number used to identify courses on an institution's schedule and catalog. Examples are Math 0101, Pols 0202, Mus 0390, etc. Neither leading zeros nor right/left justification is required.

File Format. Four alpha-numeric characters; one alpha suffix.

5.2.6 Section Number

This item needs to be entered only if the same course is being offered at two different times in the fall term. Campuses use both numbers and/or letters for this identifier.

File Format. Three alpha-numeric characters.

5.2.7 Days

An "X" entered under the appropriate abbreviation for the day of the week (M T W T F S) indicates the day(s) a class meets. "M", "T", "W", etc., should not be used. As it is a rare occurrence on campuses, space is not provided for Sunday classes. In the case of a few Sunday classes, the data should be assigned to another day of the week where no conflict exists.

File Format. Six alpha characters ("X" only). (UNC campuses use "Y" on CLF)

5.2.8 Beginning Hour

This is a four-digit number denoting the time a class starts. The 24-hour clock system of hours (military time) is the proper format. For example, if a class meets at 8:15 A.M, the time should be recorded as "0815." If the class meets at 1:15 P.M., the time should be recorded as "1315." Any class beginning times occurring after 12:59 P.M. can be converted by adding 1200 to the standard "P.M." time.

File Format. Four numeric characters; leading zeros.

5.2.9 Ending Hour

This is a four-digit number denoting the time a class ends using the 24-hour clock system described above. The difference between the beginning time and the ending time for any class should not exceed four hours. If there is a legitimate class period in excess of four consecutive hours, it should be broken down into smaller blocks of time. Example: NURS 301 held on M W F from 1300 to 1800 hours should be reported as shown below:

Course	Number	Days					Beg Hr	End Hr
		M	T	W	TH	F		
NURS	301	X	X		X	1300	1700	
NURS	301	X	X		X	1700	1800	

File Format Four numeric characters; leading zeros.

5.2.10 Building Number

The number which appears to the left of the building name on the "Building Characteristic Report" is the number assigned to the building by the campus. If the numbering system used by a campus registrar office differs from the numbering system on the campus Room Inventory, a crosswalk to the inventory numbers should be used to generate the Building Numbers for this report. If a Building Number has an alpha suffix, it should be listed in the alpha space rather than in the primary part of the Building Number field. (See the description of the Building Number data element in Chapter 3.)

File Format. Three numeric characters, leading zeros; alpha suffix as appropriate.

5.2.11 Room Number

The numbers assigned to rooms where instruction occurs should match the numbers appearing on the campus Room Inventory. If a room has an alpha suffix, it should be listed in the alpha space rather than in the primary part of the Room Number field. Leading zeros should be used as they appear on the Room Inventory. (See description of the Room Number data element in Chapter 4).

File Format. Five alpha-numeric characters; leading zeros; alpha suffix as appropriate.

5.2.12 Number of Students

The number of students enrolled in the class as of the end of the fall drop-add period should appear in this field.

File Format. Three numeric characters; leading zeros.

5.2.13 Sequence Number

The Sequence Number is a unique number or identifier assigned to each data record to facilitate editing and data processing. Numbers do not have to be in sequence (although sequential order is preferable), and any number may be omitted provided no number is used more than once. Leading zeros should be added.

File Format. Four numeric characters; leading zeros.

5.2.14 Record Type

The number "5" identifies the data record as a utilization record. This distinguishes utilization from building and room data, which have Record Type numbers of "2" and "3", respectively.

File Format. One numeric character ("5").

5.3 Reporting Formats and Method of Delivery

The room utilization report is submitted electronically in all of the following described methods.

- The community college system submits the utilization report to a server at UNC General Administration to a directory named: uncg/ftp/cc. All community college utilization data is written out to a file using the "Instructional Space Utilization Report" found in the ST application which is part of the Colleague software. Instructions can be found in Appendix 3.
- The 17 campuses that comprise the University of North Carolina system report utilization using an interface created by the Banner and Oracle software packages to produce a file named the Course Location File, or CLF. This interface references the Course Description Table File (CDTF)

and the Student Courseload File (SCF) to build the CLF. Once the CLF is constructed, the file is run and edits identify problems to be resolved before the final file is submitted to GA.. The CLF data layout and instructions can be found in appendix 4.

- The private campuses report with a flat file ascii text format via email, as there is not a standard reporting software used by the various participating campuses.

Edits and Problem Resolutions

Utilization data submitted to the Space Utilization and Analysis office from the UNC system campuses, community colleges, and private institutions should be reviewed carefully for errors before the file is transmitted to UNCGA. Some problem resolution is usually required as all potential file occurrences cannot be programmed into edit routines. The Space Utilization and Analysis office runs a computer "CONFLICT" program that bounces an institution's final utilization submission against the latest Room Inventory received from that institution. Appendix 5 is an example page of the resulting "UTILIZATION VISUAL EDIT" printout. The data received from an institution appears from left to right on this printout sorted by Building Number, Room Number, and Beginning Time. Two additional data items, "NUM STA" (number of stations in the room) and "ROOM CODE" (room use classification) are included from the Room Inventory file for editing purposes. Problems are noted in the columns at the right of the printout in four columns:

1. **NOT APP** - This room has a room use classification (code) on the inventory that is not appropriate for holding a class or lab (such as a storage room, bathroom, etc.). Often classes are held in meeting rooms (code 680) or conference rooms (code 350) and are legitimate. The question arises as to the *primary* use of these rooms and whether or not they should be coded as classrooms or labs. A double asterisk (**) flags this problem.
2. **OVER UTIL** - The number of students exceeds the number of stations (according to the room inventory) by more than twenty percent. The student count for that class should be verified, or possibly the station count is in need of updating on the Room Inventory. The error message "OU" flags this problem.
3. **DNE** - The indicated room "does not exist" on the Room Inventory for that building or there is no match for that Building Number. A change on either the utilization record, or the Room Inventory is needed to resolve this problem. The error message "DNE" flags this nonexistent Building Number-Room Number combination.
4. **CONFLICT** - Classroom or laboratory sessions are meeting (or overlapping) on the same day or time in the same room. Course beginning and ending times or classroom assignments should be reviewed to solve this problem. A triple asterisk (***) flags this problem. The conflicting session(s) are identified on the next line by their Sequence Number(s).

Any Utilization problems remaining after files have been reviewed and transmitted to the Space Utilization and Analysis office will be resolved by either electronic resolution or by reporting the corrections by telephone.

Chapter 6. Publications, Reports, and Standards

6.1 Annual Reports

Financial conditions and demands for greater accountability mean increased pressure on the institutions of higher education in North Carolina to justify capital requests. Institutions must constantly monitor and measure their current facilities, faculty, and student population to determine how well they are utilizing their space. Data collected each year and published in the annual Facilities Inventory and Utilization Study can assist colleges and universities in communicating their facilities needs more effectively, build credibility, and develop their case for additional financial support. Chapter 1 of this manual includes a general description of this publication, which is developed and published on the web at:

<http://www.northcarolina.edu/?q=academic-policy-planning-and-analysis/publications>

The following is listing of the summary analysis tables in the study.

Utilization of Instructional Space

1. Capacity/Enrollment Ratio
2. Square Feet of Academic Facilities Per FTE Student
3. Average Weekly Room Hours of Instruction in Classrooms
4. Average Weekly Room Hours of Instruction in Class Laboratories
5. Average Weekly Use of Student Stations in Classrooms
6. Average Weekly Use of Student Stations in Class Laboratories
7. Percent Student Station Utilization, Classrooms and Class Laboratories
8. Student Clock Hours of Instruction
9. Space Factors
10. Range of Selected Space Utilization Indices
11. Space Standards
12. FTE Enrollments

Interior Space Characteristics

13. Net-to-Gross Ratio
14. Percentage Distribution of Assignable Area by Summary Programs
 - 14a. Instruction, Research & Public Service Subprograms
 - 14b. Academic Support Subprograms
 - 14c. Student Service and Physical Plant Operations Subprograms
 - 14d. Institutional Administration, Independent Operations & Unassigned Subprograms
15. Assignable Area by Room Code
16. Assignable Square Feet Per Student Station for Classrooms
17. Assignable Square Feet Per Student Station for Class Laboratories

Building Characteristics

18. Ownership of Buildings
19. Capital Investment, Non-Residential Buildings
20. Capital Investment, Residential Buildings
21. Age of Buildings Reported by Gross Square Feet
22. Condition of Buildings
23. Estimated Cost to Renovate or Replace Unsatisfactory Facilities

Accessibility of Facilities to the Mobility Impaired

24. Accessible Area As a Percentage of Assignable
25. Accessible Area by Summary Programs

- 25a. Instruction, Research & Public Service Subprograms
- 25b. Academic Support Subprograms
- 25c. Student Service and Physical Plant Operations Subprograms
- 25d. Institutional Administration, Independent Operations & Unassigned Subprograms
- 26. Accessible Area by Room Code

6.2 Individual Campus Building and Room Reports

Three types of reports are generated from a campus's building and room data and provide detailed information beyond the summary reports found in the annual Facilities and Utilization Study. These reports allow a campus to closely examine how their space is assigned. These reports are:

- The Building and Room Characteristic Reports (Figure 6-1 and Figure 6-2) are the standard printouts of the Building and Room Inventory. All of the building and room file data elements appear on these reports with the exception of Group Number and Record Type. Totals for Assignable, and Accessible Area, based on aggregation of room square footages, are printed at the end of the Building and Room Inventory for each building.
- A set of four square footage distribution reports detail the assignment of space by room and program codes (Figures 6-3 through 6-6):
 - (1) "Campus Room Data--Distribution of Assignable Area by Summary Programs and Rooms Codes" tables campus square footages by individual and summary (100-series) Room Use Codes and summary Programs (10-series) Campus totals are given for both sets of classifications.
 - (2) "Campus Room Data--Distribution of Assignable Area by Subprograms and Room Codes" presents the same information using individual Program Codes instead of summary series.
 - (3) "Campus Room Data--Distribution of Accessible Area by Summary Programs and Room Codes" presents the same information in (2) above for *accessible* area.
 - (4) "Campus Room Data--Distribution of Accessible Area by Subprograms and Room Codes" presents the same information as (3) above, also for *accessible* area.

FIGURE 6-1: Building Characteristics Report

FALL 1998		N.C. COMMISSION ON HIGHER EDUCATION FACILITIES										FALL 1998		PAGE 2	
CAMPUS #007 UNC AT ASHEVILLE		BUILDING CHARACTERISTIC REPORT													
BLDG NO	RES OR NRES	OWN SHP	YEAR CONST	ESTIMATED REPLACE- MENT COST	LAST RENOVATION COST YEAR	BLDG COND	AIR COND	ACCESS- IBLE AREA	ASSIGN- ABLE AREA	GROSS AREA	BUILDING COST	NO OF FLRS	LAST UP- DATE		
029	2	2	1987	5,494,423		1	6	41,877	41,877	64,840	4,230,000	4	90		
030	1	1	1990	6,690,803		1	6	36,622	36,622	64,000	5,690,000	4	97		
031	1	1	1990	5,973		1	1	484	484	509	5,000	1	90		
032	2	2	1994	4,407,422		1	6	22,657	22,657	40,032	3,950,000	3	97		
033	1	1	1965	362,636		3	1	0	4,500	4,920	181,000	2	97		
034	1	2	1995	4,692,936		1	6	13,765	13,765	60,792	4,290,000	1	98		
*** CAMPUS #007 TOTALS:				\$81,701,412				513,829	585,129	911,167	\$51,955,577				

FIGURE 6-2: Room Characteristic Report

FALL	N.C. COMMISSION ON HIGHER EDUCATION FACILITIES										FALL 1998	
CAMPUS #007 UNC-ASHEVILLE	ROOM CHARACTERISTIC REPORT											
BLDG # 002 CARMICHAEL HALL	ROOM NO	ROOM USE NAME	ROOM CODE	STA-TIONS	AREA SQ. FT.	PROGRAM NAME	PROG CODE	CATEGORY NAME	CATG CODE	PRO-RATION	INSTITUTIONAL DATA	LAST ACC UP CD DATE
00218	OFFICE		310	0001	176	UNASGD CAPABLE USE	01				VACANT	1 97
00219	OFFICE		310	0001	146	GEN ACAD INSTR	D/R 11	SPANISH	1105		ANDRADE	1 98
00220	OFFICE		310	0001	94	GEN ACAD INSTR	D/R 11	FRENCH	1102		WELDON	1 98
00221	OFFICE		310	0001	95	GEN ACAD INSTR	D/R 11	FRENCH	1102		OBERGFELL	1 90
00222	OFFICE		310	0001	77	GEN ACAD INSTR	D/R 11	GERMAN	1103		STERN	1 98
00224	OFFICE SERV		315		99	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		RECEPTION	1 98
00225	OFFICE		310	0001	91	GEN ACAD INSTR	D/R 11	SPANISH	1105		HASSKAMP/TURNER	1 96
00226	OFFICE SERV		315		219	GEN ACAD INSTR	D/R 11	HUMANITIES & SOC SC	4903		HUMANITIES RESOURCE	1 98
00227	OFFICE		310	0001	231	GEN ACAD INSTR	D/R 11	HUMANITIES & SOC SC	4903		HUMANITIES SECRETARY	1 97
00228	OFFICE		310	0001	240	GEN ACAD INSTR	D/R 11	HUMANITIES & SOC SC	4903		OFFICE, HUM DIRECTOR	1 92
00230	CLASSROOM		110	0040	812	GEN ACAD INSTR	D/R 11	GENERAL USE	0000		GENERAL PURPOSE	1 97
00231	CLASSROOM		110	0040	812	GEN ACAD INSTR	D/R 11	GENERAL USE	0000		GENERAL PURPOSE	1 97
00232	CLASSROOM		110	0040	812	GEN ACAD INSTR	D/R 11	GENERAL USE	0000		GENERAL PURPOSE	1 97
00237	SPEC CL LAB SERV		225		332	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		COUNSEL ROOM (EQFT)	1 98
00238	OFFICE		310	0001	163	GEN ACAD INSTR	D/R 11	GERMAN	1103		BAYAN	1 90
00239	OFFICE		310	0001	54	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		BULLOCK/KILLOUGH	1 98
00240	SPEC CL LAB SERV		225		54	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		REPAIR STOCK ROOM	1 98
00241	OFFICE SERV		315		60	GEN ACAD INSTR	D/R 11	HUMANITIES & SOC SC	4903		RESOURCE ROOM	1 98
00242A	SPEC CLASS LAB		220	0032	656	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		LANGUAGE LAB	1 98
00242B	OFFICE		310	0001	84	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		H KIRBY	1 98
00242C	OFFICE		310	0001	100	GEN ACAD INSTR	D/R 11	FOR LANGUAGES GENRL	1101		L. TATUM	1 98
00299	ELEVATOR		010		0	BUILDING SERVICE	03					1 89

BLDG. # 002 TOTAL GROSS AREA: 31,441 SQ. FT.
TOTAL ASSIGNABLE AREA: 18,975 SQ. FT.
TOTAL ACCESSIBLE AREA: 18,975 SQ. FT.

FIGURE 6-3: Distribution of Assignable Area by Summary Programs and Room Codes

REPORT 3A: CAMPUS ROOM DATA--DISTRIBUTION OF ASSIGNABLE AREA BY SUMMARY PROGRAMS AND ROOM CODES - FALL 1998
 CAMPUS=#007 UNC AT ASHEVILLE

ROOM CODES:	SUMMARY PROGRAM												TOTAL	
	INSTRUC-	RESEARCH	PUBLIC	ACADEMIC	STUDENT	INST'L	PHYSICAL	INDEPEN	UN-					
	TION	20	SERVICE	SUPPORT	SERVICE	ADMINIS	PLANT	OPERAT	ASSIGNED	ASSIGN	ASSIGN	ASSIGN		ASSIGN
10	20	30	40	50	60	70	90	00	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	
ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN
SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.
050 INACTIVE AREA													72	72
060 ALTER OR CONV													3099	3099
070 UNFINISHED AREA													5314	5314
110 CLASSROOM	37347					841								38188
115 CLASSROOM SERV	409													409
210 CLASS LAB	30458													30458
215 CLASS LAB SERV	6390	130		29	80									6629
220 OPEN LABORATORY	16158											568		16726
225 OPEN LAB SERVICE	1212													1212
250 RES/NON-CLASS LAB	5509	1390										645		7544
255 RES/NON-CL LAB SV	160	130												290
310 OFFICE	31819	570	808	6685	11327	15168	3264	5606	296					75543
315 OFFICE SERVICE	2505		1031	1948	1809	1890	133	865						10181
350 CONFERENCE ROOM	3063			1003	320	208	191	283						5068
355 CONFERENCE RM SVC	363			10										373
410 STUDY ROOM	1637			8694	3614									13945
420 STACK				5573										5573
430 OPEN ST STUDY RM	196			43349	210									43755
440 PROCESSING ROOM				6513										6513
455 STUDY SERVICE				5704										5704

FIGURE 6-4: Distribution of Assignable Area by Subprograms and Room Codes

REPORT 3B: CAMPUS ROOM DATA--DISTRIBUTION OF ASSIGNABLE AREA BY SUBPROGRAMS AND ROOM CODES - FALL 1998

CAMPUS #007 UNC AT ASHEVILLE

ROOM CODES:	SUBPROGRAM											
	PHYSIC-AL PLANT ADMINIS	BUILD-ING MAINTEN	CUSTO-DIAL SERVC	UTILI-TIES	LANDSCP-GROUNDS MAINT	INDEP-OPNS EXT AGENCY	UNASSGD CAPABLE OF USE	UNASSGD INCAPAB OF USE	ASSIGN	ASSIGN	ASSIGN	ASSIGN
	71	72	73	74	75	92	01	02				
	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN	ASSIGN
	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.	SO. FT.
050 INACTIVE AREA								72				
060 ALTERATION OR CONVERSION												3099
070 UNFINISHED AREA												5314
110 CLASSROOM												
115 CLASSROOM SERVICE												
210 CLASS LABORATORY												
215 CLASS LABORATORY SERVICE												
220 OPEN LABORATORY										568		
225 OPEN LABORATORY SERVICE												
250 RESEARCH/NON-CLASS LAB										645		
255 RES/NON-CLASS LAB SERV												
310 OFFICE	1615		147	1318	184	5606	296					
315 OFFICE SERVICE	133						865					
350 CONFERENCE ROOM	191						283					
355 CONFERENCE ROOM SERVICE												
410 STUDY ROOM												
420 STACK												
430 OPEN STACK STUDY ROOM												
440 PROCESSING ROOM												

FIGURE 6-5: Distribution of Accessible Area by Summary Programs and Rooms Codes

REPORT 4A: CAMPUS ROOM DATA--DISTRIBUTION OF ACCESSIBLE AREA BY SUMMARY PROGRAMS AND ROOM CODES - FALL 1998

CAMPUS #007 UNC AT ASHEVILLE

ROOM CODES:	SUMMARY PROGRAM											TOTAL
	INSTRUC- TION 10	RESEARCH 20	PUBLIC SERVICE 30	ACADEMIC SUPPORT 40	STUDENT SERVICE 50	INST'L ADMINIS 60	PHYSICAL PLANT 70	INDEPEN OPERAT 90	UN- ASSIGNED 00	ACCESS	ACCESS	
	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.
050 INACTIVE AREA												72
060 ALTER OR CONV												2096
070 UNFINISHED AREA												5314
110 CLASSROOM	37347		841									38188
115 CLASSROOM SERV	409											409
210 CLASS LAB	30458											30458
215 CLASS LAB SERV	6105	130		29	80							6344
220 OPEN LABORATORY	16158										568	16726
225 OPEN LAB SERVICE	1212											1212
250 RES/NON-CLASS LAB	5509	1390									645	7544
255 RES/NON-CL LAB SV	160	130										290
310 OFFICE	31085	570	808	6685	9387	10803	3128	5606	296			68368
315 OFFICE SERVICE	2400		1031	1948	1809	1309	133	865				9495
350 CONFERENCE ROOM	3063			1003	320		191	283				4860
355 CONFERENCE RM SVC	363			10								373
410 STUDY ROOM	1637			8694	3402							13733
420 STACK				5573								5573
430 OPEN ST STUDY RM	196			43349	210							43755
440 PROCESSING ROOM				6513								6513
455 STUDY SERVICE				1204								1204

FIGURE 6-6: Distribution of Accessible Area by Subprograms and Room Codes

REPORT 4B: CAMPUS ROOM DATA--DISTRIBUTION OF ACCESSIBLE AREA BY SUBPROGRAMS AND ROOM CODES - FALL 1998
 CAMPUS=#007 UNC AT ASHEVILLE

ROOM CODES:	SUBPROGRAM															
	GENERAL INST & ACAD INSTRU	RES CTRS	INDIV/PROJECT RESRCH	COMMUNITY SERVICE	LIBRARY SERVICES	MUSEUM & GALLER	EDUC MEDIA SERVICES	ACAD COMPUT SUPPORT	ACAD-EMIC ADMIN	STUD SERVICE ADMIN	SOCIAL/CULTUR DEVEL	COON/CAREER GUID	ACCESS	ACCESS	ACCESS	ACCESS
	11	21	22	33	41	42	43	44	46	51	52	53				
	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS	ACCESS
	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.	SQ. FT.
050 INACTIVE AREA																
060 ALTERATION OR CONVERSION																
070 UNFINISHED AREA																
110 CLASSROOM	37347			841												
115 CLASSROOM SERVICE	409															
210 CLASS LABORATORY	30458															
215 CLASS LABORATORY SERVICE	6105	1301	29									80				
220 OPEN LABORATORY	16158															
225 OPEN LABORATORY SERVICE	1212															
250 RESEARCH/NON-CLASS LAB	5509	1390														
255 RES/NON-CLASS LAB SERV	160	130														
310 OFFICE	31085	570	808	2507	1194	1810	1174	1042	2922	1121						
315 OFFICE SERVICE	2400		1031	260		429	1259	158	488							
350 CONFERENCE ROOM	3063			286			577	140								320
355 CONFERENCE ROOM SERVICE	363			10												
410 STUDY ROOM	1637			7264			1430									
420 STACK				5573												
430 OPEN STACK STUDY ROOM	196			43349												210
440 PROCESSING ROOM				6265			248									

A third standard room report, "Campus Room Data-Room and Station Counts" (Figure 6-7) presents the following figures for classrooms, class laboratories, and selected residential facilities: number of rooms, total assignable square footage, total number of stations, and assignable square feet per station. This report also provides number of room figures for the special unclassified and nonassignable areas which are included on the inventory to indicate building features associated with mobility impaired persons: elevators, men's, women's, and unisex public restrooms designed and equipped for the mobility impaired.

6.3 Individual Campus Utilization Reports

The "Campus Instructional Space Utilization Report" (Figure 6-8) is generated from a campus's Room Inventory and utilization data and provides a number of information items regarding the utilization of instructional space during the previous fall term. This report shows how well an institution is using its teaching facilities and indicates the adequacy of the institution's facilities to accommodate its instructional programs and enrollment. Most of the data in this report are summarized in Tables 1-12 in the annual *Facilities Inventory and Utilization Study* published annually by the Space Utilization and Analysis division of UNC General Administration. Definitions and descriptions for the "Campus Instructional Space Utilization Report" statistics are as follows:

1. **Average Room Hours of Instruction** - The Average Room Hours of Instruction is calculated by dividing the total *room hours of instruction* in classrooms and laboratories by the total *number* of classrooms and laboratories on a campus. This section separates "DAYTIME" and "NIGHTTIME" utilizations. "DAYTIME" utilization is based on all classes with beginning times between and including 5:00 A.M. and 4:59 P.M. "NIGHTTIME" utilization is based on all other classes. The "ALL HOURS" data indicates the sum of the "DAYTIME" and "NIGHTTIME" figures.

The **Total Room Hours of Instruction** in classrooms and laboratories is the total number of hours each week that classrooms or laboratories are used for regularly scheduled classes. Room hours are calculated for each room as follows:

Classroom 101 is used on Mondays, Wednesdays, and Fridays from 9:00 A.M. until 1:00 P.M., and on Tuesdays and Thursdays from 8:30 A.M. until 12:00 P.M. This generates 19 room hours (4 hours a day x 3 days a week) + (3.5 hours a day x 2 days a week).

2. **Average Student Station Hours** - The average weekly use of student stations is calculated by dividing the total number of *student clock hours* generated in classrooms and laboratories by the *total number of student stations* in all classrooms and laboratories on a campus. The data is presented in the same "DAYTIME," "NIGHTTIME," and "ALL HOURS" format as in section one.

The **Total Student Hours of Instruction** in classrooms and laboratories is the total number of student hours all rooms (classrooms and laboratories) generate.

FIGURE 6-7: Campus Room Data Report

REPORT 3C: CAMPUS ROOM DATA - ROOM AND STATION COUNTS

CAMPUS #007 UNC AT ASHEVILLE

ROOM CODE	ROOM NAME	NO. OF ROOMS*	ASSIGNABLE SQ. FT.	NO. OF STATIONS (DESIGN CAPACITY)	ASSIGN. SQ. FT. PER STUD. STATION
110	CLASSROOM	51	38,188	1,871	20
210	CLASS LABORATORY	33	30,458	817	37
910 & 910X	SLEEP/STUDY WITHOUT TOILET/BATH	10	27,596	208	133
920 & 920X	SLEEP/STUDY WITH TOILET/BATH	19	90,657	720	126
950 & 950X	APARTMENT	4	2,550	8	319

UNCLASSIFIED FACILITIES WITH NO ASSIGNABLE SQ. FT.

NUMBER OF FLOORS SERVED BY ELEVATORS:	48
NUMBER OF MEN'S PUBLIC TOILETS/MOBILITY IMPAIRED:	36
NUMBER OF WOMEN'S PUBLIC TOILETS/MOBILITY IMPAIRED:	39
NUMBER OF UNISEX PUBLIC TOILETS/MOBILITY IMPAIRED:	4

*FOR MOST CAMPUSES, RESIDENTIAL ROOMS (900 SERIES) ARE COLLAPSED INTO ROOM RECORDS SHOWING TOTAL STATIONS AND TOTAL SQUARE FEET. FOR 910/920/950, THEREFORE, THIS FIGURE USUALLY REPRESENTS DATA RECORDS AND NOT NO. OF ROOMS.

3. **Percent Student Station Utilization When Rooms are In Use** - This reports the average percentage of student stations that are occupied when classrooms or laboratories are in use. It is calculated by dividing the student clock hours generated in classrooms or laboratories by the *potential* student clock hours for classrooms or laboratories and multiplying by 100 to convert to a percentage. The data is presented in the same "DAYTIME," "NIGHTTIME," and "ALL HOURS" format as in the above statistics. *Potential Student Hours of Instruction* is computed by multiplying the number of student stations in each room by the room hours of instruction generated by the room. This figure indicates the total student hours which would be generated if all stations were filled when instruction is scheduled. It does not indicate the overall efficiency of utilization since it does not take into account how frequently a room is used.

4. **Total Student Clock Hours** - This reports the student clock hours of instruction being conducted at the end of the fall drop-add period for *Classrooms, Laboratories and Other Teaching Facilities* (all other room use types where instruction was scheduled) and the total term figure. Student clock hours are computed by multiplying for each class/lab session the number of hours the course meets each week, by the number of days each week, by the number of students enrolled.

5. **Capacity/Enrollment Ratio** - The capacity/enrollment ratio, often referred to as the C/E ratio, is the amount of instructional and library space on a campus divided by the total fall term student clock hours. The C/E ratio relates the amount of space directly usable for institutional instructional programs to the instructional activity of the campus. Room Use and Program classifications which define "instructional and library space" can be found on page 9 of the *Facilities Inventory and Utilization Study*. See also item 7 below.

6. **Sq. Ft. of Academic Facilities per FTE Student** - This is the ratio of an institution's square footage of academic facilities to its full-time equivalent enrollment (FTE) of students. This ratio represents an important index of the instructional utilization of campus facilities. Room Use and Program codes that define what are "Academic Facilities" can be found on page 18 of the *Facilities Inventory and Utilization Study*.

7. **Assignable Sq. Ft. of Instructional and Library Facilities** - "Instructional and Library" space is the sum of the areas of all rooms which carry both a program designation of 11-18 (Instruction), 41 (Library Services), or 01 (Unassigned, Capable of Use), and one of the following Room Use Codes:

110 Classroom	410 Study Room
115 Classroom Service	420 Stack
	430 Open-Stack Study Room
210 Class Laboratory	440 Processing Room
215 Class Laboratory Service	455 Study Service
220 Open Laboratory	510 Armory
225 Open Laboratory Service	515 Armory Service

310 Office
315 Office Service

520 Athletic Or Physical Education
525 Athletic or Physical Education Service

8. **Assignable Sq. Ft. Of Academic Facilities** - This is a total figure for all assignable space defined as "Academic Facilities". Room Use and Program codes that define "Academic Facilities" can be found on page 15 of the *Facilities Inventory and Utilization Study*.
9. **FTE Enrollment** - This figure is based on the fall semester enrollment. It is defined as the number of full-time students (those carrying at least 75 percent of the normal credit hour load) plus the equivalent number of students enrolled for less than 75 percent of the normal full time load. A detailed description of the procedure used in calculating FTE enrollment can be found on page 54 of the *Facilities Inventory and Utilization Study*.

6.3.1 Additional Utilization Reports

In addition to this standard report, UNCGA provides assistance to institutions for generating other special-format or ad hoc reports based on the utilization data. In addition to the room reports, three reports that use the instructional space utilization file from the fall snapshot are generated annually and are made available to each campus Project Officer in hard copy format and by internet URL. These reports are designed as aids to updating the Room Inventory for the next survey cycle and to help capture potential classroom and laboratory efficiencies:

- (1) A printout listing all classrooms and class laboratories with indications as to whether they were used or unused (for scheduled classes or labs) the previous fall term. (Figure 6-9).
- (2) A printout of all rooms coded 050 (Inactive Area), 060 (Alteration or Conversion Area, or 070 (Unfinished Area). This listing serves as a reminder that for the next inventory update these rooms should be checked for a change in status and updated accordingly (Figure 6-10).
- (3) A report listing room and station usage hour by hour. This identifies times of the day when classrooms and labs are being most used or under utilized. The Room Occupancy and Station Usage Report for the UNC campuses can be found on the web at:

<http://fred.northcarolina.edu/pub/html/uncfacrpts/>

The Room Occupancy and Station Usage Report for the 58 community colleges can be found on the web at:

<http://fred.northcarolina.edu/pub/html/ccdrpts/>

Figure 6-9: Used/Unused Teaching Area Check List

USED/UNUSED TEACHING AREA CHECK LIST

INSTITUTION: #003 UNC AT GREENSBORO

ROOM NO.	ROOM CODE	NO. STA	SQ. FEET	USED 2008	USED 2009	ROOM NO.	ROOM CODE	NO. STA	SQ. FEET	USED 2008	USED 2009
***** 029 PETTY BLDG *****						00369	110	30	757	X	—
00007	110	25	564	X	—	***** 032 CARMICHAEL BLDG *****					
00136	110	150	1,686	X	—	00002	210	30	799	X	—
00150	110	60	1,195	X	—	00004	210	16	1,612	X	—
00213	110	75	1,385	X	—	00105	210	16	287	X	—
00217	110	25	592	X	—	***** 033 BROWN BLDG *****					
00219	110	75	1,597	X	—	00215	110	25	395	X	—
00223	110	40	948	X	—	***** 035 TAYLOR BLDG *****					
00224	110	60	1,196	X	—	00112	210	15	1,527	X	—
00227	110	40	672	X	—	***** 038 MCIVER BLDG *****					
00301	210	30	1,499	X	—	00028	110	132	1,414	X	—
00303	110	60	1,093	X	—	00156	210	25	1,105	X	—
00307	210	30	1,391	X	—	00159C	210	20	644	-	—
00313	110	60	1,521	X	—	00259	210	24	314	-	—
***** 031 STONE BLDG *****						***** 039 JACKSON LIBRARY *****					
00127	210	24	701	-	—	00032	110	222	3,440	X	—
00142	110	95	2,182	X	—						
00204	110	70	1,220	X	—						
00215	110	38	527	X	—						
00217	110	20	557	X	—						
00246	110	12	355	X	—						
00303	210	16	1,173	X	—						
00352A	110	36	825	X	—						

Space Utilization and Analysis also provides assistance to institutions for generating other special-format or ad hoc reports based on campus room data.

6.3 Space Standards and Norms (UNC Campuses)

Space planning standards are often defined as Assignable Square Feet (ASF) allowances per units of use or need. Use or need is calculated based on measures such as Student Clock Hours of Instruction, Student FTEs, dollars of research expenditures, and other categories depending on the type of space in question. The University of North Carolina, in conjunction with higher education consultants, (Eva Klein and Associates) developed space planning standards to be used as an additional variable in the evaluation of capital project needs at the UNC campuses. A detailed accounting of these standards appear in Table 11 of the Facilities Inventory and Utilization Study. It should be noted that the figures presented below are planning guidelines and therefore are neither programming or design standards for use as either architectural or cost estimation guides. Two key performance standards for classrooms (110) and teaching labs (210) are found in Figure 6-11 below.

Figure 6-11: Classroom and Class Laboratory Standards

CLASSROOM (110) STANDARDS

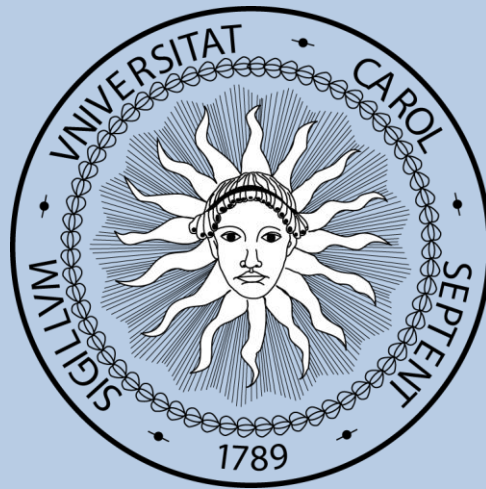
Average Weekly Room Hours	35 hours/week
Station Occupancy Ratio	65%

CLASS (TEACHING) LABORATORY (210) STANDARDS

Average Weekly Room Hours	20 hours/week
Station Occupancy Ratio	75%



UNIVERSITY OF NORTH CAROLINA GENERAL ADMINISTRATION
SPACE UTILIZATION AND ANALYSIS



DAVE USER MANUAL

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Introduction

The efficient use of campus facilities is of increasing concern to most colleges and universities. This concern is partially a reflection of the high costs involved in constructing and maintaining buildings, but it also stems from a broader recognition of the importance of facilities planning. The effective allocation and utilization of space is essential if an institution of higher education is to maximize its resources in accomplishing its objectives in the areas of instruction, research, and public service.

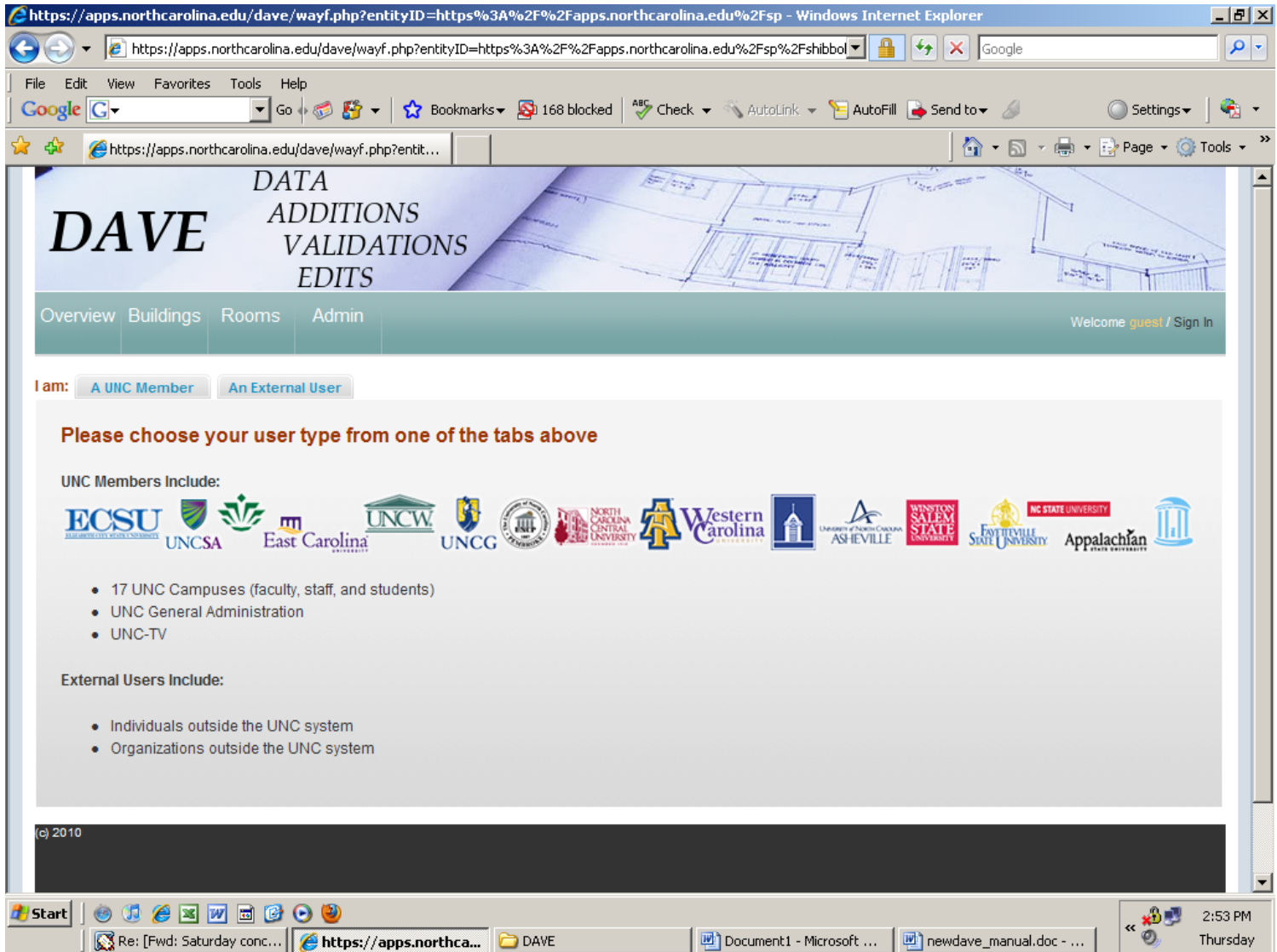
In 2007, the Institutional Research and the Information Resources divisions of UNC General Administration developed a computer assisted facilities inventory system to give North Carolina institutions of higher education the ability to respond quickly to financial officers, facility planners, and offices of institutional research/effectiveness. This new system was named DAVE (Data Additions Validations, Edits). DAVE is essentially the physical inventory of the campus which has been made interactive and capable of electronic update via the web. DAVE 2.0 is the latest version and offers quicker response times, report generation capability, and will allow campuses to upload excel files to the database. Programs once only available from UNC GA that are designed to identify coding and data entry errors are now available in DAVE 2.0

It is UNC General Administration's goal to use DAVE 2.0 along with other computer assisted facilities management tools such as CAD to provide a "real-time" accounting of space at N.C. institutions of higher education. The instructions in this manual are user friendly with screen shots that illustrate the step by step process for logging into and using DAVE 2.0. The drop-down menus in DAVE 2.0 allow the user to view room and program coding options that are available in the Facilities Inventory and Utilization Manual. If there is any doubt as to the correct assignment of coding for a room, and the manual does not answer the user's question, please contact UNC-GA for assistance.

If you have any questions about DAVE 2.0, or experience any difficulty logging onto the system, please contact Jeff Hill at 919-962-4569 or at jdj@northcarolina.edu.

Chapter 1. Logging on to DAVE 2.0

1. Go to the DAVE website location at : <https://apps.northcarolina.edu/dave/signin.php>

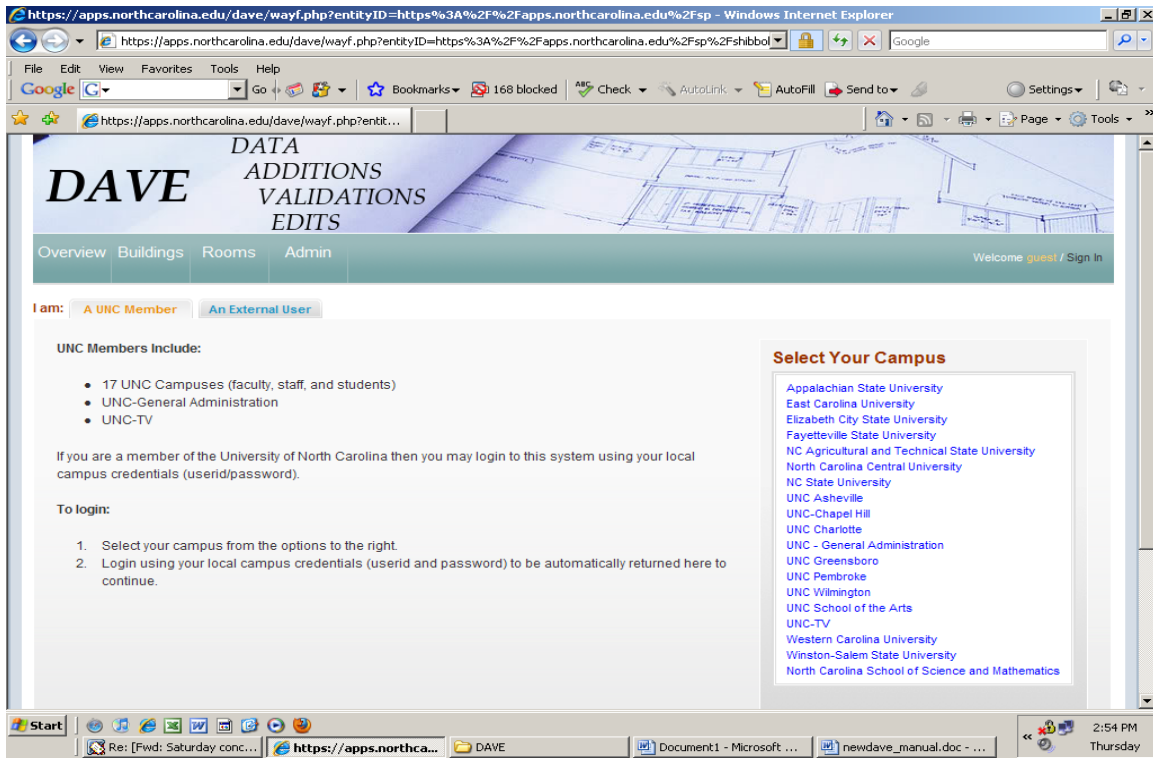


2. On this page, there are two tabs, [A UNC Member](#) – [An External User](#). Click on the type you are. UNC Members include the 17 UNC campuses, UNC General Administration, and UNC-TV. External Users include individuals outside the UNC system such as **Community Colleges and Private Institutions**. Other external users are consultants, or state agency representatives.

UNC members: **Continue to Step 3 on page 3**

External Users: **Skip to page 4 and begin with instructions in Step 5.**

3. If you are a UNC member institution, select your institution from the list on the right and click on the name.

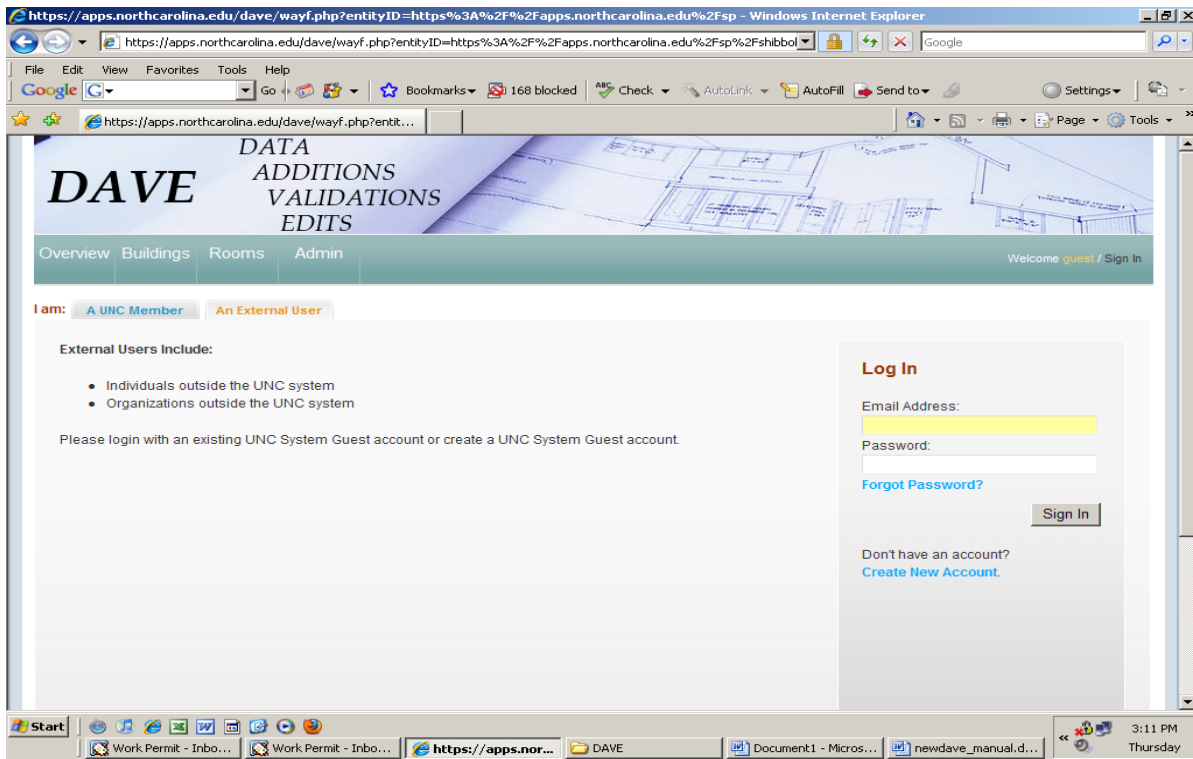


4. A login screen will appear and you will enter your campus credentials and password. For UNC users, this screen will have your campus name and background picture and be titled UNC Federation Log In. An example is seen below.

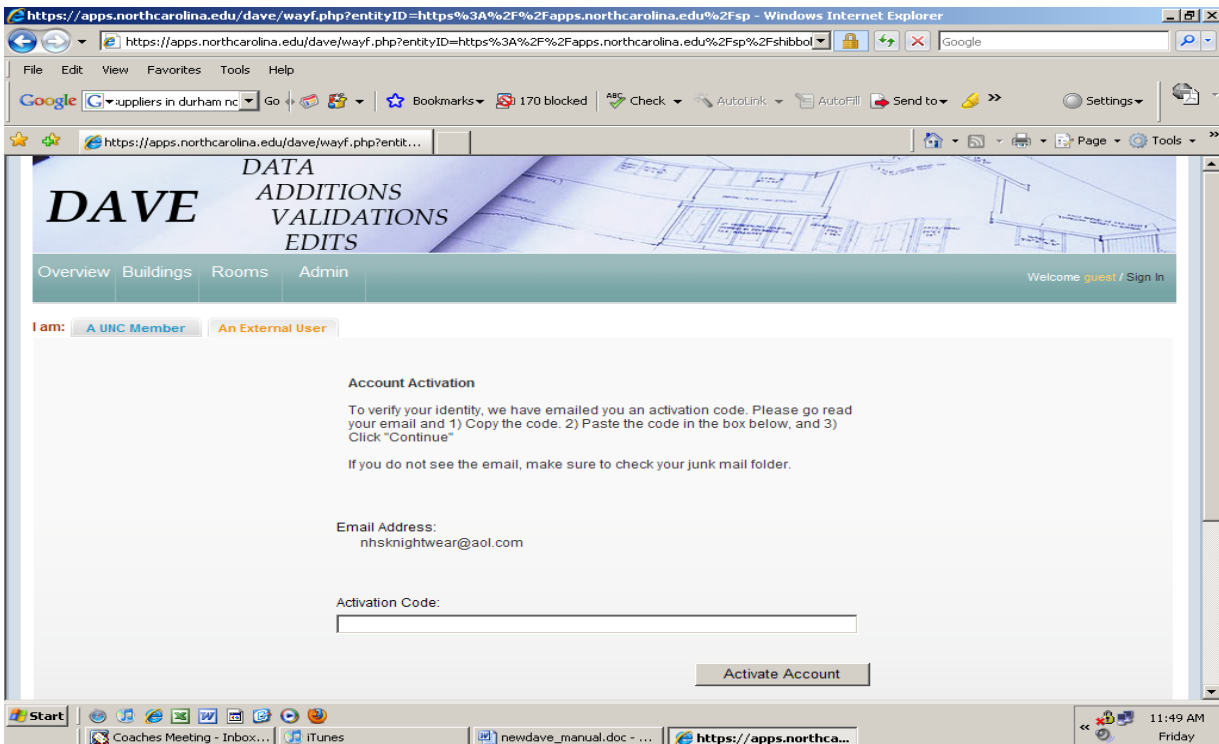
Once logged in, UNC users should skip to the screen seen on Page 6, Step 11.



5. If you are an external user with a community college, private institution, or other agency, you will need to create a UNC System Guest Account. When you click on External User, the following screen will appear. On this screen, enter your email address and click create New Account.



6. This is the screen that will appear. Minimize this screen and open your email. A message with the subject line UNC Affiliate Account Activation should be in your inbox. If it is not, check your junk mail box to make sure it was not sent there.



7. Open this message,(example below) copy the activation number, and then paste it into the Activation Code space on this screen. If you have minimized the above screen, you can highlight this code, and using the copy and paste function of your computer’s desktop, insert the activation code into the screen. If you do not have the screen minimized, using the URL link below, open the page and once you have copied the code into the activation code window, click the Activate Account button.

To create your new UNC affiliate account

Copy this activation code:

5741fd186c1126468edc19ff605dc0b2

Go to this URL:

<https://services.northcarolina.edu/login/create.php?email=jdh@nc.edu>

And follow the instructions.

8. Once you click continue, the following screen will appear: Please enter a password that does not contain your name, is at least 8 characters long and has three of the following four character groups: Uppercase characters (A-Z); lowercase characters (a-z); numerals (0-9); and non-alphabetic characters (such as !, #, @ or *).

Enter the following information to create your account.

Email Address:

allenlakomiak@hotmail.com

Password

Confirm password

First Name

Last Name

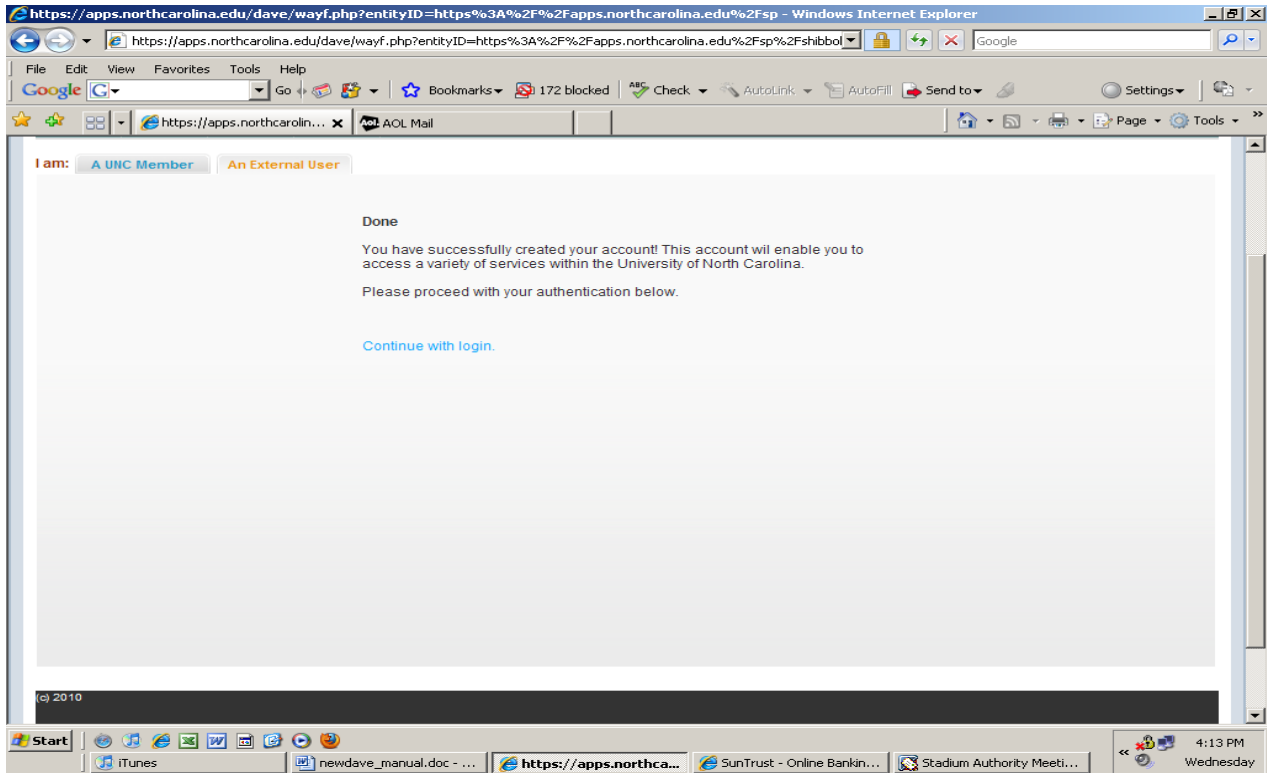
Organization

Telephone Number () Ext.

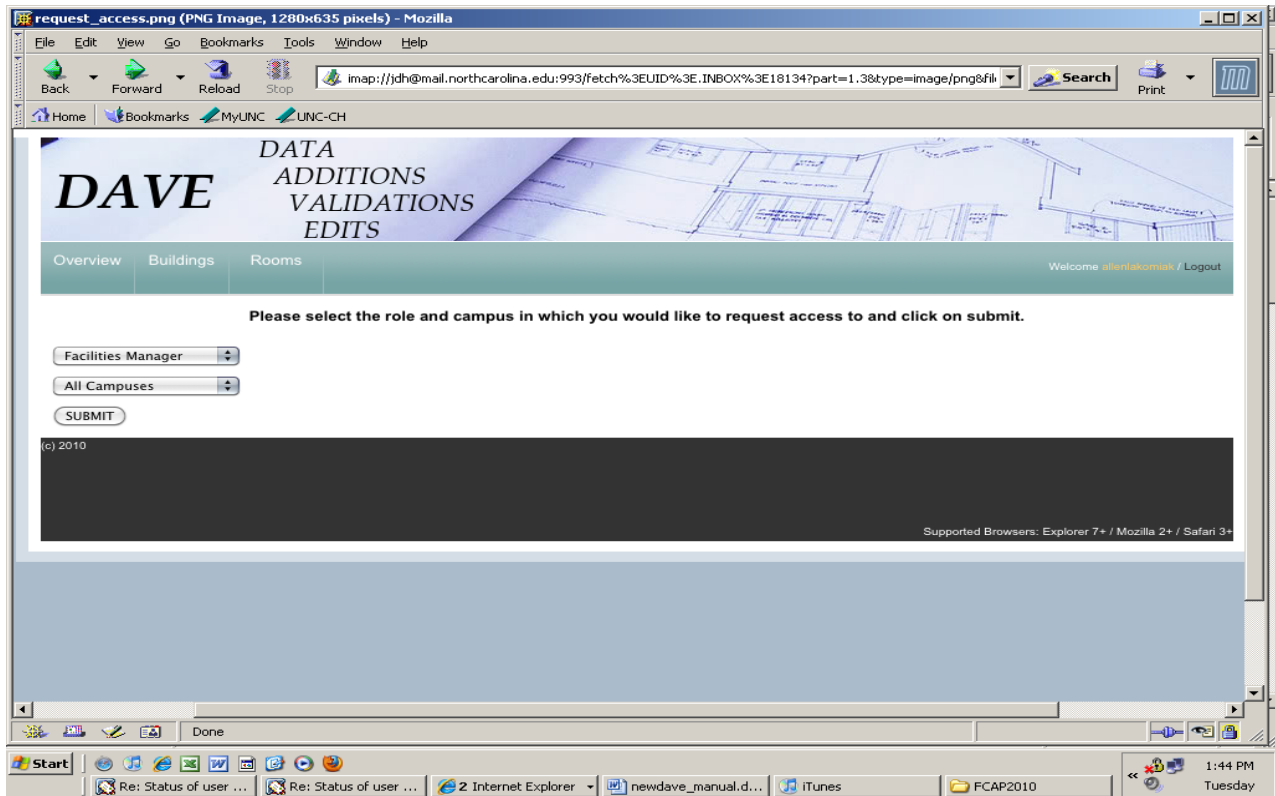
Create Account

9. After all information is entered, click on Create Account

10. This screen will appear and you will be asked to “Continue with login”



11. The level or role at the user’s campus will be set on the following screen



12. There are several security levels assigned to DAVE users. These levels are set by UNCGA at the request of the person responsible for data collection on each campus. The different levels of users are:

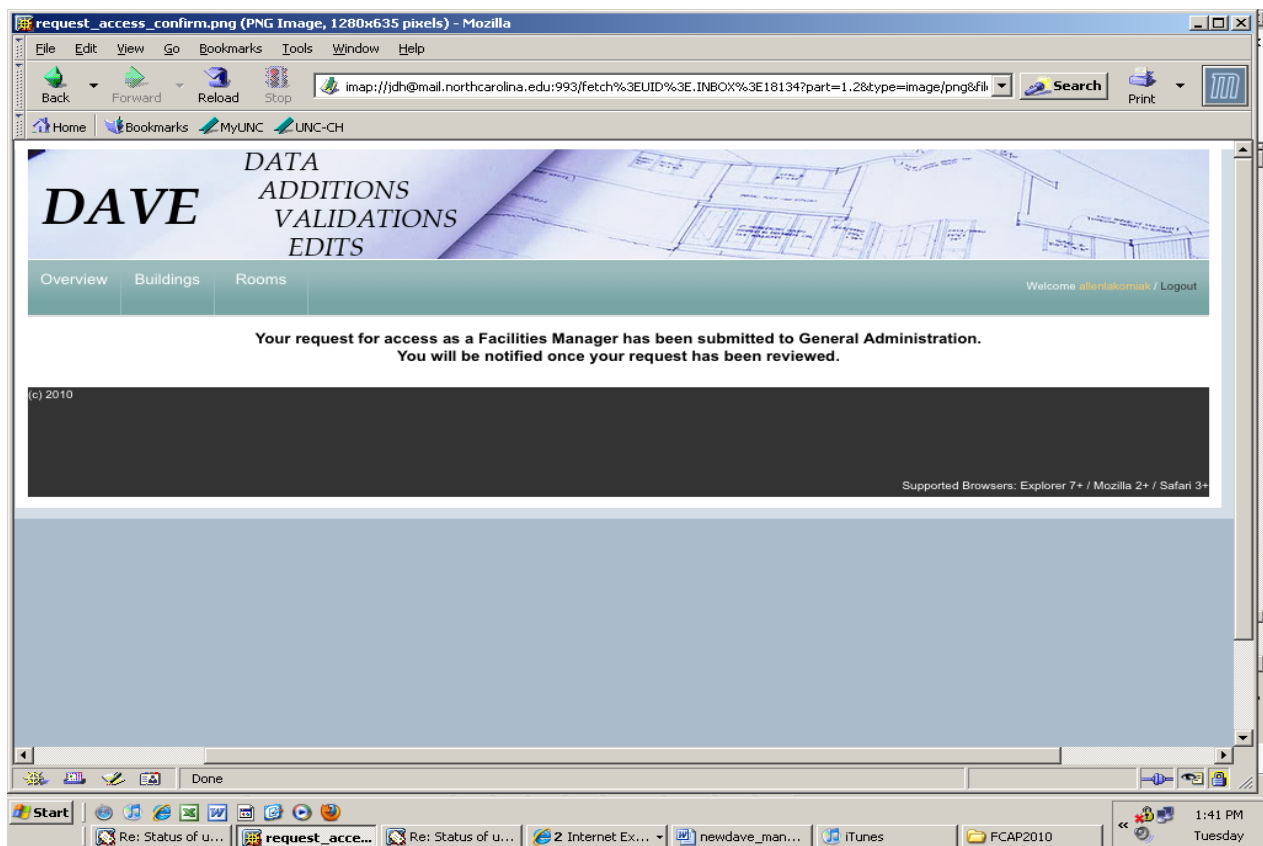
Facilities Manager This security level has complete access to all building and room data at a campus and has the responsibility to approve all changes and submit the final data to General Administration

Facilities Building Manager This security level is for users who have responsibility over one or multiple buildings on a campus. This level will submit changes to the Facilities Manger for approval.

Facilities View Only This security level is for users who are permitted to look at the data on DAVE but cannot change it. This is useful for consultants and for administrators who can print the excel versions of a campus inventory.

13. Once the security has been set by the campus person responsible for data collection and the submit button has been clicked, an email notifies UNCA staff. A screen as shown below appears and the user or campus representative will be notified by email from UNCGA when the security level has been set and the user can login to DAVE.

NOTE: This is a one time process for new external users and is only required for the initial login to the DAVE system. If you have difficulty with this login process, please email Jeff Hill at jdj@northcarolina.edu, or call 919-962-4569.



Chapter 2. Navigation through DAVE 2.0 Screens

This chapter provides overview information about the application's site navigation. Once the user has been notified that the security level has been set, and logs into the system, the "Campus Overview" screen appears. This is the default page that appears when a user is logged in.

DAVE
DATA
ADDITIONS
VALIDATIONS
EDITS

Overview Buildings Rooms Data Load Admin Welcome jdh / Logout

CAMPUS OVERVIEW

Campus: Cycle:

#	Building Name	Building Nbr	Building Nbr Suffix	Update Username	Update Timestamp	Building Status
4	NIXON ANNEX	015		moj	2009-07-16 14:53:27	IN PROGRESS
5	GREEN TRACK STG BLDG	016		moj	2009-07-16 14:53:27	IN PROGRESS
6	RECREATIONAL FACILIT	018		moj	2009-07-16 14:53:27	IN PROGRESS
7	SPORTS MEDICINE BLDG	019		moj	2009-07-16 14:53:27	IN PROGRESS
8	FISHER STUDENT CTR	020		moj	2009-07-16 14:53:27	IN PROGRESS
9	HOGGARD HALL	021		moj	2009-07-16 14:53:27	IN PROGRESS
10	CULTURAL ARTS BLDG	030		moj	2009-07-16 14:53:27	IN PROGRESS
11	KENAN HALL	031		moj	2009-07-16 14:53:27	IN PROGRESS
12	S G KENAN AUDITORIUM	032		moj	2009-07-16 14:53:27	IN PROGRESS
13	HOUSEKEEPING BLDG	033		moj	2009-07-16 14:53:27	IN PROGRESS
14	BURNEY ENERGY PLANT	035		moj	2009-07-16 14:53:27	IN PROGRESS
15	FISHER UNION	036		moj	2009-07-16 14:53:27	IN PROGRESS
16	BURNEY STUO SHIP CNTR	037		mmi	2009-07-16 14:53:27	IN PROGRESS

The information displayed on this screen is a summary view of the status for each building on that campus. The menu bar that appears below the campus name and current cycle has eight buttons that permit the user to:

1. **Submit for Approval** This button allows a Facility Manager to approve a building(s) once updated.
2. **Approve Building(s)** This allows a person responsible only for one building or a group of buildings to submit the building(s) for approval to the Building Manager.
3. **Revoke Building(s)** If upon review, a change is needed to a building and room record before it is submitted, the Building approval must be revoked to allow the changes to be made.
4. **Submit To General Administration** Clicking on this button will submit a campus to General Administration for review.
5. **Excel Room** This button exports all room records to an Excel Spreadsheet.
6. **Excel Building** This button exports all building records to an Excel Spreadsheet.
7. **Changes Report** This PDF report lists all changes made to the building and rooms on a campus.
8. **Edit Report** This PDF report gives an edit report on the data and identifies problems that may need correction, and also provides the Used/Unused Room Report.

Buildings Screen

This screen will allow the user to modify the building record information for a campus. The menu bar found under the box containing the campus name has four buttons:

The screenshot displays the 'Buildings' screen in a web browser. The page title is 'Buildings - Windows Internet Explorer' and the URL is 'https://apps.northcarolina.edu/dave/buildings.php'. The browser's address bar shows the URL, and the search bar contains 'Google'. The page content includes a form for selecting a campus and cycle, and a table of building records. The table has the following columns: #, Building Nbr, Building Name, Res Class, Ownership Status, Year Constructed, Est Replacement, Cost Last Renov, and Year Last Renov. The table contains 19 rows of data. A context menu is open over the table, showing options for sorting (Ascending/Descending) and columns. The browser's status bar at the bottom shows 'Page 1 of 4', 'Displaying 1 - 100 of 356', and 'Search'. The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '9:10 AM' and date 'Tuesday'.

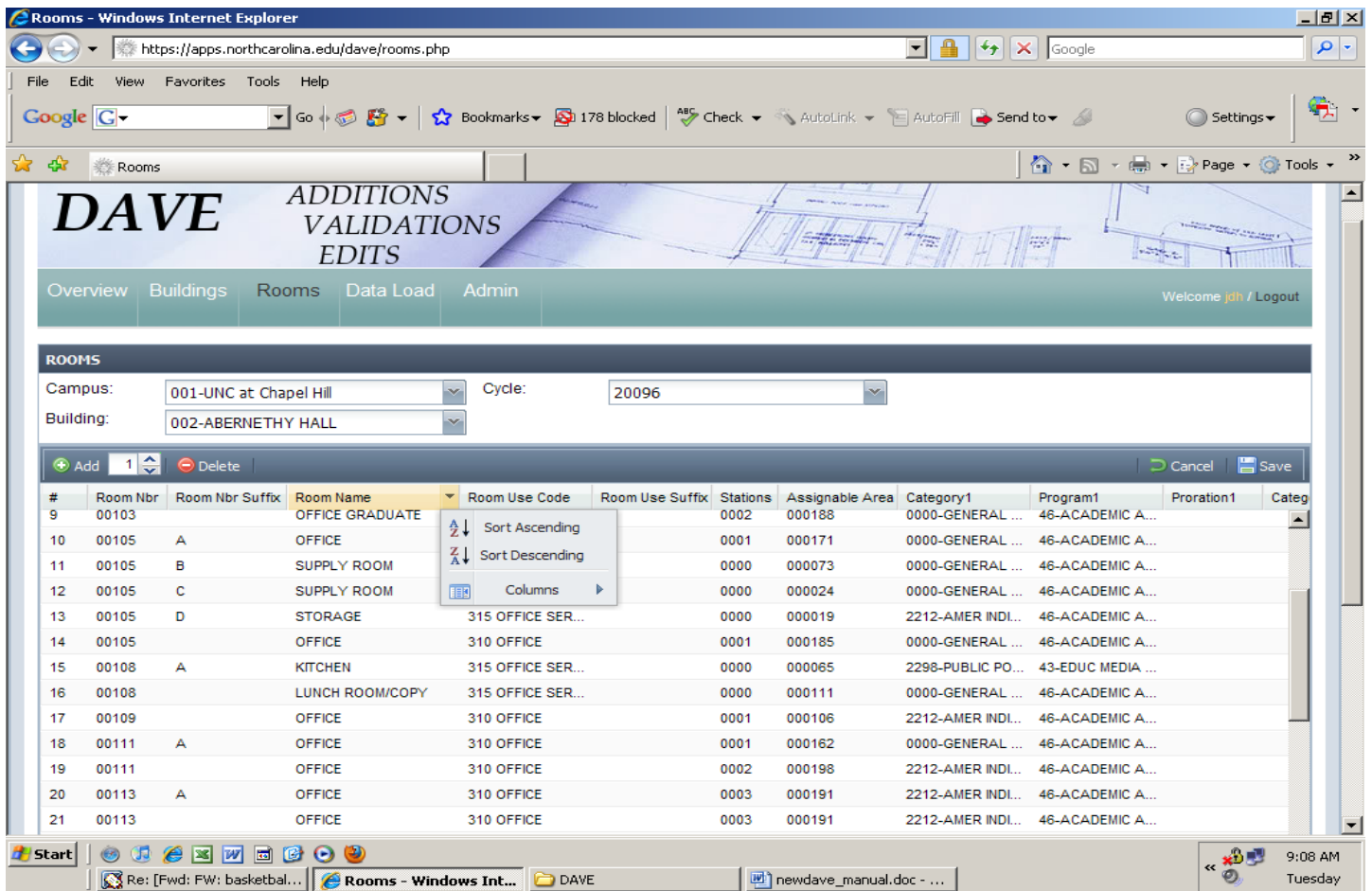
#	Building Nbr	Building Name	Res Class	Ownership Status	Year Constructed	Est Replacement	Cost Last Renov	Year Last Renov
1	165	134 E FRANKLIN ST			1914	003020777		
2	586	205 WILSON STREET			1937	000573803		
3	600	208 W FRANKLIN			1996	005699390		
4	493	212 FINLEY GOLF CRS			1970	001941619	0170952	1984
5	529	214 HENDERSON ST.	Residential	1	1925	00621924		
6	161	ABERNATHY ANNEX	Non-Residential	1	1930	000026154		
7	002	ABERNETHY HALL	Non-Residential	1	1907	003937850	0021000	1924
8	619	ACC PBOOTH	Non-Residential	1	2005	000018705		
9	003	ACKLAND ART MUSEUM	Non-Residential	1	1958	010030478	2473845	1990
10	607	ADMINISTRATIVE OFFIC	Non-Residential	1	2004	012833684		
11	562	AIRPORT BLOCK BLDG	Non-Residential	1	1942	000132884		
12	437	AIRPORT OFFICE	Non-Residential	1	1942	000066174		
13	121	ALDERMAN RESIDENCE	Residential	1	1937	003689368		
14	100	ALEXANDER GRNDS SHED	Non-Residential	1	2005	000023628		
15	100	ALEXANDER RESIDENCE	Residential	1	1939	003265857		
16	004	ALUMNI BUILDING	Non-Residential	1	1901	007383608	0039000	1974
17	098	ALUMNI CENTER, HILL	Non-Residential	3	1993	022437239		
18	617	ANDERSON SOFTBALL FD	Non-Residential	1	2004	000076647		
19	617	ANDRFRSTADSHFDI	Non-Residential	1	2006	000004298		

1. **Add** Beside the add button is a up down arrow that will allow the user to add as many blank records as needed. Once the number is selected(if any) then click the add button and those blank records will be ready for data entry
2. **Delete** This button allows selected building records to be deleted from the file. A building to be deleted must be highlighted first by a single click of the mouse. Multiple records may be highlighted and marked for deletion by using the up and down arrow key and shift key once a record has been highlighted. Once selected, the delete button may be clicked to remove the building and all the room records in that building.
3. **Cancel** This button allows the user to cancel a change to a record
4. **Save** This button saves data once it has been changed. DAVE will now allow you to move from page to page without losing changes before saving.

Below the menu bar are the data column headings that will allow the user to sort the data in ascending or descending order by hovering over the title with the cursor. The title box will highlight, and a sort box will appear. The user may also choose to un-check columns to display only the columns of interest using the columns function found at the bottom of the sort box.

Rooms Screen

This screen will allow the user to modify room record information for a campus. The menu bar found under the box containing the campus name and building name has four buttons:



1. **Add** Beside the add button is a up down arrow that will allow the user to add as many blank records as needed. Once the number is selected(if any) then click the add button and those blank records will be ready for data entry
2. **Delete** This button allows selected room records to be deleted from the file. A room to be deleted must be highlighted first by a single click of the mouse. Multiple records may be highlighted and marked for deletion by using the up and down arrow key and the shift key once a record has been highlighted. Once selected, the delete button may be clicked to remove the room record(s) in that building.
3. **Cancel** This button allows the user to cancel a change to a record
4. **Save** This button saves data once it has been changed. DAVE will now allow you to move from page to page without losing changes before saving.

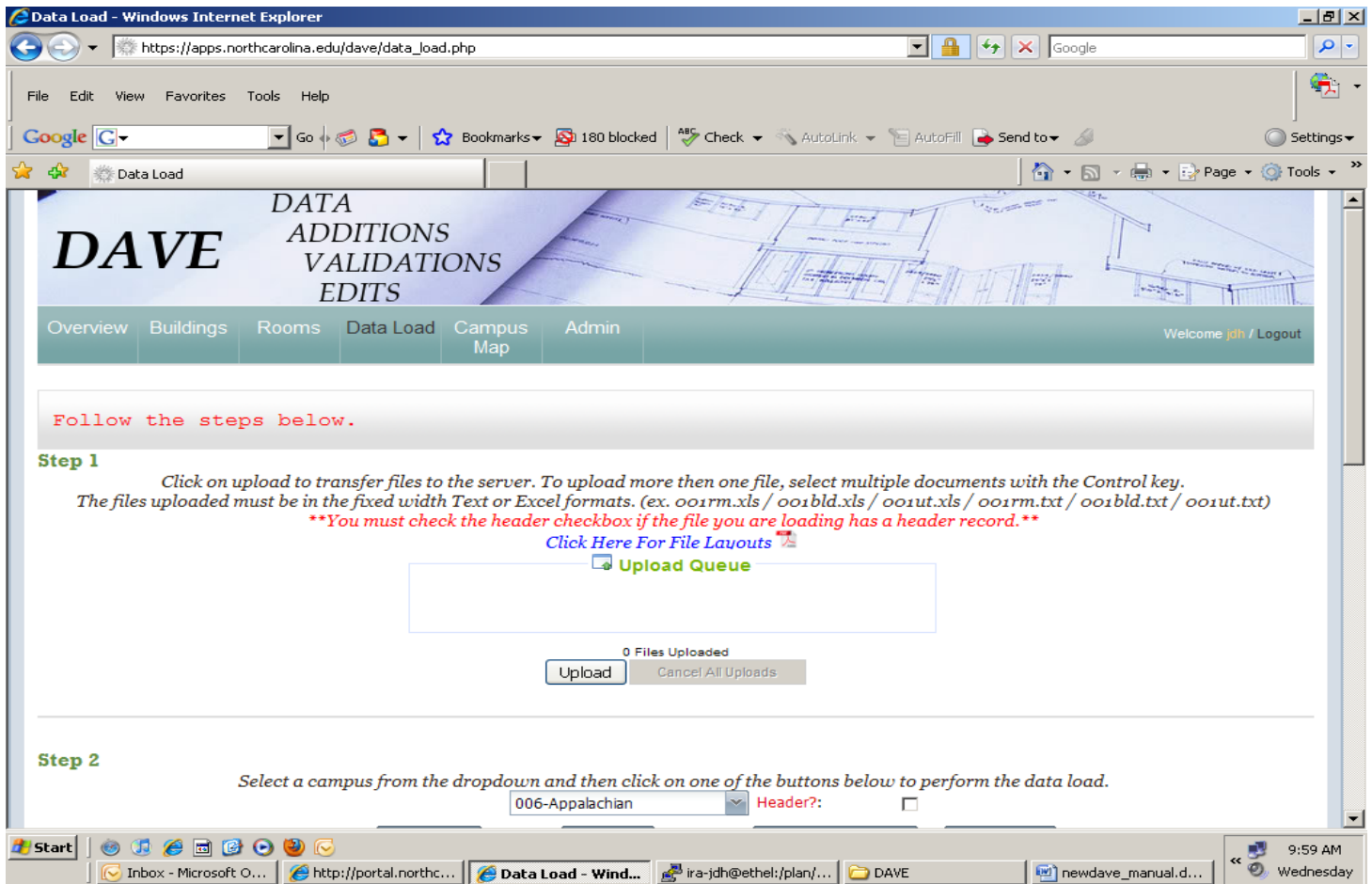
Below the menu bar are the data column headings that will allow the user to sort the data in ascending or descending order by hovering over the title with the cursor. The title box will highlight, and a sort box will appear. The user may also choose to un-check columns to display only the columns of interest using the columns function found at the bottom of the sort box.

The screenshot shows the DAVE software interface within a Windows Internet Explorer browser. The browser address bar shows the URL: https://apps.northcarolina.edu/dave/rooms.php. The interface includes a navigation menu with options: Overview, Buildings, Rooms, Data Load, Admin. A welcome message reads: Welcome jdh / Logout. Below the navigation menu is a section titled 'ROOMS' with filters for Campus (001-UNC at Chapel Hill) and Cycle (20096). The main area contains a table of room records. A context menu is open over the 'Room Name' column header, showing options: Sort Ascending, Sort Descending, and Columns. The table has columns: #, Room Nbr, Room Nbr Suffix, Room Name, Room Use Code, Room Use Suffix, Stations, Assignable Area, Category1, Program1, Proration1, and Categ. The table contains 13 rows of data.

#	Room Nbr	Room Nbr Suffix	Room Name	Room Use Code	Room Use Suffix	Stations	Assignable Area	Category1	Program1	Proration1	Categ
9	00103		OFFICE GRADUATE			0002	000188	0000-GENERAL ...	46-ACADEMIC A...		
10	00105	A	OFFICE			0001	000171	0000-GENERAL ...	46-ACADEMIC A...		
11	00105	B	SUPPLY ROOM			0000	000073	0000-GENERAL ...	46-ACADEMIC A...		
12	00105	C	SUPPLY ROOM			0000	000024	0000-GENERAL ...	46-ACADEMIC A...		
13	00105	D	STORAGE	315 OFFICE SER...		0000	000019	2212-AMER INDI...	46-ACADEMIC A...		
14	00105		OFFICE	310 OFFICE		0001	000185	0000-GENERAL ...	46-ACADEMIC A...		
15	00108	A	KITCHEN	315 OFFICE SER...		0000	000065	2298-PUBLIC PO...	43-EDUC MEDIA ...		
16	00108		LUNCH ROOM/COPY	315 OFFICE SER...		0000	000111	0000-GENERAL ...	46-ACADEMIC A...		
17	00109		OFFICE	310 OFFICE		0001	000106	2212-AMER INDI...	46-ACADEMIC A...		
18	00111	A	OFFICE	310 OFFICE		0001	000162	0000-GENERAL ...	46-ACADEMIC A...		
19	00111		OFFICE	310 OFFICE		0002	000198	2212-AMER INDI...	46-ACADEMIC A...		
20	00113	A	OFFICE	310 OFFICE		0003	000191	2212-AMER INDI...	46-ACADEMIC A...		
21	00113		OFFICE	310 OFFICE		0003	000191	2212-AMER INDI...	46-ACADEMIC A...		

Data Load Screen

Dave now permits uploading of data from external files. It is important that the data be in the same format as the DAVE download. If a campus has another software package that is used to update building and room changes, the output from that software can be uploaded to DAVE as long as the format of the output matches the format used by DAVE. All formats are available as PDF documents by clicking on the File Layout button. The steps for uploading data will be covered in Chapter 3.



Campus Map

Campuses that have the longitude and latitude of the buildings on campus can submit those to UNCGA and a campus map can be created. The button for this option will appear on the DAVE 2.0 screen when the new version is activated. Campus officials interested in this added feature should contact the Space Utilization and Analysis office for further instructions.

The last button found on all screens is the Admin button. This button is only used by General Administration to accept, close, and publish submitted data files from campuses. It will not activate if a user hovers over it with the cursor and clicks.

Data Entry Spreadsheet Functionality

This section provided information about the functionality of the spreadsheet data entry interfaces.

Spreadsheet Element/Function	Event	Action
Select box	One-click on down arrow	Drop down menu appears
Cursor	Move up or down rows	Highlights entire row in which the cursor is positioned. Data item will change color and double click will result in a box opening for change to be made
Select data element function	Double-click on data item	Double click will result in a box opening for change to be made.
Data Element	Change	When data item is changed, A red tag appears in upper left corner of item box.
Spreadsheet Scroll Bar	Movement	An up and down and a left to right scroll bar will be present if the number of rows and columns on the spreadsheet surpass the maximum width and length of a full sized screen. The scroll bars will be inside of the normal webpage scroll bars and will only move the spreadsheet data rows and columns.
Numbering Series of records	Click	The numbers and arrows below the spreadsheet on the right display if the spreadsheet viewing has more then 100 records. If all records cannot display on one page, a box indicating page number of page on display and number of pages in record.
Search Box	Click	Enables user to search by name. All records with parameter entered will appear
Popup Menu	Double Click	If you double click inside the spreadsheet on a data items with coding choices, a popup menu will appear that will list choices for selection

Chapter 3. Data Entry

This chapter provides information for the use of the data entry interfaces.

Buildings

The following sections provide information on how to perform data entry on the buildings tab.

Modifying Existing Record Data

1. Click on the buildings tab.
2. Find the row of the data you wish to modify and left click once. The row will highlight in beige and at this point you can modify individual items on the line, or delete the entire record by clicking on the delete button on the menu bar. (*see screen shot below*)
3. To modify individual data elements, double click on the data item and it will become enclosed in an edit box and ready for changes. Data items that have pre-populated values will provide drop down menu choices. (*see screen shot below*)
4. Make the modifications.
5. Click on the save button located on the menu bar at the far right of the screen

****DAVE 2.0 Special Note****

DAVE 2.0 allows the user to modify data elements in one building record, and add or delete other buildings without having to save each time.

The screenshot shows a web browser window titled "Buildings - Windows Internet Explorer" with the URL "https://apps.northcarolina.edu/dave/buildings.php". The interface includes a navigation menu with tabs for Overview, Buildings, Rooms, Data Load, Campus Map, and Admin. The "Buildings" tab is active, displaying a table of building records for Campus "104-Craven" and Cycle "20096". The table has columns for #, Building Nbr, Building Nbr Su..., Building Name, Res Class, Ownership Status, Year Construct..., Est Replacement..., Cost Last Renov..., and Year Last Renov... The first row (Building Nbr 001) is highlighted in beige. The table also includes "Add" and "Delete" buttons at the top left and "Cancel" and "Save" buttons at the top right.

#	Building Nbr	Building Nbr Su...	Building Name	Res Class	Ownership Status	Year Construct...	Est Replacement ...	Cost Last Renov...	Year Last Renov...
1	001		CLASSROOM & ADMIN (B)	Non-Residential	1	1971	003971585	0011964	2001
2	002		SHOP & LABORATORY (C)	Non-Residential	1	1971	005246249	0065734	2003
3	003		VO TEC LRN RES CTR(A)	Non-Residential	1	1981	003952687		
4	009		EDTR (CHERRY PT)	Non-Residential	5	1997	000411968		
5	011		LYNN N KELSO BLD (D)	Non-Residential	1	1990	004209723		
6	012		K S ORRINGER BLDG (E)	Non-Residential	1	1990	003413700		
7	014		TEMP TRAILER	Non-Residential	1	1983	000022334		
8	015		TEMP TRAILER	Non-Residential	1	1983	000022334		
9	016		TEMP TRAILER 6,7	Non-Residential	1	1983	000044668		
10	018		ACAD SK/CLASSROOM-F	Non-Residential	1	1999	004887022		
11	019		CONTINUING EDUCATION	Non-Residential	1	1983	001130667	0229943	2000
12	022		MAINTENANCE BLDG	Non-Residential	1	2006	000835118		
13	024		TEMP TRAILER #11	Non-Residential	4	2006	000109049		
14	025		TEMP TRAILER #12	Non-Residential	4	2006	000109049		
15	026		TEMP TRAILER #13	Non-Residential	6	2006	000109049		
16	027		BUS/INFO TECHNOLOGY	Non-Residential	1	2008	005883154		
17	028		BSH ADV MFG CFENTER	Non-Residential	1	2008	006463688		

Adding a New Building

1. Click on the buildings tab.
2. Click on the add button on the menu bar. A box with an up and down arrow allows the user to add numerous blank records at one time.
3. The new building will be enabled as the first row in the spreadsheet.
4. Modify the record to reflect the data you wish.
5. Click on the Save button.

Deleting a Building

1. Click on the buildings tab.
2. Find the record(s) you wish to delete
3. Click once to activate the row you wish to delete. Multiple records can be deleted at one time by holding down the left click button and dragging the mouse down the page once the first record is highlighted.
4. Click on the delete button.

Cancel Changes

1. If you are in the middle of making modifications and you no longer wish to modify the records, just click on the Cancel button on the menu bar.

*****Special Note*****

If you click on the Cancel button, all modifications will be reversed and the web page will be refreshed.

Business Rules

The following list is a set of fields that have been restricted or auto populated as defined by the current business rules.

1. Resident Classification - Restricted to pre-populated set of valid values
2. Ownership Status - Restricted to pre-populated set of valid values
3. Condition - Restricted to pre-populated set of valid values
4. Air condition - Restricted to pre-populated set of valid values
5. Last Year Update - Auto populated to current year if record modified or new record added.

Rooms

The following sections provide information on how to perform data entry on the rooms tab.

Modify Existing Data Record

1. Click on the rooms tab, select the building in which the room is located from the drop down list, and double click the building name to bring up the room records.
2. Find the row of the data you wish to modify and left click once. The row will highlight in beige and at this point you can modify individual items on the line, or delete the entire record by clicking on the delete button on the menu bar.

To modify individual data elements, double click on the data item and it will become enclosed in an edit box and ready for changes. Data items that have pre-populated values will provide drop down menu choices..

****Special Note**** *In order to speed data entry, the program and category codes have been reversed on the screen to circumvent the automatic category code validation prompts that occur when some program codes are entered. (example: program code 11). The output will appear the same with program code appearing before category code.*

3. Modify the data elements. **Please note:** In the room name field, if the user exceeds the 16 characters allowed, a warning message will display and the field will not save. In the square footage field, delete the existing square footage before entering the new value.
4. Click on the save changes button.

The screenshot displays a web browser window titled "Rooms - Windows Internet Explorer" showing a data entry interface for rooms. The URL is <https://apps.northcarolina.edu/dave/rooms.php>. The interface includes a search bar with "Google" and a "Go" button. Below the search bar, there are dropdown menus for "Campus" (104-Craven) and "Building" (001-CLASSROOM & ADMIN (B)). A "Cycle" dropdown is set to "20096".

The main data table has the following columns: #, Room Nbr, Room Nbr Suffix, Room Name, Room Use Code, Room Use Suffix, Stations, Assignable Area, Category1, Program1, Proration1, and Category. The first row is highlighted in beige and contains the following data:

#	Room Nbr	Room Nbr Suffix	Room Name	Room Use Code	Room Use Suffix	Stations	Assignable Area	Category1	Program1	Proration1	Category
1	00100	A	OFFICE	310 OFFICE			000168		53-COUN & CAR...		
2	00100		OFFICE	310 OFFICE			000667		53-COUN & CAR...		
3	00101	A	BOARD ROOM	680 MEETING RO...			000551		61-EXECUTIVE M...		
4	00101	B	PRESIDENT OFFICE	310 OFFICE			000432		61-EXECUTIVE M...		
5	00101	C	OFFICE	310 OFFICE			000202		61-EXECUTIVE M...		
6	00101	D	OFFICE	310 OFFICE			000170		63-GEN ADMIN-L...		
7	00101	E	OFFICE SERVICE	315 OFFICE SER...			000130		63-GEN ADMIN-L...		
8	00101	F	OFFICE	310 OFFICE			000140		66-PUBLIC RELA/...		
9	00101	G	OFFICE	310 OFFICE			000130		66-PUBLIC RELA/...		
10	00101	H	OFFICE SERVICE	315 OFFICE SER...			000130		61-EXECUTIVE M...		
11	00101	I	OFFICE SERVICE	315 OFFICE SER...			000150		61-EXECUTIVE M...		
12	00101	K	OFFICE	310 OFFICE			000144		61-EXECUTIVE M...		
13	00101	L	OFFICE	310 OFFICE			000126		66-PUBLIC RELA/...		
14	00101	M	OFFICE	310 OFFICE			000144		63-GEN ADMIN-L...		
15	00101	N	TOILET H/C MEN	MEN TOI H/C			000000		03-BUILDING SE...		
16	00102	A	OFFICE	310 OFFICE			000120		53-COUN & CAR...		
17	00102	B	OFFICE	310 OFFICE			000120		92-INDEP OPNS E...		
18	00102	C	OFFICE	310 OFFICE			000120		53-COUN & CAR...		
19	00102	D	SUPPLY ROOM	315 OFFICE SFR			000128		51-STUD SFRVIC		

The interface also includes a "Page 1 of 2" indicator, a "Displaying 1 - 100 of 106" status, and a "Search" button. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "3:24 PM Wednesday".

Add a New Room

1. Click on the rooms tab if you are not already on the rooms screen, and select the building in which you are adding a room(s) by a double click.. If you have already modified room records in this building during this session you may add rooms without having to save your changes.
2. Click on the add button in the menu bar and select the number of blank records needed using the up and down arrow.
3. The new room record will be enabled as the first row in the spreadsheet.
4. Add the new room data elements. **Please note:** The new room line will display as a blank in the room number field. Leading zeros will be added automatically if not entered.
5. Click on the save changes button.

#	Room Nbr	Room Nbr Suffix	Room Name	Room Use Code	Room Use Suffix	Stations	Assignable Area	Category1	Program1	Proration1	Categ
1	00100	A	OFFICE	310 OFFICE			000168		53-COUN & CAR...		
2	00100		OFFICE	310 OFFICE			000667		53-COUN & CAR...		
3	00101	A	BOARD ROOM	680 MEETING RO...			000551		61-EXECUTIVE M...		
4	00101	B	PRESIDENT OFFICE	310 OFFICE			000432		61-EXECUTIVE M...		
5	00101	C	OFFICE	310 OFFICE			000202		61-EXECUTIVE M...		
6	00101	D	OFFICE	310 OFFICE			000170		63-GEN ADMIN-L...		
7	00101	E	OFFICE SERVICE	315 OFFICE SER...			000130		63-GEN ADMIN-L...		
8	00101	F	OFFICE	310 OFFICE			000140		66-PUBLIC RELA/...		
9	00101	G	OFFICE	310 OFFICE			000130		66-PUBLIC RELA/...		
10	00101	H	OFFICE SERVICE	315 OFFICE SER...			000130		61-EXECUTIVE M...		
11	00101	I	OFFICE SERVICE	315 OFFICE SER...			000150		61-EXECUTIVE M...		
12	00101	K	OFFICE	310 OFFICE			000144		61-EXECUTIVE M...		
13	00101	L	OFFICE	310 OFFICE			000126		66-PUBLIC RELA/...		
14	00101	M	OFFICE	310 OFFICE			000144		63-GEN ADMIN-L...		
15	00101	N	TOILET H/C MEN	MEN TOI H/C			000000		03-BUILDING SE...		
16	00102	A	OFFICE	310 OFFICE			000120		53-COUN & CAR...		

Deleting Rooms

1. Click on the rooms tab if you are not already on the rooms screen, and select the building in which you are adding a room(s) by a double click.. If you have already modified room records in this building during this session you may delete rooms without having to save your changes.
2. Find the record you wish to delete. Click once to activate the row you wish to delete. Multiple records can be deleted at one time by holding down the left click button and dragging the mouse down the page once the first record is highlighted.
3. Click on the delete button.

Cancel Changes

1. If you are in the middle of making modifications and you no longer wish to modify the records, just click on the Cancel button.

****Special Note****

If you click on the Cancel button, all modifications will be reversed and the web page will be refreshed.

Business Rules

The following list is a set of fields that have been restricted or auto populated as defined by the current business rules.

1. Room Use Code - Restricted to pre-populated set of valid values
2. Program Code - Restricted to pre-populated set of valid values
3. Category Code - Restricted to pre-populated set of valid values
4. Station Check: (If room use code one of these (110, 210, 220, 250, 810, 910, 410, 420, 430, 920, 950, 970) then station must not be blank and be greater than zero.)
5. Category code Check: (If room use code is 110 then category code 1 must equal 0000)
6. Category code Validation: (Category Code 1, 2, 3, or 4 cannot be one of these (1000, 2000, 3000, 4000, 5000, 6000, 7000, 8000, 9000))
7. Category code Validation: (If Program Category 1 one of these (11, 12, 21, 22, 41) then Category code 1 cannot be blank)
8. Last YearUpdate - Auto populated to current year if record modified or new record added.
9. Accessibility - Auto populated to 1 if new record added.

Data Load Feature

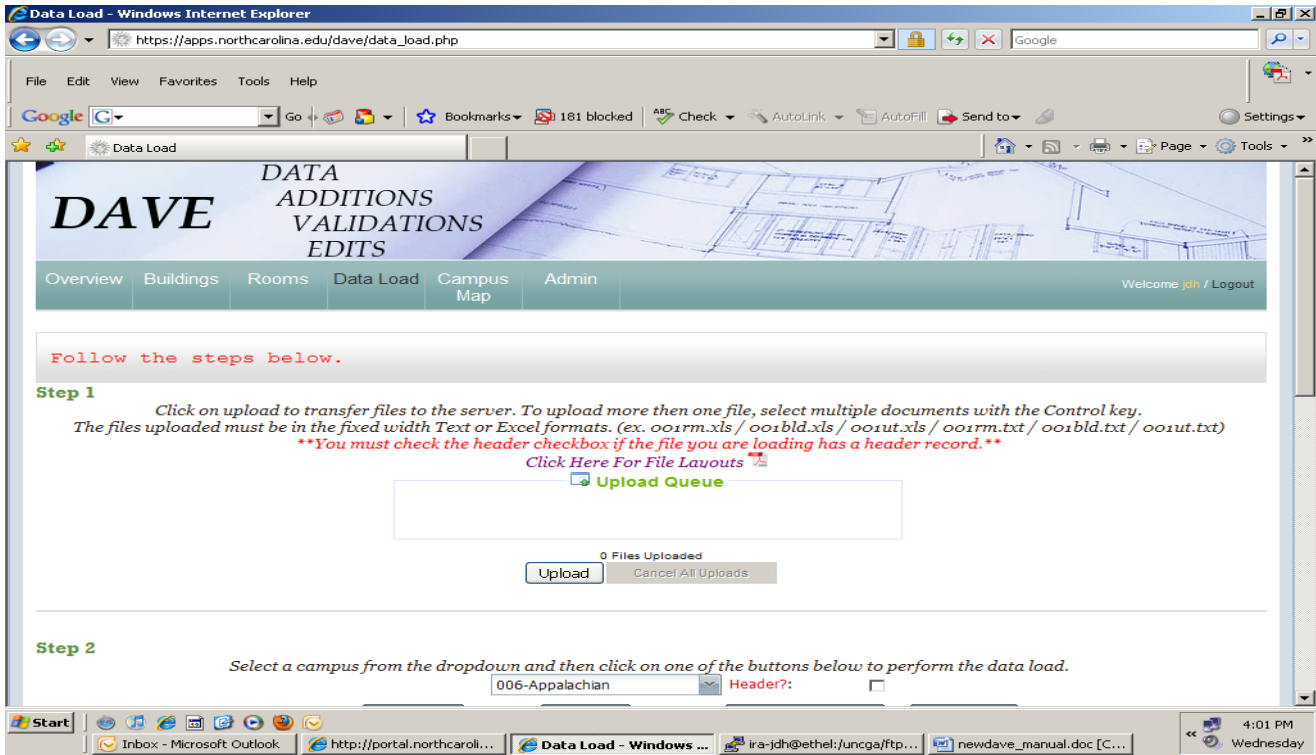
DAVE 2.0 has a new feature that allows a campus to upload complete inventory files from Computer Assisted Facilities Management (CAFM) systems, or building and room data from excel spreadsheets. The excel spreadsheet upload must be in the same format as the DAVE excel output and have the same number of data columns. The best practice is to open the Overview page on DAVE and copy the header line and the first line of records from the downloadable excel spreadsheets found for each data file. Use that format when populating the spreadsheet. This will guarantee the data file being uploaded will match. This feature is extremely useful if a campus has the capability to populate room data files from Computer Assisted Drawings (CAD). Architectural firms routinely provide drawings in an electronic format for a new building or for renovations that are more than superficial and involve moving existing walls. Campuses that have CAD capability can obtain the square footages from these drawings by using poly-lines to measure the inside faces of each room and transfer that data into either a working spreadsheet or directly into the DAVE database. The following steps are to be followed when uploading data to DAVE.

Data Load

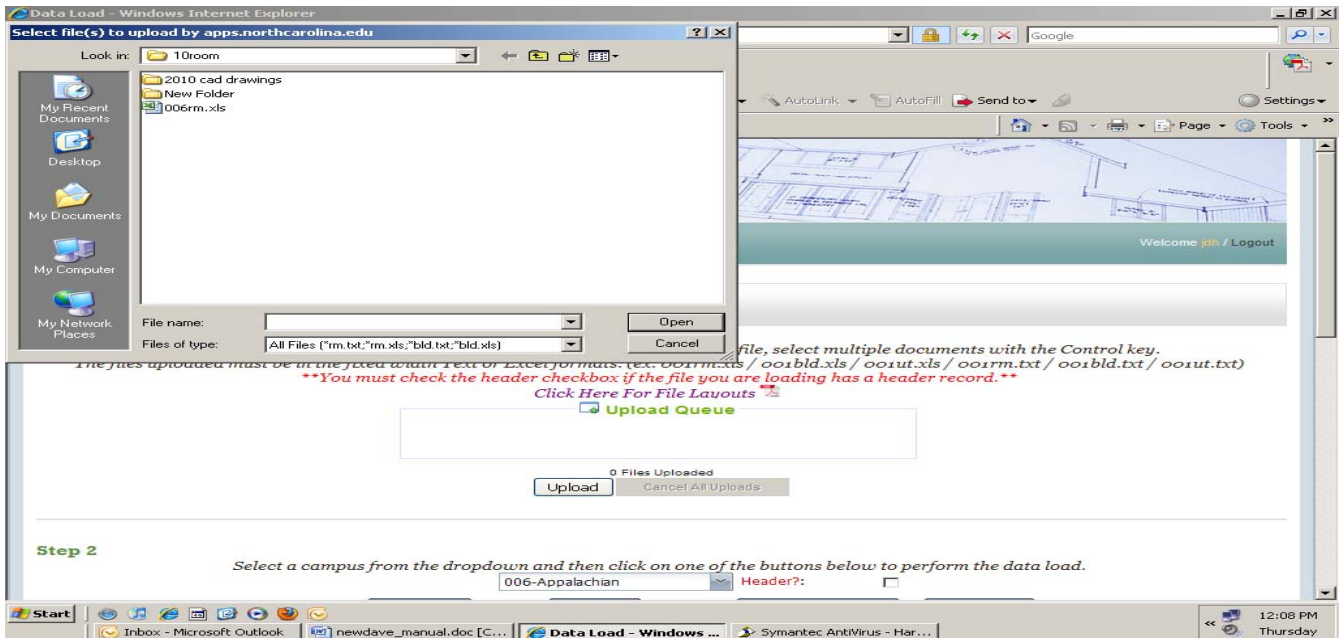
1. Data files must be named with the conventions listed below:

The files uploaded must be in the fixed width Text or Excel formats. (ex. 001rm.xls / 001bld.xls / 001ut.xls / 001rm.txt / 001bld.txt / 001ut.txt)

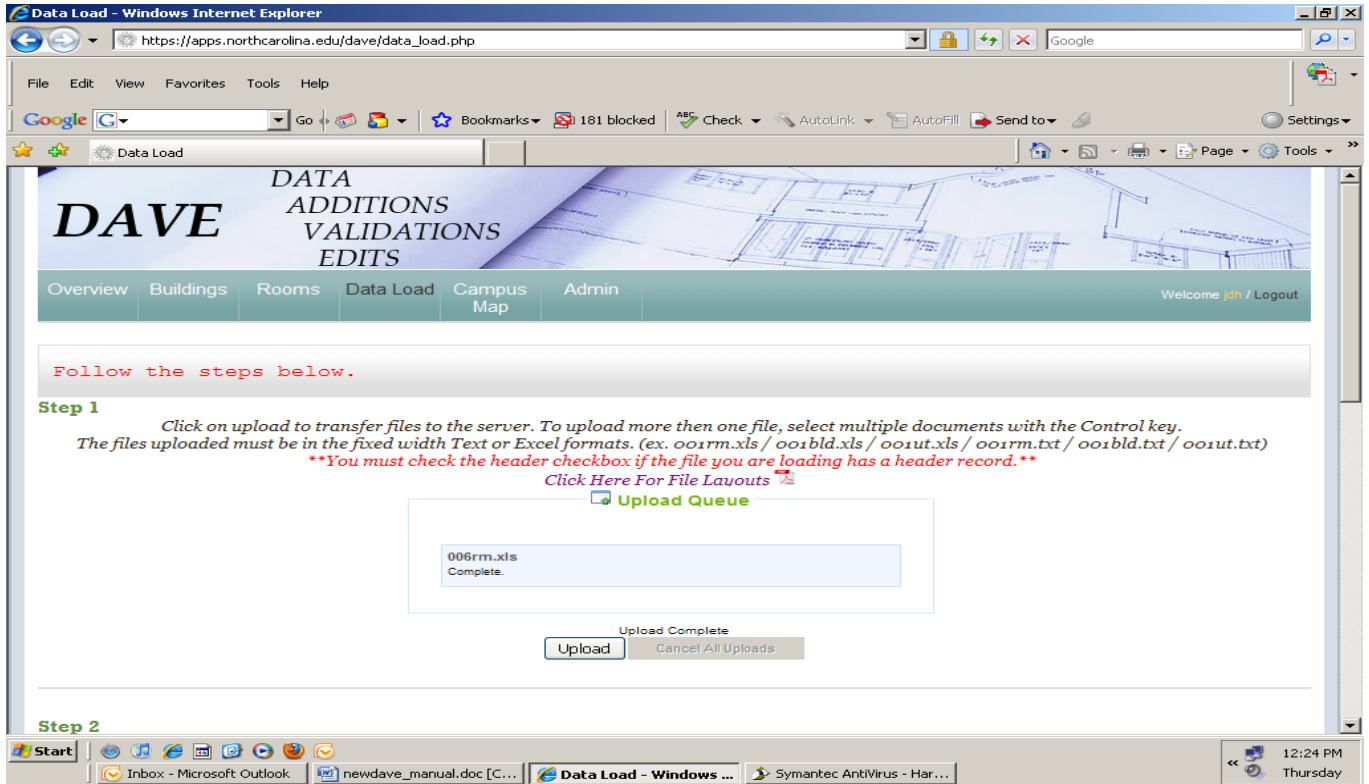
****You must check the header checkbox if the file you are loading has a header record.****



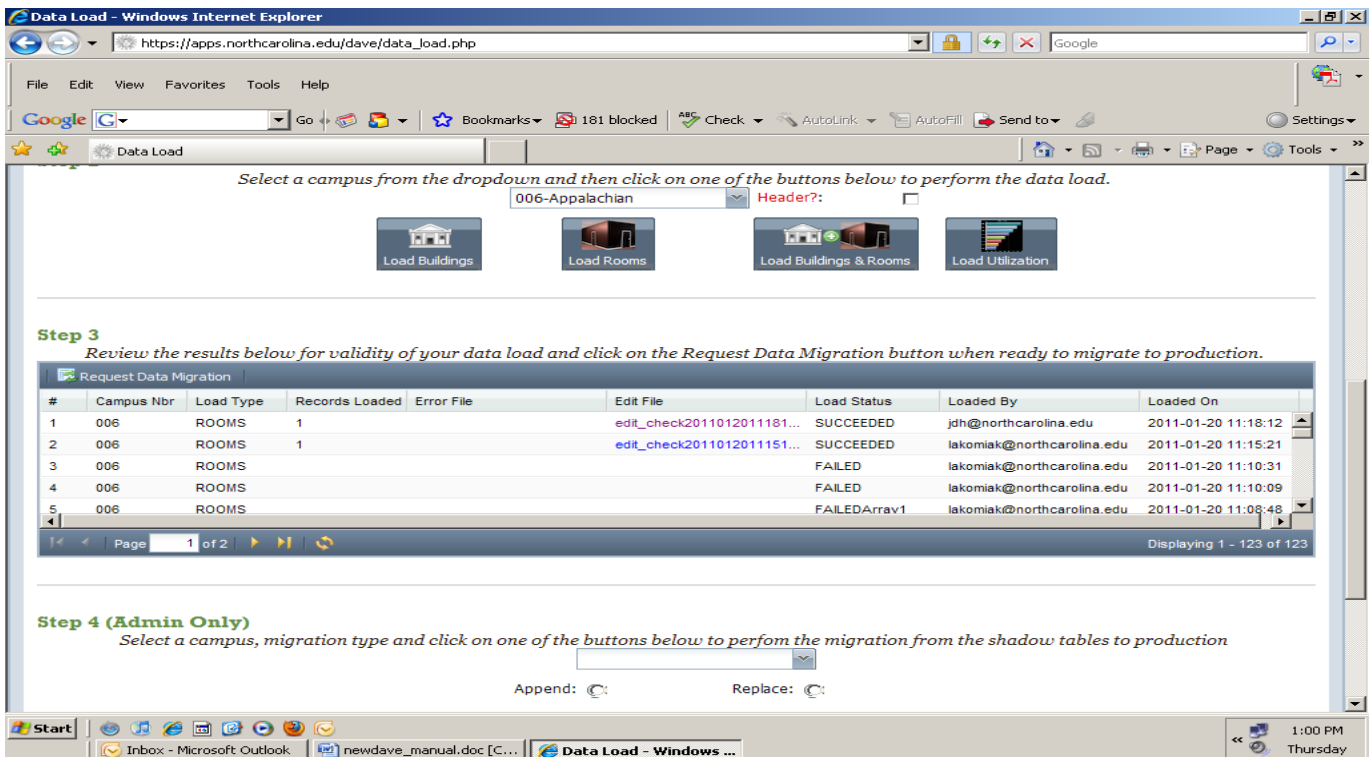
2. Click on the upload button, and a pop up screen should appear giving you options of selecting where the data file is stored on your computer.



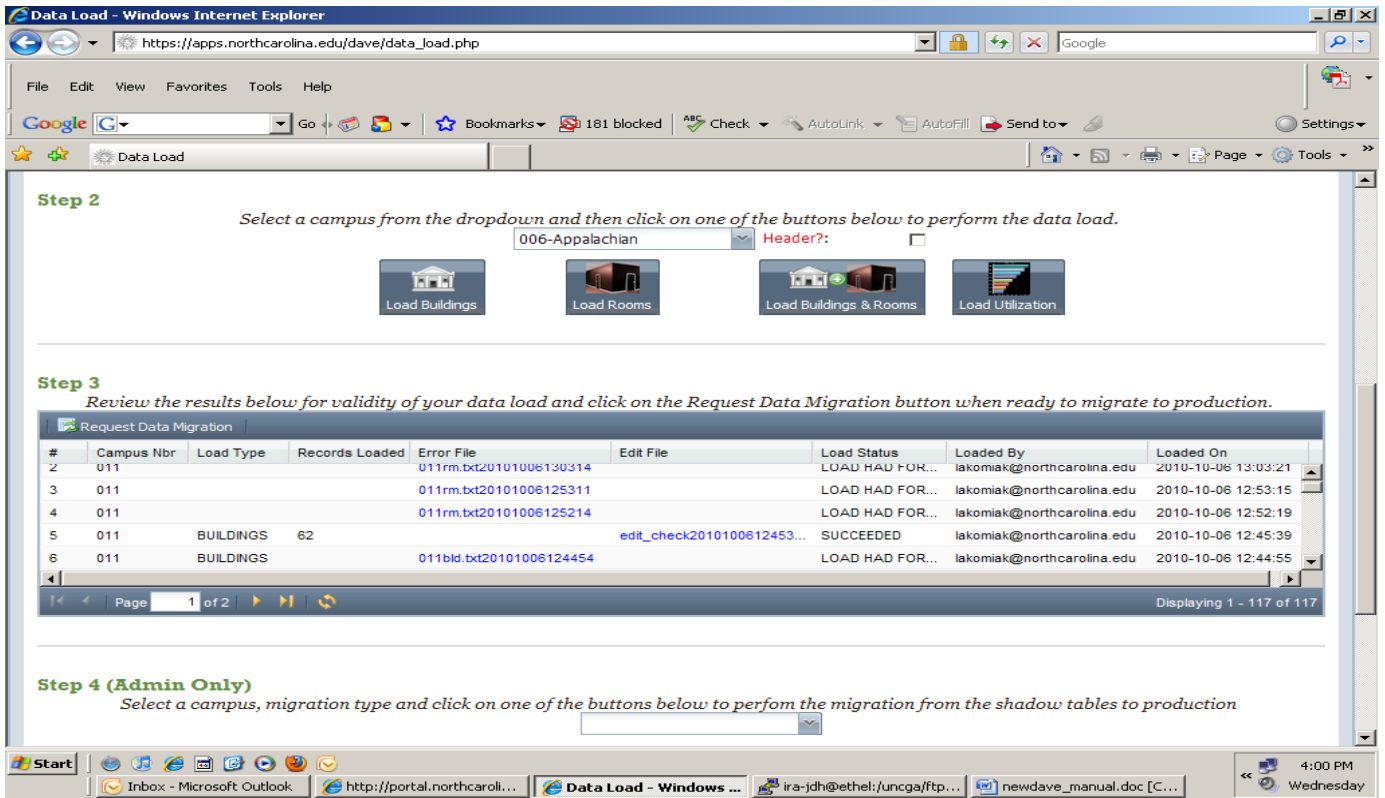
3. Select the file by either clicking on it or entering the file name into the screen and click “open”. The file should open and the screen should reflect the file name and the message “Complete”



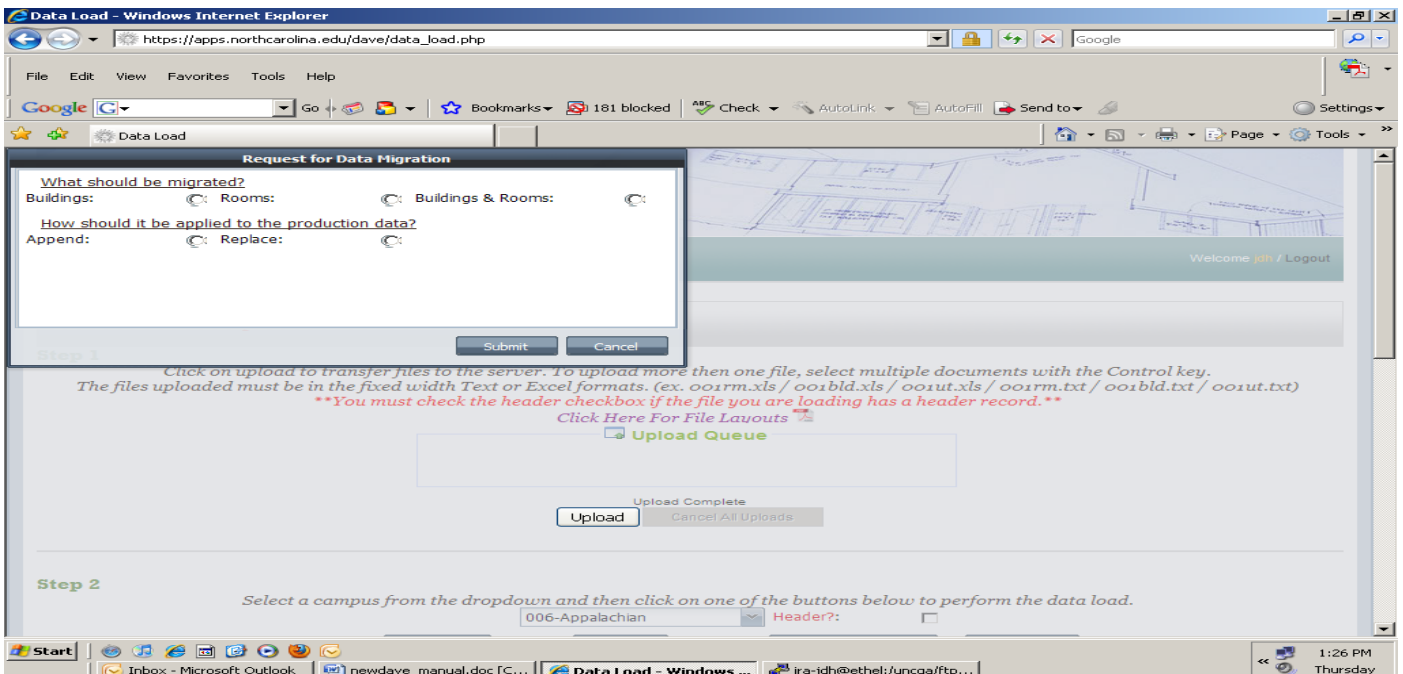
4. Select a campus from the drop down menu and then click on the button that best describes the file to perform the dataload. Note: **If the file is an excel file and has header information, make certain the header box option is checked.**



- The screen will display information about the file you uploaded and will include the type of file, the number of records, the load status and the identifier of the person loading the file. The message under Load Status should read “Succeeded” If the file is ready, click on the “Request Data Migration” button on the left side of the menu bar in the Step 3 window.



- The following screen should appear listing options for type of file to migrate, and whether the file should append the existing file or replace it entirely. (**Caution: The Replace option should only be used by campuses submitting a complete replacement inventory file.**) Click on the appropriate buttons for file type and then click the submit button to complete data migration.



7. An automatic email to UNC-GA will be generated indicating a file has been submitted for migration.
8. Utilization Files may also be submitted on the data load page. This will enable campuses that do not submit utilization files to the UNC file server a reporting option other than sending the file by email attachment. These will typically be the private colleges and universities in North Carolina. The Utilization file must be in the correct format, and must have the correct naming conventions. Utilization Edits will be generated when a file is submitted. This edit will closely resemble the conflict edit generated at UNCGA, and will allow campuses to catch errors before the file is submitted for migration

Chapter 4. Data Submissions, Revoke, Approval

This chapter will provide information on campus submissions, approvals, revoking of approvals and reports available to the user. The screen shown below is the DAVE 2.0 overview screen. From this page, the user can submit data for approval, Revoke approval, Submit Data to General Administration, download Excel versions of the campus building and rooms, and view edit reports. All of these options are found on the menu bar below the campus name and cycle. The export to Excel function has not changed from the previous version of DAVE and the changes report is displayed as a PDF document. A new function on DAVE 2.0 is the edit report. This will allow the user to check for errors and make corrections before submitting the data to General Administration.

Submission for Approval

Use the steps below to submit campus buildings for approval.

1. Proceed to the overview tab if not already present.
2. Click on each checkbox next to the row(s) in which you would like to select for submission. Once the checkbox beside a building is checked, the line will highlight in beige.
3. To submit all buildings, click on the box found on the first line that displays the headings for each data column. All lines with building data will highlight in beige.
4. Click on the Submit for Approval button.

****Special Note****

*This action will result in an email to you and will lock the buildings and rooms from further editing. **This***

step can be skipped if the user is the Facilities Manager at a campus. The Facilities Manger can go directly to the “Submit to General Administration” button to send the file.

Approve Submissions

Use the steps below to approve the campus data submissions if there are building managers or more than one person with facilities oversight responsibilities.

1. Click on either the overview or buildings tab.
2. Click on the checkbox next to the row(s) in which you would like to select for approval.
3. Click on the check all box if you wish to select all buildings to approve.
4. Click on the Approve Building button.

****Special Note****

*This action will result in an email to the Building Manager and the Facilities Manager and will lock the building and rooms from further editing. **If a campus only has a Facilities Manager, they can skip the approval step and perform the submit to General Administration step.***

Revoke Submissions

Use the steps below to revoke building submissions or approvals.

1. Click on the overview tab.
2. Click on the checkbox next to the row(s) in which you would like to select for revoking.
3. Click on the check all box if you wish to select all buildings to revoke.
4. Click on the Revoke Building button.

****Special Note****

This action will result in an email to both the building and facilities managers stating the buildings revoked. This action will re-enable the building and room data for editing again. Buildings must have been previously submitted for approval prior to this action.

Submit to General Administration

Use the steps below to submit the campus data to General Administration for review.

1. Click on the overview tab.
2. Click on the Submit to General Administration button.

****Special Note****

This action will result in all campus data being submitted to General Administration. An email to both the Facilities Manager and GA Administrator will be sent. The building and room data will be locked from further editing by the Building and Facilities Managers.

Chapter 5. Reports and Campus Maps

This Chapter provides examples of Building, Room, Changes and Edit Reports that are all available on the Overview page. The Rooms and Building buttons create Excel spreadsheets that can be saved on the user's local computer. The changes report is a PDF document that allows the user to view a changes report of the building and room data modifications from current cycle to last cycle. The Edit Report lists any errors or items that need attention before a file can be finalized at UNC General Administration. All of these report buttons can be found on the menu bar of the overview page.

Excel Room Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	group_nbr	campus_n	bldg_nbr	bldg_nbr	room_nbr	room_nbr	room_nam	room_use	room_use	stations	assignable	program1	category1	proration	program2
2	007	6	102		00001	V	ORCHESTR	610			000497	52	7120		
3	007	6	102		00001	V	ORCHESTR	610			000497	52	7120		
4	007	6	102		00002		MEN TOIL	11			000000	03			
5	007	6	102		00004		WOMEN'S	12			000000	03			
6	007	6	102		00006	A	CLASSROC	110		40	000602	11	0000		
7	007	6	102		00006	B	STORAGE	315			000215	11	2104		
8	007	6	102		00007	A	OFFICE	310			000212	11	0000		
9	007	6	102		00008		CLASSROC	110		41	000589	11	0000		
10	007	6	102		00009	A	OFFICE	310			000082	11	2104		
11	007	6	102		00009	B	OFFICE	310			000071	11	2104		
12	007	6	102		00009	C	OFFICE	310			000108	11	2104		
13	007	6	102		00009	D	OFFICE	310			000115	11	2104		
14	007	6	102		00009	E	OFFICE	310			000115	11	2104		
15	007	6	102		00009	F	OFFICE	310			000111	11	2104		
16	007	6	102		00009	G	WORK RO	315			000080	11	2104		
17	007	6	102		00009	H	OFFICE	310			000150	11	2104		
18	007	6	102		00009	I	OFFICE	310			000090	11	2104		
19	007	6	102		00102		OFFICE	310			000118	11	1094		
20	007	6	102		00102	A	OFFICE	310			000077	11	1094		
21	007	6	102		00103		STORAGE	315			000036	11	1094		
22	007	6	102		00103	V	MEN'S TO	11			000000	03			
23	007	6	102		00104		STORAGE	315			000035	11	1094		

Excel Building Report

The screenshot shows a Microsoft Excel spreadsheet titled "006bld[1].xls [Compatibility Mode]". The active cell is A1, containing the text "group_nbr". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	group_nbr	campus_n	bldg_nbr	bldg_nbr	filler1	bldg_nam	res_class	ownershi	year_cons	est_replac	cost_last	year_last	condition	ac_status	filler2
2	007	6	102			WILSON H	1	1	1938	009286624	0900000	94	3	6	
3	007	6	103			DUNCAN I	1	1	1965	011400065	0120000	88	2	3	
4	007	6	104			HOME MG	1	1	1965	000486624			1	1	
5	007	6	105			GREER HA	1	1	1950	007225625	0058100	83	1	1	
6	007	6	106			D D DOUG	1	1	1935	006882618	0031150	84	3	2	
7	007	6	107			LS DOUG	1	1	1962	002495125			1	1	
8	007	6	108			BROCK CH	1	1	1965	000482548			2	1	
9	007	6	110			RANKIN S	1	1	1970	016595060	2600000	06	1	5	
10	007	6	111			SMITH WR	1	1	1940	003119833	1700000	06	3	1	
11	007	6	112			KATHRYN	1	1	1961	009378344	0013162	92	1	1	
12	007	6	113			ANNE BEL	1	1	1968	020032056	3225000	05	1	6	
13	007	6	115			SANFORD	1	1	1968	011302717	0050000	86	1	1	
14	007	6	116			VARSITY G	1	2	1968	020435798	0022615	83	1	1	
15	007	6	117			WALKER H	1	1	1975	010250716	1648800	03	1	6	
16	007	6	118			WEY HALL	1	1	1976	010754390			1	6	
17	007	6	119			BROYHILL	1	1	1983	018396386	0010000	93	1	6	
18	007	6	120			UNIVERSI	1	1	1983	006181245			1	6	
19	007	6	121			NE BLDG (1	1	1965	002316231	0109389	83	2	1	
20	007	6	122			QUINN RE	1	2	1987	011492690			1	4	
21	007	6	123			COLL OF B	1	1	1990	027056103			1	1	
22	007	6	143			TURCHIN (1	1	1985	010563601	6500000	00	4	3	
23	007	6	204			PLEMMON	1	2	1967	021897155	3500000	06	1	6	

Changes Report

Changes[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

2 / 16 62.2% Find

DATA CHANGES REPORT FOR CAMPUS: 006 CYCLE: 2006

ROOMS

blg nbr	blg nbr suffix	room nbr	room nbr suffix	room name	room use code	station	sanitary area	program1	category1	premise1	program2	category2	premise2	program3	category3	premise3	program4	category4	premise4	inst date	accessibility	cycle	action
102		0000	V	ORCHESTRA FIT	610		000497	52	7120											VALBORO T		2006	CHANGE
113		01128		CLASSROOM	410	0015	000411	11	0000											HISTORY	1	2006	CHANGE
123		01016		CENTER ENT'SHIP	680	0015	000384	11	0000											COLLEGE O	1	2006	CHANGE
208		00002		STORAGE	635		000030	55	7310											FOOD SERV	1	2006	DELETE
208		00004		OFFICE	310		000097	55	7310											FOOD SERV	1	2006	DELETE
208		00005		DESPWASHING	635		000241	55	7310											FOOD SERV	1	2006	DELETE
208		00006	A	WORKROOM Cakes	635		000253	55	7310											FOOD SERV	1	2006	DELETE
208		00006	B	DESPWASHING	635		000100	55	7310											FOOD SERV	1	2006	DELETE
208		00006	C	STORAGE	635		000406	55	7310											FOOD SERV	1	2006	DELETE
208		00006	D	KITCHEN	635		010048	55	7310											FOOD SERV	1	2006	DELETE
208		00006	E	DINING ROOM	630		010321	55	7310											FOOD SERV	1	2006	DELETE
208		00006		DINING ROOM	630		010235	55	7310											FOOD SERV	1	2006	DELETE
208		00007		STORAGE	635		000319	55	7310											FOOD SERV	1	2006	DELETE
208		00008		STORAGE	635		000066	55	7310											FOOD SERV	1	2006	DELETE
208		00009		STORAGE	635		000252	55	7310											FOOD SERV	1	2006	DELETE
208		00010		VBD PREP	635		000419	55	7310											FOOD SERV	1	2006	DELETE
208		00013		STORAGE	635		000605	55	7310											FOOD SERV	1	2006	DELETE
208		00014	A	REFRIGERATOR	635		000104	55	7310											FOOD SERV	1	2006	DELETE
208		00014	B	STORAGE	635		000616	55	7310											FOOD SERV	1	2006	DELETE
208		00014		BAKERY	635		000926	55	7310											FOOD SERV	1	2006	DELETE
208		00016		STORAGE	635		000330	55	7310											FOOD SERV	1	2006	DELETE
208		00017		STORAGE #4	635		000156	55	7310											FOOD SERV	1	2006	DELETE
208		00021		REFRIGERATOR #6	635		000047	55	7310											FOOD SERV	1	2006	DELETE
208		00024		REFRIGERATOR #1	635		000537	55	7310											FOOD SERV	1	2006	DELETE
208		00025		MEAT ROOM	635		000234	55	7310											FOOD SERV	1	2006	DELETE
208		00025		STORAGE	635		000391	55	7310											FOOD SERV	1	2006	DELETE

January 21, 2011, 11:02:25 am 2 / 16

Start | 11:02 AM Friday

Inbox - Microsoft Outlook | ira-jdh@ethel;plan/hefc... | newdave_manual.doc [C... | Campus Overview - Win... | Changes[1].pdf - Ado...

Edit Report

The screenshot shows the Adobe Acrobat Professional interface. The title bar reads 'edit_check20110121110401[1].pdf - Adobe Acrobat Professional'. The menu bar includes File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, and Help. The toolbar contains various icons for PDF operations like Create PDF, Combine Files, Export, Start Meeting, Secure, Sign, Forms, and Review & Comment. A search box is visible with the text 'Find' and a magnifying glass icon. The main content area displays the following report:

006 Appalachian

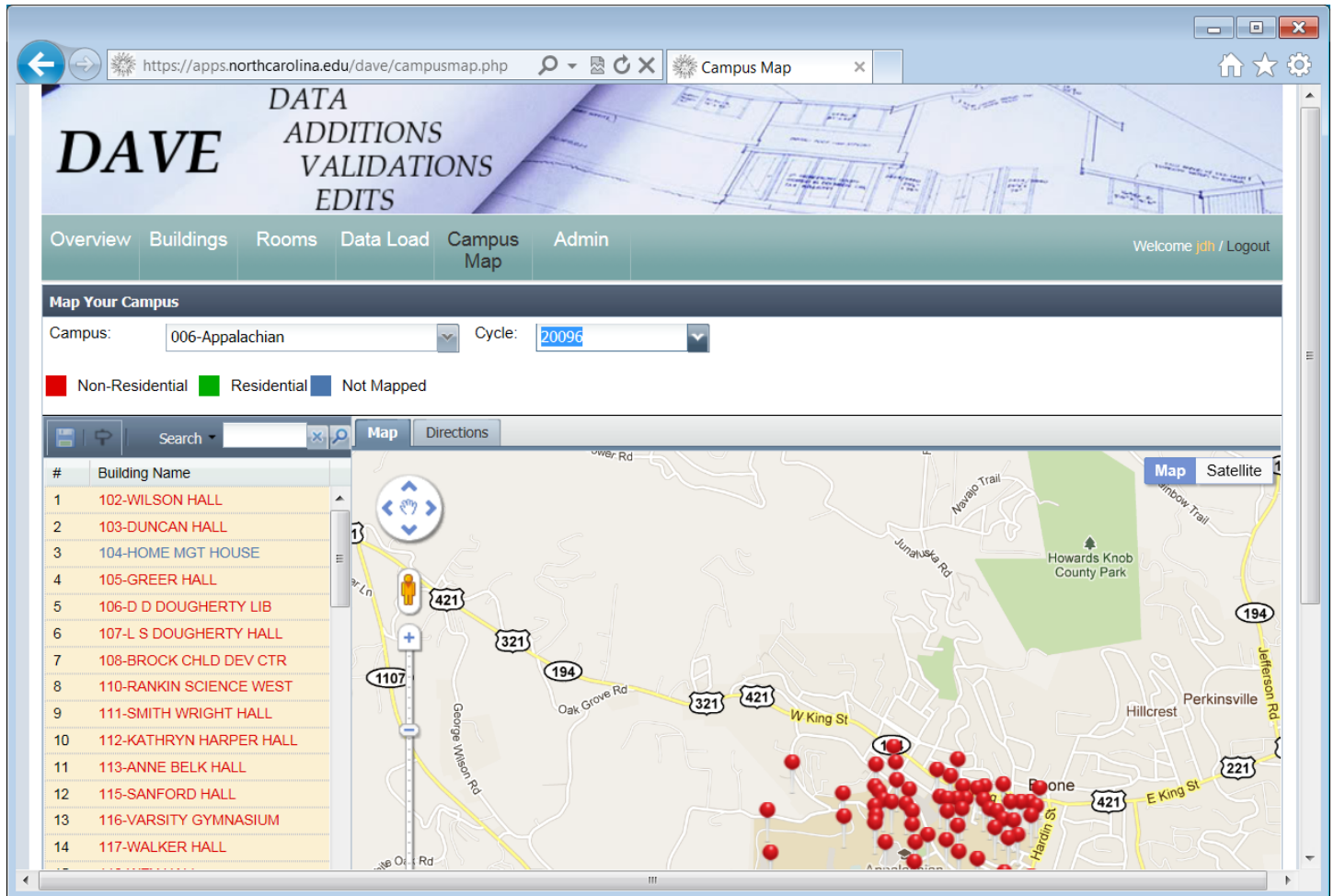
EDIT CHECKS FOR 2009 INVENTORY

<u>GROUP</u>	<u>CAMPUS</u>	<u>BLDG NO</u>	<u>ROOM NO</u>	<u>EDIT CHECK</u>
7	006	102	00001V	GROSS SQ. FT. IS MISSING OR ZERO
7	006	102	00228D	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 50
7	006	102	00229D	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 50
7	006	103	00212	ROOM CODE IS 110 AND SQ. FT. PER STA IS 38.73
7	006	106	00237	ROOM CODE IS 110 AND SQ. FT. PER STA IS 42.11
7	006	107	00104	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 163
7	006	111	00300F	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 142
7	006	115	00104	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 350
7	006	119	00103	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 222
7	006	120	00100	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 72
7	006	120	00101	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 233
7	006	120	00101Y	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 125
7	006	120	00101Z	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 269
7	006	120	00104	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 218
7	006	120	00105	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 218
7	006	120	00106	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 535
7	006	120	00110	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 32
7	006	120	00111	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 50
7	006	120	00112	PROGRAM CODE IS 03 AND ASSIGNABLE SQ. FT. IS 298

The Windows taskbar at the bottom shows the Start button, system tray icons, and several open applications: Microsoft Outlook, a terminal window for 'ira-jdh@ethel:/plan/hefc...', a document 'newdave_manual.doc', 'Campus Overview - Win...', and the current PDF 'edit_check20110121...'. The system clock shows 11:04 AM on Friday.

Campus Map

A new feature on DAVE2.0 is the Campus Maps tab. If the longitude and latitude coordinates are available for your campus buildings, a map showing the location of the buildings can be generated and displayed on a google earth screen. Campuses interested in this feature should contact UNCGA for further information.



APPENDIX 2

NEW CONSTRUCTION FORM

NEW CONSTRUCTION FORM AS OF FALL 2009

Institution _____

1. List all buildings at your institution that have been financed and/or designed, but are not yet under construction.

<u>Bldg. Name</u>	<u>Intended Use</u>	<u>Gross Sq. Ft.</u>	<u>Total Cost</u>	<u>Type of Construction*</u>

2. List all buildings at your institution that are under construction with an expected completion date after October 1, 2009.

<u>Bldg. Name</u>	<u>Intended Use</u>	<u>Gross Sq. Ft.</u>	<u>Total Cost</u>	<u>Type of Construction*</u>

3. List all buildings at your institution that have been completed or are expected to be completed on or before October 1, 2009. Also list any buildings which have been or will be purchased (or otherwise acquired) on or before October 1, 2009, and which are not yet on the facilities inventory for your institution.

<u>Bldg. Name</u>	<u>Intended Use</u>	<u>Gross Sq. Ft.</u>	<u>Total Cost</u>	<u>Type of Construction*</u>

4. If you have no new construction to report (1 through 3 above are blank), please check this box

*A - New construction of a separate building
 B - New construction of an addition to an existing building
 C - Renovation of an existing building
 D - Purchase or other acquisition of an existing building

Project Officer _____
 Date _____

APPENDIX 3

INSTRUCTIONAL SPACE UTILIZATION REPORT (ISUR) COMMUNITY COLLEGES



The Higher Education Facilities Commission, at UNC gives you these instructions...

COURSES TO BE INCLUDED IN UTILIZATION DATA...

- Include all CU & CE courses which met for the fall term in rooms recorded on your facilities inventory (these are buildings/rooms owned or leased by your institution)
- Include all courses which meet for a duration of at least 8 weeks (include only first eight weeks of fall term)
- Room utilization credit is given for a series of short courses/labs meeting in a given room over a period of at least 8 weeks...referred to as "piggy back" scheduling.
- The difference between beginning & ending time should not exceed four hours (if you have a bonafide class period in excess of four hours show utilization on two work records by splitting class hours)

- Include a printout of curriculum and continuing education classes with beginning & ending dates.
 - DUE DATE is January 15th
- COURSES TO BE EXCLUDED...
- Independent study courses
 - Canceled courses (0 students)
 - Off-campus classes
 - TBA's-these should be updated if not previously arranged
 - Classes meeting less than 8 weeks (except for piggy back situations)
 - Outdoor classes unless an indoor room is reserved for the class

Additional instructions....

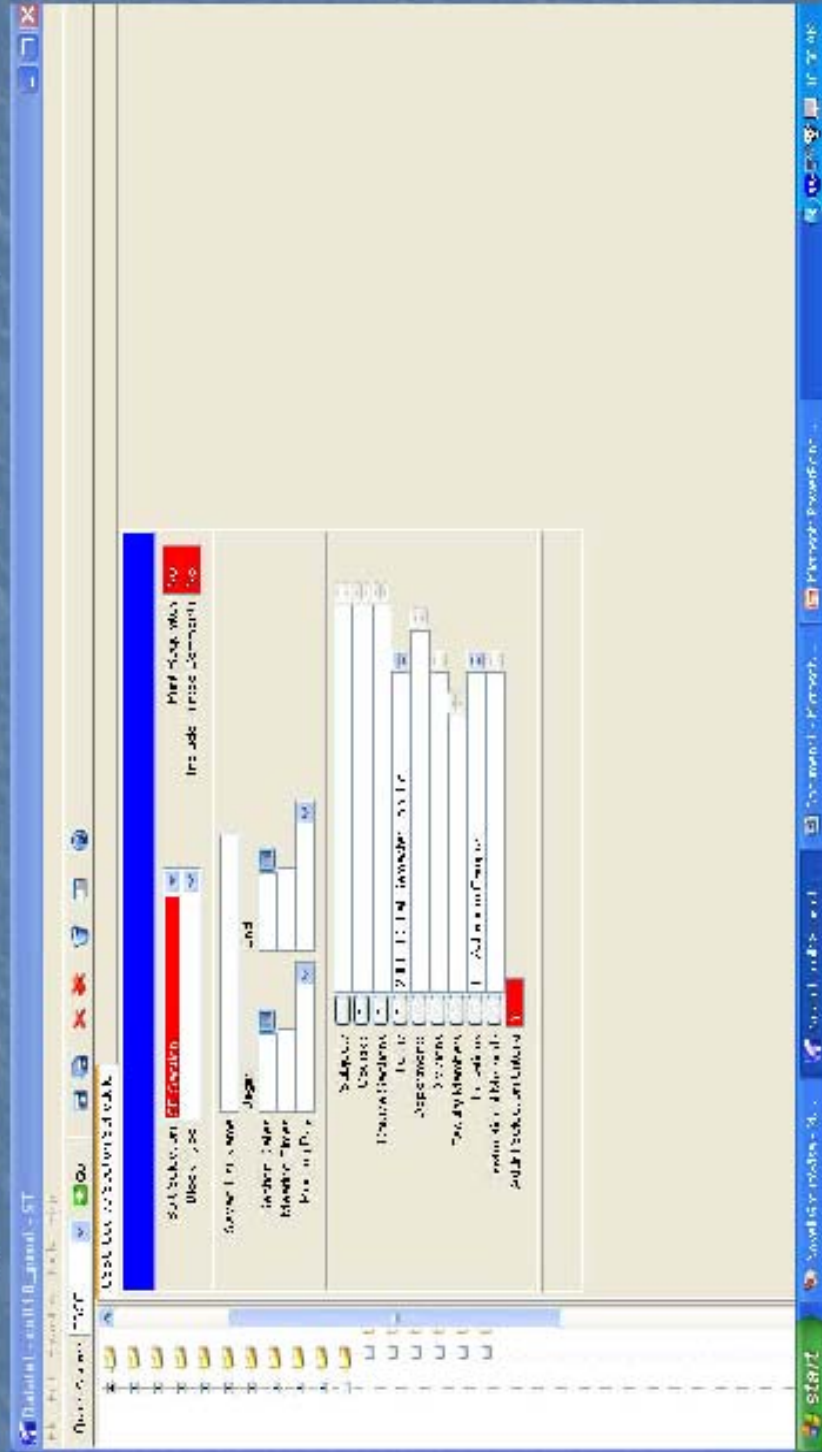
- Work closely with your CU and CE staff who enter sections to make certain that these fields are completed...
 - on the SECT (sections screen)
 - Location
 - on the SOFF (section offering screen)
 - Building & Room
 - Start Time & End Time
 - Days of the Week
 - Rebuild Meeting Dates - Yes
 - Number of Weeks
 - on the FASC (faculty section assignment screen)
 - Faculty Member

- If a class meets at different hours on different days, add a work record to show correct utilization unless recorded on SOFF.
- Two courses meeting in the same room and at the same time should be combined to show only one work record on the report.
- Compare the number of stations listed for each room on your Building Characteristic Report against the number of students enrolled in each class to make sure that the number of stations have not been exceeded (this is closely monitored).
- Use the Used/Unused Teaching Area Check List for the previous year (supplied by the Commission) to check off which rooms were used.
- Print a Course Section Schedule (CSSC) to compare to your report to ensure that all sections meeting criteria were included.
- Check for conflicts in building and room assignments.

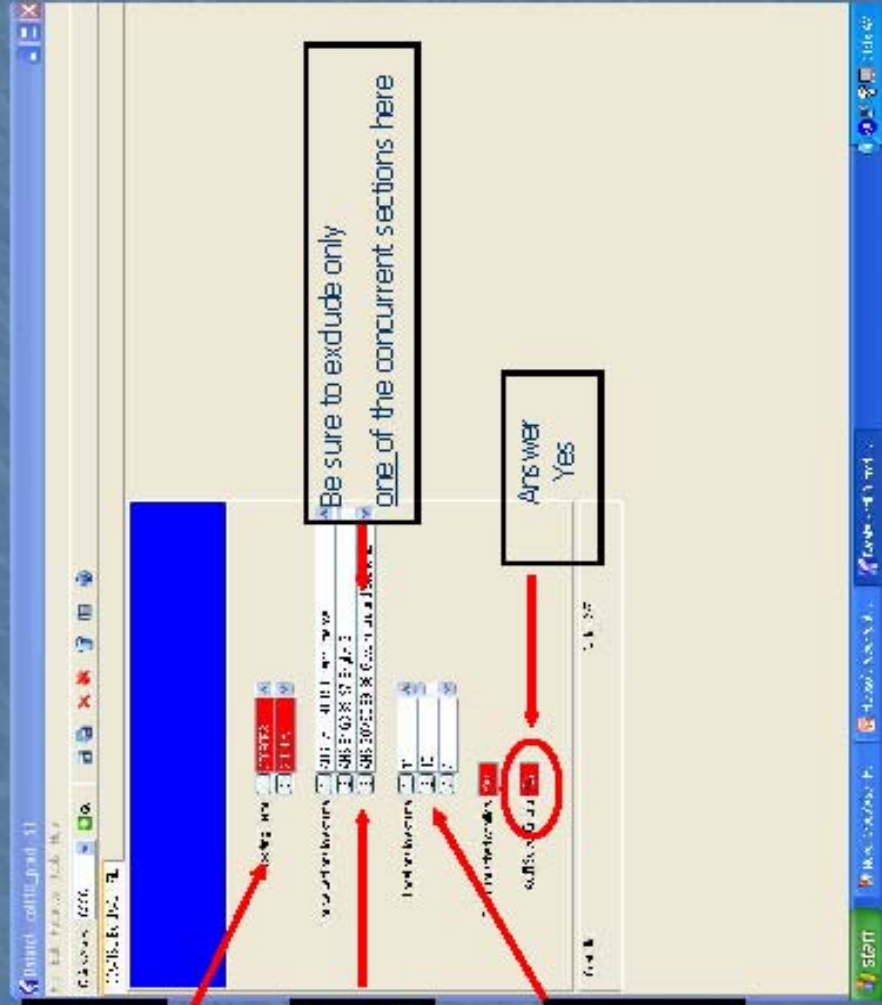
Decide on your 8 week period

- For Curriculum:
Starting date of Fall semester and ending date is 8 weeks later (i.e. starts: Aug. 18 ends: Oct. 15)
- For Continuing Education:
Determine when the majority of your fall classes have started (i.e. starts: Sept. 2 and ends: Oct. 24)
- Do not submit your ISUR report until after the end of your selected eight week period for Continuing Education so you'll be able to capture the correct number of enrolled students in your multi-entry/multi-exit/open labs.

Run CCSC to print a Course Schedule
 Curriculum – use term 2008FA
 Continuing Education – use terms 2008CE3, 2009CE1, & 2009CE2



The first step in producing your ISUR report is to generate a work file of records to include on the report. Enter XXIW mnemonic.



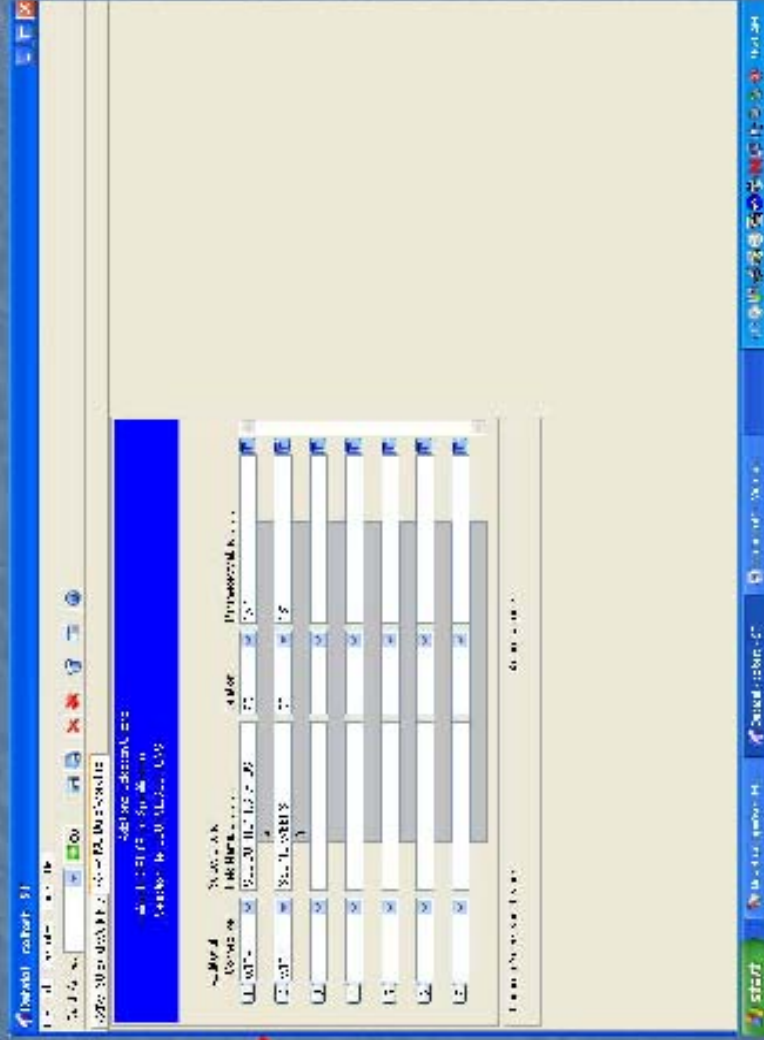
Reporting Terms for 2008
2008CE3 AND 2008FA

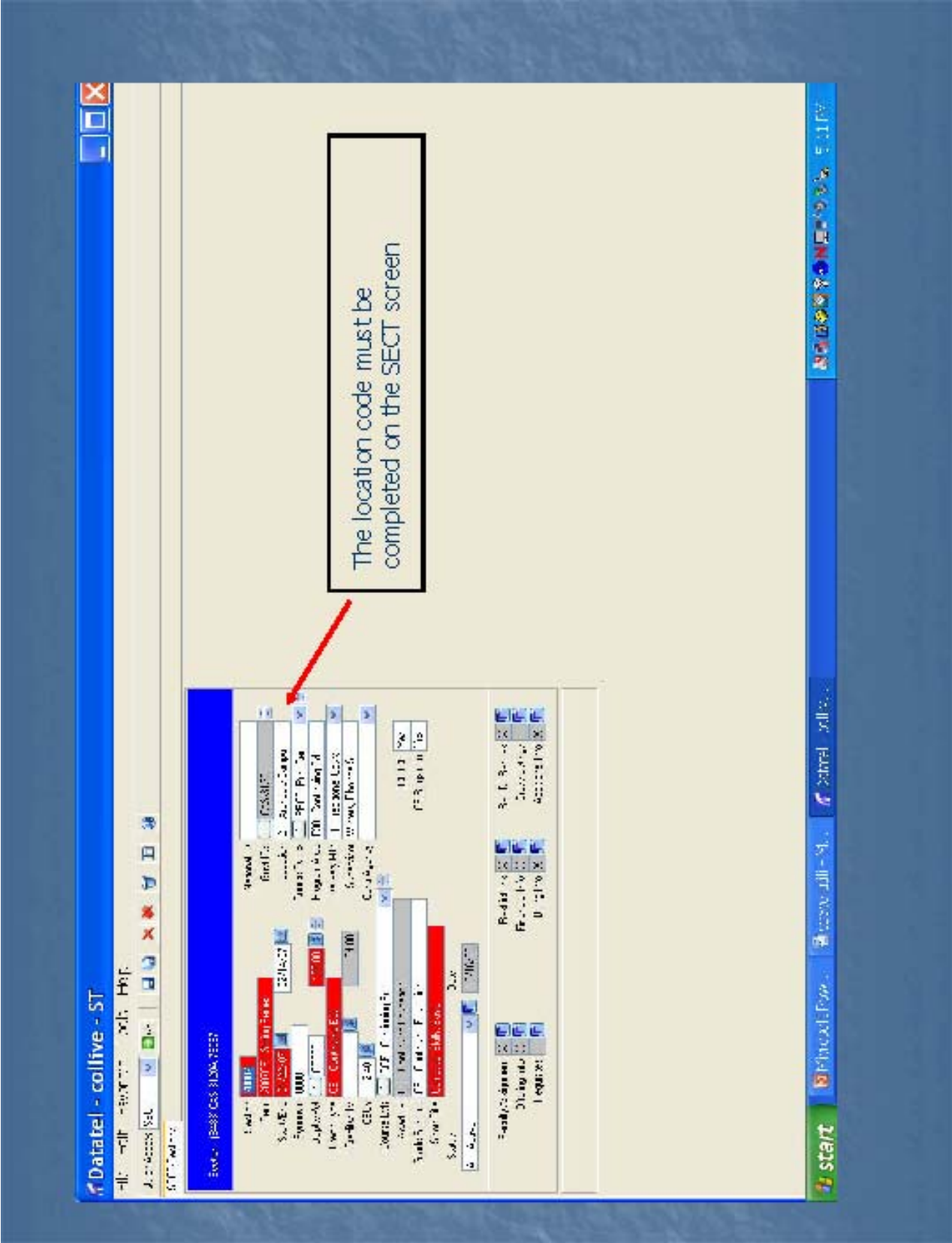
Course Sections to Exclude...
Any sections meeting in the
same room at the same time

Locations to Exclude
Any locations from LOCN
that are not owned/leased
by the institution

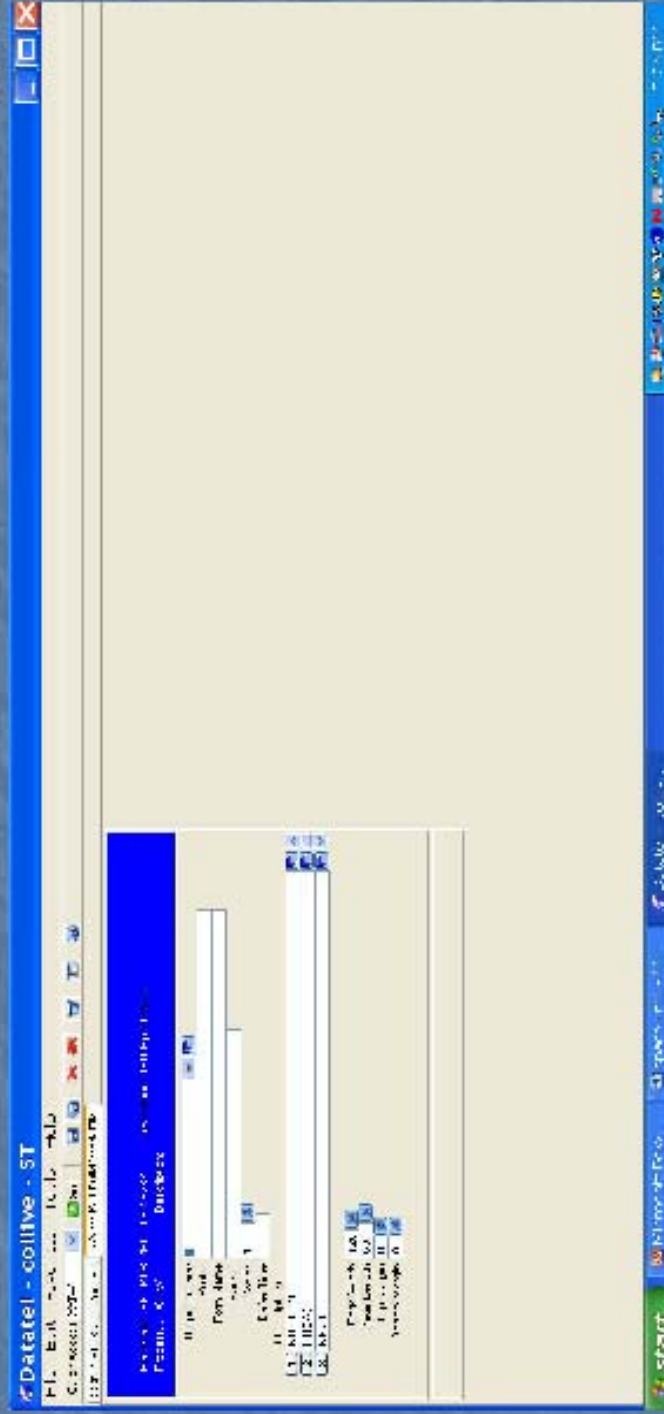
Additional Selection Criteria for the XXIW screen

This gives you all sections with a status of A (active) and all sections which met for a duration of 8 weeks or more





The Output Device screen displays next. The output for this report consists of an error and an exception report, if applicable. If no errors or exceptions, or if there is just an exception report, a report will appear indicating the number of work file records that were created.



Enter the desired Output Device in the first field and any additional information required for the device chosen. Select the Save icon.

- Correct all errors (work file will not build with any errors)
- Correct any exceptions that you can in your sections
- Run XXIC (Inst Space Work File Clear) to start over after corrections are made.
- Run XXIW (ISU Build Work File) be sure to use same criteria as before
- Run XXIR (Inst Space Utilization) to generate your report

Correcting Errors No building specified... No room specified...
Correcting Exceptions No meeting times ... No valid meeting times...

The screenshot shows a software interface for managing meetings. The window title is "Databel | collive - ST". The interface is divided into several sections. At the top, there are fields for "Meeting Name", "Room", "Date", "Time", "Duration", "Status", and "Language". Below these are fields for "Meeting Type", "Meeting ID", "Meeting Code", "Meeting Category", "Meeting Location", "Meeting Address", "Meeting City", "Meeting State", "Meeting Country", "Meeting Zip", "Meeting Phone", "Meeting Fax", "Meeting Email", "Meeting Website", "Meeting Description", "Meeting Notes", "Meeting Attachments", "Meeting History", "Meeting Settings", "Meeting Permissions", "Meeting Roles", "Meeting Users", "Meeting Groups", "Meeting Organizations", "Meeting Departments", "Meeting Divisions", "Meeting Regions", "Meeting Countries", "Meeting States", "Meeting Counties", "Meeting Cities", "Meeting Towns", "Meeting Villages", "Meeting Hamlets", "Meeting Parishes", "Meeting Townships", "Meeting Precincts", "Meeting Census Tracts", "Meeting Block Groups", "Meeting ZIP Codes", "Meeting FIPS Codes", "Meeting County FIPS Codes", "Meeting State FIPS Codes", "Meeting Country FIPS Codes", "Meeting ISO 3166-2 Codes", "Meeting ISO 3166-3 Codes", "Meeting ISO 3166-1 Codes", "Meeting ISO 3166-1 Alpha-2 Codes", "Meeting ISO 3166-1 Alpha-3 Codes", "Meeting ISO 3166-1 Numeric Codes", "Meeting ISO 3166-1 Unassigned Codes", "Meeting ISO 3166-1 User-Defined Codes", "Meeting ISO 3166-1 Private-Use Codes", "Meeting ISO 3166-1 FUTURE RESERVED Codes", "Meeting ISO 3166-1 UNASSIGNED_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_ALPHA_2_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_ALPHA_3_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_NUMERIC_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_UNASSIGNED_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_USER_DEFINED_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_PRIVATE_USE_CODES Codes", "Meeting ISO 3166-1 UNASSIGNED_FUTURE_RESERVED_CODES Codes".

A red arrow points to the "Meeting Room" dropdown menu, which is currently empty. The text "Enter Y here to correct...no valid meeting times error" is written next to the arrow.

Correcting Exceptions No instructor specified ...

Every section should have an instructor/faculty member assigned, even sections taught by a PSA, you do not have to enter the instructor's name. (go to FCTY to make vendors a faculty member for PSA's)

Next, run XXIW to build your work file again!

The screenshot shows a web browser window displaying a reporting tool interface. The browser's address bar shows 'http://www.illinois.edu'. The page title is 'Reporting Terms for 2008 2008CE3 AND 2008FA'. The interface includes several dropdown menus and buttons. A blue rectangular area is present on the left side of the page. Red arrows point from text boxes to specific elements: one points to the 'Reporting Terms' dropdown, another to the 'Course Sections to Exclude' dropdown, and a third to the 'Locations to Exclude' dropdown. A red circle highlights a 'Yes' button in the 'Locations to Exclude' section. A text box at the bottom right asks 'Answer Yes'. A text box at the top right states 'Be sure to exclude only one of the concurrent sections here'. The browser's taskbar at the bottom shows the 'start' button and several application icons.

Reporting Terms for 2008
2008CE3 AND 2008FA

Course Sections to Exclude...
Any sections meeting in the same room at the same time

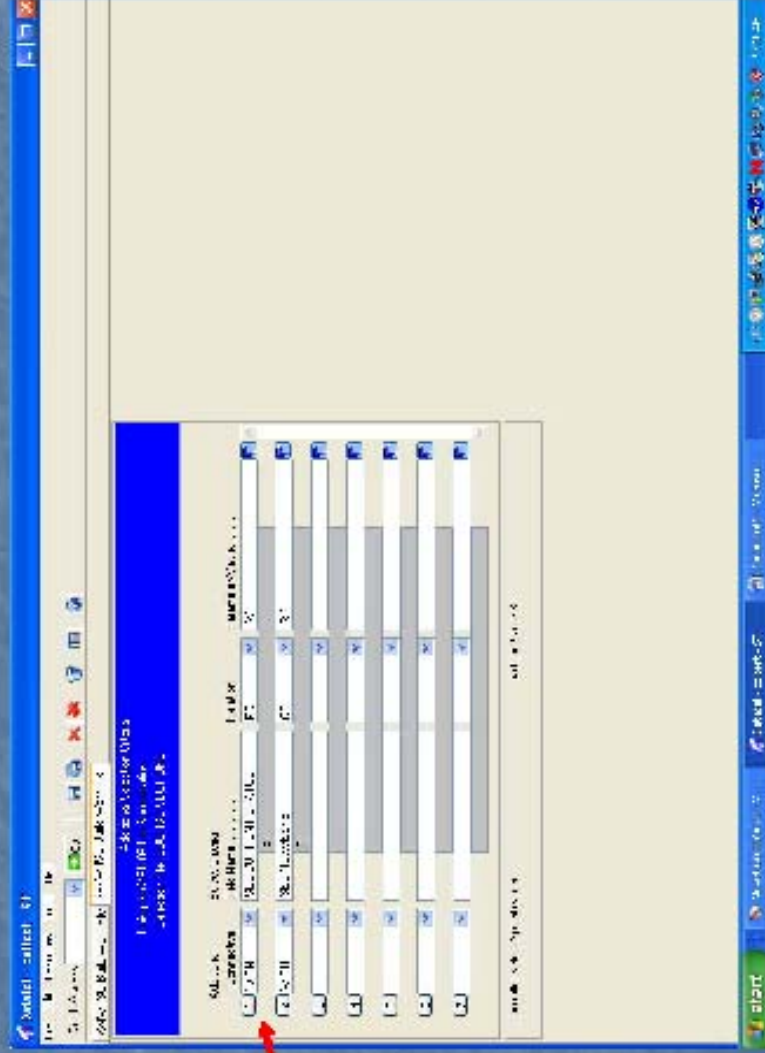
Locations to Exclude
Any locations from LOCN that are not owned/leased by the institution

Be sure to exclude only one of the concurrent sections here

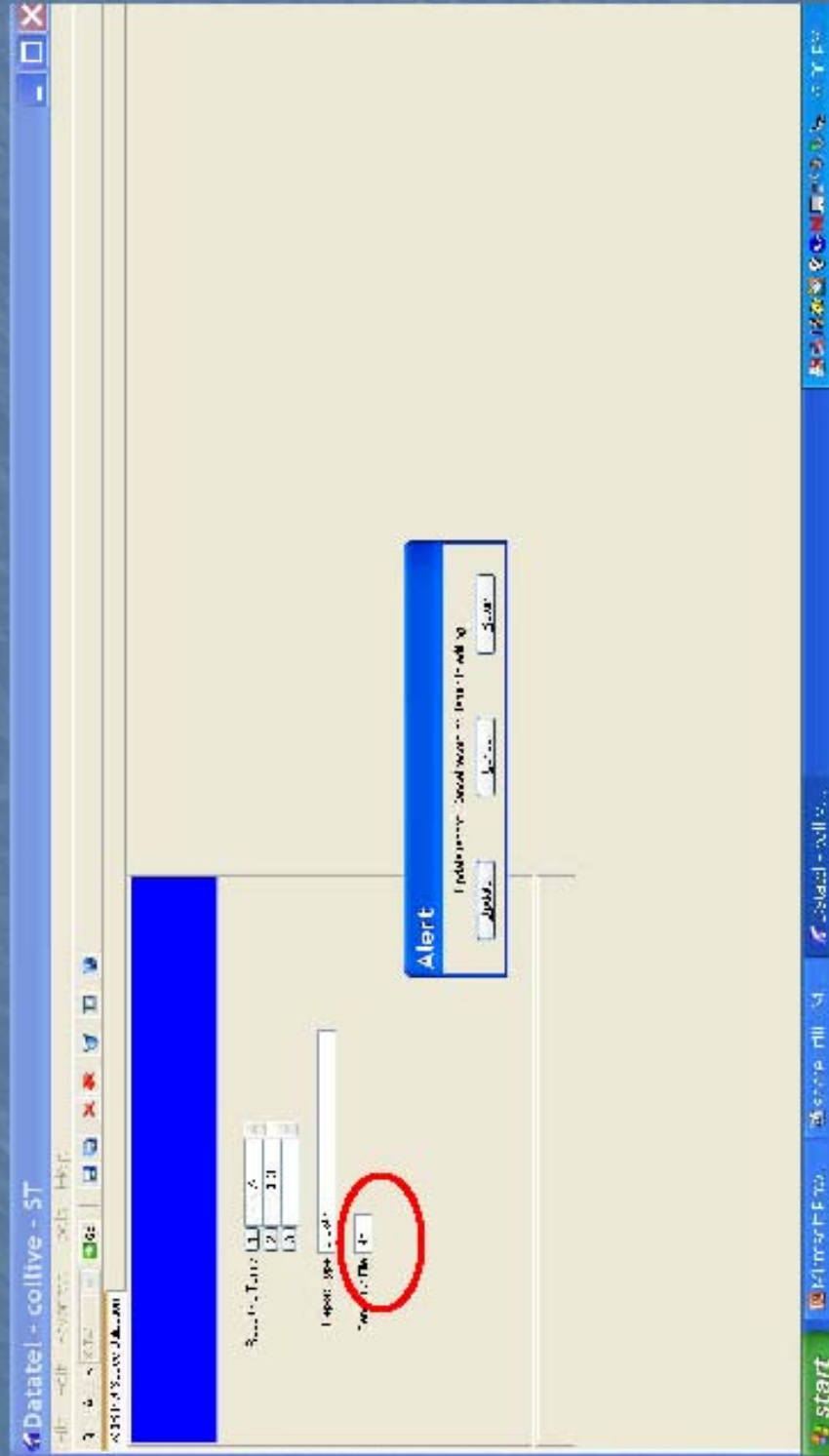
Answer Yes

Additional Selection Criteria for the XXIW screen

This gives you all sections with a status of A (active) and all sections which met for a duration of 8 weeks or more



Next, run XXIR to generate a report
Be certain to mark...Send Out File to "No"
until you're ready to submit your final report to the Commission.



Sample Completed XXID

Record ID: 2101

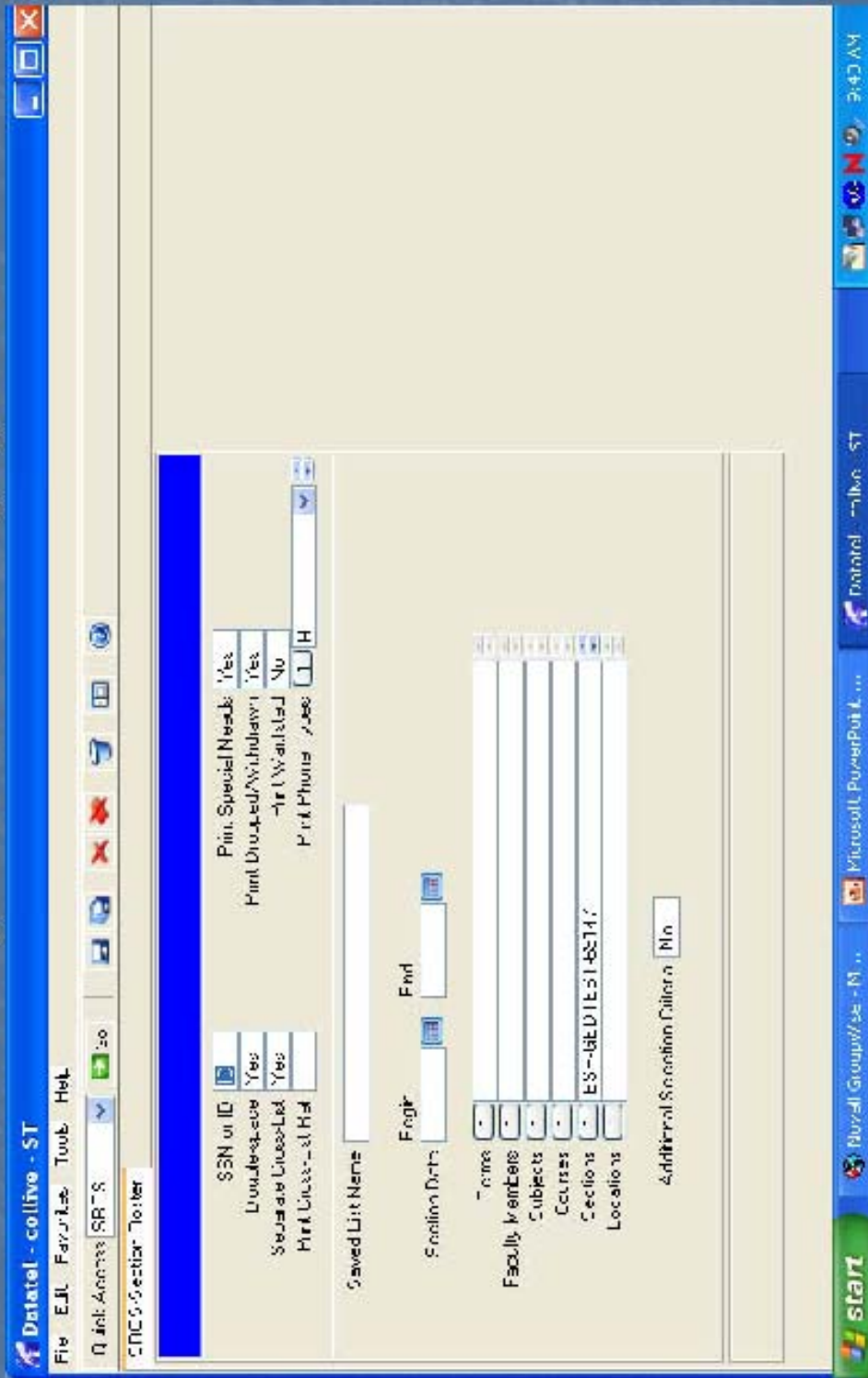
Heading Item	210037X	Building	BEU
Course Name	411	Room	111
Course Number	120	Number of Students	23
Section Number	01	Section Capacity	37
Instructor Name	RHIZO, S		
Section/Ch	11 collum		
Monday			
Tuesday	Yes		
Wednesday			
Thursday	Yes		
Friday			
Saturday			
Beginning hour	00:00		
Ending hour	10:30		

Reasons to modify work file records

- Sections which meet concurrently – change number of students enrolled.
- Adjust number of students in multi-entry//multi-exit/open lab sections to avg. number of students.
- Sections which meet for more than 4 hrs. in length - add another work record to include additional hours.

- Split number of students between rooms for partitioned classrooms.
- Correct conflicts in room assignments.
- Add piggy back scheduling sections (series of short sections meeting less than 8 wks in same room) .
- Add sections with Spring or Summer reporting terms which met for your designated 8 week period.

Run a Section Roster (SROS) to help you when combining sections or averaging students



Sample - Section Roster

Report Browser

July 15 2007 09:18
 Section - RPT-CREDIT-89147 CRT Printing
 Instructor(s): J Boudie

SECTION ROSTER
 2006033 - Ackeeboko Campus

07/15/07 07:00/07:00 Schedule
 07/15/07 07:00/07:00 CLASS W 07:00AM 09:00AM
 07/15/07 07:00/07:00 CLASS W 07:00PM 01:00AM

ID	Student Name	Jackie Number	Att	Yr	Acad	Program	Address	Att	Credit
0454057	Adams, Justin M.	936-629-8641 (H)			SEP				Yes
0457826	Adams, Teresa J.	436-3557 (H)			SEP				Yes
0555976	Albury, Andrew D.	936-851-9122 (H)			MS				Yes
0559972	Alford, Brian K.	936-629-5996 (H)			SEP				Yes
0609718	Amill, Laura	686-0381 (H)			SEP				Yes
0434106	Baillio, Geraldine H.	936-629-3913 (H)			SEP				Yes
0603653	Bailey, Michael I.	936-851-7454 (H)			SEP				Yes
0455796	Barton, Yohiya A.	936-875-8271 (H)			SEP				Yes
0411272	Barton, Joshua D.	0707 77 0327 (H)			SEP				Yes

Start | Microsoft Word | Document3 - N... | 9:42 AM

To average multi-entry/multi-exit/open lab...

Total number of students enrolled multiplied by the average number of hours per student, per week divided by the hours the room is available = Avg. number of students

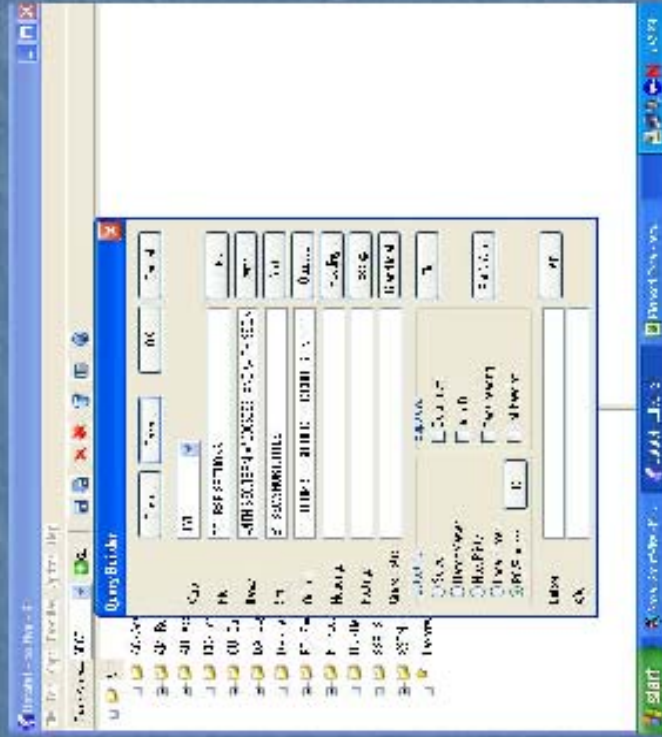
To average "Piggy back" sections...

Total number of students enrolled in each section divided by the number of sections included in the piggy back
= Avg. number of students

Room utilization credit is given for a series of short courses/labs meeting in a given room over a period of at least 8 weeks...referred to as "piggy back" scheduling.

Query for Piggy Back Scheduling

(series of short courses meeting in a given room over a period of at least 8 weeks – weeks have to be consecutive)



Items –

WITH SEC.TERM = "200BCES" AND WITH
SEC.NO.WEEKS < "8" AND WITH
SEC.LOCATION LIKE "1" "2" "8" "9" AND
WITH SEC.CURRENT.STATUS EQ "A"

Output –

SEC.TERM SEC.SUBJECT SEC.COURSE.NO
SEC.NO SEC.SHORT.TITLE
SEC.START.DATE SEC.END.DATE
SEC.MEETING.DAYS SEC.NO.WEEKS
SEC.ACTIVE.STUDENT.COUNT
XSEC.BUILDING SEC.LOCATION
XSEC.ROOM XSEC.ROOMS.ID

- Continuing Education terms are determined based on ending date so therefore you might have a section/class which starts in fall but doesn't end until spring or summer that meets the criteria and can be included on your space utilization report.
- Use the Course Section Schedule (CSSC) you ran at the start of this process to determine if you have any Continuing Education Spring (2009CE1) or Summer (2009CE2) sections which meet your designated eight weeks for Fall Term, if so add a work record.

Sample CSSC

Report Browser

COURSE SECTION SCHEDULE
2007CR1
Section Name: 1077

COURSE SECTION / SYMBOL	Faculty Members	Code Book	Days	Time	Start/End
C7/19/CT 10.53AM					
EMS-3074A-72C00 6852	EMT Basic Initial David L. Banz David L. Banz John C. Wilson William Johnson Jeffrey P. Leath Ms. Brian Barr	CLASS ABIB -33B	MTW	C9:30AM 12:30PM	08/18/08 08/18/08 01/10/07 01/10/07
EMS-3074A-72C01 6855	EMT Basic Initial Ms. Barbara C. Blazeman Ms. Barbara C. Blazeman John C. Wilson John C. Wilson James P. Dudgeon Paul W. DeGraw Debra H. Pize Debra D. Pize	CLASS -52C 33B	MTW	C6:30PM 10:00PM	08/18/08 08/18/08 01/10/07 01/10/07
EMS-3074A-72C04 6857	EMT Intermediate Initial Ms. Dale T. Langley Ms. Dale T. Langley David L. Barr Michael P. Perkins Michael R. Perkins	CLASS ABIB -33C	TUE	C6:30PM 10:00PM	08/18/08 08/18/08 02/20/07 02/20/07

Start

Novell GroupW... Visual Pages... Print... Columns L2 - M... 10:32 AM

This detailed building & room assignment report prints as part of your edit report. Review for conflicts.

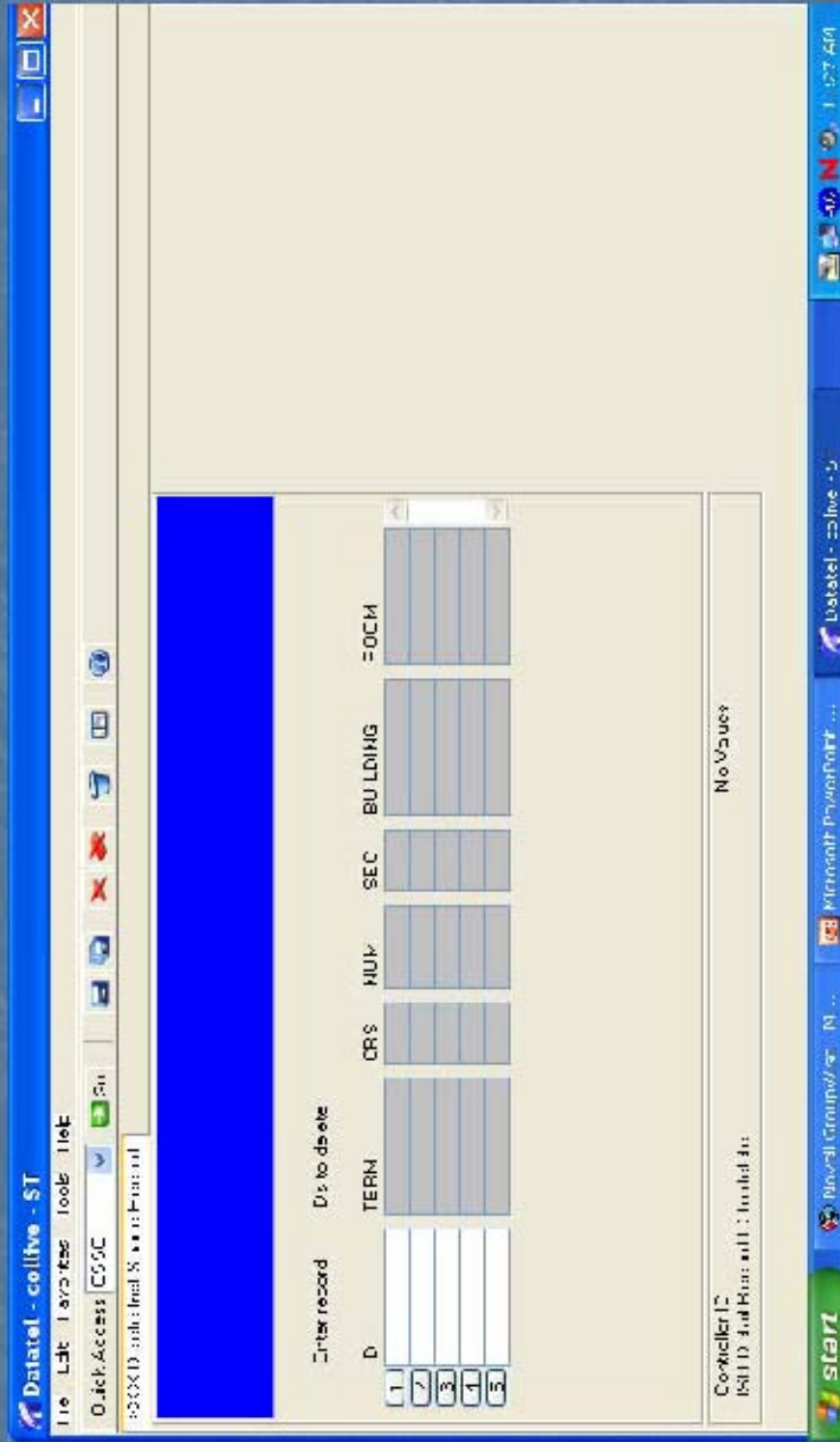
INSTRUCTIONAL SPACE UTILIZATION EDIT REPORT
350 Sandolph Community College

February 15 2007
14:34

BUILDING	ROOM	CAF	ACTUAL	DAY	TIME	CLASS
Computer Tech Center	115	24	24	MON	05:00-07:30 PM	RED 090 20
		3C	5		12:00-01:10 PM	SPA 211 50
		2C	5	TUE	06:30-08:00 PM	OST 154 20
		2E	25		09:00-11:30 AM	BUS 151 61
		24	12		10:30-12:00 AM	MET 123 61
				WED	05:00-07:30 PM	RED 090 20
					12:00-01:10 PM	SPA 211 50
				THU	06:30-08:00 PM	OST 154 20
					09:00-11:30 AM	BUS 151 61
					10:30-12:00 AM	MET 123 61
					12:00-01:10 PM	SPA 211 50

TOTAL DAYS: 4 HOURS: 18.50 CREDITS: 5

Run XXIX to Delete Work Records
Use this when a work record was added in error or to delete sections
which met the second 8 weeks of the semester



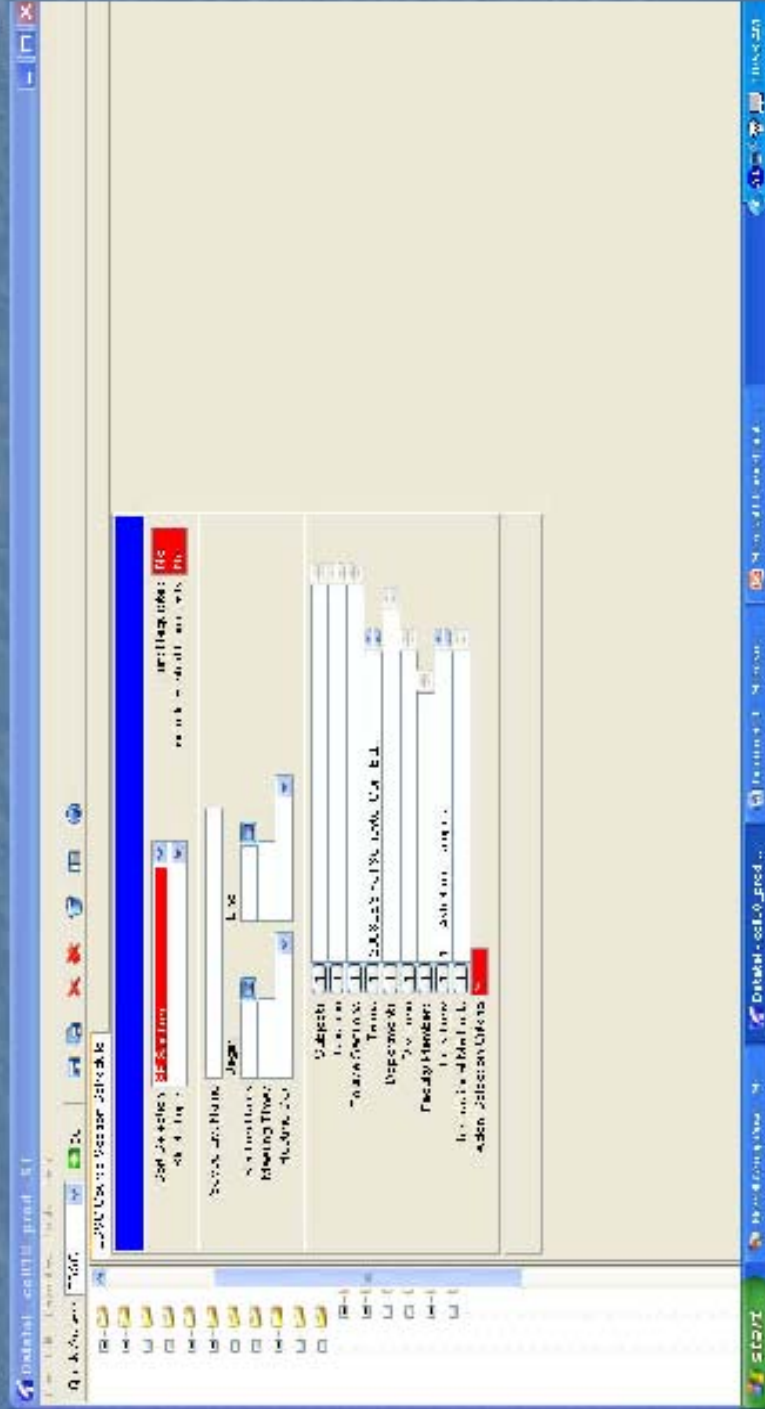
Modifications Checklist

- Corrected # of students for all combined sections
- Averaged # of students for multi-entry/multi-exit/open labs
- Corrected work records to show a maximum of four hours for any class session
- Added work records to show the additional hours over four
- Added work records to show utilization in any partitioned classrooms
- Added work records for any "piggyback" scheduled sections
- Averaged # of students for all "piggyback" sections
- Added work records for any Spring or Summer sections which met the criteria.
- Corrected any conflicts
- Deleted any work records that should not be included in your report

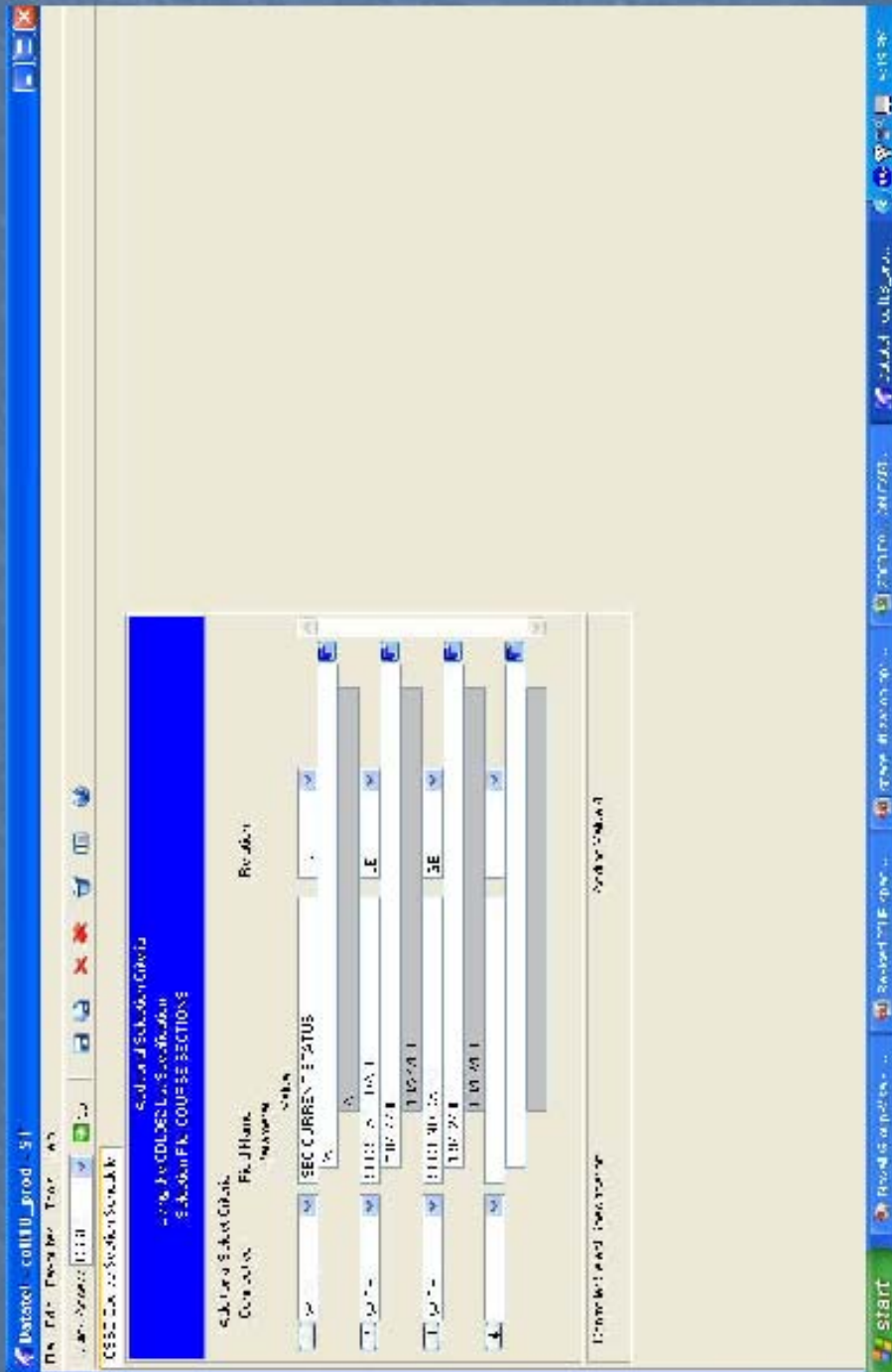
- Run XXIR (space utilization report) one final time before sending report to make certain that all additions or modifications are showing on your report.

**Do Not Clear or Rebuild
your Work File or all your
corrections will be lost.**

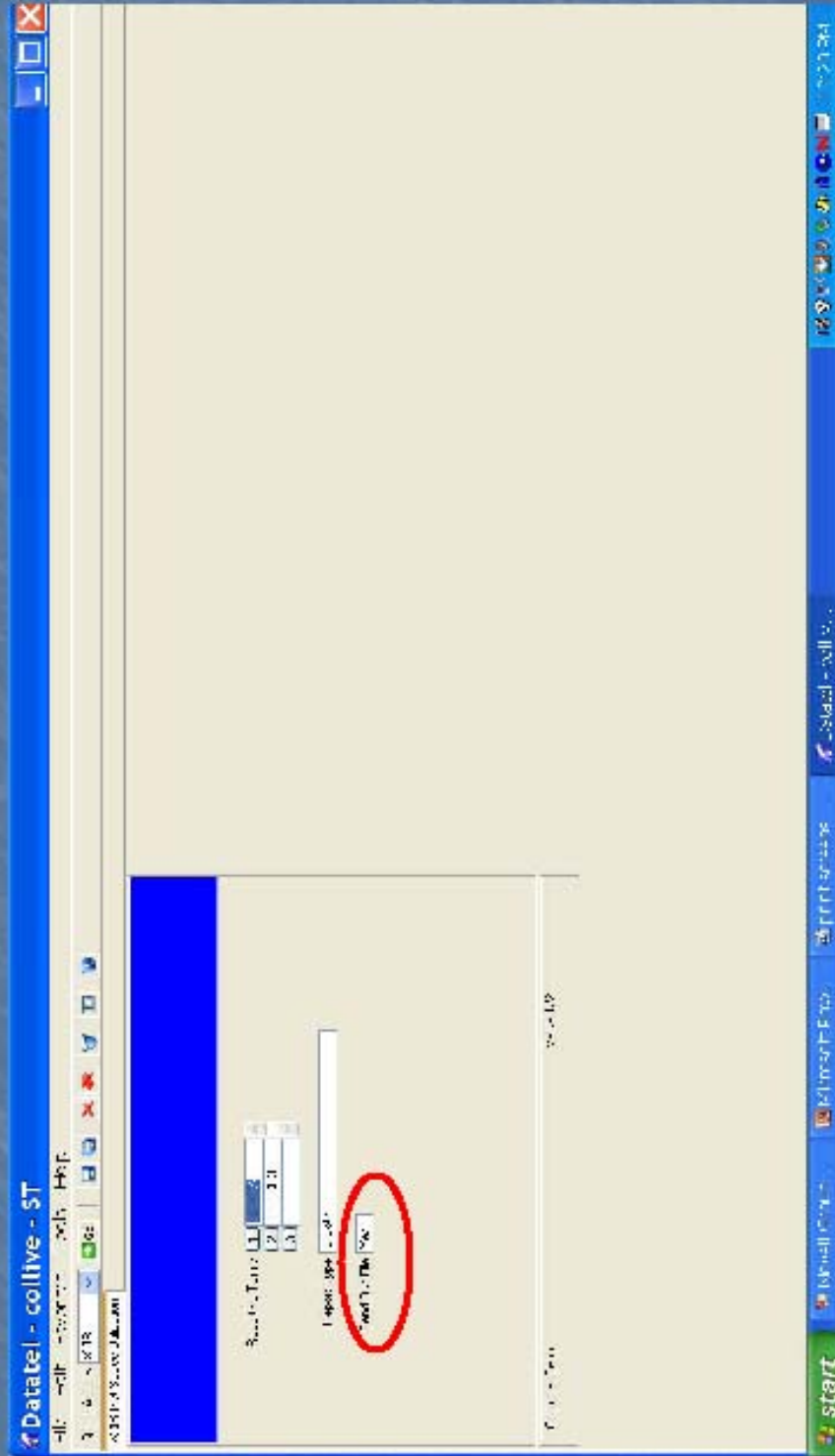
To print a Course Schedule to mail to the Commission
Curriculum – use term 2008FA
Continuing Education – use terms 2008CE3, 2009CE1, & 2009CE2



Additional selection criteria for CSSC



All Modifications are done! Change...Send Out File to "YES"
and submit your final report to the Commission .



08/01/07
Revised: 08/01/07

CLF 001 (SAS variable: ITEM002)
DISK FILE BEGINNING POSITION 1
FIELD LENGTH 6

REPORTING INSTITUTION

Six-digit FICE code for institution reporting this data.

Codes:

002906 = ASU
002923 = ECU
002926 = ECSU
002928 = FSU
002905 = NCA&T
002950 = NCCU
003981 = NCSA
HS1077 = NCSSM
002972 = NCSU
002907 = UNC-A
002974 = UNC-CH
002975 = UNC-C
002976 = UNC-G
002954 = UNC-P
002984 = UNC-W
002981 = WCU
002986 = WSSU

Edit: Must be one of the above codes.

08/01/07
Revised: 08/01/07

CLF 002 (SAS variable FAC02)
DISK FILE BEGINNING POSITION 7
FIELD LENGTH 3

CAMPUS CODE

Three-digit Campus Code assigned by Facilities Commission.

Codes:

006 = ASU
008 = ECU (Academic Affairs)
018 = ECU (Health Affairs)
009 = ECSU
010 = FSU
005 = NCA&T
011 = NCCU
016 = NCSA
300 = NCSSM
004 = NCSU
129 = NCSU (Veterinary School)
007 = UNC-A
001 = UNC-CH (Academic Affairs)
017 = UNC-CH (Health Affairs)
019 = UNC-CH (Medical School)
002 = UNC-C
003 = UNC-G
012 = UNC-P
014 = UNC-W
013 = WCU
015 = WSSU

Edit: Must be one of the above codes.

08/01/07
Revised: 08/01/07

CLF 003 (SAS variable: SCF007A)
DISK FILE BEGINNING POSITION 10
FIELD LENGTH 10

COURSE ABBREVIATION (NAME AND NUMBER)

Lists the course abbreviation (name and number) as described in the university catalog.

Codes: N/A. Transparent to GA. May have institutional meaning.

Edit: Cannot be blank. Course Abbreviation (CLF003) and Section (CLF004) together cannot exceed 13 characters. CLF003 (SAS variable SCF007A) and CLF004 (SAS variable SCF007B) must appear exactly as they appear in the SCF and CDTF.

08/01/07
Revised: 08/01/07

CLF 004 (SAS variable: SCF007B)
DISK FILE BEGINNING POSITION 20
FIELD LENGTH 3

SECTION

Contains the section number of the course as described in the university catalog.

Codes: N/A. Transparent to GA. May have institutional meaning.

Edit: Alphanumeric. Cannot be blank. Course Abbreviation (CLF003) and Section (CLF004) together cannot exceed 13 characters. CLF003 (SAS variable SCF007A) and CLF004 (SAS variable SCF007B) must appear exactly as they appear in the SCF and CDTF.

08/01/07
Revised: 08/01/07

CLF 005 (SAS variable: ITEM003)
DISK FILE BEGINNING POSITION 23
FIELD LENGTH 5

AS OF DATE

Century, year, and term for which report is submitted.

Codes:

6 = Fall Semester or Trimester

Edit: Cannot be blank. Year must match year on control card and semester must be one of the above codes. Currently, the CLF is collected only for the Fall term, and so the only term code allowed is 6.

08/01/07
Revised: 08/01/07

CLF 006 (SAS variable: CLF006)
DISK FILE BEGINNING POSITION 28
FIELD LENGTH 1

DEGREE CREDIT COURSE FLAG

Is this course offered for degree credit (resident credit or distance education credit)?

Codes:

Y = Yes, offered for degree credit

N = No, not offered for degree credit

Edit: Must be one of the above codes.

08/01/07
Revised: 08/01/07

CLF 007 (SAS variable: CLF007)
DISK FILE BEGINNING POSITION 29
FIELD LENGTH 1

FLEXIBLE COURSE FLAG

Use for courses with times and dates arranged after registration, such as music studio. Courses coded 'F' will be excluded from utilization reports unless all the following CLF fields have valid data:

- Building Number
- Room Number
- Class Meeting Days
- Beginning Time
- Ending Time

Codes:

F = Flexible schedule

Edit: Must be F or blank.

08/01/07
Revised: 08/01/07

CLF 008 (SAS variable: CLF008)
DISK FILE BEGINNING POSITION 30
FIELD LENGTH 1

CROSSLISTED COURSE FLAG

Identifies cross-listed courses (courses listed under more than one name). Utilization will be the **SUM** of enrollment in each of the courses.

Cross-listed courses

- a) meet in the same room at the same time
- b) with student populations that are mingled together, and
- c) generally run for the entire semester.

As distinguished from piggyback courses:

Piggyback courses

- a) meet **sequentially** in the same room in the same timeslot
- b) with student populations that may be physically separate, and
- c) first course in the sequence must be less than eight (8) weeks long.

Codes:

C = Course is cross-listed with another course

Edit: Must be C or blank.

Note: All courses that are cross-listed must be flagged with a C; there is no such thing as a single cross-listed course.

08/01/07
Revised: 08/01/07

CLF 009 (SAS variable: CLF009)
DISK FILE BEGINNING POSITION 31
FIELD LENGTH 1

BLOCK COURSE FLAG

Use for courses that meet for more than four (4) hours at a time.

Codes:

B = Block course

Edit: Must be B or blank.

08/01/07
Revised: 08/01/07

CLF 010 (SAS variable: CLF010)
DISK FILE BEGINNING POSITION 32
FIELD LENGTH 1

PIGGYBACK / SEQUENTIAL COURSE FLAG

Use for courses that follow in the same place/time. If the first course in a sequence is 7 weeks long or less, all courses in the sequence should be marked 'P', and utilization will be the **AVERAGE** enrollment of the courses. If the first course is 8 weeks or more, that course should be marked 'F' and subsequent courses marked 'S'; utilization will be the enrollment in the **FIRST** course.

Piggyback and Sequential courses

- a) meet **sequentially** in the same room in the same timeslot
- b) with student populations that may be physically separate,
- c) the first course in the sequence must be less than eight (8) weeks long for piggyback courses, or
- d) the first course in the sequence must be eight or more weeks long for sequential courses.

As distinguished from cross-listed courses:

Cross-listed courses

- a) meet in the same room at the same time
- b) with student populations that are mingled together, and
- c) generally run for the entire semester.

Codes:

P = Piggyback course

F = First in a sequential pair

S = Second in a sequential pair

Edit: Must be P, F, S, or blank.

08/01/07
Revised: 08/01/07

CLF 011 (SAS variable: UTE13)
DISK FILE BEGINNING POSITION 33
FIELD LENGTH 3

ENROLLMENT

Use for courses for which the enrollment cannot be captured from the SCF, usually because the course was not listed on the regular-term or extension SCF. Entering a value in this field will override enrollment calculated for this course from the SCF. Right justify and fill with leading zeroes.

Example: A course with an enrollment of 30 would be coded as '030'.

Edit: Must be greater than 000 or blank.

08/01/07
Revised: 08/01/07

CLF 012 (SAS variable: CLF012)
DISK FILE BEGINNING POSITION 43
FIELD LENGTH 2

NUMBER OF LOCATION SEGMENTS

Designates the number of location segments (following in CLF014) for this record.

Codes:

Numeric, 1 to 99, right justified.

Edit: Numeric, 1 to 99.

08/01/07
Revised: 08/01/07

CLF 014A (SAS variable: UTE14A)
DISK FILE BEGINNING POSITION 45
FIELD LENGTH 1

LOCATION IDENTIFICATION FLAG

Identifies the type of control for this location.

Codes:

- Y = Campus-controlled building (owned or leased)
- W = Web-based or electronic course
- I = Independent study (off-campus)
- P = Practicum (off-campus)
- F = Field (sports field)
- N = Not campus-controlled (other than 'I', 'P', 'F', 'W')

Edit: Must be one of the above codes.

- a.) If the location control is 'Y', the building, room, days, and time fields for this segment should be coded.
- b.) If the location control is 'W' or 'I', the rest of the segment should be blank.
- c.) If the location control is 'N', 'P', or 'F' the building and room fields should be blank, but the time for this course segment should be coded.

08/01/07
Revised: 08/01/07

CLF 014B (SAS variable: FAC03)
DISK FILE BEGINNING POSITION 46
FIELD LENGTH 4

BUILDING NUMBER

Building number, as reported to the Facilities Commission; the first three positions should be numeric, right justified with leading zeroes. The fourth position is optional; if there is no suffix, it should be left blank. The building number should be entered exactly as it is on the building and room files.

Codes:

Numeric, with an optional alpha suffix; may have institutional meaning.

Edit: Cannot be blank unless Location Identification (CLF014A)='W', 'N', 'I', 'F', or 'P'.

08/01/07
Revised: 08/01/07

CLF 014C (SAS variable: FAC04)
DISK FILE BEGINNING POSITION 50
FIELD LENGTH 6

ROOM NUMBER

Room number, as reported to the Facilities Commission; the first five digits should be right justified. The sixth position is optional; if there is no suffix, it should be left blank. The room number should be entered exactly as it is on the room file.

Codes:

Numeric with an optional alpha suffix; may have institutional meaning.

Edit: Cannot be blank unless Location Identification (CLF014A)='W', 'N', 'I', 'F', or 'P'.

08/01/07
Revised: 08/01/07

CLF 014D (SAS variable: UTE08)
DISK FILE BEGINNING POSITION 56
FIELD LENGTH 7

CLASS MEETING DAYS

Seven character flags, one for each day of the week, starting with Sunday; if the class meets on a given day, place a Y in the position for that day; otherwise, leave the position blank, or fill with a hyphen. For instance, a class that met on Mondays, Wednesdays, and Fridays could be coded as '-Y-Y-Y-' or as ' Y Y Y '.

Codes:

Y = Class meets on that day

- or blank = Class does not meet on that day

Edit: Entire field cannot be blank or '-----' unless Location Identification (CLF014A)='W' or 'I'.

08/01/07
Revised: 08/01/07

CLF 014E (SAS variable: UTE09)
DISK FILE BEGINNING POSITION 63
FIELD LENGTH 4

BEGINNING TIME

Identifies the time the class is scheduled to begin in this room; use military time, right justified, with leading zeroes. A class that begins at 8:30 am would be coded as 0830, while one that begins at 2:30 pm would be coded 1430.

Edit: Cannot be blank unless Location Identification (CLF014A)='W' or 'I'. Times entered must be between '0000' and '2359' and must be earlier than the ending time (CLF014F/UTE10).

08/01/07
Revised: 08/01/07

CLF 014F (SAS variable: UTE10)
DISK FILE BEGINNING POSITION 67
FIELD LENGTH 4

ENDING TIME

Identifies the time the class is scheduled to end in this room; use military time, right justified, with leading zeroes. A class that ends at 9:15 am would be coded as 0915, while one that ends at 2:30 pm would be coded 1430.

Edit: Cannot be blank unless Location Identification (CLF014A)='W' or 'I'. Times entered must be between '0000' and '2359' and must be later than the beginning time (CLF014E/UTE09).

APPENDIX 6

OPTIONAL BUILDING DATA ELEMENTS

In addition to the building and room data elements which are centrally collected by HEFC as the standard, core information items in a facilities inventory, individual institutions may wish to gather other data for local campus use. The "optional" elements which are listed here are neither prescriptive nor all-inclusive; they are, however, collected by many institutions around the country.

Optional Building Data Elements

Site Identifier	A code assigned by the institution to identify the physical description of the site where the building is located (e.g., "Main" or "West Campus").
Year of Beneficial Occupancy	The year the institution occupied the building.
Disabled Access to Building	Indication that there are no exterior site or architectural barriers to access to the building by a mobility impaired person. Access to the building means the ability to physically approach and enter the building without assistance. Floor accessibility is noted by the room accessibility data element.
Type of Construction	A code assigned by the institution to indicate the type of construction used in the building.
Landmark Status	Indication that the building is listed on the National Register of Historic Buildings or on some other official listing that limits the character of changes that can be made in the building's use or appearance.
Fixed Equipment	Information assigned by the institution to indicate the presence of special fixed equipment such as chillers or elevators.
Building Service Area	The sum of all areas of a building used to support its cleaning and public hygiene functions.

Circulation Area	The sum of all areas used for physical access to some subdivision of space within the building, whether directly bounded by partitions or not.
Mechanical Area	The portions of the Gross Area of a building designed to house mechanical equipment, utility services, and shaft areas.
Total Nonassignable Area	The building's sum total of the above three categories of building space (Building Service, Circulation, and Mechanical).
Structural Area	The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features.

Optional Room Data Elements

Organizational Unit	An institutionally-determined name or code to identify the organizational unit to which the room is assigned at the time of the inventory (e.g., school, department, division, etc.).
Suitability	Evaluation of the suitability or functionality of the room for its assigned use and function at the time of the inventory, based on the design, configuration, and fixed equipment in the room. The evaluation of room suitability may change as its use, function, or assigned organizational unit is changed.
Room Architectural Features	Identifies the physical characteristics of the room which are built into its architectural design and which affect the assignment or use of the room. These include structural features such as high bay space or a sloped floor; and the type and amount of utility service provided. The coding of architectural features would not change, regardless of room use or function, unless the room was remodeled.
Room Fixed Equipment	Identifies special fixed equipment that allows the room to be used for specific purposes, such as a fume hood.
Room Movable Equipment	Identifies movable equipment assigned to a room. It is suggested that current practices set forth in OMB Circular A-21, A-110, and the like, be considered as guidelines here.

APPENDIX 7

ACCESSIBILITY STANDARDS

(This section was developed by staff of the National Center for Education Statistics as an appendix to the 1992 national facilities manual. It provides an update (1992) of accessibility standards as mandated by the Americans with Disabilities Act of 1990).

Section 504 Program Accessibility Standards

The Department of Education's Section 504 regulation applies to preschool, elementary, secondary, postsecondary, vocational, and adult education programs and activities, as well as other programs and activities that receive or benefit from Federal financial assistance. In accordance with Subpart C of the Section 504 regulation, no qualified individual with handicaps shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity because a recipient's facilities are inaccessible to, or unusable by them.

The Section 504 regulation contains two standards to be used in determining whether a recipient's programs and activities are accessible to individuals with disabilities. One standard deals with "existing" facilities; the other deals with "new" construction.

The term "existing facility" refers to any facility in existence or in the process of construction before June 3, 1977, the effective date of the regulation. The term "new construction" means groundbreaking which took place on or after the effective date of the regulation. "Facility" as defined in the Section 504 regulation includes all or any portion of buildings, structures, equipment, roads, walks, parking lots, laboratories, and other real or personal property or interest in such property.

The requirements for accessibility are distinctly different for facilities built or begun before June 3, 1977, the effective date of the regulation, and facilities whose construction commenced on or after June 3, 1977.

For facilities constructed before June 3, 1977, the regulation requires that the recipient's program or activity, when viewed in its entirety, be readily accessible to persons with handicaps. This standard does not require that every facility or part be accessible, as long as individuals with handicaps have access to the programs and services contained in those facilities. Thus, recipients need not make structural changes to facilities which existed before June 3, 1977, where other alternatives are effective in making programs and activities accessible.

Examples of alternative methods include redesign or relocation of equipment; reassignment of classes and services; provision or assignment of aids (e.g., use of "reach extenders" to access controls on elevators or light switches, assistance in retrieving library materials).

Priority consideration, however, must be given to offering the programs or activities in the most integrated setting appropriate. In meeting the objective of program accessibility, an institution must take precaution not to isolate or concentrate individuals in settings away from nonhandicapped participants. For example, it would be a violation to make only one facility or part of a facility accessible if this resulted in segregating students with disabilities.

It should be noted that if no effective alternatives can be provided to achieve program accessibility, a recipient is required to make necessary structural changes. These changes are to be made consistent with the requirements for "new construction."

When the Section 504 regulation became effective on June 3, 1977, all new construction begun on that date, as well as alterations which could effect access to use of existing facilities, were required to be designed in conformance with the American National Standards Institute (ANSI) Standards A117.1-1961 (R 1971). However, on December 19, 1990, the Department of Education, along with many other Federal agencies, amended the Section 504 regulation to reference the Uniform Federal Accessibility Standards (commonly referred to as UFAS) in place of the accessibility guidelines issued by the ANSI 1971 document. The effective date for this change was January 18, 1991.

The major purpose of this change was to ensure greater uniformity among Federal enforcement standards. For example, some Federal funding agencies referenced ANSI 1971 while others referenced ANSI 1980. Also, some facilities subject to new construction under Section 504 are also subject to the Architectural Barriers Act, which references UFAS.

Consequently, government-wide reference to UFAS should diminish the possibility that recipients of Federal financial assistance will face conflicting standards. Also, reference to UFAS by all Federal funding agencies is designed to reduce potential conflicts when a building is subject to the Section 504 regulation of more than one Federal agency.

Accessibility Standards Under the Americans with Disabilities Act

The Americans with Disabilities Act (ADA), which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications, was enacted on July 26, 1990. On July 26, 1991, the Department of Justice issued separate final regulations implementing subtitle A of Title II of the ADA, which prohibits discrimination on the basis of disability by private entities in place of public accommodation. Although the Office of Civil Rights (OCR) does not have any enforcement authority under Title III of the ADA, OCR does have responsibility for enforcing the Title II regulation in elementary and secondary education systems and institutions, institutions of higher education and vocational education (other than schools of medicine, dentistry, nursing and other health-related schools), and libraries. The regulations implementing Title II and Title III became effective on January 26, 1992.

The Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)

is the applicable accessibility standard under the Title III regulation for new construction and alterations. The Department of Justice anticipates that the rule implementing subtitle A of Title II will be amended to adopt new accessibility standards. Until that time, public entities have a choice of following UFAS or ADAAG. However, public entities must follow the same standard throughout an entire building. They cannot follow ADAAG on one floor of a new building and then follow UFAS on the next floor. Public entities that choose to follow ADAAG are not entitled to the elevator exemption contained in Title III of the ADA for small buildings.

It is important to note that although the ADAAG is modeled on UFAS, the ADAAG established different requirements in some areas. For example, requirements differ concerning elevators, signage, telecommunication display devices or telecommunication devices for the deaf for individuals who cannot use voice telephones, and checkout aisles in areas used for business transactions with the public.

Also, it is possible that there will be some differences between UFAS and the future accessibility standards that will be adopted under the rule implementing subtitle A of Title II of the ADA.

It is anticipated that OCR will provide guidance shortly concerning the major differences between ADAAG and UFAS. It is also anticipated that OCR will provide guidance regarding the differences between UFAS and the future accessibility standards that will be adopted under Title II.

APPENDIX 8

SAMPLE INSTRUMENT FOR DATA EXCHANGE AND NATIONAL SURVEYS

Data Reporting and Exchange for Postsecondary Physical Facilities

Part A — Organizational and Institution Identification

At this time, space data reside in an accessible computer file. What is the next step? The first step is to output the data in an organized way that presents a data picture of your institution's facilities and space. Outlined in the following pages is an initial report that facilitates viewing institutional space data and serves as preparation for the important second step of exchanging space information with other institutions in a meaningful way. It is important to note that the initial report may not be complete. This is to be expected. Incomplete data points will require additional effort. The important thing to remember is that the institution now has space and facilities data that can be turned into information that can be used to develop answers to such questions as how much and what kind of space does the institution have.

1. Data exchange sponsoring organization

1a. Organization:
1b. Address:
1c. Contact Person:
1d. Telephone and E-mail:

2. Responding institution/organization

2a. Name:
2b. Address:
2c. Institution Identification: IPEDS UNIT ID _____ Other _____
2d. Name and Title of Respondent:
2e. Telephone and E-mail:

3. The institution/organization covered by this report is (choose only one):

NOTE: See definitions in FICM Glossary.

3a.	<input type="checkbox"/>	An institution that is not part of a system <i>(If yes, go directly to Part B.)</i>
3b.	<input type="checkbox"/>	An institution that is part of a system <i>(If yes, indicate the name of the system in Question 4 below.)</i>
3c.	<input type="checkbox"/>	A branch institution of a “parent” institution <i>(If yes, indicate the name of the parent institution in Question 4 below.)</i>
3d.	<input type="checkbox"/>	A “parent” institution with one or more branch institutions and/or other campuses <i>(If yes, please answer Question 5 below.)</i>
3e.	<input type="checkbox"/>	Other <i>(Specify):</i>

4. If the institution covered by this report is part of a system or a branch institution of a “parent” institution system,” write in the name of the system or “parent” institution below:

--

5. Parent institutions (as checked in item 3) should list the names of all their branch institutions below. Use the first column to show whether data for any of these units are included with the data for the “parent” in this report.

Are Data for This Unit Included in This Report?	Name of Branch Campus and/or Other Campus	Address (City, State and Zip Code)
5a. Yes No		
5b. Yes No		
5c. Yes No		
5d. Yes No		
5e. (Extend as necessary)		

Part B — Building Inventory

INSTRUCTIONS: To maintain consistency with the FICM 1992 and the revised and reprinted FICM 1994, the line numbers in the inventory, where applicable, have been kept. Totals for Assignable Area in Line 1, Column (b) should match totals provided in Line 7, Column (b), Part D Line 68, Column (a) and Part E Line 12, Column (a). Totals for Gross Area in Line 1, Column (c) should match totals in Line 7, Column (c) and Part C Line 14, Column (h). Definitions and procedures for measurements are provided in the *Postsecondary Education Facilities Inventory and Classification Manual 2006*, (FICM 2006). The categories for Ownership Status follow definitions provided in FICM 2006, chapter 5, except that Line 5 requests a combined subtotal of categories 4a through 4f. NOTE: For institutions that do not collect detailed data on Ownership Status or that use other legal definitions, please use Line 2 to report all facilities owned by the institution, and Line 5 to report all non-owned facilities.

Line No.	Building Data Category	Number of Buildings Column (a)	Assignable Area (in square feet) Column (b)	Gross Area (in square feet) Column (c)
1	Total Campus Space.			
	<i>Ownership Status</i>			
2	Owned in fee simple.			
3	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).			
4-a	Not owned; leased or rented to the institution at a typical local rate			
4-b	Not owned; available to the institution either at no cost or at a nominal rate			
4-c	Not owned; shared with an educational organization that is not a postsecondary institution			
4-d	Not owned; shared with another postsecondary educational institution			
4-e	Not owned; owner may or may not be university affiliated but building is used exclusively for institutional services (i.e., housing, bookstore, food service, warehouse, etc.). Facility is located on institutional property.			
4-f	Not owned; shared with a non-educational institution			
5	Subtotal, all non-owned (rows 4-a through 4-f)			
7	Total (Sum of Lines 2, 3, and 5)			

Part C — Gross Square Feet by Condition and Year of Construction

		Building Condition in Gross Square Feet							
Line No.	Year of Construction	Minimal Renovation /Good Column (a)	Limited Renovation /Satisfactory Column (b)	Moderate Renovation /Fair Column (c)	Significant Renovation/Poor Column (d)	Major Renovation /Unsatisfactory Column (e)	Replace/ Demolition Column (f)	Termination Column (g)	Line Total Column (h)
6	Pre-1930								
7	1931-1950								
8	1951-1960								
9	1961-1970								
10	1971-1980								
11	1981-1990								
12	1991-2000								
13	2001 to present								
14	Total (Sum of Lines 6-13)								

Definitions adapted from chapter 5 of the *Postsecondary Education Facilities Inventory and Classification Manual, 2006 edition*.

NOTE: If data for Building Condition by Year of Construction cannot be reported, at a minimum please complete Columns (g) and (h), and Line 14 totals to the extent possible. If levels of renovation cannot be distinguished or if renovation estimates are not recent or are otherwise questionable, please report total renovation in Column (e), Major Renovations.

Building condition has the following categories based on the extent of renovation or restoration needed:

- i. Minimal Renovation (Good). Suitable for continued use with normal maintenance. The approximate renovation cost is less than 5 percent of building replacement cost.
- ii. Limited Renovation (Satisfactory). Requires restoration to present acceptable conditions. The approximate cost of restoration is 5-15 percent of building replacement cost.

- iii. Moderate Renovation (Fair). Requires updating or restoration. The approximate updating or restoration cost is 16-30 percent of building replacement cost. The physical conditions may have an effect upon building operations.
- iv. Significant Renovations (Poor). Requires significant updating or restoration. The approximate restoration cost is 31-45 percent of building replacement cost. The physical conditions adversely affect building operations.
- v. Major Renovations (Unsatisfactory). Requires major restoration with possible need to overhaul building subsystems. The approximate restoration cost is 46-60 percent of building replacement cost. Consideration of actual restoration requirements may lead to classifying the facility as being in need of replacement.
- vi. Replace/Demolition. Should be demolished or abandoned because the building is unsafe and/or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. Additionally, this category takes precedence over categories i-v. If a building is scheduled for demolition, its condition is reported in this category, regardless of its actual condition.
- vii. Termination. Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space. Additionally, this category takes precedence over categories i-vi. If a building is scheduled for termination, its condition is reported in this category, regardless of its condition.

Part D — Space Inventory by Room Use Categories

NOTE: Please report Assignable Area by major Room Use Categories [i.e., 3(a), 10(a), 15(a), 21(a), 31(a), 40(a), 47(a), 57(a), 63(a), 67(a) and 68(a)] even if Room Count and subcategory data are not available.

Line No.	Room Use Category	Assignable Area (in square feet) Column (a)	Room Count Column (b)
Classroom Facilities (100)			
1	110 Classroom		
2	115 Classroom Service		
3	Total (100) Classroom Facilities (Sum of Lines 1-2)		
Laboratory Facilities (200)			
4	210 Class Laboratory		
5	215 Class Laboratory Service		
6	220 Open Laboratory		
7	225 Open Laboratory Service		
8	250 Research/Nonclass Laboratory		
9	255 Research/Nonclass Laboratory Service		
10	Total (200) Laboratory Facilities (Sum of Lines 4-9)		
Office Facilities (300)			
11	310 Office		
12	315 Office Service		
13	350 Conference Room		
14	355 Conference Room Service		
15	Total (300) Office Facilities (Sum of Lines 11-14)		
Study Facilities (400)			
16	410 Study Room		
17	420 Stack		
18	430 Open Stack Study Room		
19	440 Processing Room		
20	455 Study Service		
21	Total (400) Study Facilities (Sum of Lines 16-20)		
Special Use Facilities (500)			
22	510, 515 Armory		
23	520, 523, 525 Athletics		
24	530, 535 Media Production		
25	540, 545 Clinic		
26	550, 555 Demonstration		

Part D — Space Inventory by Room Use Categories—Continued

Line No.	Room Use Category	Assignable Area (in square feet) Column (a)	Room Count Column (b)
27	560 Field Building		
28	570, 575 Animal Facilities		
29	580, 585 Greenhouse		
30	590 Other		
31	Total (500) Special Use Facilities (Sum of Lines 22-30)		
General Use Facilities (600)			
32	610, 615 Assembly		
33	620, 625 Exhibition		
34	630, 635 Food Facilities		
35	640, 645 Day Care		
36	650, 655 Lounge		
37	660, 665 Merchandising Facilities		
38	670, 675 Recreation		
39	680, 685 Meeting Room		
40	Total (600) General Use Facilities (Sum of Lines 32-39)		
Support Facilities (700)			
41	710, 715 Central Computer/Telecommunications		
42	720, 725 Shop		
43	730, 735 Central Storage and 780, Unit Storage		
44	740, 745 Vehicle Storage Facility		
45	750, 755 Central Service		
46	760, 765, 770, 775 Hazardous Materials Storage and Waste		
47	Total (700) Support Facilities (Sum of Lines 41-46)		
Health Care Facilities (800)			
48	810, 815 Patient Bedroom		
49	820 Patient Bath		
50	830, 835 Nurse Station		
51	840, 845 Surgery		
52	850, 855 Treatment, Examination		
53	860, 865 Diagnostic Service Laboratory		
54	870 Central Supplies		
55	880 Public Waiting		
56	890, 895 Staff On-Call Facility		
57	Total (800) Health Care Facilities (Sum of Lines 48-56)		

Part D — Space Inventory by Room Use Categories—Continued

Line No.	Room Use Category	Assignable Area (in square feet) Column (a)	Room Count Column (b)
Residential Facilities (900)			
58	910, 919 Sleep/Study Without Toilet or Bath		
59	920 Sleep/Study With Toilet or Bath		
60	935 Sleep/Study Service		
61	950, 955 Apartment		
62	970 House		
63	<i>Total (900) Residential Facilities (Sum of Lines 58-62)</i>		
Unclassified Facilities (000)			
64	050 Inactive Area		
65	060 Alteration or Conversion Area		
66	070 Unfinished Area		
67	<i>Total (000) Unclassified Facilities (Sum of Lines 64-66)</i>		
68	<i>Total Assignable Area & Room Count (Sum of Lines 3,10,15,21,31,40,47,57,63 and 67)</i>		
Nonassignable Area			
69	W01-W08 Circulation Areas		
70	X01-X04, Building Service Areas		
71	Y01-Y04, Mechanical Areas		
72	<i>Total (WWW, XXX, YYY) Nonassignable Area & Room Count (Sum of Lines 69, 70, and 71)</i>		

Part E — Total Campus Space, By Room Use and Functional Categories

NOTES: 1. This section can only be completed if the institution has also assessed the function of the space. Absence of this data will not affect basic institutional space reports. See appendix B, Definitions of NACUBO and OMB Circular A-21 Functional Categories.

2. In each line, Column (a) should equal the sum of Columns (b) through (k), and should agree with the specific entry from Part D.

3. Line 12, Column (a) should match the total campus assignable square feet reported in Part B, Line 1 Column (b).

Line No.	Room Use Category	Line No. from Part D	Total Assignable Square Feet Column (a)	Use of Assignable Square Feet According to Functional Categories				
				1.0 Instruction Program Column (b)	2.0 Organized Research Column (c)	3.0 Public Service Column (d)	4.0 Academic Support Column (e)	5.0 Student Services Column (f)
1	100 Classroom Facilities	3						
2	200 Laboratory Facilities	10						
3	300 Office Facilities	15						
4	400 Study Facilities	21						
5	500 Special Use Facilities	31						
6	600 General Use Facilities	40						
7	700 Support Facilities	47						
8	800 Health Care Facilities	57						
9	900 Residential Facilities	63						
10	Total Facilities in Use (Sum of Lines 1-9, Part D)							
11	000 Unclassified Facilities	67						
12	Total Assignable Area (Sum of Lines 10 and 11)		68					
13	Total Nonassignable Area		72					

Part E—Total Campus Space, By Room Use and Functional Categories—Continued

- NOTES: 1. In each line, Column (a) should equal the sum of Columns (b) through (k), and should agree with the specific entry from Part B.
 2. Line 12, Column (a) should match the total campus assignable square feet reported in Part B.

Line No.	Room Use Category	Line No. from Part B	Use of Assignable Square Feet According to Functional Categories						
			6.0 Institutional Support Column (g)	7.0 Operation and Maintenance Column (h)	9.0 Auxiliary Enterprises Column (i)	10.0 Independent Operations Column (j)	11.0 Teaching Hospitals Column (k)		
1	100 Classroom Facilities	3							
2	200 Laboratory Facilities	10							
3	300 Office Facilities	15							
4	400 Study Facilities	21							
5	500 Special Use Facilities	31							
6	600 General Use Facilities	40							
7	700 Support Facilities	47							
8	800 Health Care Facilities	57							
9	900 Residential Facilities	63							
10	Total Facilities in Use (Sum of Lines 1-9)								
11	000 Unclassified Facilities	67							
12	Total Assignable Area (Sum of Lines 10 and 11)	68							
13	Total Nonassignable Area	72							

APPENDIX 9

GLOSSARY

The definitions and explanations of building measurement terms, Room Use Categories, Program Codes, and other basic components of a facilities inventory data system are contained in the appropriately identified sections of this manual. Users are referred to the Table of Contents for sections and page locations. This glossary does not attempt to provide abbreviated definitions of these technical components, although some references are included.

In addition, this glossary contains brief definitions of generic terms related to facilities inventory data and explanations of the acronyms and abbreviations of terms or organizations which often appear in facilities inventory manuals. Also included are definitions for terms related to institutional identification, enrollments, and organizational structures which may be useful in relation to the use of facilities data.

AAALAC: American Association for Accreditation of Laboratory Animal Care.

Academic Discipline (Coding): See explanation of Category room data element in Chapter 4. This manual uses an updated version of the HEGIS taxonomy for coding academic disciplines. They are listed in the last divider section of Chapter 4.

Academic Program: Instructional program of a professional or non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

Academic Year: The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

Administratively Equal Institution: Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a system office but does not report to any other institution.

Assignable Area: Sum of the ten major Room Use Categories of Assignable Space. See definition in Chapter 3 and Assignable Area room data element in Chapter 4.

Branch Institution: A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and which offers organized programs of study and not just courses.

Building: A roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment. See Chapter 3 for inclusions and exclusions.

Building Data: Descriptive characteristics of a building, such as Gross Area, Assignable Area, Condition, Ownership, Estimated Replacement Cost, and Year of Construction. See definitions and descriptions in Chapter 3 for data elements collected by HEFC. Appendix 5 lists other optional building data elements which institutions may choose to collect.

Central Office or System Office: The administrative body or component responsible for supervision of a multi-institutional system.

CIP (Classification of Instructional Programs): An NCES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and state school systems and postsecondary institutions.

Contact Hour: A unit of measure that represents an hour (50-70 minutes) of scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets 3 hours per week for 15 weeks, the number of student contact hours is $20 \times 3 \times 15 = 900$. Similarly, if a course with an enrollment of 20 students meets 8 hours per day for 2 days, the number of student contact hours is $20 \times 8 \times 2 = 320$.

Correspondence: Method of instruction with students receiving structured units of information and accompanying material completely through the mail or electronic media.

CLF (Course Location File): The 17 campuses that comprise the University of North Carolina system report utilization using an interface created by the Banner and Oracle software packages to produce a file named the Course Location File, or CLF.

DAVE (Data Additions Validations Edits): A web-based inventory update system made available to all public and private institutions by UNCGA and capable of electronic update anywhere there is an internet connection.

Facilities: Any physical structure or space required by the institution for the performance of its programs and related activities.

Facilities Inventory: A database containing statistical information on buildings, including both building and room data.

FICE: Federal Interagency Committee on Education. Each institution of higher education in the United States may be identified by its unique FICE number.

Fixed Equipment: Permanently attached appurtenances, such as elevators, fire protection systems, lighting, plumbing, heating, ventilation and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers).

HEGIS: Higher Education General Information Survey conducted by the National Center for Education Statistics (NCES), incorporated into IPEDS after 1985 (see IPEDS).

Institutional System: Two or more institutions of higher education under the control or supervision of a single administrative body.

ISUR (Institutional Space Utilization Report): All community college utilization data is written out to a file using the "Instructional Space Utilization Report" found in the ST application which is part of the Colleague software. Instructions can be found in Appendix 3.

IPEDS: The Integrated Postsecondary Education Data System comprised of a series of annual and regular periodic institutional surveys of all postsecondary institutions administered by the National Center for Education Statistics (NCES).

Multi-Institution System: An institution that has either: 1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or 2) a primary site or main campus with one or more branches attached to it.

Net Usable Area: The total of Assignable and Nonassignable Areas in a building; Structural Area is not included.

Nonassignable Area: The sum of the Building Service Area, the Circulation Area, and the Mechanical Area, all of which are not assigned directly to support programs. See definitions in Appendix 4.

Off-Campus Centers: A site of an educational institution that is outside the physical confines of its parent institution, that it not temporary, and offers courses or services that are part of an organized program at the parent institution.

Off-Campus Facility: A facility located some distance away from the educational institution which operates it.

Organizational Unit: The basic component of the organizational structure of a college or university. Usually referred to as a department, but including both academic units (e.g., English Department, Physics Department, School of Law, etc.) and administrative units (e.g., Office of the President, Registrar, Physical Plant, etc.).

Parent Institution: The administrative unit or institution in a multi-institutional system through which all the system's institutions, branches, and programs are linked.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Room: A room is a space normally enclosed on all sides including alcoves and recesses. Covered play areas, covered patios, and covered walkways are exceptions to the enclosure criterion. (See Chapter 4).

Room Data: Descriptive characteristics of assignable interior spaces of a building, including standard Room Use Categories, institutional organizational units, academic discipline and Program codes, assignable floor areas and, for some rooms, number of stations.

SHEEO: State Higher Education Executive Officers.

Single Institution: A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration, governance, and record keeping are at one site.

Structural Area: The sum of all areas on all floors of a building that cannot be occupied or put to use because of building structural features. Structural Area is neither assignable nor nonassignable space.

Unit ID: Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

