



Property Class & Space Type Categories

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, which describes the dominant use of the space and accounts for at least 60 percent of the square footage. 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 dominant 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)	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
	505	Fish Hatchery

Property Class	Space Type #	Space Type
	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
Support	710	IT and Communications

Property Class	Space Type #	Space Type
(700 Series)	715	Central Computer/Telecom Service
	720	Shop
	725	Central Shop Service
	730	Storage - General
	731	Storage – Archive File
	740	Vehicle Storage Facilities
	741	Warehouse
	745	Institute Vehicle Storage Service
	750	Central Service
	760	Hazardous Materials Storage
	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.

050 Inactive Spaces

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

060 Alteration or Conversion Spaces

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

090 Unusable Spaces

Definition: Spaces that are unassignable and that account for the difference between gross square feet and usable square feet.

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 that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

120 Training Room

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

130 Departmental Classroom

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

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.

220 Open Laboratory

Definition: A laboratory used primarily for individual or group instructions that is informally scheduled, unscheduled or open.

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.

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.

270 Laboratory

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

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.

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.

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.

420 Stack (Libraries)

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

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.

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.

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.

505 Fish Hatchery

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

506 Park

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

507 Ferry Terminal

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

508 Public Restroom

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

510 Armory

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

520 Athletic or Physical Education

Definition: A room or area used by students, staff or the public for athletic or physical education activities.

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.

530 Media Production

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

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.

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.

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.

570 Animal Facilities

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

575 Animal Quarters Service

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

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.

585 Greenhouse Service

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

590 Other (All Purpose)

Definition: A category of last resort to be used only for those spaces or facilities that cannot be described with other codes and definitions.

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.

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.

630 Food Facility

Definition: A space used for eating.

635 Food Facility Service

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

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.

650 Lounge

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

660 Merchandising

Definition: A space used to sell products or services.

670 Recreation

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

675 Recreation Service

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

680 Meeting Room

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

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.

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.

720 Shop

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

725 Shop Service

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

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.

731 Storage – Archive File

Definition: A space or building that is used to store archived files.

740 Vehicle Storage Facilities

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

741 Warehouse

Definition: A facility that is used to store merchandise, commodities or other goods.

745 Institute Vehicle Storage Service

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

750 Central Service

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

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.

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.

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.

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.