SPACE SURVEY

DATA REQUIRED

July 12, 2022

AUBURN UNIVERSITY

Facilities Management
Office of the University Architect

Space Survey
List of Required Data Entry

REQUIRED DATA ENTRY FIELD	CODE	DESCRIPTION OR EXAMPLE
1) Room type code	250 255 312 350	Research Laboratory Research Lab Service Office, Open Conference Room
2) Location Status	In Service - Occupied In Service-Not Occup Not In Service Demolished	
3) Occupancy org. code		
3a) College/Division Level 3	134	College of Liberal Arts
3b)Department Level 5	13400 13410	Communication-Journalism Communication Disorders
3c) Organization Level 6	134001 134051	Communication, College of Liberal Arts Journalism, College of Liberal Arts
4) Room Use Codes	AX DA DR GA IN LI NU OA OM OR OS OT SA SC SP	Auxiliary Operations Departmental Administration Departmental Research General Administration Instruction Library Not in use Other Institutional Activities Operations & Maintenance Organized Research Other Sponsored Activities Outside Agencies Student Administration & Services Service Center Sponsored Projects Administration
4a) "Percent"	Percentage #	Total Usage percentages must add up to 100%
5) Occupant	User ID code(s)	User ID code for all paid employees located in offices

*Employee IDs are downloaded from the Banner system.

AUBURN UNIVERSITY
FACILITIES MANAGEMENT

1. Room Category Codes

There are 11 Room Category Codes

1. **100 Classroom Facilities**: Room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

2. **200 Laboratory Facilities:**
   - **210 Class Laboratory**: A space used primarily for formally or regularly scheduled instruction that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.
   - **215 Class Laboratory Service**: A space that directly serves one or more class laboratories as an extension of the activities in those spaces.
   - **220 Open Laboratory:** A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
   - **250 Research/Nonclass Laboratory**: A space used for laboratory experimentation, research, or training in research methods.

3. **300 Office Facilities:** A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

Room Category Codes

4. **400 Study Facilities:** A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.

5. **500 Special Use Facilities:** includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here.

6. **600 General Use Facilities:** Characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series) which are typically limited to a small group or special population. Comprise a campus general service or functional support system (e.g. assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, daycare) for the institutional and participant community populations.

7. **700 Support Facilities:** Provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. Typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services, and hazardous material areas.

Room Category Codes

8. **800 Health Care Facilities:** Patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics fun by these hospitals, and veterinary and medical schools.

9. **900 Residential Facilities:** Include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included if they are owned or controlled by the institution and used for purposes associated with defined institutional missions.
   - Note: Not all space in residential facilities is coded using the 900 series. Ex. Offices (300s), Lounges (600s), study rooms (400s), dining area (600s), recreation rooms (600s)

10. **000 Unclassified:** Include the assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

11. **NON Nonassignable:** The amount of space within a building that is essential to the operation of the building but not assigned directly to people or programs.

Room Type Codes (Assignable Area)

100 Classroom Facilities

- 110 Classroom (Roll-Up)
- 111 Classroom - Tiered Lecture
- 112 Classroom - Flat Lecture
- 113 Classroom - Flat Flexible
- 114 Classroom - Problem Based Learning
- 115 Classroom Service

200 Laboratory Facilities

- 210 Instructional Laboratory (Roll-Up)
- 211 Instructional Laboratory - Complex/Wet
- 212 Instructional Laboratory - Complex/Dry
- 213 Instructional Laboratory - Basic/Computer
- 214 Instructional Laboratory - Basic/Studio
- 215 Instructional Laboratory Service
- 220 Open Laboratory
- 225 Open Laboratory Service
- 250 Research/Nonclass Laboratory
- 255 Research/Nonclass Laboratory Service

300 Office Facilities

- 310 Office (Roll-Up)
- 311 Office
- 312 Office - Open
- 313 Office - Shared
- 314 Office & Reception
- 316 Office & Workspace
- 315 Office Service (Roll-Up)
- 320 Office Service - Closet/File/Supplies
- 321 Office Service - Copier/Printer/Workspace
- 322 Office Service - Breakroom/Kitchenette
- 323 Office Service - Private Restroom
- 324 Office Service - Consulting/Privacy Room
- 325 Office Service - Circulation/Waiting
- 326 Office Service - Other
- 350 Conference Room
- 355 Conference Room Service

Room Type Codes (Assignable Area)

400 Study Facilities

- 410 Study Room
- 420 Library Stacks
- 430 Open-Stack Study Room
- 440 Library Processing Room
- 455 Study Service

500 Special Use Facilities

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 523 Athlet Facil-Spectator Seating
- 525 Athletic or Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Barn/Field Building
- 570 Animal Quarters
- 575 Animal Quarters Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Space not otherwise classified

Room Type Codes (Assignable Area – Continued)

600 General Use Facilities

- 610 Assembly Facility
- 615 Assembly Facility Service
- 620 Exhibition
- 625 Exhibition Service
- 630 Food Facility
- 635 Food Facility Service
- 650 Lounge
- 655 Lounge Service
- 660 Merchandising
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service

700 Support Facilities

- 710 Central Computer/Telecom
- 715 Central Computer/Telecom Service
- 720 Noninstructional Shop
- 725 Noninstructional Shop Service
- 730 Central Storage
- 735 Central Storage Service
- 740 Vehicle Storage
- 745 Vehicle Storage Service
- 750 Central Service
- 755 Central Service Support
- 760 Hazardous Materials Storage
- 770 Hazardous Waste Storage
- 775 Hazardous Waste Service
- 780 Unit Storage

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Room Type Codes (Assignable Area - Continued)

800 Health Care Facilities

- 810 Patient Bedroom/Stall
- 815 Patient Bedroom Service
- 830 Hospital Admin Station
- 835 Hospital Admin Station Service
- 840 Surgery
- 845 Surgery Service
- 850 Treatment/Examination Clinic
- 855 Treatment/Examination Clinic Service
- 860 Diagnostic Service Laboratory
- 865 Diagnostic Service Laboratory Support
- 870 Health care Central Supplies
- 880 Health care Public Waiting
- 890 Staff On-Call Facility
- 895 Staff On-Call Facility Service

900 Residential Facilities

- 910 Residential-W/O Toilet/Bath
- 919 Residential-Toilet/Bath
- 920 Residential- With Toilet/Bath
- 935 Residential-Service
- 950 Apartment
- 955 Apartment Service
- 970 House

000 Unclassified Facilities

- 010 Tenant Space
- 050 Inactive Area
- 060 Alteration or Conversion Area
- 070 Unfinished Area

Room Type Codes (Non-assignable Area)

NON Nonassignable

- N10 Custodial/Janitorial
- N11 Recycling Station
- N20 Corridor/General Circulation
- N21 Elevator
- N22 Interior Stairs/Interior Ramp
- N23 Exterior Stairs/Exterior Ramp
- N24 Lobby/Vestibule/Entry
- N25 Open Vertical Shaft/Atrium
- N26 Exterior Balcony/Patio
- N27 Receiving/Loading Dock/Non-storage
- N28 Service Tunnel/Service Ladder

- N30 Other Service Area
- N31 Mechanical/HVAC Room
- N32 Electrical/Power Room
- N33 Telecom Equipment Closet
- N40 Unisex Restroom
- N41 Men's Restroom
- N42 Women's Restroom
- N50 Other Void/Non-Accessible Areas
- N51 Enclosed Vertical Shaft/Non-Elevator
- N60 Other Exterior Areas

2. Location Status   3. Organization Codes

Location Status

- **In Service - Occupied**
  - Room is currently utilized

- **In Service-Not Occup**
  - Room is available for use, but not utilized

- **Not In Service**
  - Room exists, but is not available for use

- **Demolished**
  - Demolished, No Longer Exists

Organization Occupancy

- Divided into 3 levels

  1. College/Division (Level 3)
     Ex. 134 College of Liberal Arts
  2. Department (Level 5)
     Ex. 13400 Communication-Journalism
  3. Organization (Level 6)
     Ex. 134001 Communication, College of Liberal Arts

4. Room Use Codes

15 Room Use Codes

1. Organized Research (OR)
2. Instruction (IN)
3. Departmental Research (DR)
4. Other Sponsored Activities (OS)
5. Departmental Administration (DA)
6. Operations and Maintenance (OM)
7. Other Institutional Activities (OA)
8. Auxiliary Operation (AX)

9. Service Center (SC)
10. General Administration (GA)
11. Sponsored Projects Administration (SP)
12. Student Services Administration (SA)
13. Library (LI)
14. Outside Agency (OT)
15. Not in Use (NU)

Room Use Codes:
When to use them

1. **Organized Research (OR)**
   - Used for Research and Development activities that are separately budgeted and accounted for.
   - Funded by third parties, both Federal and Non-Federal
   - All research activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds should be included here.
   - Contract service activities performed for a third party are NOT organized research and should be classified as Other Sponsored Activities.

2. **Instruction (IN)**
   - Used for conducting the instructional activities of the university, including all teaching and training activities, whether they are offered for credit toward a degree, certificate, or on a non-credit basis, either through regular academic departments or separate divisions.

   Examples

   -Course preparation

   -Counseling and advising/assisting students registered in classes

   -Grading

   -Syllabus production

   - Textbook orders

   -Exam preparation

   -Formal classroom teaching and Labs

Room Use Codes:
When to use them

3. **Departmental Research (DR)**

- Research activities that are not separately budgeted and accounted for.

Example

– Research activity supported by departmental, gift or endowment funds for which no formal application/approval process was required

4. **Other Sponsored Activities (OS)**

- For space used for conducting activities that are sponsored by third parties both federal and non-federal, which involve the performance of work other than instruction or research and are activities that are separately budgeted and accounted for.

Examples

-Contract for service activities (outreach activities)   -Symposiums

-Laboratory testing, community service programs   -Conferences that are funded by third parties

-Seminars

Room Use Codes:
When to use them

5. **Departmental Administration (DA)**
   - Space used for conducting Academic administrative and supportive activities that benefit common or joint departmental objectives
   - Generally located in offices of deans, department heads or chairpersons, center directors, and division heads

   **Examples**
   - General academic departmental office function including that of chair/head and departmental staff
   - Administrative functions in academic dean's offices
   - General academic departmental services such as mail distribution and telephone service
   - Development of proposals for new research activities academic department conference rooms

6. Operations and Maintenance (OM)
   - Conducting activities supporting the administration, operation, maintenance, preservation and protection of the university's physical plant

   **Examples**
   - Janitorial and utility services
   - Repairs and ordinary or normal alterations of buildings
   - Furniture and equipment
   - Care of grounds

   - Environmental safety
   - Hazardous waste disposal
   - Central receiving
   - Facility planning and management

Room Use Codes:
When to use them

7. **Other Institutional Activities (OA)**

    - Used for Major functions (programs) of the university which are not instruction, organized research, other sponsored activities, or otherwise classified below.

    Examples

    - Fund raising   -Governmental affairs
    - Auxiliaries   -Other "unallowable" activities
    - Service centers

8. **Auxiliary (AX)**

    - Used for Auxiliary enterprises as defined according to accounting conventions, self-supporting with revenue and expenditures in Ledger 3-xxxx accounts.

9. **Service Center (SC)**

    - Service center operations, as defined by the service center policy adopted by the university's business office

Room Use Codes:
When to use them

10. General Administration (GA)

- Used for conducting general administration activities of the university as a whole.

Examples

-Activities of general character that do NOT   -Human resources
 relate to any other major function of the institution   -Legal counsel

-Payroll and benefits   -Procurement and payment services

-Financial reporting

11. Sponsored Projects Administration (SP)

- For space used by central offices established primarily to administer sponsored projects. Sponsored Projects Administration DOES NOT INCLUDE ANY ACADEMIC SPACE.

Examples

-Contracts and Grants Accounting

-Associate Provost and Vice President for research

12. Student Service Administration (SA)

- Used to conduct student administration activities

Examples

-Admissions and records   -Financial Aid

-Student counseling services   -Career development services

-Enrollment management   -Registrar's office

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Room Use Codes:
When to use them

13. Library (LI)

- Used for RBD Library (not for departmental libraries, which should be coded as Departmental Administration)

14. Not in Use (NU)

- Used for space that is assigned to an occupant, but is not in use (including space under renovation.)
- The percentage of the year that the room was vacant should be assigned to NU function. The remaining portion of the year should be assigned based on functional use during the period of active use.

Room Use Codes:
When to use them

Room Use	Description	Used by Colleges?	Used by Admin Units?
AX	Auxiliary Ops	N	Y
DA	Departmental Admin	Y	N
DR	Departmental Research	Y	Y
GA	General Admin	N	Y
IN	Instruction	Y	Y
LI	Library	N	Y
NU	Not in Use	Y	Y
OA	Other Institution Activity	Y	Y
OM	Operation & Maintenance	N	Y
OR	Organized Research	Y	Y
OS	Other Sponsor Activity	Y	Y
OT	Outside Agencies	Y	Y
SA	Student Admin	N	Y
SC	Service Center	Y	Y
SP	Sponsored Projects Admin	N	Y

*Room Use codes highlighted in orange are the 6 codes used most by Academic Departments.

*The code NU (Not in Use) is for the space that is under construction or renovation. For example, if a new building is under construction for the first 3 months of the year, then all of the rooms in the building will be automatically %25 NU.

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4.a Usage Percentage

- Base Year of ICR
    - Reporting a period of time (the whole fiscal year time window)

- Non-Base year
    - Point of time (the last day of the fiscal year)

5. Occupants

- Office Occupant

- PI (Principal Investigator)

Used for Labs

- Grant Occupants

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