



# Facilities & Administrative Cost Proposal Space Survey Manual

*Fiscal Year 2017*

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# Virginia Tech

## Fiscal Year 2017 Space Survey and Functional Usage Study

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### INTRODUCTION

The university has undertaken an initiative to document the use of research lab space in its departments and research-intensive buildings for the fiscal year ending June 30, 2017. This space data will be used in the allocation of various cost elements for the university's Facilities and Administrative (F&A) Cost Proposal.

The university uses the Alternate Space Methodology to conduct the survey. This methodology allows us to survey and functionalize research labs and research lab services only. Other space assigned to research-intensive departments, such as offices and conference rooms, is automatically assigned a functional use based on the salaries and wages of the department occupying the space.

All information describing the activity occurring in each room assigned to your organization must be entered utilizing the web-based space survey tool. The space survey tool will allow you to assign the people and projects (funds) to each of the rooms associated with their activity during fiscal year 2017. Once this is accomplished, you will functionalize the total activity occurring in each room during fiscal year 2017 by completing the percentage allocations on the web-based forms. Summary reports of each organization's data will be available after completion of the survey.

With the exception of a certification, you will not need to return any of the materials provided or any other hard copy information. However, **you will need to keep all of your work papers** until the Defense Contract Audit Agency (DCAA) completes their audit of the space survey, which is expected to occur within two years of completion on the space survey.

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NOTE:	Floor plans and other building information is available online at <a href="http://space.facilities.vt.edu/">http://space.facilities.vt.edu/</a>

**Section I.**  
**Power Point Presentation**

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**Office of the  
University Controller**

**Space Survey  
&  
Functional Usage Study**

**Fiscal Year 2017**

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# University Space Survey

- ❖ What is a Space Survey?
- ❖ Why is it necessary?
- ❖ Who will be involved?
- ❖ What is the desired outcome?

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# What is a Space Survey?

- ❖ Systematic process of functionalizing activities
- ❖ Census of facility use at the room level
- ❖ Creates allocation basis for recovery of indirect costs

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# Why is it necessary?

- ❖ Significant part of University's F&A Cost proposal
- ❖ Facility components uncapped
- ❖ Increased Overhead recoveries



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# Who will be involved?

- ❖ Controller's Office
- ❖ Academic departments in the research intensive buildings
- ❖ Research centers in owned and leased space

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# What is the desired outcome?

- ❖ Space database containing room level data:
  - ❖ Occupants, projects and activity allocation
- ❖ Space analysis reports
  - ❖ Meet Uniform Guidance F&A proposal requirements
  - ❖ Identify questionable activity allocation

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# Conduct of Space Survey

- ❖ Tools available to complete survey
  - ❖ Listing of research lab space by organization
  - ❖ Organizational personnel lists
  - ❖ Organizational project (fund) list – various sorts
  - ❖ Web based entry forms

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# Conduct of Space Survey (con't)

- ❖ Departmental Room data collection
  - ❖ Identify all primary and secondary occupants
    - ❖ Departmental personnel list provided
  - ❖ Identify funding for activity accomplished in room
    - ❖ Departmental list of funds provided
  - ❖ Functionalize activity in specific percentage terms
    - ❖ Functional use categories and definitions provided
  - ❖ Review data
    - ❖ Verify all personnel and projects assigned to space
    - ❖ All space has been surveyed

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# Summary

- ❖ Optimal method of allocating space related costs
- ❖ Supports Facilities & Administrative cost rate
- ❖ Generates overhead recoveries

**Section II.A.**  
**Conducting a Space Survey**

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### What is a Space Survey?

- Process used to analyze the activities which take place in university research labs
- Involves conducting a census on how each room is used throughout the year

### Why do a Space Survey?

- Quantify space used to support basic university missions
  - Research
  - Instruction
  - Public Service
- Allocate Facilities and Administrative expenses for the purpose of creating the university F&A (Overhead) rate

### Why is a Space Survey important?

- Identifies facilities used for research activities
- Recover part of F&A costs from sponsors of research projects
- F&A recoveries available to be used for:
  - Improving research facilities and equipment
  - Conducting non sponsored research
  - Meeting committed cost sharing obligations

### What is the Space Survey Timeline?

- Must be completed before end of Base Year (FY 2017), June 30, 2017

### How a Space Survey is performed?

- Owners of space, at room level, in research intensive buildings will:
  - Identify occupants/users of each room during survey period
  - Identify the source of their funding
  - Functionalize activity over the year by percent allocation to basic missions of:
    - Organized Research
    - Instruction
    - Departmental Research
    - Agriculture Experiment Station
    - Public Service/Extension
    - Department Administration

### What is the Bottom Line?

- Extremely Time Intensive
- Used to allocate cost to only remaining “uncapped” piece of F&A rate
- A major portion of every overhead dollar collected is linked to space survey data
- Result will be subject to field audit by DCAA prior to rate negotiations

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### DETERMINATION OF ROOM USE

#### INSTRUCTIONS AND EXAMPLES

When preparing to allocate (spread) the use of a room, the question to be answered is, "*Over the entire fiscal year, how was this space used?*" The person responsible for reporting should interview the occupant(s) of a room in order to determine all uses for the room during the fiscal year.

It is important to understand the differences and relationships between activity (effort) reporting and space-allocation (utilization) reporting.

Activity reporting measures how an *individual's* time was used during a specific period. However, when a space coordinator interviews occupants of a room to find out how that space is utilized, he or she is asking what activities were performed *in that space* during the survey period.

There is not necessarily a one-to-one relationship between activity reports and space utilization.

*Example:*

A professor reported his or her activity for all three semesters of a year as:

Organized Research .....	60%
Instruction (including advisement).....	30%
Department Administration.....	10%

This represents the time spent on these activities by the professor. Two rooms are assigned to this professor: an office and a lab.

After the space administrator interviews the professor about the space utilization, the following is clear:

The professor's lab is used approximately 20 hours per week throughout the survey period by the professor and his assigned graduate students. The benefiting activities would be organized research projects, departmental research projects, and the graduate student's educational program. Therefore, the lab space would be allocated to at least three areas: organized research, departmental research, and instruction.

The professor's lab is estimated by the professor to be used as follows:

Instruction .....	10%
Organized Research .....	70%
Department Research.....	20%

The office would not be surveyed under the Alternate Space Survey Methodology.



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The following additional examples are provided to illustrate how to determine the use of a room:

### **IF A ROOM HAS NO PERMANENTLY ASSIGNED OCCUPANTS**

Identify the use of the room through talking with the chairperson and/or the people who utilize the room and allocate it accordingly.

Example: A research lab with equipment jointly used by an entire department or building.

### **IF A ROOM IS USED FOR ONLY ONE PURPOSE**

Identify what purpose the room was used for and allocate it accordingly.

Example: A research lab used only for organized research done through a sponsored agreement may be allocated as 100% organized research if there are no graduate students using the lab.

### **IF A ROOM IS USED FOR MORE THAN ONE PURPOSE**

Estimate the percentage of time the room is used for each purpose. *As stated earlier, this should be based on interviews with the person(s) who use the room. Avoid simply splitting the room 50%/50% or 33%/33%/34%, unless this is an accurate representation of how the room was used.*

Example: A faculty member might use his or her lab for work related to instruction, departmental research, and organized research. This room should be allocated according to the *percentage of each activity* performed in the room during the fiscal year.

### **IF A ROOM HAS BEEN VACANT OR UNDER RENOVATION**

Determine the appropriate percentage of the year that the space was vacant. *Normal absences for breaks and vacations do not mean a room is vacant.*

Example: A room that was vacant (empty) for 6 months would be allocated as 50% vacant/renovated and the remaining 50% spread under the appropriate categories reflecting how the room was used during the rest of the fiscal year.

Remember, the question that must be answered for each room to be surveyed is, "***Over the entire fiscal year, how was this space used?***" See "Space Allocation Category Descriptions" for a description of space allocation categories.

**Section II.B.**  
**Web-Based Space Survey**  
**System**

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### Overview:

The F&A (Facilities and Administrative) Space Survey Web-Application gives the user the ability to monitor and adjust various aspects, as it relates to the assignment of percentages of use, of the room or rooms for which their department has responsibility. The actual work of assigning percentages for each room is now performed as a web-based application. This provides greater ease for the user in performing this function.

Care has been taken to ensure that each user who has the responsibility and requires access to the F&A Space Survey system has been granted access through the Controller's Office. A list has been compiled of the various departments identifying those individuals. If someone has been omitted from this list and needs access, please contact Diana Alexander ([dalexander@vt.edu](mailto:dalexander@vt.edu)) in the Controller's Office.

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### Gaining access to the Web-application:

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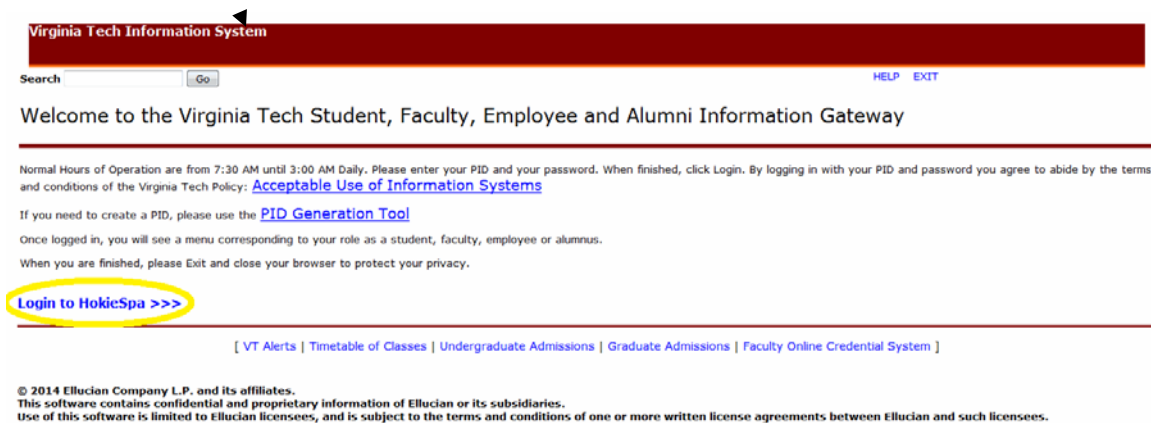
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There are two methods of accessing the F&A Space Survey site.

1. You are able to view the site by accessing the Virginia Tech homepage at <http://www.vt.edu>. From the main screen, select Hokie SPA from the top menu.



Select from this screen, Login to HokieSpa >>



Users will then be presented with the login screen.

Or, users may...

2. Access the web-application, by entering in the URL address field:

[https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P\\_WWWLogin](https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin)

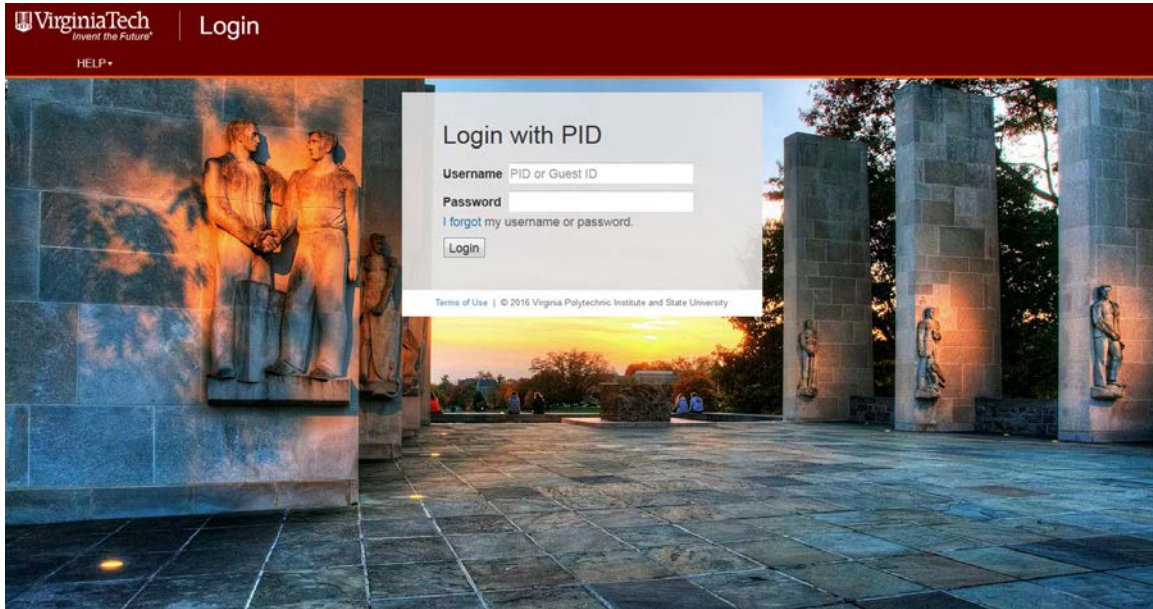
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### Accessing the F & A Space Survey System:

Displayed will be the main login screen for many Virginia Tech processes.



Users are required to enter their PID (Personal Id) and the Password associated with it. Then select the Login button. After verifying log in with 2-factor authentication, users will then gain access to a listing of processes or informational listings associated with their PID.

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### Listings available to users:

Several listings are generic and are available to all employees, but others may be unique and available to employees based on their individual responsibilities. Select the listing F&A Space Survey.

The screenshot shows the Virginia Tech Information System website. At the top, there is a dark red header with the text "Virginia Tech Information System". Below this, there are navigation links for "Hokie Plus", "Hokie Team", and "Hokie Spa". A search bar is visible with a "Go" button. On the right side, there are links for "SITE MAP", "HELP", and "EXIT". The main content area lists several services: "VT Alerts", "Hokie PLUS", "Hokie Team", "Hokie Spa", and "F&A Space Survey". The "F&A Space Survey" link is highlighted with a yellow circle. Below the main content area, there is a footer with copyright information: "© 2014 Ellucian Company L.P. and its affiliates."

### F&A Space Survey:

If you have been identified as a Space Coordinator for your department, you will be permitted access to the site and view information pertaining to your organization. As stated, the F&A Space Survey is a system designed to assist each organization in better documenting how academic, research, and administrative space is used within their department and the university.

There are several layers of screens necessary to complete the entire process. Each screen has a particular purpose and function. You may think of the screens as building blocks, one screen building upon the next. We will discuss each screen in detail.

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### The Introductory Screen:

The first screen displayed within the F&A Space Survey System will allow the user to select the Fiscal Year. There is a dropdown list that allows a user to select the appropriate year. As time passes, the list will allow users to not only work within a current fiscal year, but to also review prior years. The year or years available in this dropdown list are determined by the Controller's Office. Dates are set by the Controller's Office as to when users may begin to enter data and when the period is closed for entering data. These dates will be provided to all Space Coordinators. By closing the fiscal year, the fields are protected from update. This is done to prevent changes after the information has been reported about the utilization of various rooms.

The screenshot shows the Virginia Tech Information System interface. At the top, there is a dark red header with the text "Virginia Tech Information System". Below this, there are three tabs: "Hokie Plus", "Hokie Team", and "Hokie Spa". A search bar is located on the left, and navigation links for "MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main heading is "F&A Space Survey". A warning icon and text state: "The Office of Naval Research through their agents, The Defense Contract Audit Agency (DCAA), will audit the university and walk selected portions of the university's space in your areas. This will include interviewing personnel occupying the space. They will be comparing their observations with the data you enter. Failure to properly allocate your space will result in the **loss of real dollars** to the university." Below this, there is a "Fiscal Year:" dropdown menu set to "2017" and a "Continue" button.

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Users should pay particular attention to the note displayed as it is very important to everyone. It states:

The Office of Naval Research through their agents, The Defense Contract Audit Agency (DCAA), will audit the university and walk selected portions of the university's space in your areas. This will include interviewing personnel occupying the space. They will be comparing their observations with the data you enter. ***Failure to properly allocate your space will result in the loss of real dollars to the university.***

The importance to the above statement is the 'loss of real dollars'. By not properly complying with the guidelines set by various government agencies, monies the university uses to support its research may be forfeited.

After selecting the desired Fiscal Year choose the 'Continue' button. This will display the next layer of information.

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### Selecting the Department:

The information displayed on this screen will be specific to the individual and the responsibilities they have within their departments. In other words, only those departments for which you have responsibility for will be displayed. Those coordinators who have access to only one department will bypass this screen altogether and be taken directly to the 'Select Building' screen.

### Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search

#### Departments based on access

Dept	Title	Room Status			Coordinator
		Complete	Incomplete	Partial Updates	
<input type="button" value="0002"/>	Biological Systems Engineering	37	0	1	Smith, Teresa L.
<input type="button" value="0003"/>	Crop & Soil Environmental Science	63	0	0	Ellmore, Theodore L.
<input type="button" value="0004"/>	Animal and Poultry Sciences	99	0	0	Williams, Patricia M.
<input type="button" value="0005"/>	Biochemistry	71	0	0	Kennelly, Peter J.
<input type="button" value="0006"/>	Dairy Science	23	0	0	Akers, Robert M.
<input type="button" value="0007"/>	Entomology	41	0	0	Kenley, Sarah M.

Displayed will be the 4 digit department 'Dept' numbers specific to each organization. The Title or description of the department is also displayed. The 'Dept' numbers are active buttons which may be selected to view the underlying information concerning a department. If multiple departments are displayed, select the particular department you wish to work on and click on the corresponding button. Support information will then be displayed.

The Room Status fields are divided into three categories and will display action that has or has not been taken by a particular department. The three categories are **Complete**, **Incomplete** and **Partial Updates**. The 'Complete' field will display the total number of rooms that have been surveyed by the department and have been completed. Likewise, the number displayed in the 'Incomplete' field will be those rooms which haven't been started. If a department has partially completed the room survey, this will be displayed in the 'Partial Updates' field.

Also displayed will be the Coordinator as designated by the department.



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### Selecting the Building:

A listing of the building or buildings associated with a particular department will be displayed. This screen shot displays a department that is responsible for multiple buildings. Some departments are responsible for only one building.

### Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search

### Biological Systems Engineering (0002)

Bldg	Title	Room Status		
		Complete	Incomplete	Partial Updates
<input type="button" value="0113"/>	Latham Hall	3	0	0
<input type="button" value="0108"/>	Seitz Hall	9	0	0
<input type="button" value="0381"/>	Human & Ag Bio Science 1	23	0	0
<input type="button" value="0545"/>	Ag Engineering Building	1	0	0
<input type="button" value="0109"/>	Agnew Hall	0	0	1
<input type="button" value="0622"/>	Founders Building	1	0	0

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The 'Bldg' number (code) will be shown along with the title or description of the building. This screen will provide you with an overall view of the type of action needed on a particular building, similar to the previous screen. Click on the 'Bldg' number to display each room assigned to your department within that particular building.

To return to the department listing, select the  button. This will take you back to the listing of organizations for which you have responsibility.

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### Selecting the Location:

There is a 'Locn' code associated with each entry. The Room Title is more descriptive and provides a better understanding of the 'Locn' code. The 'Locn' code is an internal identification number from an associated Banner table used by the Controller's Office.

#### Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search

#### Latham Hall - Biological Systems Engineering (0002)

Locn	Room Title	Room Use	People	Funds	Function	Room
			Assigned	Assigned	Percent	Status
121999	324 Latham Hall	Research/Non-Class Laboratory	2	5	100	Complete
122046	411 Latham Hall	Research/Non-Class Laboratory	4	3	100	Complete
123233	418 Latham Hall	Research/Non-Class Laboratory	4	4	100	Complete

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This form provides each user an overview of action taken on a particular location within a given building. In addition to the 'Locn' code, the Room Title, Room Use, People Assigned, Funds Assigned, Function Percent, and Room Status are displayed. Room Status is based on action taken for each location.

At any time during the survey period, users have the option to return to the previous page by selecting the  button. This will take the user back to the listing of all buildings for a particular department.

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After selecting a particular 'Locn', the following form is displayed.

**Virginia Tech Information System**

Hokie Plus
Hokie Team
Hokie Spa

Search

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**Biological Systems Engineering (0002)**  
**324 Latham Hall (Research/Non-Class Laboratory)**
Return to Room List

**Users/Occupants of this room per survey:**

Barone, Justin R. (Faculty/Professional)      Roth, David E. (Secretary/Clerical)

**Funds assigned to this room per survey:**

422202 - Biodesign and Bioprocess (Org Res)      451038 - A Sustainable Approach to (Org Res)  
 478133 - Mechanics of self-assembl (Org Res)      478723 - REU Site: Bioprocess Engi (Org Res)  
 478724 - PSC REU Site: Bioprocess (Org Res)

**Functionalize this room (841 net assignable sq ft):**

<b>Instruction:</b>	0	%	<b>Other Spon Activity:</b>	0	%	<b>Operations &amp; Maint:</b>	0	%
<b>Dept Research:</b>	5	%	<b>Other Institutional Act:</b>	0	%	<b>Library:</b>	0	%
<b>Organized Research:</b>	45	%	<b>General &amp; Admin:</b>	0	%	<b>Student Services:</b>	0	%
<b>Public Service:</b>	0	%	<b>Dept Admin:</b>	0	%	<b>Auxiliary:</b>	0	%
<b>Ag Exp Station:</b>	0	%	<b>Spon Prog Admin:</b>	0	%	<b>Vacant:</b>	50	%

Return to Room List

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This form gives a full overview of the room and the action to be taken or that has already been taken. The information entered serves as a building block toward completion.

There are several conditions that need to be met for a room to be considered 'Complete':

- The room must have at least one person assigned
- The room must have at least one fund assigned
- The room must be 100% functionalized.

If these conditions are not met, the room is considered 'Incomplete'.

The steps to complete a room will now be discussed.

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### Note Regarding Browser Functionality:

Located at the top of the screen is an option to 'Return to Room List'. This provides the user with the ability to go back to the room list before changes are saved. If you select this option, any selections you have made will be lost. It is best to save any work you have completed on a function before returning to the previous page by selecting the Save Updates button.



It is important to remember, similar to several other applications currently in use at the university, the back button on your web browser should **not** be used to navigate through the forms. Each modification to the form should be concluded by using the Save Updates button. This will ensure your work has been saved. **You will not be prompted to save. If you select the Back Button of the browser, your work will be lost.**

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### Step 1:

First, users must define the Users/Occupants of the room. Choosing the 'Select Personnel' button to the right of the screen performs this operation.

**Users/Occupants of this room per survey:**

After choosing the Select Personal button, there will display a listing of personnel from which to choose. This list includes all individuals under a particular home department.

The screenshot shows the Virginia Tech Information System interface. At the top, there is a red header with the text "Virginia Tech Information System". Below this, there are navigation tabs for "Hokie Plus", "Hokie Team", and "Hokie Spa". A search bar is present with a "Go" button. On the right side, there are links for "MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "246A Smyth Hall - Crop & Soil Environmental Science (0003)". Below the title, there are two buttons: "Return to Room" and "Save Updates". A table lists personnel with columns for "Name", "ID", and "F&A Personnel Category". Each row has a checkbox to its left.

Name	ID	F&A Personnel Category
<input type="checkbox"/> Abaye, Azenegashe O.		Faculty/Professional
<input type="checkbox"/> Abrahams, Heather A.	I	Secretary/Clerical
<input checked="" type="checkbox"/> Agarcio, Joan Marie S.	0	Graduate
<input checked="" type="checkbox"/> Alley, Marcus M.		Faculty/Professional
<input type="checkbox"/> Arriola Apelo, Sebastian I.	H	Graduate

There are small check boxes available for use beside each name. To add a particular person to a room, simply click inside the checkbox. This will display a check mark denoting this person has been reported as a User/Occupant of the room. To remove a person, simply remove the check from the checkbox.

This list should be complete; however, there may be times where additional personnel will need to be added. All staff members or graduate students working in your area and funded by your department should be shown. It is also important to note that there may be times where staff are working in your space who are not members of your home department. They should also be included in your list of personnel. An example is Interdisciplinary Studies where staff member works in one area, but is funded by a different area. If additional names are needed, please contact Diana Alexander ([dalexander@vt.edu](mailto:dalexander@vt.edu)) in the Controller's Office.

This first step, selecting personnel, must be completed before you may go to the next step.

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### Step 2:

The next step is to assign funds to the room. This operation is performed similar to selecting personnel except the user will be selecting funds. Users will select the option:

**Funds assigned to this room per survey:**

The funds available for the room will be displayed. It may take a moment for these funds to display, please be patient. To select new funds, simply click in the checkbox. A checkmark indicates that particular fund as being assigned to this room. To remove a fund, simply click in the box with a check mark and it will be removed. Again, it is necessary to save your changes by selecting Save Updates.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search   [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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246A Smyth Hall - Crop & Soil Environmental Science (0003)

Fund	Title	Fund Dept	Indirect Cost	Principal Investigator
<input type="checkbox"/>	115909 Powell River - Master	000300	Org Res	
<input type="checkbox"/>	120228 CSES Teaching	000300	Instruct	
<input type="checkbox"/>	120232 CSES Salaries	000300	Allocate	
<input type="checkbox"/>	121384 Admin Operations	034000	Dept Adm	
<input type="checkbox"/>	127367 Concept mapping on the web: a tool	000300	Instruct	
<input type="checkbox"/>	127397 Promoting sustainable development i	000300	Org Res	
<input type="checkbox"/>	129054 ST-Hatch-Sal-Galbraith, J.M.	000300	Ag Exp	
<input type="checkbox"/>	129062 St-Hatch-Sal-Persaud, N.	000300	Ag Exp	
<input type="checkbox"/>	129063 ST-Hatch-Sal-Griffey, C.A.	000300	Ag Exp	
<input type="checkbox"/>	129067 St-Hatch-Sal-Ervin, E.H.	000300	Ag Exp	
<input type="checkbox"/>	129070 St-Hatch-Sal-Fike, J.H.	000300	Ag Exp	
<input type="checkbox"/>	129087 St-Hatch-Sal-Daniels, W.L.	000300	Ag Exp	
<input type="checkbox"/>	129111 ST-Hatch-Sal-Hagedorn, C.	000300	Ag Exp	
<input checked="" type="checkbox"/>	129119 ST-Hatch-Sal-Baker, J.C.	000300	Ag Exp	

In addition to the Fund and Title being displayed, the user also sees the Fund Orgn, the Indirect Cost description and the Principle Investigator (PI) associated with the Fund. This form also provides the user with the ability to sort by Principle Investigator. To see the funds that have a PI assigned to them, select the button Sort by PI. The Funds will then be sorted alphabetically with active PI's sorted to the top. If you select this option, it is not necessary to save your work before switching sorts.

There are several checks that have been put into place to assist the user in making correct selections for funds based on the personnel selected. These messages should help users avoid making mistakes which would need to be corrected in the future.

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### Step 3:

After saving the changes made to the funding portion of the room, it is time to assign the percentages that denote the way the room is used. Selecting the proper option in the lower portion of the screen performs this operation. These are each active areas where you may enter a percentage.

Functionalize this room (400 net assignable sq ft):			Save Percents					
Instruction:	<input type="text" value="50"/>	%	Other Spon Activity:	<input type="text" value="0"/>	%	Operations & Maint:	<input type="text" value="0"/>	%
Dept Research:	<input type="text" value="0"/>	%	Other Institutional Act:	<input type="text" value="0"/>	%	Library:	<input type="text" value="0"/>	%
Organized Research:	<input type="text" value="50"/>	%	General & Admin:	<input type="text" value="0"/>	%	Student Services:	<input type="text" value="0"/>	%
Public Service:	<input type="text" value="0"/>	%	Dept Admin:	<input type="text" value="0"/>	%	Auxiliary:	<input type="text" value="0"/>	%
Ag Exp Station:	<input type="text" value="0"/>	%	Spon Prog Admin:	<input type="text" value="0"/>	%	Vacant:	<input type="text" value="0"/>	%
Percent Total:	<input type="text" value="100"/>	%						

There are several options available to determine the overall use of the room. It is important to properly assign the function of the room. If you are unsure of the different functions or how to properly 'functionalize' a room please contact Diana Alexander ([dalexander@vt.edu](mailto:dalexander@vt.edu)) in the Controller's Office.

In order to save the data stored for this room, select Save Percents. This is the first step in fully 'functionalizing' the room.

For the room to be considered fully functionalized or 'Complete':

- There must be at least one person assigned
- At least one fund assigned
- Percentages that total 100% across all of the categories. This total is displayed in the Percent Total field.

After you have completed all three steps, you may consider the room fully functionalized. To complete the operation, select the 'Room Survey Complete' button. You will be taken to the Room List screen and provided with the opportunity to select another room.

There are two methods of returning to the room list to begin the process with a new room. One is to complete all actions (steps) on this room followed by selecting the 'Room Survey Complete' button. This also functions as the save feature.

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If subsequent changes are made to the allocation of space which result in the room not being functionalized to 100%, the following message will be displayed.



It is important to remember, if you are interrupted while functionalizing a room, you should choose to save changes before leaving. This will show the room as incomplete, but your work to that point will be saved.

The finished screen will display personnel, funds, and be functionalized to 100%.

Virginia Tech Information System

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Hokie Plus Hokie Team Hokie Spa

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Search  
MENU SITE MAP HELP EXIT

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**Crop & Soil Environmental Science (0003)**  
**246A Smyth Hall (Class Laboratory)**

**Users/Occupants of this room per survey:**

Agarcio, Joan Marie S. (Graduate)      Alley, Marcus M. (Faculty/Professional)  
 Baker, James C. (Faculty/Professional)

**Funds assigned to this room per survey:**

129119 - ST-Hatch-Sal-Baker, J.C. (Ag Exp)      129272 - ST-Hatch-Sal-Alley, M.M. (Ag Exp)

NOTE: Graduate students assigned to room. Room should not functionalize to 100% organized research.

**Functionalize this room (400 net assignable sq ft):**

Instruction: <input type="text" value="50"/> %	Other Spon Activity: <input type="text" value="0"/> %	Operations & Maint: <input type="text" value="0"/> %
Dept Research: <input type="text" value="0"/> %	Other Institutional Act: <input type="text" value="25"/> %	Library: <input type="text" value="0"/> %
Organized Research: <input type="text" value="25"/> %	General & Admin: <input type="text" value="0"/> %	Student Services: <input type="text" value="0"/> %
Public Service: <input type="text" value="0"/> %	Dept Admin: <input type="text" value="0"/> %	Auxiliary: <input type="text" value="0"/> %
Ag Exp Station: <input type="text" value="0"/> %	Spon Prog Admin: <input type="text" value="0"/> %	Vacant: <input type="text" value="0"/> %
Percent Total: <input type="text" value="100"/> %		

At this time, you may proceed to another room.



**Section III.**  
**Space Allocation Category Descriptions**

# Virginia Tech

## Fiscal Year 2017 Space Survey and Functional Usage Study

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### SPACE ALLOCATION CATEGORY DESCRIPTIONS

The following descriptions are to be used to determine the appropriate allocation of the activity performed in the rooms covered by this survey.

#### **Instruction (Cost Pool 11)**

Space used for all teaching, training, and instructional activities, whether offered for credit toward a degree, certificate, or on a noncredit basis. Includes space for activities related to:

- Teaching, such as preparation, grading, labs, and assistance to students
- Administrative support related to instruction, such as syllabus production, exam preparation, textbook orders, and roster preparation
- Formal classroom teaching
- Academic counseling and advising students
- Course preparation
- Sponsored Instruction

#### **Departmental Research (Cost Pool 11)**

Space used for research development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. This also includes departmental start up funding.

#### **Organized Research (Cost Pool 08)**

Space used for research and development activities of an institution that are separately budgeted and accounted for:

- **Sponsored research** means all research and development space used for activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called "research training") where such activities utilized the same facilities as other research and development activities and where such activities are not included in the instruction function.
- **University research** means all research and development space used for activities that are separately budgeted by the institution under an internal application of institutional funds.

#### **Public Service (Cost Pool 10)**

Space used for assigned duties such as serving as a consultant to local, state or national agencies; serving as an officer in professional societies; or as an editor for a professional journal.

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### **Agriculture Experiment Station (Cost Pool 09)**

Space used for all core research activities coordinated through the Virginia Agriculture Experiment Station, and includes USDA formula-funded programs and matching state-appropriated funds. Agriculture Experiment Station programs include Hatch Formula, McIntire-Stennis, Title V of the Rural Development Act, and Section 1433 of Public Law 95-113-Animal Health. This includes the substations throughout the Commonwealth that may be included in the space survey as well as any space on the main campus used for Agriculture Experiment Station research.

### **Other Sponsored Activities (Cost Pool 10)**

Space devoted for programs financed by Federal and non-Federal agencies which involve the performance of work other than sponsored research, sponsored training, instruction, agriculture experiment station, and departmental research (i.e. cooperative extension program, health service projects, community service programs, data base construction, and data collection, data dissemination or education of the community on issues of public interest).

### **Vacant/Renovated (Cost Pool 01)**

Space which is closed, entirely unused, empty, or undergoing renovation during the fiscal year. Space that has been unused during part of the year should be shown at the corresponding percentage that it was vacant.

#### *Example:*

A room that was empty, due to renovation, for six months would be shown as 50% vacant on that fiscal year's space survey.

NOTE: Normal absences for breaks and vacations do not mean a room is vacant. Also, a room does not have to be used a specified number of hours a week. A dissection room for instruction used three days per week by students would be allocated as 100% instruction. It would NOT be considered vacant on the two off days per week.

# Virginia Tech

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### OTHER ALLOCATION CATEGORY DESCRIPTIONS

The following activities are typically not used for research lab allocations. Please contact the Controller's Office for review of room type category if one of the following describes the activities in a room assigned to your department in the space survey.

#### **Other Institutional Activities/Auxiliary (Cost Pool 07)**

All activities of an institution that are not specifically assigned to other categories, including: residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises.

As well as space used for:

- Development and fund-raising
- Intercollegiate activities.
- Public relations
- Rare book collections
- Space used for any other categories of activities, the costs of which cannot be allocated or provide benefit to sponsored agreements

#### **General Administration (Cost Pool 02)**

Space used for activities of the general executive and administrative offices of educational institutions and other activities of a general character that do not relate solely to any major function of the institution: This function is only for areas which *benefit the entire University*. Examples:

- President's Office.
- Institution-wide financial management, business services,
- Budget and planning, personnel management, and safety and risk management
- Operations of the central administrative management information system.
- Central administration of health affairs
- Payroll

#### **Departmental Administration (Cost Pool 05)**

Space used for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, organized research institutes, study centers, and research centers.

Academic departments: Activities attributable to the administrative work (including bid and proposal preparation) of faculty (including department heads) and other professional personnel conducting research and/or instruction.

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### **Sponsored Research Administration (Cost Pool 06)**

Space used for those activities done by a separate organization established primarily to administer sponsored projects. Includes such functions as grant and contract administration (Federal and non-Federal), special security, purchasing, personnel administration, and editing and publishing of research and other reports.

### **Operations and Maintenance (Cost Pool 01)**

Space used for the administration, supervision, operations, maintenance, preservation, and protection of the institution's physical facilities including:

- Physical Plant Division
- Campus Planning Offices
- Environmental Health and Safety offices
- University Police
- Campus Mail

### **Library (Cost Pool 03)**

Space used for the operation and administration of the libraries in the University Library system, including all branches of the University library and college libraries.

*Does include:*

- Storage of books and purchased material of the library.
- Reading areas.
- Study rooms.
- Library administrative room areas.

*Does not include:*

- Rare book collections (these areas are Other Institutional Activities).
- Departmental libraries not managed by the University library system (these are assigned to instruction).

### **Student Services (Cost Pool 04)**

Space used for activities for the administration of student affairs and for services to students. Examples:

- Deans of students
- Admissions
- Registrar
- Counselors
- Student health and infirmary

**Section IV.**  
**Room Use Codes**

# Virginia Tech

## Fiscal Year 2017 Space Survey and Functional Usage Study

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### ROOM USE CATEGORIES

#### Classroom Facilities

- 110 Classroom Service
- 115 Classroom

#### Laboratory Facilities

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Open Laboratory
- 225 Open Laboratory Service
- 250 Research / Non-Class Lab
- 255 Research / Non-Class Lab Service

#### Office Facilities

- 310 Office
- 311 Graduate Student Office
- 312 Secretarial Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

#### Study Facilities

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

#### Special Use Facilities

- 510 Armory
- 515 Armory Service
- 520 Athletic / Physical Education
- 523 Athletic Facilities Spectator Seating
- 525 Athletic / Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Field Building
- 570 Animal Quarters
- 575 Animal Quarters Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Other (All Purpose)

#### General Use Facilities

- 610 Assembly
- 615 Assembly Service
- 620 Exhibition
- 625 Exhibition Service
- 630 Food Facility
- 635 Food Facility Service
- 640 Day Care
- 645 Day Care Service
- 650 Lounge
- 655 Lounge Service

#### General Use Facilities (con't)

- 660 Merchandising
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service

#### Supporting Facilities

- 710 Central Computer or Telecommunications
- 715 Central Computer or Telecomm Service
- 720 Shop
- 725 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
- 765 Hazardous Materials Service

#### Health Care facilities

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

#### Residential Facilities

- 910 Sleep / Study Without Toilet / Bath
- 919 Toilet / Bath
- 920 Sleep / Study With Toilet / Bath
- 935 Sleep / Study Service
- 950 Apartment
- 955 Apartment Service
- 970 House

#### Unassigned / Non-Assignable Facilities

- 050 Inactive Area
- 060 Alteration or Conversion Area
- 081 Custodial Area
- 082 Mechanical Area
- 083 Corridor
- 084 Stairway
- 085 Elevator
- 086 Men's Restroom
- 087 Women's Restroom

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### ROOM USE DEFINITIONS

#### Classroom Facilities

**110 Classroom:** A room used for scheduled classes and that is also *not* tied to a specific subject or discipline by equipment in the room or the configuration of the room. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be furnished with special equipment (e.g., globes, pianos, maps) *if* this equipment does not render the room unsuitable for use by classes in other areas of study.

**115 Classroom Service:** A room that directly serves one or more classrooms as an extension of the activities in such a room. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets and storage areas *if* they serve a classroom.

#### Laboratory Facilities

**210 Class Laboratory:** A room used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. This special equipment normally limits or precludes the room's use by other disciplines. These rooms may be called teaching laboratories, instructional shops, typing or computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stages areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, *if they are used primarily for group instruction in formally or regularly scheduled classes*.

**215 Class Laboratory Service:** A room that directly serves one or more class laboratories as an extension of the activities in those rooms. Includes projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including *temporary* hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc.

**220 Open Laboratory:** A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. It 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 room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Includes such rooms as language labs, music practice rooms, studios, computer laboratories, etc.



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**225 Open Laboratory Service:** A room that directly serves one or more open laboratories as an extension of the activities in those rooms. Includes projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc.

**250 Research/Non-Class Laboratory:** A room used primarily for laboratory experimentation, research, or training in research methods; or professional research and observation; or structured creative activity within a specific program. It is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

**255 Research/Non-Class Laboratory Service:** A room that directly serves one or more research/non-class laboratories as an extension of the activities in those rooms. Included in this category are projection rooms, telecommunications control booths, coat rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, balance rooms, cold rooms, etc., that serve a research/non-class laboratory, except animal rooms and greenhouses.

### Office Facilities

**310 Office:** A room housing faculty, staff, or students working at one or more desks, tables, or workstations.

**311 Graduate Student Office:** A room housing a semi-professional staff member such as a teaching assistant, graduate assistant, administrative assistant, research assistant, and the like working at one or more desks, tables, or workstations.

**312 Secretarial Office:** A room housing secretarial or clerical personnel working at one or more desks, tables, or workstations. Also includes a receptionist room that includes a waiting area.

**315 Office Service:** A room that directly serves an office or group of offices as an extension of the activities in those rooms. Included in this category are file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, and open and private (restricted access) circulation areas.

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**350 Conference Room:** A room serving an office complex and used primarily for staff meetings and departmental activities *other than instructional activities*.

**355 Conference Room Service:** A room that directly serves one or more conference rooms as an extension of the activities in those rooms. Includes kitchenettes, storage rooms, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference rooms.

### Study Facilities

**410 Study Room:** A room used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment. Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, etc., which are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. They may include microcomputers, typewriters, computer terminals, microform readers, or other multimedia equipment if they are not restricted to specific disciplines by contained equipment or software. (Compare Open Laboratories - 220.)

**420 Stack:** A room used to house arranged collections of educational materials for use as a study resource. Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections including books, periodicals, journals, monographs, micro-materials, electronic storage media, musical scores, maps, and other educational materials.

**430 Open-Stack Study Room:** A combination study room and stack, generally without physical boundaries between the stack and study areas.

**440 Processing Room:** A room or area devoted to processes and operations in support of library functions. A processing room is intended for specific library operations which support the overall library mission. Includes card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary load processing areas; etc.

**455 Study Service:** A room which directly serves study rooms, stacks, open-stack study rooms, or processing rooms as a direct extension of the activities in those rooms. Includes storage rooms, copy rooms, closets, locker rooms, coat rooms, etc.

### Special Use Facilities

**510 Armory:** A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities. Includes indoor drill area, indoor rifle ranges, and specially designed or equipped military science rooms. Ancillary units may include special rifle and drill teams.

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**515 Armory Service:** A room that directly serves an armory facility as an extension of the activities in that facility. Includes supply rooms, weapons rooms, and military equipment storage rooms.

**520 Athletic/Physical Education:** A room or area used by students, staff, or the public for athletic or physical education activities. Includes gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses.

**523 Athletic Facilities Spectator Seating:** The seating area used by students, staff, or the public to watch athletic events. Does *not* include outdoor permanent seating.

**525 Athletic/Physical Education Service:** A room that directly serves an athletic or physical education facility as an extension of the activities in that facility. Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

**530 Media Production:** A room used for the production or distribution of multimedia materials or signals. Includes TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers that serve a broader area (e.g., department, entire campus) than would a typical service room.

**535 Media Production Service:** A room that directly serves a media production or distribution room as an extension of the activities in that facility. Includes film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; etc.

**540 Clinic:** A room used for providing diagnosis, consultation, treatment, or other services to patients or clients in facilities other than those separately organized health care facilities related to medicine, veterinary medicine, dentistry, or student health care. Includes patient or client examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, law, speech, hearing, and similar areas.

**545 Clinic Service:** A room that directly services a clinic facility as an extension of the activities in that facility. Includes waiting rooms, observation rooms, control rooms, records, rooms, etc.

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**550 Demonstration:** A room or group of rooms used to practice, *within an instructional program*, the principles of certain disciplines such as teaching, child care or development, and home management or economics. Includes demonstration day care and development centers, laboratory schools and home economics or management houses.

**555 Demonstration Service:** A room that directly serves a demonstration facility as an extension of the activities in that facility. Includes storerooms, pantries, kitchens, lockers, shower rooms, etc. that serve a demonstration facility.

**560 Field Building:** A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements. Includes barns, animal and poultry shelters, sheds, silos, feed units, hay storage and storage space for farm vehicles and implements.

**570 Animal Quarters:** A room that houses laboratory animals used for research or instructional purposes. Includes animal rooms, cage rooms, stalls, wards, etc.

**575 Animal Quarters Service:** A room that directly serves an animal care facility as an extension of the activities in that facility. Includes feed storage rooms, feed mixing rooms, cage washing rooms, non-patient surgery rooms, casting rooms, or instrument rooms.

**580 Greenhouse:** A building or room, usually composed chiefly of glass or other light transmitting material, which is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

**585 Greenhouse Service:** A room that directly serves a greenhouse facility as an extension of the activities in that facility. Includes equipment or materials storage areas and rooms generally called headhouses.

**590 Other (All Purpose):** A category of last resort. This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

### General Use Facilities

**610 Assembly:** A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities. Includes theaters, auditoriums, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, arenas, aisles, and stages are included in and usually aggregated into the assembly space.

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**615 Assembly Service:** A room that directly serves an assembly facility as an extension of the activities in that facility. Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.

**620 Exhibition:** A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public. Includes both departmental and institution-wide museums, galleries, and similar exhibition areas which are used to display materials and items for viewing by *both* the institutional population *and* the public.

**625 Exhibition Service:** A room that directly serves an exhibition facility as an extension of the activities in that facility. Includes preparation workrooms, storage rooms, vaults, etc.

**630 Food Facility:** A room used for eating. Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. which are open to students, faculty, staff, or the public at large. Must include seating, counters, or tables.

**635 Food Facilities Service:** A room that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dish washing rooms, food serving areas, cleaning areas, first aid and vending areas which directly serve food facilities or are adjacent to an eating area.

**640 Day Care:** A room used to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community. Includes all primary activity rooms 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 rooms). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. (Compare Demonstration rooms - 550.)

**645 Day Care Service:** A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room. Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, etc.

**650 Lounge:** A room used for rest and relaxation that is *not restricted* to a specific group of people, unit, or area. A lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines.

**655 Lounge Service:** A room that directly serves a lounge facility. Includes kitchenettes, storage areas, and vending rooms.

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**660 Merchandising Facilities:** A room used to sell products or services. Includes bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine rooms, and central ticket outlets servicing multiple facilities or activities.

**665 Merchandising Service:** A room that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms and closets, sorting rooms, private rest rooms, etc.

**670 Recreation:** A room used by students, staff, or the public for recreational purposes. Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms that *are not used* for instructional purposes.

**675 Recreation Service:** A room that directly serves a recreation facility as an extension of the activities in that facility. Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, etc.

**680 Meeting Room:** A room that is used by the institution or the public for a variety of non-class meetings. (Compare to Conference Room - 350.)

**685 Meeting Room Service:** A room that serves a meeting room as an extension of the activities in that room. Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, etc.

### Supporting Facilities

**710 Central Computer or Telecommunications:** A room used as a computer-based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution. These rooms appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to electronic terminal, telephone, or modem access. Includes central rooms housing computers (e.g., large mainframe, minicomputers, etc.), peripheral input (e.g., data entry terminals, input tape or disk drives, data reading equipment, etc.) and output (e.g., printers, output tape or disk drives, etc.) devices. Also includes computer-based telecommunications equipment rooms ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers, including central rooms housing satellite signal reception or transmission equipment. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

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**715 Central Computer or Telecommunications Service:** A room that directly serves a central computer or telecommunications facility as an extension of the activities in that facility. 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, separate areas used for delivering tapes or picking up printouts, and repair and assembly rooms.

**720 Shop:** A room used for the manufacture, repair, or maintenance of products or equipment. Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. Also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices, and special purpose shops (e.g., glass blowing, machining) supporting multiple rooms for scientific instruction and research.

**725 Shop Service:** A room that directly serves a shop facility as an extension of the activities in that facility. Includes tool storage rooms, materials storage rooms, non-public lockers, non-public showers, first aid, etc.

**730 Central Storage:** A room or building used to store equipment or materials and that serves *multiple* room use categories, organization units, or buildings. Includes warehouses, surplus storage, central campus supply or storage, janitorial supply storage, and inactive storage.

**735 Central Storage Service:** A room that directly serves a central storage facility as an extension of the activities in that facility. Includes rooms associated with the transporting of materials in and out of large central storage facilities and warehouses, and storage rooms for hand trucks and other moving equipment, shelving storage, etc.

**740 Vehicle Storage Facility:** A room or structure that is used to house or store vehicles. Includes garages, boat houses, and airplane hangars. (Compare Field Building - 560.)

**745 Vehicle Storage Facility Service:** A room that directly serves a vehicle storage facility as an extension of the activities in that facility. Includes storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles.

**750 Central Service:** A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service. Includes centralized food stores and laundries, central printing and duplicating areas, central mail areas, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building.

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**755 Central Service Support:** A room that directly serves a central service facility as an extension of the activities in that facility. Includes extension storage rooms for supplies, parts, and moving or non-active equipment; and adjacent, directly supporting repair and maintenance areas.

**760 Hazardous Materials:** A centralized facility used for storage, treatment, or disposal of hazardous or toxic waste materials. Hazardous or toxic materials include any materials which have been designated for specific or formal regulation or controls on the basis of a potential harm to plant or animal life.

**765 Hazardous Materials Service:** A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

### Health Care Facilities

**810 Patient Bedroom:** A room equipped with a bed and used for patient care. Includes general nursing care, acute care, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, animal stalls, veterinary quarters, small or large animal wards, equine stall, bovine stall, etc.

**815 Patient Bedroom Service:** A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms. Includes linen closets, patient lounges, children's play rooms, closets connected to the patient bedrooms, ward storage, groom rooms, and other service areas that are used primarily by patients as opposed to staff.

**820 Patient Bath:** A room containing patient bath and toilet facilities. Includes toilet and bath facilities adjoining or in conjunction with patient bedrooms.

**830 Nurse Station:** A room or area used by nurses or other patient care staff who are supervising or administering health care services. Includes nurse workstations, ward reception and admissions desks and records or charting work areas.

**835 Nurse Station Service:** A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms. Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, special tub rooms, nourishment rooms, separate storage rooms for records and charts, animal or poultry maintenance service rooms, tack rooms, horseshoeing rooms, food preparation and feed storage rooms, and other work rooms.



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**840 Surgery:** A room used for surgery. Includes major and minor surgery rooms, delivery rooms, special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms), large and small animal surgery, bovine surgery, bull surgery, etc.

**845 Surgery Service:** A room that directly serves a surgery room as an extension of the activities in that facility. Includes recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, clean and dirty linen areas, and animal holding rooms.

**850 Treatment/Examination:** A room used for diagnostic and therapeutic treatment. Includes rooms for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination and treatment, combined doctor's office and treatment/examination rooms, isolation treatment, small or large animal treatment, small or large animal X-ray, swine treatment, etc.

**855 Treatment/Examination Service:** A room that directly serves a treatment/examination room as an extension of the activities in that facility. Includes dressing rooms, X-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, sound proof rooms, patient dressing rooms, clean and dirty linen rooms, animal holding, swine holding, etc.

**860 Diagnostic Service Laboratory:** A room used to provide diagnostic support services to an entire health care facility. Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism, and canine, feline, poultry, bovine, or equine necropsy rooms.

**865 Diagnostic Service Laboratory Support:** A room that directly serves a diagnostic service laboratory as an extension of the activities in that facility. Includes cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, supply and storage areas, and carcass refrigerators.

**870 Central Supplies:** A room used centrally to store health care supplies in a health care facility. Includes pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms.

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**880 Public Waiting:** A room used by the public to await admission, treatment, or information within a health care facility. Includes lobby areas configured and furnished for public waiting, patient waiting rooms, reception and visiting areas, viewing rooms, and ward day rooms.

**890 Staff On-Call Facility:** A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.

**895 Staff On-Call Facility Service:** A room that directly serves a staff on-call room as an extension of the activities in that facility. Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, etc.

### **Residential Facilities**

**910 Sleep/Study Without Toilet or Bath:** A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s) *without* an internally connected bath, toilet, or either.

**919 Toilet or Bath:** A toilet or bathroom intended *only* for the occupants of the residential facilities, rather than by the general public. Includes common or shared bathroom facilities which may consist of full or half-bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.

**920 Sleep/Study With Toilet or Bath:** A residential room for one or more individuals, typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s) *with* an internally connected bath or toilet.

**935 Sleep/Study Service:** A room that directly serve the occupants of sleep/study rooms. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, telephone rooms, and kitchen or food preparation rooms.

**950 Apartment:** A complete living unit, with private cooking facilities, that is not a separate structure.

**955 Apartment Service:** A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility. Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms.

**970 House:** A complete living unit, with private cooking facilities, that is a separate structure.

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### Unassigned Facilities

**050 Inactive Area:** Rooms available for assignment to an organizational unit or activity but are unassigned at the time of the inventory.

**060 Alteration or Conversion Area:** Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

**070 Unfinished Area:** All potentially assignable areas in new buildings, shell space, or additions to existing buildings that are not completely finished at the time of the inventory.

### Non-Assignable Facilities

**081 Custodial Area:** An area of a building used for its protection, care, and maintenance. Included should be such areas as trash rooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

**082 Mechanical Area:** An area of a building designed to house mechanical equipment and utility services.

**083 Corridor Area:** The area of a building which is required for physical access to some subdivision of space whether directly bounded by partitions or not. These include the horizontal halls of a building including walkable ramps.

**084 Stairway Area:** The area of a building which is required for physical access to some subdivision of space whether directly bounded by partitions or not. These include the vertical passages of a building which are walkable.

**085 Elevator Area:** The area of a building which is required for physical access to some subdivision of space. These include the vertical passages of a building where lifts or elevators are located.

**086 Men Restroom:** A room used as a public rest room for men only.

**087 Women Restroom:** A room used as a public rest room for women only.

**088 Common Restroom:** A room used as a public rest room for both men and women.