

bldg #		
bldg #	suffix	bldg name
001		ALBRIGHT BENTON
002		BUCHANAN
003		MADISON
004		MOORE
005		REYNOLDS
006		ROBERTSON
009		HUNTER LIBRARY
010		STILLWELL
011		GREENHOUSE
012		UNIVERSITY AUD.
013		MCKEE
014		REID
015		BREESE
016		BIRD
017		GARAGE/MAINTENANCE
019		STEAM PLANT
022		CHANCELLOR'S HOME
022	A	CHANCELLOR'S GARAGE
023		BROWN HALL
025		KILLIAN
026		CORDELIA CAMP BLDG
027		CCB VOCATIONAL
028		CCB GYMNASIUM
029		OLD STUDENT UNION
030		WATER TREATMENT PLT
031		TELEPHONE EXCHANGE
034		GUEST HOUSE
039		APARTMENT NO 6-7-8
040	A	FACULTY HOME #9
040	B	FACULTY HOME #12

040	C	FACULTY HOME #13
040	D	FACULTY HOME #14
041		APARTMENT NO 10-11
047		HINDS UNIVERSITY CTR
048		KILLIAN ANNEX
050		FACULTY APARTMENTS
054		PRINT SHOP
055		FORSYTH BUSINESS
056		BELK ARTS COMPLEX
057		HARRILL RESIDENCE
059		FACILITIES MANAGEMT
060		NEW FACULTY APTS
061		J-P FIELD HOUSE
063		COULTER
064		BIRD ALUMNI HOUSE
066		ARTIST-IN-RESID STD0
067		CHEMICAL STORAGE
068		ROBINSON ADMIN BLDG
069		JENKINS HOUSE
069	A	JENKINS HOUSE GARAGE
070		WCU BOOKSTORE
072		MAINTENANCE SHOP
073		RAMSEY ACTIVITY CTR
074		HUGH BATTLE HOUSE
075		NEW WAREHOUSE
076		ALUMNI TOWER
080		FTBALL PRS-BX/CONCSN
083		BASEBALL CONCESSION
087		RADIO TRANSMITTER
090		STADIUM TICKET BOOTH
091		PICNIC AREA RESTRMS
092		NURSERY HEADHOUSE
093		BASEBALL DUGOUTS

094	BASEBALL PRESS-BOX
095	HAYES CABIN
096	VISITOR INFORMATION
097	BASEBALL STORAGE
098	CTR FOR APPLIED TECH
099	BARDO ARTS CENTER
100	JUDACULLA HALL
101	VILLAGE 101
104	VILLAGE 104
106	VILLAGE 106
112	VILLAGE 112
114	VILLAGE 114
116	VILLAGE 116
118	VILLAGE COMMONS 1000
119	FOOTBALL STD WEST ST
120	NORTON ROAD HALL
121	TRACK/TENNIS GRANDST
122	WOMEN SOFTBALL COMPL
123	CAMPUS REC CENTER
124	COURTYARD DINING
125	BALSAM RES. HALL
126	BLUE RIDGE RES HALL
127	ANDREWS HOUSE
128	BATTING CAGE
129	BAND STORAGE BLD
130	BOAT STORAGE
131	CLAXTON HOUSE
132	HBS-BRUCE BIO.BLDG
133	HBS-COKER BLDG
134	HBS-DUPLEX
135	HBS-ILLGESS COTTAGE
136	HBS-MARGARET CANNON
137	HBS-MUSEUM NAT.SCI.

138	HBS-VALENTINE RES
139	HBS- WAREHOUSE
140	HBS-WEYMAN DINING
141	HBS- WRIGHT DEACON
142	HEALTH AND HUMAN SCI
143	BILTMORE CENTER
144	NOBLE RES-RETAIL
145	BILTMORE 2TOWNE CTR
146	LEVERN ALLEN HALL
147	APODACA SCIENCE
148	MHC LEASED STORAGE
149	CHEROKEE CENTER
150	OLD TUCK'S BUILDING

Room Use Type	Room Use Code	Room Use Detail	Description
Classroom Facilities	110	Classroom	<p>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 armchairs (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).</p>
Classroom Facilities	115	Classroom Service	<p>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).</p>
Laboratory Facilities	210	Class Laboratory	<p>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).</p>
Laboratory Facilities	215	Class Laboratory Service	<p>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.</p>
Laboratory Facilities	220	Open Laboratory	<p>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).</p>
Laboratory Facilities	225	Open Laboratory Service	<p>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.</p>

			<p>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 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.</p>
Laboratory Facilities	250	Research/Nonclass Laboratory	
			<p>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.</p>
Laboratory Facilities	255	Research/Nonclass Laboratory Service	
			<p>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).</p>
Office Facilities	310	Office	
			<p>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 nondiscipline 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).</p>
Office Facilities	315	Office Service	
			<p>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).</p>
Office Facilities	350	Conference Room	
			<p>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).</p>
Office Facilities	355	Conference Room Service	

			<p>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.</p>
Study Facilities	410	Study Room	
			<p>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).</p>
Study Facilities	420	Stack	
			<p>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.</p>
Study Facilities	430	Open-Stack Study Room	
			<p>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).</p>
Study Facilities	440	Processing Room	
			<p>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).</p>
Study Facilities	455	Study Service	
			<p>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).</p>
Special Use Facilities	510	Armory	
			<p>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).</p>
Special Use Facilities	515	Armory Service	
			<p>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.</p>
Special Use Facilities	520	Athletic or Physical Education	

Special Use Facilities	523	Athletic Facilities Spectator Seating	<p>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 gymnasias, 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.).</p>
Special Use Facilities	525	Athletic or Physical Education Service	<p>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).</p>
Special Use Facilities	530	Media Production	<p>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).</p>
Special Use Facilities	535	Media Production Service	<p>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.</p>
Special Use Facilities	540	Clinic	<p>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 nonhealth or non-discipline-related programs (see 315).</p>
Special Use Facilities	545	Clinic Service	<p>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).</p>
Special Use Facilities	550	Demonstration	<p>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).</p>
Special Use Facilities	555	Demonstration Service	<p>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 homedemonstration 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).</p>

			560 Field Building	<p>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.</p> <p>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.</p> <p>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).</p>
Special Use Facilities	560	Field Building		
			570 Animal Quarters	<p>Definition: A room that houses laboratory animals used for research or instructional purposes.</p> <p>Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms for instruction and research.</p> <p>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).</p>
Special Use Facilities	570	Animal Quarters		
			575 Animal Quarters Service	<p>Definition: A room that directly serves an animal quarters facility as an extension of the activities in that facility.</p> <p>Description: Includes feed storage rooms, feed mixing rooms, cage washing rooms, nonpatient surgery rooms, casting rooms, or instrument rooms.</p> <p>Limitations: Does not include areas that directly serve facilities used for the treatment of veterinary patient animals (see Health Care Facilities-800 series).</p>
Special Use Facilities	575	Animal Quarters Service		
			580 Greenhouse	<p>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.</p> <p>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).</p> <p>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).</p>
Special Use Facilities	580	Greenhouse		
			585 Greenhouse Service	<p>Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.</p> <p>Description: Includes equipment or materials storage areas and rooms generally called headhouses.</p> <p>Limitations: Excludes storage areas that do not directly serve greenhouses.</p>
Special Use Facilities	585	Greenhouse Service		
			590 Other	<p>Definition: A category of last resort.</p> <p>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.</p> <p>Limitations: Should have very limited use, if used at all.</p>
Special Use Facilities	590	Other (All Purpose)		
			610 Assembly	<p>Definition: A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.</p> <p>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.</p> <p>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.</p>
General Use Facilities	610	Assembly		
			615 Assembly Service	<p>Definition: A room or area that directly serves an assembly facility as an extension of the activities in that facility.</p> <p>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.</p> <p>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.</p>
General Use Facilities	615	Assembly Service		
			620 Exhibition	<p>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.</p> <p>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.</p> <p>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).</p>
General Use Facilities	620	Exhibition		
			625 Exhibition Service	<p>Definition: A room that directly serves an exhibition facility as an extension of the activities in that facility.</p> <p>Description: Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see 620).</p> <p>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.</p>
General Use Facilities	625	Exhibition Service		

			<p>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)</p>
General Use Facilities	630	Food Facility	
			<p>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).</p>
General Use Facilities	635	Food Facility Service	
			<p>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).</p>
General Use Facilities	640	Day Care	
			<p>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.</p>
General Use Facilities	645	Day Care Service	
			<p>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).</p>
General Use Facilities	650	Lounge	
			<p>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).</p>
General Use Facilities	655	Lounge Service	
			<p>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).</p>
General Use Facilities	660	Merchandising	

General Use Facilities	665	Merchandising Service	<p>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.</p>
General Use Facilities	670	Recreation	<p>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 gymnasias, 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).</p>
General Use Facilities	675	Recreation Service	<p>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).</p>
General Use Facilities	680	Meeting Room	<p>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).</p>
General Use Facilities	685	Meeting Room Service	<p>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).</p>
Support Facilities	710	Central Computer or Telecommunications	<p>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.</p>

			<p>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/109 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).</p>
Support Facilities	715	Central Computer or Telecommunications Service	
Support Facilities	720	Shop	
Support Facilities	725	Shop Service	
Support Facilities	730	Central Storage	<p>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).</p>
Support Facilities	735	Central Storage Service	<p>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.</p>
Support Facilities	740	Vehicle Storage	<p>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).</p>

Support Facilities	745	Vehicle Storage Service	<p>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).</p>
Support Facilities	750	Central Service	<p>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.</p>
Support Facilities	755	Central Service Support	<p>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).</p>
Support Facilities	760	Hazardous Materials Storage	<p>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).</p>
Support Facilities	770	Hazardous Waste Storage	<p>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)</p>
Support Facilities	775	Hazardous Waste Storage Service	<p>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)</p>
Health Care Facilities	810	Patient Bedroom	<p>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).</p>
Health Care Facilities	815	Patient Bedroom Service	<p>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).</p>

			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.
Health Care Facilities	820	Patient Bath	
			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).
Health Care Facilities	830	Nurse Station	
			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).
Health Care Facilities	835	Nurse Station Service	
			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).
Health Care Facilities	840	Surgery	
			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).
Health Care Facilities	845	Surgery Service	
			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.
Health Care Facilities	850	Treatment/Examination	
			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.
Health Care Facilities	855	Treatment/Examination Service	
			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.
Health Care Facilities	860	Diagnostic Service Laboratory	
			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.
Health Care Facilities	865	Diagnostic Service Laboratory Support	

			<p>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.</p>
Health Care Facilities	870	Central Supplies	
			<p>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.</p>
Health Care Facilities	880	Public Waiting	
			<p>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.</p>
Health Care Facilities	890	Staff On-Call Facility	
			<p>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).</p>
Health Care Facilities	895	Staff On-Call Facility Service	
			<p>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.</p>
Residential Facilities	910	Sleep/Study without Toilet or Bath	
			<p>910X Sleep/Study without Toilet or Bath Designed and Equipped for Mobility Impaired (See Definition, Description, and Limitations for 910.)</p>
Residential Facilities	910X	Sleep/Study without Toilet or Bath Designed and Equipped for Mobility Impaired	
			<p>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).</p>
Residential Facilities	919	Toilet or Bath	
			<p>919X Toilet or Bath Designed and Equipped for Mobility Impaired (See Definition, Description, and Limitations for 919.)</p>
Residential Facilities	919X	Toilet or Bath Designed and Equipped for Mobility Impaired	
			<p>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.</p>
Residential Facilities	920	Sleep/Study with Toilet or Bath	
			<p>920X Sleep/Study with Toilet or Bath Designed and Equipped for Mobility Impaired (See Definition, Description, and Limitations for 920.)</p>
Residential Facilities	920X	Sleep/Study with Toilet or Bath Designed and Equipped for Mobility Impaired	
			<p>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.</p>
Residential Facilities	935	Sleep/Study Service	

			<p>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).</p>
Residential Facilities	950	Apartment	
Residential Facilities	950X	Apartment Designed and Equipped for Mobility Impaired	(See Definition, Description, and Limitations for 950.)
			<p>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).</p>
Residential Facilities	955	Apartment Service	
			<p>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.</p>
Residential Facilities	970	House	
Unclassified Facilities	010	Elevator	<p>010 Elevator Note: This category includes only passenger elevators.</p>
Unclassified Facilities	011	Men's Toilet Equipped for Mobility Impaired	<p>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.</p>
Unclassified Facilities	012	Women's Toilet Equipped for Mobility Impaired	<p>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.</p>
Unclassified Facilities	013	unisex Toilet Equipped for Mobility Impaired	<p>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.</p>
Unclassified Facilities	050	Inactive Area	<p>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).</p>
Unclassified Facilities	060	Alteration or Conversion Area	<p>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.</p>
Unclassified Facilities	070	Unfinished Area	<p>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.</p>
Nonassignable Area	997	Circulation Area (WWW)	<p>997 or WWW Circulation Area 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. 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 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 drop line. Limitations: Deductions should 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.</p>
Nonassignable Area	998	Building Service Area (XXX)	<p>998 or XXX Building Service Area Definition: The sum of all areas on all floors of a building used for custodial supplies, sink rooms, janitorial closets, and public rest room. (NOTE: Building Service Area includes all areas classified as Custodial Area. Building Service Area does not include assignable areas (e.g. 730-Central Storage and 870-Central Supplies.) 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. Limitations: Deductions 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 assigned to a department or program unit.</p>

Nonassignable Area	999	Mechanical Area (YYY)	<p>999 or YYY Mechanical Area all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas. Included should be mechanical areas such as central utility plants, boilers 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. for necessary building columns and minor projections. Areas designated as private toilets are not included.</p>	<p>Definition: The sum of Limitations: Deductions should be made</p>
Structural Area	996	Structural Area (ZZZ)	<p>996 or ZZZ Structural Areas sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. 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.</p>	<p>Definition: The</p>

Program Type	Program Code	Program Type - Detail	Description
Unassigned	01	Capable of Use	<p>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).</p>
Unassigned	02	Incapable of Use	<p>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.)</p>
Unassigned	03	Building Service	<p>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.</p>
Instruction	11	General Academic Instruction (Degree-related)	<p>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</p> <p>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.</p>
Instruction	12	Vocational/Technical Instruction (Degree-related)	<p>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.</p>

Instruction	13	Requisite Preparatory/Remedial Instruction	<p>13 REQUISITE PREPARATORY/REMEDIATION INSTRUCTION</p> <p>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.</p> <p>Examples: Preparatory/remedial summer program offered for students accepted under a conditional admission agreement, foreign language offering provided specifically to satisfy doctoral level requirement.</p> <p>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.</p> <p>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).</p>
Instruction	14	General Studies (Nondegree)	<p>14 GENERAL STUDIES (Nondegree)</p> <p>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.</p> <p>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.</p> <p>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.</p>
Instruction	15	Occupational-related Instruction (Nondegree)	<p>15 OCCUPATION-RELATED INSTRUCTION (Nondegree)</p> <p>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.</p> <p>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.</p> <p>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.</p>
Instruction	16	Social Roles/Interaction Instruction (Nondegree)	<p>16 OCCUPATION-RELATED INSTRUCTION (Nondegree)</p> <p>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.</p> <p>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.</p> <p>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.</p>
Instruction	17	Home and Family Life Instruction (Nondegree)	<p>17 HOME AND FAMILY LIFE INSTRUCTION (Nondegree)</p> <p>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.</p> <p>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).</p> <p>Note. Program 17 applies to those nondegree programs which focus on the student's life at home: roles such as parent, homeowner, homemaker, etc.</p>

Instruction	18	Personal Interest and Leisure Instruction (Nondegree)	<p>18 PERSONAL INTEREST AND LEISURE INSTRUCTION (Nondegree) Definition. This program includes those instructional activities that are not offered as part of 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.</p> <p>Examples: Training of pets, yoga, speed reading, personality development, recreational folk dancing, leadership development.</p> <p>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).</p>
Research	21	Institutes and Research Centers	<p>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.</p> <p>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.</p> <p>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.</p>
Research	22	Individual or Project Research	<p>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.</p> <p>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.</p>

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,

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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.

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).

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			<p>33 COMMUNITY SERVICES</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Provision of Facilities/Equipment - Includes providing the institution's physical facilities and/or equipment for community services.</p> <p>Examples: Community meetings and events held in institutional facilities, community use of institution's gymnasium and recreational facilities for a summer camp.</p> <p>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.)</p> <p>Examples: Lecture and fine-arts series, concerts and recitals (visiting artists).</p> <p>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.</p>
Public Service	33	Community Services	
			<p>34 COOPERATIVE EXTENSION SERVICES</p> <p>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.</p> <p>Agriculture and Related Industries - Activities outside the instructional and research programs established to make resources, services, and expertise available to the agricultural industry.</p> <p>Examples: Consulting and advisory services, provision of institutional facilities/equipment, soil testing.</p> <p>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.</p> <p>Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.</p> <p>International Extension - Those activities outside the instructional and research programs established to make resources, services, and expertise available as they relate to international activities.</p> <p>Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.</p> <p>Urban Extension Service - Those activities outside the instructional and research programs established to make resources, services, and expertise available within the urban areas.</p> <p>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.</p>
Public Service	34	Cooperative Extension Services	

			<p>35 PUBLIC BROADCASTING SERVICES</p> <p>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).</p> <p>The following categories should be used for a more detailed classification of activities within this program:</p> <p>Broadcast Programming - Those activities related to planning, scheduling, and development of programs to be broadcast.</p> <p>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.</p> <p>News Acquisition and Preparation - Those activities related to the acquisition, preparation, and reporting of news (for example, wire service, news rewriting, interviewing, and reporting).</p> <p>Broadcast Sales - Those activities related to the solicitation of sponsors for commercial messages, political announcements, and so forth.</p> <p>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.</p> <p>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.</p>
Public Service	35	Public Broadcasting Services	
			<p>41 LIBRARY SERVICES</p> <p>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.</p> <p>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 reevaluation of materials.</p> <p>Examples: Setting acquisition policy, selecting materials for acquisition process.</p> <p>Materials Preparation - Those activities related to the preparation and maintenance of materials for general use and distribution.</p> <p>Examples: Searching, cataloging, recording, shelving, binding, repair.</p> <p>Materials Identification/Access Services - Those activities related to the provision of services and aids for the identification and location of documents or materials.</p> <p>Examples: Information desk, indexes, visual aids (posters, signs, etc.), reference services.</p> <p>Materials Distribution - Those activities related to the control and distribution of library materials.</p> <p>Examples: Circulation services, reserve services, loan and rental services.</p> <p>Interinstitutional Exchange and Loan Services - Those activities related to borrowing or lending materials to other libraries.</p> <p>Examples: Messenger services, interlibrary-loan office.</p> <p>Information Dissemination/Promotion - Those activities related to providing general information about the library and its activities and to promoting library use.</p> <p>Examples: Publications, advertisements and exhibits, personal communication.</p> <p>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.</p>
Academic Support	41	Library Services	

			<p>42 MUSEUMS AND GALLERIES</p> <p>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.</p> <p>Materials Acquisition - Activities involving the selection and acquisition of new exhibits or specimens. Examples: Selection, purchasing, expeditions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Interinstitutional Exchange and Loan Service - Activities related to the borrowing of specimens from or the lending of specimens to other institutions.</p> <p>Information Dissemination/Promotion - Activities related to providing general information and to promoting museum use. Examples: Traveling exhibits, public lectures, off-campus exhibits, advertisements, publications.</p> <p>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.</p>
Academic Support	42	Museums and Galleries	
			<p>43 EDUCATIONAL MEDIA SERVICES</p> <p>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.</p> <p>Materials Acquisition - Those activities related to the acquisition of materials and devices. Examples: Selecting, purchasing, processing</p> <p>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, motionpicture production, television production, computer-assisted instruction production.</p> <p>Materials Distribution - Those activities related to the distribution of educational media resources for institutional use. Examples: Storage, scheduling, delivery, maintenance, inventory.</p> <p>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.</p> <p>Information Dissemination/Promotion - Those activities related to providing general information about the available media services and to promoting the use of those services.</p> <p>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.</p>
Academic Support	43	Educational Media Services	

			<p>44 ACADEMIC COMPUTING SUPPORT</p> <p>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.</p> <p>Examples: Data entry, production control, computer operations, data librarian.</p> <p>Computer System Support - Those activities related to software design, including support of the operating system and other related software.</p> <p>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.</p> <p>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.</p>
Academic Support	44	Academic Computing Services	
			<p>45 ANCILLARY SUPPORT</p> <p>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.</p> <p>Examples: Demonstration school, glassblowing shop, laboratory school, nuclear reactor, planetarium, vivarium, radio station, television station, university press, electronics-design facility, animal-laboratory facilities.</p> <p>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.</p> <p>Examples: Programming, special systems, advising.</p> <p>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.</p> <p>Examples: Tape/program, library, newsletter.</p> <p>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 preelementary 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.</p>
Academic Support	45	Ancillary Support	

Academic Support	46	Academic Administration	<p>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).</p>
Academic Support	47	Course and Curriculum Development	<p>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.</p>
Academic Support	48	Academic Personnel Development	<p>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.</p>

Student Service	51	Student Service Administration	<p>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</p>
Student Service	52	Social and Cultural Development	<p>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.</p>
Student Service	53	Counseling and Career Guidance	<p>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).</p>

Student Service	54	Financial Aid Administration	<p>54 FINANCIAL AID ADMINISTRATION</p> <p>Definition. This program includes those administrative activities carried out in support of the institution's financial aid program.</p> <p>The following categories should be used for a more detailed classification of activities within this program:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Student Service	55	Student Auxiliary Services	<p>55 STUDENT AUXILIARY SERVICES</p> <p>Definition. This program includes those conveniences and services needed to maintain an on175 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.</p> <p>The following categories should be used for a more detailed classification of activities within this program:</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p>

Student Service	56	Intercollegiate Athletics	<p>56 INTERCOLLEGIATE ATHLETICS</p> <p>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).</p> <p>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.</p> <p>The following categories can be used for a more detailed classification of activities by function within this program:</p> <p>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.</p> <p>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.</p> <p>Examples: Trainers' activities, training table (dining facilities), residential facilities.</p> <p>Recruitment - Those activities related to the recruitment and enrollment of student athletes.</p> <p>Examples: Travel for purposes of identifying potential student athletes (scouting), cooperative efforts with the admissions office.</p> <p>Conduct of Events - Those activities carried out in conjunction with the conduct of athletic events.</p> <p>Examples: Athlete/team travel, lodging at off-campus events, cheerleading activities, concessions, ticket and program printing.</p> <p>Information Dissemination/Promotion - Those activities related to providing general information about the intercollegiate athletic program and promoting it.</p> <p>Examples: Advertising, complimentary tickets, sports information series, publicity programs.</p> <p>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.</p> <p>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.</p>
Student Service	57	Student Health/Medical Services	<p>57 STUDENT HEALTH/MEDICAL SERVICES</p> <p>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).</p> <p>The following categories should be used for a more detailed classification of activities by setting:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Emergency - Those activities designed to provide direct patient care to persons requiring immediate attention due to the acute nature of their health care problems.</p> <p>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.</p> <p>The following categories should be used for a more detailed classification of activities by type of care:</p> <p>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.</p> <p>Behavioral - Those activities related to the treatment of psychological and behavioral problems as well as to promotion of psychological well-being.</p> <p>Rehabilitative Care - Those activities related to the restoration of bodily functions and structures in order to regain patient self sufficiency.</p> <p>Public/Community Medicine - Those activities related to the health and illness of populations.</p> <p>Patient Education - Those activities carried out to provide patients with the knowledge and attitudes needed to cope effectively with their own health problems.</p> <p>Dental Care - Those activities related to care and treatment of human teeth and structures.</p> <p>Veterinary Care - Those activities pertaining to the care and treatment of animals and their diseases.</p> <p>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).</p> <p>Other Patient Care</p> <p>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</p>

Institutional Administration 61	Executive Management	<p>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.</p>
Institutional Administration 62	Financial Management and Operations	<p>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).</p>

Institutional Administration 63	General Administration and Logistical Service	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Examples: Room scheduling, space allocation, facilities records, facilities reporting.</p> <p>Health and Safety Service - Those activities carried out to provide for the environmental well-being and security of the campus and its residents.</p> <p>Examples: Police protection, campus security, fire protection, trash collection, traffic control, general liability insurance.</p> <p>Procurement and Materials Handling - Those activities related to the acquisition, storage, and movement of materials.</p> <p>Examples: Purchasing, receiving/shipping, freight management, inventory control, warehousing.</p> <p>Transportation Services - Those activities related to campus transportation systems and services.</p> <p>Examples: Motor pool services, car pool services, operations of buses, parking services.</p> <p>Communication Services - Those campus communication services that are directly related to the operation of the institution. Excluded are on-campus broadcasting services.</p> <p>Examples: Campus mail services, copying services, duplicating services, printing services, telephone and telegraph services.</p> <p>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.</p>
Institutional Administration 64	Administrative Computing Support	<p>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:</p> <p>Production Operations - Those activities related to the operation of the computing system.</p> <p>Examples: Data entry, production control, computer operations, data librarian.</p> <p>Systems Support - Those activities related to software design, including support of the operating system and other related software.</p> <p>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.</p> <p>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.</p> <p>Examples: Programming, special systems, advising.</p> <p>Information Dissemination/Promotion - Those activities related to maintaining and distributing information of interest to users of the computer services.</p> <p>Examples: Tape/program library, newsletter.</p> <p>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).</p>
Institutional Administration 65	Faculty Staff Auxiliary Services	<p>65 FACULTY AND STAFF AUXILIARY SERVICES Definition. This program includes those support services that have been established primarily D55 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.</p> <p>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.</p> <p>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.</p> <p>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).</p>

			<p>66 PUBLIC RELATIONS/DEVELOPMENT</p> <p>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.</p> <p>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.</p> <p>Examples: Internal newsletters, audiovisual presentations, news releases, community affairs programs, public opinion surveys.</p> <p>Governmental Relations - Those activities related to maintaining and cultivating relationships with governmental entities, as well as those activities designed to obtain governmental financial support.</p> <p>Examples: Governmental relations activities, governmental lobbying efforts, legislative liaison activities.</p> <p>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.</p> <p>Examples: Alumni publications, alumni events, publications and events for nongovernmental constituents.</p> <p>Private Gift Solicitation - Those activities related to the solicitation of gifts from nongovernmental sources, such as individuals, corporations, and foundations.</p> <p>Examples: Alumni fund raising activities, gift solicitation.</p> <p>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.</p>
Institutional Administration	66	Public Relations/Development	
			<p>67 STUDENT RECRUITMENT AND ADMISSIONS</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>Student Admissions - Those activities carried out in interviewing and evaluating potential students, processing applications for admission, and admitting students to the institution.</p> <p>Examples: Interviewing student applicants, evaluation of student applicants, administrative admissions procedures.</p> <p>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).</p>
Institutional Administration	67	Student Recruitment and Admissions	
			<p>68 STUDENT RECORDS</p> <p>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.</p> <p>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.</p> <p>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.</p>
Institutional Administration	68	Student Records	
			<p>71 PHYSICAL PLANT ADMINISTRATION</p> <p>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.</p> <p>Examples: Activities typically associated with: Director of Physical Plant, campus architects, construction engineers.</p> <p>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).</p>
Physical Plant Operations	71	Physical Plant Administration	
			<p>72 BUILDING MAINTENANCE</p> <p>Definition. Those activities related to routine repair and maintenance of buildings and structures, including both normally recurring repairs and preventive maintenance.</p> <p>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.</p> <p>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.</p>
Physical Plant Operations	72	Building Maintenance	

			73 CUSTODIAL SERVICES
			Definition. Those activities related to custodial services in institutional buildings. Examples: Cleaning activities, elevator operation.
Physical Plant Operations	73	Custodial Services	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.
Physical Plant Operations	74	Utilities	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.
Physical Plant Operations	75	Landscape and Ground Maintenance	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.
Physical Plant Operations	76	Major Repairs and Renovations	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.
Student Financial Support	81	Scholarships	
Student Financial Support	82	Fellowships	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).
			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).
Independent Operations	91	Independent Operations/Institutional	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).
Independent Operations	92	Independent Operations/External Agencies	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.

Category

Code	Category Code Detail	Category Code Type	Category Code Category
0000	General Use	General Use	Conventional Academic Disciplines
0101	Agriculture, General	Agriculture and Natural Resources	Conventional Academic Disciplines
0102	Agronomy	Agriculture and Natural Resources	Conventional Academic Disciplines
0103	Soils Science	Agriculture and Natural Resources	Conventional Academic Disciplines
0104	Animal Science	Agriculture and Natural Resources	Conventional Academic Disciplines
0105	Dairy Science	Agriculture and Natural Resources	Conventional Academic Disciplines
0106	Poultry Science	Agriculture and Natural Resources	Conventional Academic Disciplines
0107	Fish, Game, and Wildlife Management	Agriculture and Natural Resources	Conventional Academic Disciplines
0108	Horticulture	Agriculture and Natural Resources	Conventional Academic Disciplines
0109	Ornamental Horticulture	Agriculture and Natural Resources	Conventional Academic Disciplines
0110	Agricultural and Farm Management	Agriculture and Natural Resources	Conventional Academic Disciplines
0111	Agricultural Economics	Agriculture and Natural Resources	Conventional Academic Disciplines
0112	Agricultural Business	Agriculture and Natural Resources	Conventional Academic Disciplines
0113	Food Science and Technology	Agriculture and Natural Resources	Conventional Academic Disciplines
0114	Forestry	Agriculture and Natural Resources	Conventional Academic Disciplines
0115	Natural Resource Management	Agriculture and Natural Resources	Conventional Academic Disciplines
0116	Agriculture and Forestry Technology	Agriculture and Natural Resources	Conventional Academic Disciplines
0117	Range Management	Agriculture and Natural Resources	Conventional Academic Disciplines
0198	Agricultural Science	Agriculture and Natural Resources	Conventional Academic Disciplines
0199	Other	Agriculture and Natural Resources	Conventional Academic Disciplines
0201	Environmental Design, General	Architecture and Environmental Design	Conventional Academic Disciplines
0202	Architecture	Architecture and Environmental Design	Conventional Academic Disciplines
0203	Interior Design	Architecture and Environmental Design	Conventional Academic Disciplines
0204	Landscape Architecture	Architecture and Environmental Design	Conventional Academic Disciplines
0205	Urban Architecture	Architecture and Environmental Design	Conventional Academic Disciplines
0206	City, Community, and Regional Planning	Architecture and Environmental Design	Conventional Academic Disciplines
0298	Product Design	Architecture and Environmental Design	Conventional Academic Disciplines
0299	Other	Architecture and Environmental Design	Conventional Academic Disciplines
0301	Asian Studies, General	Area Studies	Conventional Academic Disciplines
0302	East Asian Studies	Area Studies	Conventional Academic Disciplines
0303	South Asian Studies	Area Studies	Conventional Academic Disciplines
0304	Southeast Asian Studies	Area Studies	Conventional Academic Disciplines
0305	African Studies	Area Studies	Conventional Academic Disciplines
0306	Islamic Studies	Area Studies	Conventional Academic Disciplines
0307	Russian and Slavic Studies	Area Studies	Conventional Academic Disciplines
0308	Latin American Studies	Area Studies	Conventional Academic Disciplines
0309	Middle Eastern Studies	Area Studies	Conventional Academic Disciplines
0310	European Studies, General	Area Studies	Conventional Academic Disciplines
0311	Eastern European Studies	Area Studies	Conventional Academic Disciplines
0312	West European Studies	Area Studies	Conventional Academic Disciplines
0313	American Studies	Area Studies	Conventional Academic Disciplines
0314	Pacific Area Studies	Area Studies	Conventional Academic Disciplines
0391	Appalachian Studies	Area Studies	Conventional Academic Disciplines
0398	International Studies	Area Studies	Conventional Academic Disciplines
0399	Other	Area Studies	Conventional Academic Disciplines
0401	Biology, General	Biological Sciences	Conventional Academic Disciplines
0402	Botany, General	Biological Sciences	Conventional Academic Disciplines
0403	Bacteriology	Biological Sciences	Conventional Academic Disciplines
0404	Plant Pathology	Biological Sciences	Conventional Academic Disciplines
0405	Plant Pharmacology	Biological Sciences	Conventional Academic Disciplines
0406	Plant Physiology	Biological Sciences	Conventional Academic Disciplines
0407	Zoology, General	Biological Sciences	Conventional Academic Disciplines
0408	Pathology, Human and Animal	Biological Sciences	Conventional Academic Disciplines
0409	Pharmacology, Human and Animal	Biological Sciences	Conventional Academic Disciplines
0410	Physiology, Human and Animal	Biological Sciences	Conventional Academic Disciplines
0411	Microbiology	Biological Sciences	Conventional Academic Disciplines
0412	Anatomy	Biological Sciences	Conventional Academic Disciplines
0413	Histology	Biological Sciences	Conventional Academic Disciplines
0414	Biochemistry	Biological Sciences	Conventional Academic Disciplines
0415	Biophysics	Biological Sciences	Conventional Academic Disciplines
0416	Molecular Biology	Biological Sciences	Conventional Academic Disciplines
0417	Cell Biology	Biological Sciences	Conventional Academic Disciplines
0418	Marine Biology	Biological Sciences	Conventional Academic Disciplines
0419	Biometrics and Biostatistics	Biological Sciences	Conventional Academic Disciplines

0420	Ecology	Biological Sciences	Conventional Academic Disciplines
0421	Entomology	Biological Sciences	Conventional Academic Disciplines
0422	Genetics	Biological Sciences	Conventional Academic Disciplines
0423	Radiobiology	Biological Sciences	Conventional Academic Disciplines
0424	Nutrition, Scientific	Biological Sciences	Conventional Academic Disciplines
0425	Neurosciences	Biological Sciences	Conventional Academic Disciplines
0426	Toxicology	Biological Sciences	Conventional Academic Disciplines
0427	Embryology	Biological Sciences	Conventional Academic Disciplines
0494	Biotechnology	Biological Sciences	Conventional Academic Disciplines
0495	Biomathematics	Biological Sciences	Conventional Academic Disciplines
0497	Parasitology	Biological Sciences	Conventional Academic Disciplines
0499	Other	Biological Sciences	Conventional Academic Disciplines
0501	Business and Commerce, General	Business and Management	Conventional Academic Disciplines
0502	Accounting	Business and Management	Conventional Academic Disciplines
0503	Business Statistics	Business and Management	Conventional Academic Disciplines
0504	Banking and Finance	Business and Management	Conventional Academic Disciplines
0505	Investments and Securities	Business and Management	Conventional Academic Disciplines
0506	Business Management and Administration	Business and Management	Conventional Academic Disciplines
0507	Operations Branch	Business and Management	Conventional Academic Disciplines
0508	Hotel and Restaurant Management	Business and Management	Conventional Academic Disciplines
0509	Marketing and Purchasing	Business and Management	Conventional Academic Disciplines
0510	Transportation and Public Utilities	Business and Management	Conventional Academic Disciplines
0511	Real Estate	Business and Management	Conventional Academic Disciplines
0512	Insurance	Business and Management	Conventional Academic Disciplines
0513	International Business	Business and Management	Conventional Academic Disciplines
0514	Secretarial Studies	Business and Management	Conventional Academic Disciplines
0515	Personnel Management	Business and Management	Conventional Academic Disciplines
0516	Labor and Industrial Relations	Business and Management	Conventional Academic Disciplines
0517	Business Economics	Business and Management	Conventional Academic Disciplines
0586	Management Information Systems	Business and Management	Conventional Academic Disciplines
0587	Project Management	Business and Management	Conventional Academic Disciplines
0588	Industrial & Engineering Management	Business and Management	Conventional Academic Disciplines
0597	Insurance and Real Estate	Business and Management	Conventional Academic Disciplines
0599	Other	Business and Management	Conventional Academic Disciplines
0601	Communication, General	Communications	Conventional Academic Disciplines
0602	Journalism	Communications	Conventional Academic Disciplines
0603	Radio/TV	Communications	Conventional Academic Disciplines
0604	Advertising	Communications	Conventional Academic Disciplines
0605	Communications Media	Communications	Conventional Academic Disciplines
0606	Mass Multimedia Arts and Sciences	Communications	Conventional Academic Disciplines
0698	Mass Communications Research	Communications	Conventional Academic Disciplines
0699	Other	Communications	Conventional Academic Disciplines
0701	Computer and Information Sciences, General	Computer and Information Sciences	Conventional Academic Disciplines
0702	Information Sciences and Systems	Computer and Information Sciences	Conventional Academic Disciplines
0703	Data Processing	Computer and Information Sciences	Conventional Academic Disciplines
0704	Computer Programming	Computer and Information Sciences	Conventional Academic Disciplines
0705	Systems Analysis	Computer and Information Sciences	Conventional Academic Disciplines
0706	Modeling, Virtual Environments, Simulation	Computer and Information Sciences	Conventional Academic Disciplines
0799	Other	Computer and Information Sciences	Conventional Academic Disciplines
0801	Education, General	Education	Conventional Academic Disciplines
0802	Elementary Education, General	Education	Conventional Academic Disciplines
0803	Secondary Education, General	Education	Conventional Academic Disciplines
0804	Junior High School Education	Education	Conventional Academic Disciplines
0805	Higher Education, General	Education	Conventional Academic Disciplines
0806	Junior and Community College Education	Education	Conventional Academic Disciplines
0807	Adult and Continuing Education	Education	Conventional Academic Disciplines
0808	Special Education, General	Education	Conventional Academic Disciplines
0809	Administration of Special Education	Education	Conventional Academic Disciplines
0810	Education of the Mentally Retarded	Education	Conventional Academic Disciplines
0811	Education of the Gifted	Education	Conventional Academic Disciplines
0812	Education of the Deaf	Education	Conventional Academic Disciplines
0813	Education of the Culturally Disadvantaged	Education	Conventional Academic Disciplines
0814	Education of the Visually Handicapped	Education	Conventional Academic Disciplines
0815	Speech Correction	Education	Conventional Academic Disciplines
0816	Education of the Emotionally Disturbed	Education	Conventional Academic Disciplines
0817	Remedial Education	Education	Conventional Academic Disciplines

0818	Special Learning Disabilities	Education	Conventional Academic Disciplines
0819	Education of the Physically Handicapped	Education	Conventional Academic Disciplines
0820	Education of the Multiple Handicapped	Education	Conventional Academic Disciplines
0821	Social Foundation	Education	Conventional Academic Disciplines
0822	Education Psychology	Education	Conventional Academic Disciplines
0823	Pre-elementary Education	Education	Conventional Academic Disciplines
0824	Educational Statistics and Research	Education	Conventional Academic Disciplines
0825	Educational Testing, Evaluation, and Measurement	Education	Conventional Academic Disciplines
0826	Student Personnel	Education	Conventional Academic Disciplines
0827	Educational Administration	Education	Conventional Academic Disciplines
0828	Educational Supervision	Education	Conventional Academic Disciplines
0829	Curriculum and Instruction	Education	Conventional Academic Disciplines
0830	Reading Education	Education	Conventional Academic Disciplines
0831	Art Education	Education	Conventional Academic Disciplines
0832	Music Education	Education	Conventional Academic Disciplines
0833	Mathematics Education	Education	Conventional Academic Disciplines
0834	Science Education	Education	Conventional Academic Disciplines
0835	Physical Education	Education	Conventional Academic Disciplines
0836	Driver and Safety Education	Education	Conventional Academic Disciplines
0837	Health Education	Education	Conventional Academic Disciplines
0838	Business, Commerce, and Distributive Education	Education	Conventional Academic Disciplines
0839	Industrial Arts, Vocational and Technical Education	Education	Conventional Academic Disciplines
0851	Athletic Training	Education	Conventional Academic Disciplines
0852	Exercise Science	Education	Conventional Academic Disciplines
0882	Master of Arts in Teaching	Education	Conventional Academic Disciplines
0883	Sports Management	Education	Conventional Academic Disciplines
0884	Therapeutic Recreation	Education	Conventional Academic Disciplines
0892	Agricultural Education	Education	Conventional Academic Disciplines
0893	Education Administration and Supervision	Education	Conventional Academic Disciplines
0897	Educational Media	Education	Conventional Academic Disciplines
0899	Other	Education	Conventional Academic Disciplines
0901	Engineering, General	Engineering	Conventional Academic Disciplines
0902	Aerospace, Aeronautical, and Astronautical Engineering	Engineering	Conventional Academic Disciplines
0903	Agricultural Engineering	Engineering	Conventional Academic Disciplines
0904	Architectural Engineering	Engineering	Conventional Academic Disciplines
0905	Bioengineering and Biomedical Engineering	Engineering	Conventional Academic Disciplines
0906	Chemical Engineering	Engineering	Conventional Academic Disciplines
0907	Petroleum Engineering	Engineering	Conventional Academic Disciplines
0908	Civil Construction and Transportation Engineering	Engineering	Conventional Academic Disciplines
0909	Electrical, Electronics, and Communications Engineering	Engineering	Conventional Academic Disciplines
0910	Mechanical Engineering	Engineering	Conventional Academic Disciplines
0911	Geographical Engineering	Engineering	Conventional Academic Disciplines
0912	Geophysical Engineering	Engineering	Conventional Academic Disciplines
0913	Industrial and Management Engineering	Engineering	Conventional Academic Disciplines
0914	Metallurgical Engineering	Engineering	Conventional Academic Disciplines
0915	Materials Engineering	Engineering	Conventional Academic Disciplines
0916	Ceramic Engineering	Engineering	Conventional Academic Disciplines
0917	Textile Engineering	Engineering	Conventional Academic Disciplines
0918	Mining and Mineral Engineering	Engineering	Conventional Academic Disciplines
0919	Engineering Physics	Engineering	Conventional Academic Disciplines
0920	Nuclear Engineering	Engineering	Conventional Academic Disciplines
0921	Engineering Mechanics	Engineering	Conventional Academic Disciplines
0922	Environmental and Sanitary Engineering	Engineering	Conventional Academic Disciplines
0923	Naval Architecture and Marine Engineering	Engineering	Conventional Academic Disciplines
0924	Ocean Engineering	Engineering	Conventional Academic Disciplines
0925	Engineering Technologies	Engineering	Conventional Academic Disciplines
0992	Industrial Technology	Engineering	Conventional Academic Disciplines
0995	Textile Technology	Engineering	Conventional Academic Disciplines
0996	Biological and Agricultural Engineering	Engineering	Conventional Academic Disciplines
0999	Other	Engineering	Conventional Academic Disciplines
1001	Fine Arts, General	Fine and Applied Arts	Conventional Academic Disciplines
1002	Art (Painting, Drawing, Sculpture)	Fine and Applied Arts	Conventional Academic Disciplines
1003	Art (History and Appreciation)	Fine and Applied Arts	Conventional Academic Disciplines
1004	Music (Performing, Composition, Theory)	Fine and Applied Arts	Conventional Academic Disciplines
1005	Music (Liberal Arts Program)	Fine and Applied Arts	Conventional Academic Disciplines
1006	Music History and Appreciation	Fine and Applied Arts	Conventional Academic Disciplines

1007	Dramatic Arts	Fine and Applied Arts	Conventional Academic Disciplines
1008	Dance	Fine and Applied Arts	Conventional Academic Disciplines
1009	Applied Design	Fine and Applied Arts	Conventional Academic Disciplines
1010	Cinematography	Fine and Applied Arts	Conventional Academic Disciplines
1011	Photography	Fine and Applied Arts	Conventional Academic Disciplines
1094	Professional Theatre	Fine and Applied Arts	Conventional Academic Disciplines
1098	Music Industry Studies	Fine and Applied Arts	Conventional Academic Disciplines
1099	Other	Fine and Applied Arts	Conventional Academic Disciplines
1101	Foreign Languages, General	Foreign Languages	Conventional Academic Disciplines
1102	French	Foreign Languages	Conventional Academic Disciplines
1103	German	Foreign Languages	Conventional Academic Disciplines
1104	Italian	Foreign Languages	Conventional Academic Disciplines
1105	Spanish	Foreign Languages	Conventional Academic Disciplines
1106	Russian	Foreign Languages	Conventional Academic Disciplines
1107	Chinese	Foreign Languages	Conventional Academic Disciplines
1108	Japanese	Foreign Languages	Conventional Academic Disciplines
1109	Latin	Foreign Languages	Conventional Academic Disciplines
1110	Greek, classical	Foreign Languages	Conventional Academic Disciplines
1111	Hebrew	Foreign Languages	Conventional Academic Disciplines
1112	Arabic	Foreign Languages	Conventional Academic Disciplines
1113	Indian	Foreign Languages	Conventional Academic Disciplines
1114	Scandinavian Languages	Foreign Languages	Conventional Academic Disciplines
1115	Slavic Languages (other than Russian)	Foreign Languages	Conventional Academic Disciplines
1116	African Languages	Foreign Languages	Conventional Academic Disciplines
1196	Slavic Languages	Foreign Languages	Conventional Academic Disciplines
1197	Germanic Languages	Foreign Languages	Conventional Academic Disciplines
1198	Romance Languages and Literature	Foreign Languages	Conventional Academic Disciplines
1199	Other	Foreign Languages	Conventional Academic Disciplines
1201	Health Professions, General	Health Professions	Conventional Academic Disciplines
1202	Hospital and Health Care Administration	Health Professions	Conventional Academic Disciplines
1203	Nursing	Health Professions	Conventional Academic Disciplines
1204	Dentistry	Health Professions	Conventional Academic Disciplines
1205	Dental Speicalties	Health Professions	Conventional Academic Disciplines
1206	Medicine	Health Professions	Conventional Academic Disciplines
1207	Medical Specialties	Health Professions	Conventional Academic Disciplines
1208	Occupational Therapy	Health Professions	Conventional Academic Disciplines
1209	Optometry	Health Professions	Conventional Academic Disciplines
1210	Osteopathic Medicine	Health Professions	Conventional Academic Disciplines
1211	Pharmacy	Health Professions	Conventional Academic Disciplines
1212	Physical Therapy	Health Professions	Conventional Academic Disciplines
1213	Dental Hygiene	Health Professions	Conventional Academic Disciplines
1214	Public Health	Health Professions	Conventional Academic Disciplines
1215	Medical Record Librarianship	Health Professions	Conventional Academic Disciplines
1216	Podiatry or podiatric Medicine	Health Professions	Conventional Academic Disciplines
1217	Biomedical Communication	Health Professions	Conventional Academic Disciplines
1218	Veterinary Medicine	Health Professions	Conventional Academic Disciplines
1219	Veterinary Medicine Specialties	Health Professions	Conventional Academic Disciplines
1220	Speech Pathology and Audiology	Health Professions	Conventional Academic Disciplines
1221	Chiropractic	Health Professions	Conventional Academic Disciplines
1222	Clinical Social Work	Health Professions	Conventional Academic Disciplines
1223	Medical Laboratory Technologies	Health Professions	Conventional Academic Disciplines
1224	Dental Technologies	Health Professions	Conventional Academic Disciplines
1225	Radiologic Technologies	Health Professions	Conventional Academic Disciplines
1271	Physician Assistant	Health Professions	Conventional Academic Disciplines
1272	Music Therapy	Health Professions	Conventional Academic Disciplines
1280	Occupational Safety and Health	Health Professions	Conventional Academic Disciplines
1281	Rehabilitation Counseling	Health Professions	Conventional Academic Disciplines
1285	Health Services Management	Health Professions	Conventional Academic Disciplines
1286	Pre-dental and Pre-medical	Health Professions	Conventional Academic Disciplines
1287	Environmental Sciences and Engineering	Health Professions	Conventional Academic Disciplines
1288	Health Administration	Health Professions	Conventional Academic Disciplines
1289	Health Education	Health Professions	Conventional Academic Disciplines
1290	Public Health Nursing	Health Professions	Conventional Academic Disciplines
1292	Dental Hygiene Education	Health Professions	Conventional Academic Disciplines
1293	Maternal and Child Health	Health Professions	Conventional Academic Disciplines
1295	Epidemiology	Health Professions	Conventional Academic Disciplines

1296	Health Care Management	Health Professions	Conventional Academic Disciplines
1298	Environmental Health	Health Professions	Conventional Academic Disciplines
1299	Other	Health Professions	Conventional Academic Disciplines
1301	Home Economics, General	Home Economics	Conventional Academic Disciplines
1302	Home Decoration and Home Equipment	Home Economics	Conventional Academic Disciplines
1303	Clothing and Textiles	Home Economics	Conventional Academic Disciplines
1304	Consumer Economics and Home Management	Home Economics	Conventional Academic Disciplines
1305	Family Relations and Child Development	Home Economics	Conventional Academic Disciplines
1306	Foods and Nutrition	Home Economics	Conventional Academic Disciplines
1307	Institutional Management and Cafeteria Management	Home Economics	Conventional Academic Disciplines
1399	Other	Home Economics	Conventional Academic Disciplines
1401	Law, General	Law	Conventional Academic Disciplines
1499	Other	Law	Conventional Academic Disciplines
1501	English, General	Letters	Conventional Academic Disciplines
1502	Literature, English	Letters	Conventional Academic Disciplines
1503	Comparative Literature	Letters	Conventional Academic Disciplines
1504	Classics	Letters	Conventional Academic Disciplines
1505	Linguistic	Letters	Conventional Academic Disciplines
1506	Speech, Debate, and Forensic Science	Letters	Conventional Academic Disciplines
1507	Creative Writing	Letters	Conventional Academic Disciplines
1508	Teaching of English as a Foreign Language	Letters	Conventional Academic Disciplines
1509	Philosophy	Letters	Conventional Academic Disciplines
1510	Religious Studies	Letters	Conventional Academic Disciplines
1596	Folklore	Letters	Conventional Academic Disciplines
1597	Philosophy and Religion	Letters	Conventional Academic Disciplines
1599	Other	Letters	Conventional Academic Disciplines
1601	Library Science, General	Library Science	Conventional Academic Disciplines
1699	Other	Library Science	Conventional Academic Disciplines
1701	Mathematic, General	Mathematics	Conventional Academic Disciplines
1702	Statistics, Mathematical and Theoretical	Mathematics	Conventional Academic Disciplines
1703	Applied Mathematics	Mathematics	Conventional Academic Disciplines
1798	Mathematical Science	Mathematics	Conventional Academic Disciplines
1799	Other	Mathematics	Conventional Academic Disciplines
1801	Military Science (Army)	Military Sciences	Conventional Academic Disciplines
1802	Naval Science (Navy, Marine)	Military Sciences	Conventional Academic Disciplines
1803	Aerospace Science (Air Force)	Military Sciences	Conventional Academic Disciplines
1899	Other	Military Sciences	Conventional Academic Disciplines
1901	Physical Science, General	Physical Sciences	Conventional Academic Disciplines
1902	Physics, General	Physical Sciences	Conventional Academic Disciplines
1903	Molecular Physics	Physical Sciences	Conventional Academic Disciplines
1904	Nuclear Physics	Physical Sciences	Conventional Academic Disciplines
1905	Chemistry, General	Physical Sciences	Conventional Academic Disciplines
1906	Inorganic Chemistry	Physical Sciences	Conventional Academic Disciplines
1907	Organic Chemistry	Physical Sciences	Conventional Academic Disciplines
1908	Physical Chemistry	Physical Sciences	Conventional Academic Disciplines
1909	Analytical Chemistry	Physical Sciences	Conventional Academic Disciplines
1910	Pharmaceutical Chemistry	Physical Sciences	Conventional Academic Disciplines
1911	Astronomy	Physical Sciences	Conventional Academic Disciplines
1912	Astrophysics	Physical Sciences	Conventional Academic Disciplines
1913	Atmospheric Sciences and Meteorology	Physical Sciences	Conventional Academic Disciplines
1914	Geology	Physical Sciences	Conventional Academic Disciplines
1915	Geochemistry	Physical Sciences	Conventional Academic Disciplines
1916	Geophysics and Seismology	Physical Sciences	Conventional Academic Disciplines
1917	Earth Sciences, General	Physical Sciences	Conventional Academic Disciplines
1918	Paleontology	Physical Sciences	Conventional Academic Disciplines
1919	Oceanography	Physical Sciences	Conventional Academic Disciplines
1920	Metallurgy	Physical Sciences	Conventional Academic Disciplines
1993	Forensic Chemistry	Physical Sciences	Conventional Academic Disciplines
1994	Applied Sciences	Physical Sciences	Conventional Academic Disciplines
1995	Biological Chemistry	Physical Sciences	Conventional Academic Disciplines
1996	Textile Chemistry	Physical Sciences	Conventional Academic Disciplines
1997	Fiber and Polymer Science	Physical Sciences	Conventional Academic Disciplines
1998	Applied Physics	Physical Sciences	Conventional Academic Disciplines
1999	Other	Physical Sciences	Conventional Academic Disciplines
2001	Psychology, General	Psychology	Conventional Academic Disciplines
2002	Experimental Psychology	Psychology	Conventional Academic Disciplines

2003	Clinical Psychology	Psychology	Conventional Academic Disciplines
2004	Psychology for Counseling	Psychology	Conventional Academic Disciplines
2005	Social Psychology	Psychology	Conventional Academic Disciplines
2006	Psychometrics	Psychology	Conventional Academic Disciplines
2007	Statistics in Psychology	Psychology	Conventional Academic Disciplines
2008	Industrial Psychology	Psychology	Conventional Academic Disciplines
2009	Developmental Psychology	Psychology	Conventional Academic Disciplines
2010	Physiological Psychology	Psychology	Conventional Academic Disciplines
2097	Psychology, School	Psychology	Conventional Academic Disciplines
2099	Other	Psychology	Conventional Academic Disciplines
2101	Community Services, General	Public Affairs And Services	Conventional Academic Disciplines
2102	Public Administration	Public Affairs And Services	Conventional Academic Disciplines
2103	Parks and recreation Management	Public Affairs And Services	Conventional Academic Disciplines
2104	Social Work and Helping Services	Public Affairs And Services	Conventional Academic Disciplines
2105	Law Enforcement and Corrections	Public Affairs And Services	Conventional Academic Disciplines
2106	International Public Scerie	Public Affairs And Services	Conventional Academic Disciplines
2198	Human Services, General	Public Affairs And Services	Conventional Academic Disciplines
2199	Other	Public Affairs And Services	Conventional Academic Disciplines
2201	Social Sciences, General	Social Sciences	Conventional Academic Disciplines
2202	Anthropology	Social Sciences	Conventional Academic Disciplines
2203	Archeology	Social Sciences	Conventional Academic Disciplines
2204	Economics	Social Sciences	Conventional Academic Disciplines
2205	History	Social Sciences	Conventional Academic Disciplines
2206	Geography	Social Sciences	Conventional Academic Disciplines
2207	Political Science and Government	Social Sciences	Conventional Academic Disciplines
2208	Sociology	Social Sciences	Conventional Academic Disciplines
2209	Criminology	Social Sciences	Conventional Academic Disciplines
2210	International relations	Social Sciences	Conventional Academic Disciplines
2211	Afro-American Studies	Social Sciences	Conventional Academic Disciplines
2212	American Indian Cultural Studies	Social Sciences	Conventional Academic Disciplines
2213	Mexican-American Cultural Studies	Social Sciences	Conventional Academic Disciplines
2214	Urban Studies	Social Sciences	Conventional Academic Disciplines
2215	Demography	Social Sciences	Conventional Academic Disciplines
2216	Coastal Geography	Social Sciences	Conventional Academic Disciplines
2298	Rural Sociology	Social Sciences	Conventional Academic Disciplines
2299	Other	Social Sciences	Conventional Academic Disciplines
2301	Theological Professions, General	Theology	Conventional Academic Disciplines
2301	Religious Music	Theology	Conventional Academic Disciplines
2303	Biblical Languages	Theology	Conventional Academic Disciplines
2304	Religious Education	Theology	Conventional Academic Disciplines
2399	Other	Theology	Conventional Academic Disciplines
4901	General Liberal Arts and Sciences	Interdisciplinary Studies	Conventional Academic Disciplines
4902	Biological and Physical Sciences	Interdisciplinary Studies	Conventional Academic Disciplines
4903	Humanities and Social Sciences	Interdisciplinary Studies	Conventional Academic Disciplines
4904	Engineering and Other Disciplines	Interdisciplinary Studies	Conventional Academic Disciplines
4970	International Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4972	Child Development and Family	Interdisciplinary Studies	Conventional Academic Disciplines
4974	Biomedical Physics	Interdisciplinary Studies	Conventional Academic Disciplines
4975	Women's Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4977	Organizational Leadership & Mgmt	Interdisciplinary Studies	Conventional Academic Disciplines
4978	American Indian Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4986	Nanotechnology	Interdisciplinary Studies	Conventional Academic Disciplines
4987	Biomedical Sciences and Math	Interdisciplinary Studies	Conventional Academic Disciplines
4988	Applied Science Technologies	Interdisciplinary Studies	Conventional Academic Disciplines
4989	Inter-Departmental Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4990	Marine Sciences	Interdisciplinary Studies	Conventional Academic Disciplines
4991	International Development Technology	Interdisciplinary Studies	Conventional Academic Disciplines
4996	Environmental Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4997	Peace, War, and Defence	Interdisciplinary Studies	Conventional Academic Disciplines
4998	Special Studies	Interdisciplinary Studies	Conventional Academic Disciplines
4999	Other	Interdisciplinary Studies	Conventional Academic Disciplines
6610	Agriculture & Related Industries	Extension Services	Support Category
6620	Social & Economic Development	Extension Services	Support Category
6630	Quality of Living	Extension Services	Support Category
6640	International Extension	Extension Services	Support Category
6650	Urban Extension Service	Extension Services	Support Category

7110	Student Activities	Student Development	Support Category
7120	Cultural Events	Student Development	Support Category
7130	Student Organizations	Student Development	Support Category
7140	Recreation	Student Development	Support Category
7150	Intramural Athletics	Student Development	Support Category
7201	Baseball	Intercollegiate Athletics	Support Category
7202	Basketball	Intercollegiate Athletics	Support Category
7203	Boxing	Intercollegiate Athletics	Support Category
7204	Diving	Intercollegiate Athletics	Support Category
7205	Fencing	Intercollegiate Athletics	Support Category
7206	Football	Intercollegiate Athletics	Support Category
7207	Golf	Intercollegiate Athletics	Support Category
7208	Gymnastics	Intercollegiate Athletics	Support Category
7209	Ice Hockey	Intercollegiate Athletics	Support Category
7210	Lacrosse	Intercollegiate Athletics	Support Category
7211	Rowing	Intercollegiate Athletics	Support Category
7212	Rugby	Intercollegiate Athletics	Support Category
7213	Skiing	Intercollegiate Athletics	Support Category
7214	Soccer	Intercollegiate Athletics	Support Category
7215	Swimming	Intercollegiate Athletics	Support Category
7216	Tennis	Intercollegiate Athletics	Support Category
7217	Track & Field	Intercollegiate Athletics	Support Category
7218	Wrestling	Intercollegiate Athletics	Support Category
7219	Volleyball	Intercollegiate Athletics	Support Category
7220	Field Hockey	Intercollegiate Athletics	Support Category
7221	Softball	Intercollegiate Athletics	Support Category
7310	Food Services	Supporting Services	Support Category
7320	Health Services	Supporting Services	Support Category
7330	Housing Services	Supporting Services	Support Category
7340	Retail Services & Concessions	Supporting Services	Support Category
7410	Veterans	Special Student Services	Support Category
7420	Foreign Students	Special Student Services	Support Category
7430	Disadvantaged	Special Student Services	Support Category
7440	Physically Handicapped	Special Student Services	Support Category
8110	Executive Direction	Central Operations	Support Category
8120	Planning and Programming	Central Operations	Support Category
8130	Legal Services	Central Operations	Support Category
8140	Fiscal Control	Central Operations	Support Category
8150	Investments	Central Operations	Support Category
8160	Administrative Support	Central Operations	Support Category
8165	Space Management	Central Operations	Support Category
8170	Environmental Health & Safety	Central Operations	Support Category
8175	Alumni Relations	Central Operations	Support Category
8180	Community Relations	Central Operations	Support Category
8185	Development	Central Operations	Support Category
8210	Fiscal Operations	Functional Operations	Support Category
8220	Student Admissions & Records	Functional Operations	Support Category
8230	Employee Personnel & Records	Functional Operations	Support Category
8240	Purchasing & Materials	Functional Operations	Support Category
8250	Communication & Services	Functional Operations	Support Category
8260	Transportation Services	Functional Operations	Support Category
8270	Telecommunications Services	Functional Operations	Support Category
8310	Utility Plants	Maintenance Operations	Support Category
8320	Building Maintenance	Maintenance Operations	Support Category
8330	Grounds Maintenance	Maintenance Operations	Support Category
8340	Custodial Services	Maintenance Operations	Support Category
8410	New Building Construction	Plant Expansion & Modification	Support Category
8420	Facility Remodeling	Plant Expansion & Modification	Support Category
8430	Landscaping & Grounds Modif.	Plant Expansion & Modification	Support Category
XXXX	Unassigned	Unassigned	Unassigned

Residential Classification

- | | |
|-------------------|---|
| 1 Non-Residential | amount of residential space < or = 20% |
| 2 Residential | amount of residential space > or = 80% |
| 3 Combination | amount of residential space < 80% but > 20% |

Condition

- | | |
|----------------|--|
| 1 Satisfactory | Suitable for normal maintenance |
| 2 Remodeling A | Requires restoration not > 25% replacement costs (ERC) |
| 3 Remodeling B | Requires major updating, > 25% ERC but < 50% ERC |
| 4 Remodeling C | Required major remodeling, >50% ERC |
| 5 Demolition | Needs to be demolished or abandoned |
| 6 Termination | Planned termination or relinquishment of building |

Air Conditioning Status

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

Gross Area = Net Usable Area (Assignable + Unassignable) + Structural Space

Unassignable is primarily building service, circulation, & mechanical