**Room Use Codes and Space Standards**

The following is a summary of the most common room use codes as per the definition in the Facilities Inventory Guide (FIG). It is not an exhaustive list of all available codes, and should be used in concert with the full room use definitions in the FIG when additional clarity is required.

Most important in determining the room use code, is **the use of a room** rather than who or what division/department owns the room. The room use code should be based on the **primary use** of the room. The most commonly used room use codes are in the 000, 100, 200 and 300 series.

**000 Series – Inactive Area**

**010 Inactive Area**

*No station reporting*

Inactive areas are rooms that are available for assignment, but unassigned at the time.

Inactive areas **ARE NOT**

* Rooms in alteration (030)
* Unfinished area (020)

**020 Unfinished Area**

*No station reporting*

Unfinished area is potentially assignable space in new buildings, or additions to existing building that is left unfinished at the time of the inventory a.k.a. shell space.

Unfinished area are unfinished areas in a **completed** project that have been deferred as part of the capital (construction) plan.

Unfinished area that is being used for an assignable purpose shall be coded as the assignable use code.

**030 Alteration**

*No station reporting*

Rooms that are **temporarily** out of use because they **are being** altered or remodeled or rehabilitated.

Rooms in alteration **ARE NOT**

* Inactive area (010)
* Unfinished area (020)

**100 Series – Classroom Facilities**

**110 Classrooms**

*REPORT: The number of student stations – or chairs. Do not exceed the seating capacity when counting chairs.*

Classroom are used regularly for formally scheduled instruction, and are **not tied** to a specific subject or discipline by the equipment or configuration of the room. Classrooms are predominantly used for lectures, discussions, and televised instruction. They are not for laboratory purposes. Classrooms may contain instructional aids or equipment (multimedia or telecom equipment).

Classroom facilities can be:

* + General purpose classrooms
  + Lecture halls
  + Recitation rooms
  + Seminar rooms
  + Discussion rooms

Classroom facilities **ARE NOT**

* Teaching laboratories – such as class labs or open labs (260, 261, 270)
* Tutorial rooms (470)
* Conference rooms (340)
* Assembly facilities (650).

**130 Seminar Rooms**

*REPORT: The number of student stations – or chairs. Do not exceed the seating capacity when counting chairs.*

Seminar rooms are used for scheduled instructional small discussion activities and/or classes that **are not tied** to a specific discipline. Difference between a classroom and a seminar room is that a seminar room contains a large table with chairs around it. It can have equipment specific to a certain discipline, but must be able to be used by other disciplines.

Seminar rooms **ARE NOT**:

* Conference rooms
* Teaching labs
* Tutorial training rooms,
* Assembly rooms
* Rooms used for scholarly activity

**200 Series – Research and Teaching Laboratories (Labs)**

**200 Research and Teaching Labs**

*No station reporting*

Research and Teaching Labs and related areas are used for research, scholarly activity and teaching that requires students to observe, practice and experiment.

A lab is designed with special equipment or configuration that supports a specific discipline or closely related disciplines. A lab can have individual or group discussions with or without supervision.

Four categories of Labs:

* Research (210)
* Scholarly Activity (250)
* Class and Special Class Labs (265)
* Open Labs (275)

**210 Research Lab or Studio**

*No station reporting*

Rooms used, designed and equipped for **faculty, staff** and **assigned** students in any **discipline to contribute to the extension of a field of knowledge** by conducting the following research activities, which are directed by faculty or a principal investigator(s):

* Laboratory experimentation, application, observation, composition, research, or training in research methods
* Professional research and observation
* Human subject observation IF the activity is primarily for research
* Structured creative activities within a specific program—IF the room requires
  + - Special equipment
    - Activity areas for special performance or practice (art, dance music, drama)
    - Structural support beyond that of an office

Research Laboratories/Studios also include:

* Research art studios requiring high ceilings, additional ventilation, special provisions for water or electricity.
* Research performance facilities requiring a large stage or performance area

This room use category **does not** include:

* Rooms used primarily for student practice, experiment, and observation that do not contribute to the extension of a field of knowledge; these rooms are coded as: Class Laboratory (260), Special Class Laboratory (261), or Open Laboratory (265).
* Rooms used for research that do not require special additional:
  + - Infrastructure support
    - Physical design
    - Fixed equipment or set-ups

These rooms are coded as: Research Office (211), or Academic Office (310)

* Research facilities of an unusually large size (i.e. wind tunnels, linear accelerators) With special OP approval these rooms are coded as Miscellaneous (740)
* Testing or monitoring associated with campus-wide central service (as opposed to testing or monitoring supporting a research lab or studio.) These rooms are coded as Central Service 760.
* Autopsy and morgues related to organized health care facilities (student infirmary, campus clinics.) These rooms are coded in the 800 series.

**211 Research Office**

*No station reporting*

A Research Office is used by professional and staff researchers or graduate students and used for desk, computer and/or table top research that does not require additional or specific infrastructure support:

* Built in equipment
* Ventilation
* Water or electrical provisions
* Performance space

This **CANNOT** be a researcher’s primary office.

The type of activities that can take place in a research office are:

* Experimentation
* Research
* Training in research methods
* Professional research and observations
* Structured creative activities within a specific program, which primarily contains office type accommodations

A Research Office **DOES NOT** require special ventilation, built-in equipment, water or electrical provisions.

A Research Office **IS NOT a:**

* Faculty member’s primary office (310)
* Postdoctoral scholar’s office (310)
* Department library study room (250)
* Informal discussion room (250)
* Meeting room for students and faculty (250)

**225 Research Laboratory or Studio Service**

*No station reporting*

Room directly serves one or more primary **research labs or studios** as an extension of the activity in the room. It is not a permanent workstation.

Rooms that support Research Labs or Studios are:

* Projection rooms
* Telecommunication control booths
* Coatrooms
* Preparation rooms
* Tissue culture rooms
* Locker rooms
* Showers
* Material storage rooms/closets
* Balance rooms
* Cold rooms
* Stock rooms
* Dark rooms
* Equipment Issue rooms
* Media Production rooms
* Computer facilities
* Private or restricted access circulation areas
* Shops providing equipment design and repair services (these may also be coded as Shop, General and Research 710)

Research Labs or Studio Service rooms **DO** **NOT include** **service rooms that support**:

* Research offices
* Classrooms
* Class Laboratories
* Open Laboratories
* Animal Quarters
* Greenhouses
* Central Service Facilities
* Long term storage areas used to house infrequently used research items

**226 Research Office Service**

*No station reporting*

A room that directly serves one or more primary **research offices** as an extension of the activities in the room.

Research Office Service rooms can be:

* Coatrooms
* Supply and storage areas
* Records rooms
* Private (restricted access) circulation areas

A Research Office **DOES NOT** **include service rooms that support:**

* Classrooms
* Class Labs
* Open Labs
* Offices Animal Quarters
* Greenhouses
* Central Service Facilities

**250 Scholarly Activity**

*No station reporting*

Scholarly Activity rooms provide space and materials to **meet departmental study needs** of faculty, staff, students and others **involved in research.**

Scholarly Activity rooms can be:

Scholarly Activity rooms can be:

* Departmental Libraries (separate from the general collection):
  + - Collections to be viewed by departmental faculty, staff and students
    - May be outfitted with terminals, carrels, shelved books and materials and in-room audio visual equipment
* Spaces used for presentation and exhibition of student materials
* Multi-purpose rooms used for discussion, conferences and study
* Common areas used by graduate students and researchers for
  + - Informal research
    - Individual study groups
    - Consultation and discussion

Scholarly Activity rooms **ARE NOT:**

* Conference Rooms (340)
* Exhibit rooms that serve a public audience (660)
* Intended for formal meetings or gatherings
* Central Campus Study Facilities-e.g. central libraries (should be coded to the 400 series)

**255 Scholarly Activity Service**

*No station reporting*

The room directly serves the Scholarly Activity room as an extension of the activities in the room.

Scholarly Activity Service rooms can be:

* Storage areas
* Record rooms
* Equipment Issue rooms
* Coatrooms
* Closets

Scholarly Activity Service rooms **ARE NOT:**

* Service rooms that support offices (335)
* Service rooms that support Research laboratories, studio or offices (225, 226)
* Conference rooms (340)
* Study rooms in central or branch libraries (455)

**260 Class Laboratory (aka Class Labs or Teaching Labs)**

*No station reporting*

A Class Lab is used for group instruction, and classes are scheduled. The Class Lab contains special purpose equipment or specific room configuration for student participation, experimentation, observation or practice in an academic discipline.

Class Labs can be:

* Instructional Shop
* Drafting rooms
* Group studios
* Specialized Health Labs
* Computer Labs if instruction is conducted in regularly scheduled classes

Class Labs **ARE NOT:**

* A Teaching Lab with special equipment or set up that is unsafe, impractical, expensive for use by other courses that don’t require a special set up.
* A Teaching Lab predominantly or exclusively used for informal, individual, unscheduled or scheduled instruction in the Performing Arts- e.g. Dance, Music, Drama (270)
* Research Labs (210)
* Classrooms (110)
* Seminar Rooms (130)
* Gymnasia, Pools, Laboratory Schools (520)
* Tutoring / Training rooms not tied to facilities department (470)

**261 Special Class Laboratory (Labs)**

*REPORT: the number of students that can be in the room at one time*

Special Class Labs are used primarily for regular or formal scheduled instruction for student participation, observation, experimentation, or a practice in a field of study.

A Special Class Lab has a special configuration, set up and equipment that are usually permanent and used for a particular curriculum with a limited program, which can make it unsafe, expensive, inconvenient or inappropriate to be used by other courses that don’t require such equipment or set up.

Special Class Labs can be regularly and formally scheduled for instruction and have limited availability and utilization due to the degree of specialization of the room.

Special Class Labs **DO NOT INCLUDE:**

* Gymnasia, Pools, Laboratory Schools (520)
* Demonstration houses
* Non-heath clinics
* Rooms for tutoring/training that are not tied to facilities departments (470)

**265 Class Laboratory Service**

*No station reporting*

Class Laboratory Service rooms **serves one or more class labs or special class labs** as an extension of the activities in those rooms.

Class Lab Service rooms can be:

* Projection rooms
* Telecommunication rooms
* Control Booths
* Coat rooms
* Preparation rooms
* Closets,
* Material storage
* Balance rooms
* Cold rooms
* Stock rooms
* Dark rooms
* Equipment issue rooms
* Storage of infrequently used class lab materials, can be coded as either a Class Lab Service or Storage Teaching Lab (721)
* Shop facilities serving a class lab with equipment design and repair can be either Class Lab Service (265) or Shop Teaching Lab (711)

**DOES NOT** include service rooms that support:

* Classrooms (125)
* Open Labs (275)
* Research facilities (225, 226)
* Tutorial or Training rooms (475)
* Teaching labs for Performing arts (275)
* Animal quarters (580)
* Greenhouses (590)

**270 Open Laboratory (Lab)**

**NOTE:** Nonstandard (N) Room Standard Code

*REPORT: the number of students that can be in the room at one time*

An Open Laboratory is designed for or serves a particular discipline or discipline group through:

* Group or individualized instruction
* Informally scheduled or unscheduled or “open” instruction
* Scheduled or unscheduled instruction or practice in the Performing Arts (Dance, Music, Drama)

Open Labs can be:

* Music practice rooms
* Language Labs for individual instruction
* Music, Dance, or Film Production studios
* Individual laboratories
* Self-paced computer labs
* Self-instructional multi-media labs

Open Labs **ARE NOT**:

* Regularly or formally scheduled (260, 261)
* Special Class Labs (261)
* Research facilities (210, 211, 250)
* Scholarly Activity (250)
* Study (410)
* Do not typically have instructional or study material available, but could be set-up similarly to other labs e.g. with computers or carrels

**275 Open Laboratory Service**

**NOTE:** Nonstandard (N) Room Standard Code

*No station reporting*

Open Lab Service rooms serve one or more open labs as an extension of the activities in those rooms.

Open Lab Service rooms can be:

* Projection rooms
* Telecommunication control booths
* Coat rooms
* Preparation rooms
* Closets
* Material storage
* Balance rooms
* Cold rooms
* Stock rooms
* Dark rooms
* Equipment issue rooms

Open Lab Service rooms **DO NOT** support**:**

* Classroom service (125)
* Seminar rooms (125)
* Class or Special Class Labs (265)
* Research Facilities (225, 226)
* Scholarly activity areas (225)
* Animal quarters (500)
* Greenhouses (590)
* Central service facilities (760)

**300 Series – Office Facilities**

Office facilities are spaces specifically assigned to academic, administrative and service functions of a college or university to perform desk-based activities and the support of those activities.

**310 Academic Office**

*No station reporting*

Academic offices are used by faculty, department chairs, deans who are equivalent to department chairpersons, instructional appointees, teaching assistants, emeriti and postdocs, working at one or more desks. Academic offices can be used by academic staff which serve as an individual study for faculty members, department chairs, postdocs or teaching assistants. No assigned desks or workstations are needed. **Academic offices are the primary office of a faculty member.**

Academic Offices **ARE NOT:**

* + Offices for graduate students or professional and staff researchers (211)
  + Offices for Deans or Division heads performing administrative duties (320)
  + Glass shops
  + Printing shops
  + Study rooms
  + Classrooms
  + Research labs

**320 Other Office**

*No station reporting*

Other Offices are rooms used by **administrative** AND **academic administrative** staff to perform desk-based administrative work, with one or more workstations or desk areas and office furnishings or equipment, and can include receptionist areas with or without waiting rooms.

Other Offices **ARE NOT**:

* Rooms that incidentally contain a desk, but its use is ancillary to the primary room use.

**335 Office Service**

*No station reporting*

Office Service is a room, usually without permanent workstations or a work station that is used casually or intermittently and directly serves an office or group of offices as an extension of the activities in those rooms.  
Office Service rooms can be:

* File rooms
* Mailrooms
* Break rooms
* Kitchenettes serving office areas
* Copy and Fax rooms
* Vaults
* Private rest rooms
* Records rooms
* Office supply rooms and private circulation areas
* Infrequently accessed storage areas may be coded as 335 or 722 (Storage office)
* Lounges that are not available to the public and serve specific office areas

Office Service rooms **DO NOT** include:

* Waiting rooms that serve a classroom or lab
* Interview rooms that serve a classroom or lab
* Testing rooms that serve a classroom or lab
* Centralized, campus-wide mailrooms
* Shipping and receiving areas
* Duplicating or printing shops that are campus wide and serve several buildings
* Receptionist room with waiting area (320)

**340 Conference Room**

REPORT: the total number of seats in the room as per the design standard

Conference rooms are usually equipped with tables and chairs, serve an office complex and is used for scheduled or unscheduled meetings for a specific unit, office or group department activities.

Conference rooms **ARE NOT**:

* Classrooms
* Seminar rooms
* Scholarly activity rooms
* Tutorial or training rooms
* Commons

**345 Conference Service**

*No station reporting*

Conference service rooms serve one or more conference rooms as an extension of the activities in those rooms.

Conference Service rooms are:

* Kitchenettes
* Supply rooms
* Coatrooms
* Projection rooms
* Telecommunication control booths
* Sound equipment rooms

Conference Service rooms **ARE NOT** service rooms that support:

* Classrooms
* Seminar rooms
* Scholarly activity rooms
* Office
* Tutorial or Training rooms
* Commons

Other room use codes, not commonly used:

**410- Study Rooms**

**NOTE:** Nonstandard (N) Room Standard Code

*No station reporting*

Intended for study, at one’s convenience and not limited to subject or discipline by equipment in the room. Study rooms can be learning or computer labs in libraries, residential facilities, student service facilities.

**470-Tutorial or Training rooms**

**NOTE:** Nonstandard (N) Room Standard Code

*No station reporting*

Intended for tutoring or training or supplemental instruction to students and staff in departments not tied to instructional program codes (program codes 1.1 and 1.2)

* Used for training for administrative staff

**510-Central Computer or Telecommunications**

*No station reporting*

Room used for computer -based data processing or telecommunications center with applications which are broad enough to serve the overall administrative and academic primary equipment needs of a central group of users.

**A little bit on Space Standards**

Space standards have been used for many years by the University and the State to provide a measure of how much space can be expected to be used in general and professional instruction and research (I&R) programs. These standards rely, in part, on data contained in the facilities inventory. In 1990, new standards were developed by the California Postsecondary Education Commission (CPEC) which has resulted in modifications and additions to the data maintained in the University's facilities inventory system.

Space standards are formulas used by planners and policy makers to determine space allowances for various types of academic facilities, specifically classrooms, teaching laboratories, research space, and office facilities. The space standards consider the type of people for whom the space is provided (e.g., budgeted faculty, graduate students), the type of activity being conducted (e.g., research, lecture, studio instruction), and an average amount of space required per person to carry out that activity as well as space to house ancillary personnel, equipment and supplies. For example, 195 square feet are allotted per budgeted faculty member for office-based activities, which would include the faculty member's office and a portion for office support (staff area, supplies, copier room etc.)

In other words, standards provide a reasonable measure, which can be consistently applied across campuses and across programs, that demonstrates the degree to which the space actually used for academic purposes compares to what can be expected to be used for those purposes. Space standards can thus be thought of as a budgeting tool to determine overall space allowances; they are not used as standard space, as defined above, is categorized into one of four CPEC categories so that its use can be better analyzed and understood.

The four CPEC Categories are classrooms, teaching laboratories, offices, and research/scholarly activity areas. Room Use Codes, when designated standard and which are tied to a standard program code, are automatically classified into one of these four CPEC categories. ~ Nonstandard rooms are not assigned to any CPEC category.

**Classrooms:** This CPEC category encompasses rooms used by students for lecture, discussion group, and seminar activities that are a part of the regularly or formally scheduled course requirements. Support space for the rooms in which these activities take place is also included. Room Use Codes II 0, I25 and I30 are included in the CPEC Category for Classroom. Rooms in this category may be generally assigned or departmentally controlled.

**Teaching Laboratories:** This CPEC category encompasses rooms used by students for participation in laboratory exercises, practice activities, and other types of "hands-on" Instruction, provided these activities are a part of the regularly or formally scheduled course requirements. Support space for the rooms in which these instructional activities take place is also included. The CPEC Category for Teaching Laboratories includes standard class and special class laboratories and their related support areas (Room Use Codes 260, 26I, 265, 7II, 7I6 and 721) *and* nonstandard open laboratories (Room Use Codes 270 and 275).

**Research/Scholarly Activity:** This CPEC category encompasses rooms used primarily, although not exclusively, by budgeted faculty members, postdoctoral scholars and graduate students to carry out research activities in laboratories, studios and other facilities. In addition, the standard covers the space required to carry out the scholarly activities of faculty and students that go hand-in-hand with the research function. The standard also covers service space to support research and scholarly activities. Room Use Codes OIO, 2I0-255, 5IO, 5I5, 560, 565, 7IO, 7I5 and 720 are included in the CPEC Category for Research; Scholarly Activity.

**Office:** This CPEC category encompasses rooms used primarily, although not exclusively, by faculty members, postdoctoral scholars, teaching assistants and support staff to carry out the basic "desk-based" academic and administrative functions of a I&R program. The standard also covers meeting room and service space to support the offices and their occupants. Room Use Codes 310-345 are included in the CPEC Category for Office.