



# Property Class & Space Type Categories

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The following 10 property class series are intended to provide flexibility in coding space use at the agency level and to provide appropriate comparability in reporting space uses statewide.

The words *space* and *room* could be used interchangeably. For example, wherever space type codes are mentioned, they are called “space use codes.” When space use could be either in a *room* or a *space*, the term *space* is used.

## Property Class

The property class is the space type series that the primary space type falls under. An example would be an agency having a primary space as classroom. This space type is in the Education series.

## Primary Space Type

Most locations that an agency manages fall readily into one primary space type. FIS defines primary use as more than 60 percent of the space dedicated to one space type. A space that is used as both an Office (310) and a Laboratory (270) and used principally for laboratory testing should be coded as Laboratory. A space that appears or is designed for storage or warehousing, but is used primarily as an office (60 percent or more) should be coded as an office.

If a space has no dominate use, such as 40 percent Office Administrative (311), 40 percent Laboratory (270) and 20 percent Storage/Warehouse (730), it is recommended that agencies evaluate the space use in terms of the human activity element that focuses on primary use rather than percentage of space use by each category.

## Secondary and Additional Space Type

Secondary and one Additional Space Type fields are provided as optional fields in FPMT.

## Property Class and Space Type Breakdown

Property Class	Space Type #	Space Type
Unclassified (000 Series)	30	Mechanical
	50	Inactive Space
	60	Alteration or Conversion Space
	90	Vacant Unusable Space
Educational (100 Series)	110	Classroom
	120	Training Room
	130	Departmental Classroom
Laboratory (200 Series)	210	Laboratory - General
	211	Classroom Laboratory
	220	Open Laboratory
	250	Research/Non-Class Laboratory
	255	Research/Non-Class Laboratory Service
	270	Laboratory
Office (300 Series)	310	Office - General
	311	Office - Administrative
	312	Office - Services
	313	Office - Project
	314	Office - Field
	350	Conference Room
Study (400 Series)	410	Study Space
	420	Library
Special Use (500 Series)	502	Hearing Room
	503	Correction
	504	Military Department/National Guard

Property Class	Space Type #	Space Type
	505	Fish Hatchery
	506	Park
	507	Ferry Terminal
	508	Public Restroom
	510	Armory
	520	Athletic or Physical Education
	525	Athletic or Physical Education Service
	530	Media Production
	535	Media Production Service
	540	Clinic
	560	Field Building
	570	Animal Facilities
	575	Animal Quarters Service
	580	Greenhouse
	585	Greenhouse Service
	590	Other (purpose defined when used)
General (600 Series)	610	Assembly
	620	Exhibition
	630	Food Facility
	635	Food Facility Service
	640	Daycare
	650	Lounge
	660	Merchandising
	670	Recreation
	675	Recreation Service
	680	Meeting Room

Property Class	Space Type #	Space Type
Support (700 Series)	710	IT and Communications
	715	Central Computer/Telecom Service
	720	Shop
	725	Central Shop Service
	730	Storage - General
	740	Vehicle Storage Structure
	745	Institute Vehicle Storage Service
	750	Central Service
	760	Hazardous Waste
	770	Hazardous Waste Storage
	790	Central Utility Plant
Health Care (800 Series)	800	Patient Room, Nurse Station, Surgery, Treatment/Examination, Diagnostic and/or Public Waiting Rooms
Residential (900 Series)	900	Sleeping Room, Apartments and/or House

## 000 Series: Unclassified

Unclassified facilities include those assignable areas that are inactive or unassigned, in the process of being altered, renovated or converted, or in an unfinished state.

### 030 Inactive Mechanical Spaces

**Definition:** Available for assignment of mechanical assets but unassigned at the time of inventory.

**Limitations:** This category does not include space being modified or space that is unusable.

### 050 Inactive Spaces

**Definition:** Assets available for assignment but unassigned at the time of inventory.

**Limitations:** This category does not include space being modified or space that is unusable.

### 060 Alteration or Conversion Spaces

**Definition:** Assets temporarily out of use because they are being altered, remodeled or rehabilitated at the time of inventory.

**Limitations:** This category does not include space that is inactive or space that is unusable.

### 090 Vacant Unusable Spaces

**Definition:** Assets unusable at the time of inventory.

**Limitations:** This category does not include inactive space or space temporarily under conversion.

## 100 Series: Educational

The 100 category aggregates classroom and training facilities as an institution/agency-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms and other spaces used primarily for scheduled non-laboratory instruction. The category Classroom (110) is for degree-granting instruction. The term "training room" includes all the same types of space as classrooms where training programs are conducted.

### 110 Classroom

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

**Description:** Includes rooms or spaces generally used for scheduled instruction that require no special restrictive equipment or configuration. These spaces 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 spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment for a specific area of study if this equipment does not render the space unsuitable for use by classes in other areas of study.

**Limitations:** This category does not include Training Rooms (120), Class Laboratories (210), Conference Rooms (350), Auditoria (610) or Meeting Rooms (680). If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series).

### 120 Training Room

**Definition:** A space serving an office and used primarily for staff and public training activities and is not tied to a degree-granting educational program.

**Description:** Includes rooms or spaces generally used for scheduled training that require no special restrictive equipment or configuration. These spaces may contain multimedia or telecommunications equipment. A training room may be furnished with special equipment specific to the agency work if this equipment does not render the space unsuitable for use by others in the facility.

**Limitations:** This category does not include Classroom (110), Laboratories (270), Conference Rooms (350), Agency Lounge (650) or Meeting Rooms (680).

### 130 Departmental Classroom

**Definition:** A space serving an office and used primarily for staff and public training activities and is not tied to a degree-granting educational program.

**Description:** Includes rooms or spaces generally used for scheduled training that require no special restrictive equipment or configuration. These spaces may contain multimedia or telecommunications equipment. A training room may be furnished with special equipment specific to the agency work if this equipment does not render the space unsuitable for use by others in the facility.

**Limitations:** This category does not include Classroom (110), Laboratories (270), Conference Rooms (350), Agency Lounge (650) or Meeting Rooms (680).

## 200 Series: Laboratory

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits the space use. An agency may have very limited laboratory space or the laboratory activities may define the agency.

### 211 Classroom Laboratory

**Definition:** 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.

**Description:** A classroom laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled class.

**Limitations:** Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (270).

### 220 Open Laboratory

**Definition:** A laboratory used primarily for individual or group instructions 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) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups or students.

**Limitations:** Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (211). This category also does not include spaces defined as Research/Non-class Laboratory.

### 250 Research/Non-Class Laboratory

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

**Description:** A research/non-class laboratory is designed or equipped for faculty, staff and students for the conduct of research and controlled or structured creative activities.

**Limitations:** Student practice activity rooms should be classified under Open Laboratory (220).

### 255 Research/Non-Class Laboratory Service

**Definition:** A space that directly serves one or more research/non-class laboratories as an extension of the activities in those spaces.

**Description:** Includes only those spaces that directly serve a research/non-class laboratory.

**Limitations:** Does not include service spaces that support a Classroom (115), Class Laboratory (211), Open Laboratory (220).

### 270 Laboratory

**Definition:** A space used for laboratory experimentation, research or testing.

**Description:** A laboratory is designed or equipped for staff to conduct research and testing in a controlled or structured environment. Activities may include experimentation, application, observation, composition or research in a structured environment, as directed by the agency.

**Limitations:** This category does not include educational Class Laboratory (211), Open Laboratory (220) and Research/Non-class Laboratory (250).

## 300 Series: Office

Office facilities are individual, multi-person or workstation spaces specifically assigned to the agency's administrative, service and support functions.

### 310 Office - General

**Definition:** An office space housing staff, community volunteers, contractors, state agency partners or community partners working towards the agency mission in another capacity that does not fit within the criteria listed in the definitions for Administrative, Services, Field, and Project.

**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.

**Limitations:** Any other spaces, such as shops, printing shops, study rooms, training rooms, laboratories, etc., that incidentally contain desk space for a technician or staff member are classified according to the primary use of the space, instead of as an office. Office areas do not need to have clearly visible physical boundaries. In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage.

### **311 Offices - Administrative**

**Definition:** An office space housing staff primarily dedicated to administrative support for the agency mission. These offices typically have high telework eligibility. Examples include but are not limited to HR, IT, and Finance.

### **312 Office - Services**

**Definition:** An office space housing staff primarily dedicated to direct delivery of services to the public. These offices typically have low telework eligibility. Examples include but are not limited to driver licenses examination facilities, unemployment benefit offices and community services offices.

### **313 Office - Project**

**Definition:** An office space housing staff primarily dedicated to a major project in support for the agency mission. Examples include but are not limited to engineers, design teams and planning teams.

### **314 Office - Field**

**Definition:** An office space housing staff primarily dedicated to conducting physical activities and processes in a specific area, outside the traditional office environment. These operations may have a minimal in-office component, such as reporting and other paperwork. Field offices typically have low telework eligibility. Examples include but are not limited to maintenance offices, oversight and support offices, program offices, and community offices.

### **350 Conference Room**

**Definition:** A space serving an office complex and used primarily for agency-wide staff meetings and public activities.

**Description:** A conference space equipped with tables and chairs and typically providing additional parking. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes meetings. If a space is used for both conference and meeting space functions, then the space should be classified according to its primary use.

**Limitations:** Does not include Classrooms (110), Training Rooms (120) and Meeting Rooms (680)



## 400 Series: Study

Study spaces may contain equipment or materials that aid the study or learning process (e.g., computers, reference material, records and tapes) and that do not restrict the space.

### 410 Study Space

**Definition:** A room or area used by individuals to study with the space not being restricted.

**Description:** Includes study or reading rooms located in libraries, residential facilities, academic study carrels and booth areas. Study stations may be grouped as in a library reading room or individualized as in a carrel. Study spaces are primarily used by staff for learning at their convenience, although access may be restricted by management.

**Limitations:** This category excludes Laboratories (270) that are restricted to a particular use and Lounges (650) that are intended for relaxation and casual interaction.

### 420 Stack (Libraries)

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

**Description:** Agency or departmental libraries that are characterized by accessible, arranged and managed collections. Collections can include books, periodicals, journals, monographs, electronic storage media (such as tapes, disks, slides, etc.), musical scores, maps and other educational materials.

**Limitations:** Does not include general storage areas for materials that serve a particular room or area. Such spaces would take the service code Storage/Warehouse (730).

## 500 Series: Special Use

This category includes space uses that are sufficiently specialized in their primary activity or function to merit a unique space code. Although many of these special spaces provide service to other areas, their special use or configuration dictates use of an individual category.

### 502 Hearing Rooms

**Definition:** A hearing room is a facility characterized by specific space configuration or special purpose equipment that limits the use of the space to hearing activities or closely related activities.

**Description:** Hearing room activities may include judicial hearings (all levels), formal hearings and informal hearings. They may be equipped with special desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers or other office equipment.

**Limitations:** Any other spaces such as meeting rooms, study rooms or offices that are occasionally used as hearing rooms are classified according to the primary use of the space rather than as a hearing room. Hearing rooms do not include Classroom (110), Training Room (120), Office (310), Study Space (410), Library (420), Lounge (650) or Meeting Room (680).

### 503 Corrections

**Definition:** A building, room or area used by the Department of Corrections for people who are judicially ordered to be kept in custody.

**Description:** Building, room or area that has a secure boundary maintained by the Department of Corrections.

**Limitations:** Conventional space use types such as Classrooms (110), Training (120), Laboratories (270), Offices (310), Study Space (410), Library (420), Lounge (650) or Meeting Room (670) are designated as such, even though they are located on Department of Corrections' property.

### 504 Military Department/National Guard

**Definition:** A building, room or area used by Washington National Guard and ancillary units for military training and/or instructional activities.

**Description:** Spaces that are 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 space use types such as Classrooms (110), Laboratories (270), Offices (310) and Study Rooms (410) are designated as such even though they are located on military property.

### 505 Fish Hatchery

**Definition:** A building, pods or tanks used primarily for raising fish.

**Description:** Spaces that are obviously designed or equipped for use as fish hatcheries, such as indoor pods or tanks, outdoor pods and specially designed buildings.

**Limitations:** Conventional space use types such as Classrooms (110), Laboratories (270), Offices (310) and Residential Facilities (900) are designated as such even though they are located at a fish hatchery.

### 506 Park

**Definition:** A building, shelter or facility used primarily by the public at a state park.

**Description:** Spaces that are obviously designed or equipped for public use, such as picnic shelters, comfort stations, woodsheds and specially designed buildings.

**Limitations:** Conventional space use types such as Office General (310), Shop (720) and Residential Facilities (900) are designated as such even though they are located at a state park.

### 507 Ferry Terminal

**Definition:** A building, shelter or facility used primarily by the public for vehicles/passage loading and unloading.

**Description:** Spaces that are obviously designed or equipped for public use, such as tollbooths, waiting areas, comfort stations and specially designed buildings.

**Limitations:** Conventional space use types such as Office General (310), Shop (720) and Residential Facilities (900) are designated as such even though they are located at a ferry terminal.

### 508 Public Restroom

**Definition:** A building, shelter or facility used primarily by the public.

**Description:** Spaces that are obviously designed or equipped for public use, such as highways, parks and public venue restrooms.

**Limitations:** Used primarily by the public even though they are located in facilities with different primary use.

### 510 Armory

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

**Description:** Spaces that 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.

**Limitations:** Conventional space use types such as Classrooms (110), Class Laboratories (210), Office (310), and Study Rooms (410) are designated as such, even though they are located in an armory building.

### 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 stadium fields and field houses.

**Limitations:** This space use code does not distinguish instructional from intercollegiate, intramural or recreational use of these areas.

### 525 Athletic or Physical Education Service

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

**Description:** Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and spaces for dressings, equipment, supply, storage, first aid, skate-sharpening, towels, etc.

**Limitations:** Does not include public restrooms, which should be classified as non-assignable building service space.

### 530 Media Production

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

**Description:** Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers.

**Limitations:** Does not include spaces that merely store media materials and equipment.

### 535 Media Production Service

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

**Description:** The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space.

**Limitations:** Those spaces containing media materials, equipment or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

### 540 Clinic

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

**Description:** Included are examination rooms, testing rooms, consultation rooms and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech and hearing.

**Limitations:** Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories, testing or counseling rooms in non-health or non-discipline-related programs, or Health Care Facilities (800)

### 560 Field Building

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

**Description:** Includes barns, animal and poultry shelters, sheds, silos, feed units and hay storage.

**Limitations:** Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570).

### 570 Animal Facilities

**Definition:** A space that houses laboratory animals used for research and/or instructional purposes.

**Description:** Includes animal rooms, cage rooms, stalls, wards, and procedure, operating, recovery, isolation, quarantine and similar spaces for instruction and research.

**Limitations:** Animal Facilities are typically subject to the rules and regulations of agencies on the care and use of laboratory animals.

## 575 Animal Quarters Service

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

**Description:** Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, an internal (nonpublic) circulation space.

**Limitations:** Does not include areas that directly serve facilities used for the treatment of animals.

## 580 Greenhouse

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

**Description:** The primary criterion is the combination of structural design as a greenhouse and the use for cultivation or protection.

**Limitations:** Greenhouses that are not used for plant cultivation or protection should be classified according to specific use.

## 585 Greenhouse Service

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

**Description:** Includes equipment or materials storage areas and rooms generally called head houses.

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

## 590 Other (All Purpose)

**Definition:** A category of last resort.

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

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

## 600 Series: General Use

General use facilities are characterized by their broader availability to staff and/or the public than are Special Use facilities (500 series), which are typically limited to unique function or special populations. General use facilities comprise support space such as lounge, recreation and general meetings space for the agency and/or public.

### 610 Assembly

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

**Description:** Includes theaters, auditoria, concert halls, arenas, chapels and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance) or devotional services.

**Limitations:** Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space. Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

## 620 Exhibition

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

**Description:** Includes both departmental and institution-wide museums, galleries and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public.

**Limitations:** Displays that 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.

## 630 Food Facility

**Definition:** A space used for eating.

**Description:** Includes dining halls, cafeterias, snack bars, restaurants 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.

**Limitations:** Vending areas not provided with seating, counters or tables are classified as Merchandising (660).

## 635 Food Facility Service

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

**Description:** Includes kitchens and other preparations areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food servicing areas, cleaning areas, etc.

**Limitations:** Does not include any type of food preparation space that does not serve a food facility or eating area.

## 640 Daycare

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

**Description:** Includes all primary activity spaces that provide oversight, supervision, developmental training and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas and child training spaces).

**Limitations:** Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630).

## 650 Lounge

**Definition:** A space 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 furniture, tables and chairs, and may include vending machines. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation or informal socializing.

**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.

## 660 Merchandising

**Definition:** A space 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 spaces and central ticket outlets servicing multiple facilities or activities.

**Limitations:** Does not include dining rooms, restaurants, snack bars, similar Food Facilities (630).

## 670 Recreation

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

**Description:** Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms and music listening rooms that are used for recreation and amusement and not for instructional purposes.

**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 and intramural or intercollegiate athletic activities.

## 675 Recreation Service

**Definition:** A space 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 that directly serve a Recreation (670) facility.

**Limitations:** Does not include kitchens, snack bars or other Food Facilities (630) and Food Facility Service (635) areas.

## 680 Meeting Room

**Definition:** A room that is used by the agency or the public for a variety of meetings.

**Description:** The key concept here is availability. Conference Rooms (350) are often confused with Meeting Rooms because they are both used for meetings. However, conference spaces have visitor parking components for a building or complex. Although Meeting Rooms may be assigned to a specific organizational unit, a meeting space is more available and open to staff groups.

**Limitations:** Spaces serving a headquarter complex and used primarily for agency-wide staff meetings are classified as Conference Room (350). Training rooms used primarily for scheduled class, training and seminars are classified as Training Rooms (120).

## 700 Series: Support

Support facilities provide centralized space for various auxiliary support systems and help keep all agency programs and activities operational. While not as directly accessible to agency and community members as General Use facilities (600 series), these areas provide a continuous, indirect support system to administration, staff and the public. Support facilities are centralized in that they typically serve an area ranging from a building to an entire region. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage, and supply and vehicle storage.

### 710 IT and Communications

**Definition:** A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative needs of a central group of users, department or agency.

**Description:** A central computer or 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.

**Limitations:** Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel and other technical staff even though these spaces usually contain an access terminal. Also does not include Laboratory (270), Study Room (410) or offices with data processing equipment used as office tools. Personal computer, terminal work spaces, printer rooms and data closet that serve an office area should be coded Office General (310).

### 715 Central Computer/Telecom Service

**Definition:** A space 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.

**Limitations:** Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O) rooms (see IT and Communications-710) and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315).



## 720 Shop

**Definition:** A space used for the manufacture, repair or maintenance of products and equipment.

**Description:** Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction, repair and maintenance of equipment and devices. Special purpose shops supporting multiple spaces for scientific instruction and research are included in this category.

**Limitations:** Does not include architectural and engineering drafting rooms serving the facilities management operation, which are classified as Office (310). This category also does not include areas used for the repair and maintenance of agency-owned vehicles, which are Vehicle Storage (740).

## 725 Shop Service

**Definition:** A space 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.

**Limitations:** Does not include service areas for Class Laboratories (210) or Research/Non-class Laboratories (250). Also does not include vehicular repair facilities (e.g., garages) classified as Vehicle Storage Service (745).

## 730 Storage – General

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

**Description:** The concept of storage is central to applying this code correctly. The majority of storage spaces are service rooms that directly support a primary activity of the agency; for example, a furniture storage room serving several Offices (310). Central storage areas include areas commonly called warehouses, surplus storage, central storage and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category.

**Limitations:** Does not include a storage space directly serving a primary space such as Office (310). Also, this category does not include custodial supply closets or other similar, non-assignable small storage spaces.

## 740 Vehicle Storage Structure

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

**Description:** Includes structures and buildings generally called parking decks, garages, boathouses and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment and other powered transport devices or equipment, as well as automobiles and trucks.

**Limitations:** This category does not include surface parking lots.

## 745 Institute Vehicle Storage Service

**Definition:** A space 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 defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.).

## 750 Central Service

**Definition:** A room or area that is used for the processing, preparation or delivery of agency-wide support service.

**Description:** The central service area includes centralized stores and laundries that 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, and central environmental testing or monitoring facilities if they serve the occupants and activities of more than one building.

**Limitations:** Does not include those spaces providing the above-listed functions if they support other primary activity spaces in the same building. For example, a storage area in an office should be coded as Office (310). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720), Storage-General (730) and Vehicle Storage (740).

## 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 materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic or radioactive.

**Limitations:** Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage -770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research or process facilities; or dedicated unit storage).

## 770 Hazardous Waste Storage

**Definition:** A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified and controlled under government environmental regulations.

**Description:** This includes facilities specifically devoted to the storage, treatment and/or disposal of toxic or hazardous waste.

**Limitations:** Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research or process facilities; or dedicated unit storage.

## 790 Central Utility Plant

**Definition:** A facility that primarily houses central utility production and/or distribution to more than one facility at a complex, campus or regional center. These include such facilities as steam plants, co-generation facilities and electrical distribution facilities.

**Description:** Spaces that are obviously designed or equipped for distribution of energy.

**Limitations:** Conventional space use types such as Office General (310), Conference Rooms (350) or Shop (720) are designated as such even though they are located in a Central Utility Plant.

## 800 Series: Health Care

At this time there is no delineation of categories for health care facilities. The 800 series includes all patient care areas that are located in separately organized and budgeted health care facilities: infirmaries, hospitals and stand-alone clinics that are run by agencies.

## 900 Series: Residential

At this time there is no delineation of categories for residential facilities. Residential facilities include housing for staff, patients, inmates and visitors. Note: Not all space in residential facilities is categorized using the 900 series. Conventional primary activity and service categories such as Training Rooms (120), Offices (310), Study Rooms (410), Lounges (650) and Recreation (670) are not included in the 900 series.