

UNIVERSITY OF ALABAMA AT BIRMINGHAM

Annual Space Inventory Instructions Non-Academic Units

INTRODUCTION

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

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PROCEDURES FOR COMPLETING THE SPACE INVENTORY

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

- Review the material for definitions and instructions.
- Review the Room Detail Report. This report lists all the rooms assigned to you in the survey process. Verify that all unit rooms have been included. To assist you in this verification, building floor plans are linked to your online space survey. If there has been a change to the space configuration (to include door locations) or room numbers as shown on the floor plans, please print out the floor plan and indicate this on the floor plans in red and return the corrected floor plans to Valerie Jackson at jacksonv@uab.edu. For all other questions please contact Valerie Jackson at 934-6992.
- Any rooms that are owned by your department but which do not appear on the Room Detail Report, you will be able to request by emailing Valerie Jackson at jacksonv@uab.edu. Before a successful transfer may occur, both parties must agree.
- To reassign a room that does not belong to your department, go to your space list, click on the edit icon for the room. On the Room Info tab there is an option at the bottom of the page to reassign the space to a different organization. The Reassign Survey button allows you to reassign rooms improperly assigned to your department for survey completion. You are being asked to select a department that was responsible for the room(s) during the survey period. You do not have to be 100% sure of the appropriate owner of the room(s), please use your best judgment. This process will need to be completed for each room that you wish to delete. Please only click on the “unknown organization” button if you truly do not know to whom the room belongs. If you have several rooms that need to be reassigned or have questions about this process please contact Valerie Jackson at jacksonv@uab.edu
- Review the room listing with the individual(s) having first-hand knowledge of the activities conducted in each room for the Fiscal Year 2023. For each room verify the building number, room number, department, room use code, and responsible person.
- Compare the physical characteristics of the room with the room type listed and, if appropriate, revise the room type. This information is populated on the survey form but should be reviewed against the Room Type Definitions beginning on page 4 and any corrections or changes noted. Only one room type code may be assigned to a room. Room type help is also available on the survey form. Click on the button labeled “custom use help.”

PROCEDURES FOR COMPLETING THE SPACE INVENTORY (continued)

- **Non-Academic Units DO NOT need to functionalize their space. Cost Analysis will functionalize your space based on your departmental funding source. You ARE NOT required to fill out the function, occupancy, or account sections of the form.**
- While, as stated above, occupancy information is not required you may choose to fill in occupants for each of your rooms for departmental space management and reporting purposes. Cost & Space analysis will provide post-survey reports and/or data analysis as requested.
- Station count is a required field for specific room types. Spaces with this requirement **will not pass** the submission rules without Station Count listed.
- Spaces that are not marked Joint use will be functionalized by Cost Analysis. You do not need to fill in the function information. Please contact Valerie Jackson (4-6992 or jacksonv@uab.edu) when you are finished with your survey so that Cost Analysis can fill in the function information based on your departmental MTDC.
- All rooms must be in the “Submitted” category for the survey to be reconciled by Space Analysis unless exceptions have been noted and approved.
- 2023 Annual Space Inventory must be completed no later than **September 30, 2023**.

Departmental Space Survey Room Use Summary

ASSIGNABLE AREA

100 CLASSROOM FACILITIES

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

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Lab Service
220 Research Lab
221 Computational Research Lab
222 Clinical Research Room
225 Research Lab Service
226 Comp Research Lab Service
260 Environmental Chambers
270 Studio
275 Studio Service
280 Water Treatment
285 Sterilization Room
290 Independent Study Lab
295 Independent Study Service

300 OFFICE FACILITIES

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

400 STUDY FACILITIES

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

500 SPECIAL USE FACILITIES

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

600 GENERAL USE FACILITIES

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

700 SUPPORT FACILITIES

710 Communications Room
712 Data Processing/Computer Room
713 Data Processing/Computer Service
715 Communication Room Service
720 Shop
725 Shop Service
730 Central Storage
735 Unit Storage
736 Lab Storage
737 ARP Storage
740 Vehicle Storage
745 Vehicle Storage Service
750 Mail Room
755 Laundry Room
760 Waste Storage
765 Waste Storage Service
785 Housekeeping Storage Room

800 HEALTH CARE FACILITIES

810 Patient Bedroom
812 Hospital-Patient Dressing Room
813 Hospital-Patient Holding
814 Hospital-Airborne Infection Isolation Room
815 Patient Bedroom Service
816 Hospital-Seclusion Room
817 Hospital-Critical Care Room
818 Hospital-Medication Room
819 Hospital-Nourishment Room
820 Patient Bath
825 Patient Service Restroom
825 Patient Care Service
826 Hospital Kitchen
830 Nurses Station
835 Nurses Station Service
836 Hospital-Clean Workroom
837 Hospital-Clean Supply Room
838 Hospital-Decontamination Room
840 Surgery
845 Surgery Service
846 Hospital-Recovery Room
847 Hospital-Pre-Operative Room

[848 Hospital-Procedure Room](#)
[849 Hospital-Triage Room](#)
[850 Treatment/Examination Room](#)
[851 Hospital-Electrophysiology Lab](#)
[852 Hospital-Angiography Lab](#)
[853 Hospital-CT Scanning Room](#)
[854 Hospital-Consultation Room](#)
[855 Treatment/Examination Room Service](#)
[855 Treatment/Examination Restroom](#)
[856 Hospital-Diagnostic X-Ray Room](#)
[857 Hospital-Cardiac Catheterization Lab](#)
[858 Hospital-MRI Room](#)
[859 Hospital-Ultrasound Room](#)
[860 Diagnostic Service Lab](#)
[865 Diagnostic Lab Support Service](#)
[866 Hospital-Nursery](#)
[867 Hospital-Labor & Delivery Room](#)
[868 Hospital-Cesarean Section Room](#)
[869 Hospital-Mammography Room](#)
[870 Central Supply](#)
[871 Hospital-Clean Linen Storage](#)
[872 Hospital-Soiled Holding Room](#)
[873 Hospital-Equipment Storage](#)
[874 Hospital-Shower Room](#)
[875 Hospital-Soiled Workroom](#)
[880 Public Waiting](#)
[881 Hospital-Bereavement Room](#)
[882 Lactation Room](#)
[883 Tank Room](#)
[884 Hospital-Lab](#)
[885 Hospital-Cold Room](#)
[886 Hospital-Microscope Room](#)
[887 Hospital-PT/OT Gym](#)
[888 Hospital-Lab Service](#)
[890 On-Call Room](#)
[895 On-Call Service](#)

900 RESIDENTIAL FACILITIES

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

NON-ASSIGNABLE AREA

W CIRCULATION AREA

W01 Tunnel Corridor
W01 Bridge Corridor
W02 Elevator
W04 Loading Dock
W05 Lobby
W06 Corridor
W06 Interior Circulation
W07 Stairs

X BUILDING SERVICE AREA

X02 Janitors Closet
X03 Unisex Restroom
X03 Female Restroom
X03 Male Restroom
X05 Vending Merchandise

Y MECHANICAL AREA

Y03 Inaccessible Shaft Space
Y04 Mechanical Room
Y04 Electrical Equipment Room
Y04 Electrical Closet
Y04 Communications Equipment Room
Y04 Utility Shaft Space
Y04 Fire Command
Y04 Fire Pump Room

Room Use Glossary

100 CLASSROOM FACILITIES

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

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

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

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

200 LABORATORY FACILITIES

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

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

220 Research Laboratory: A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

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

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

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

226 Computational Research Lab Service: A room that directly serves one or more computational research laboratories as an extension of the activities in those rooms.

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

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

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

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

285 Sterilization Room: A room that houses sterilization equipment.

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

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

300 OFFICE FACILITIES

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

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

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

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

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

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

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

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

400 STUDY FACILITIES

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

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

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

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

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

500 SPECIAL USE FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

600 GENERAL USE FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

700 SUPPORT FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

800 HEALTH CARE FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

840 Surgery: A room used for surgery.

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

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

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

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

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

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

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

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

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

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

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

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

856 Hospital-Diagnostic X-Ray Room: A room containing equipment that uses electromagnetic energy beams to produce images onto film or a computer.

857 Hospital-Cardiac Catheterization Lab: A lab containing diagnostic imaging equipment used to support the catheterization procedure.

- 858 Hospital-MRI Room:** A room containing an MRI scanner device which uses a medical imaging technique to create detailed images of organs and tissues within the body.
- 859 Hospital-Ultrasound Room:** A room containing a SONAR device that uses high-frequency sound waves to produce images of structures within the body.
- 860 Diagnostic Service Lab:** A space used to provide diagnostic support services to an entire health care facility.
- 865 Diagnostic Lab Support Service:** A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.
- 866 Hospital-Nursery:** A space used for infant care.
- 867 Hospital-Labor & Delivery Room:** A room that is equipped for labor and delivery.
- 868 Hospital-Cesarean Section Room:** An operating room specially equipped for Cesarean deliveries.
- 869 Hospital-Mammography Room:** A room containing the equipment to obtain a radiograph of breast tissue.
- 870 Central Supply:** A room used centrally to store health care supplies in a health care facility.
- 871 Hospital-Clean Linen Storage:** When a covered cart is used, storage of clean linen carts in a corridor alcove shall be permitted.
- 872 Hospital-Soiled Holding Room:** This room shall contain the following: hand washing station or hand sanitation and a space for separate covered containers.
- 873 Hospital-Equipment Storage:** A room used for the storage of equipment necessary for patient care.
- 874 Hospital-Shower Room:** A bathing facility not located within an individual patient room.
- 875 Hospital-Soiled Workroom:** Shall contain the following: hand-washing station, flushing-rim clinical service sink with bedpan washer, work counter, space for separate covered containers
- 880 Public Waiting:** A space used by the public to await admission, treatment, or information within a health care facility.
- 881 Hospital-Bereavement Room:** A private room used by individuals who have lost a loved one by death.
- 882 Lactation Room:** A private room used by breastfeeding women.
- 883 Tank Room:** A room used for the bulk storage of medical gas tanks.
- 884 Hospital-Lab:** A hospital room designed and configured for experimentation and research.

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

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

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

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

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

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

900 RESIDENTIAL FACILITIES

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

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

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

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

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

W CIRCULATION AREA

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

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

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

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

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

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

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

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

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

X BUILDING SERVICE AREA

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

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

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

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

X05 Vending Merchandising: A space occupied by vending machines.

Y MECHANICAL AREA

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

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

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

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

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

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

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

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

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

Appendix A

Joint Use Room Types

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