

Facilities Inventory

Classification and Procedures Manual

2016

Office of Facilities Coordination



TEXAS A&M
UNIVERSITY®

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Instructions for Updating Room Inventory

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General Procedures for Updating Facilities Inventory

- As new buildings or major renovation projects reach substantial completion, the Texas A&M University System Facilities Planning and Construction Office will provide data (floor plans and space information) to the Office of Facilities Coordination (FCOR) to enable the addition of the building to the Facilities database.
- The Council on the Built Environment (CBE) will recommend space reassignments which meet the parameters as determined by the CBE. Approval of reassignment will come from the Office of the President. Approved space reassignment will then be noted in the database when the department provides new usage information. This usage information should be provided to FCOR by the Department Head or designee no later than 30 days after the change occurs.
- As they occur, campus departments and/or Facilities Services provides notification to FCOR of changes which impact the facilities inventory, to include but not limited to:
 - Change in departmental assignment
 - Change in CIP code
 - Change in room number
 - Change in room size or shape (due to remodel)
 - Remodeling which results in the addition or deletion of rooms due to combination of rooms or creation of new rooms within existing spaces
 - Change in room type
 - Change in room function
 - Change in room proration to function and/or system part
 - Change in capacity

This information should be provided to FCOR by the Department Head or designee no later than 30 days after the change occurs.

- FCOR updates the Facilities Inventory database upon receipt of changes. Where warranted, FCOR will send staff to verify changes such as room size and configuration for modification of existing floor plans or to create new floor plans.

- In early summer, FCOR distributes inventory listings in PDF format via e-mail to all departments and colleges. These listings are reviewed and changes are noted on the listings. The marked up forms are returned to FCOR to note in the inventory database with update completion slated for October 1st to allow for submission to the THECB and subsequent error corrections that may be needed prior to the THECB November 1st certification deadline.

Attached for your use in updating your facilities inventory are the following code listings:

1. ROOM TYPE CODES
2. FUNCTION CODES
3. PART OF SYSTEM
4. SAMPLE INVENTORY
5. PRORATION OF ROOM FUNCTION & PART OF THE TAMU SYSTEM
6. DEFINITIONS

Please read the instructions that follow and make necessary changes to your inventory reflecting space assignments as they will exist in the FALL. Should you require a hard copy version of the code listing shown above, please contact the Office of Facilities Coordination at (979) 845-8661.

DEPARTMENTAL ENDORSEMENT & SUBMITTAL

After you complete the facilities inventory update, forward the inventory to your unit head for review and signature. A memorandum forwarding the corrected inventory should be sent to the Office of Facilities Coordination, Suite 1001, GSC, 1369 TAMU. Please retain a copy of the inventory file for your records.

If you have any questions, please contact:

David Morrison
Facilities Coordination
(979) 845-8661
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ROOM DETAIL LISTING

Please verify and make any necessary changes to the following room detail elements:

1. Floor Level/Room Number

Please check the room numbers on the doors carefully against those listed on the inventory and make necessary corrections. Each room should have a unique and permanently affixed number. **Important: the room numbers listed on the space inventory must coincide with the room numbers for annual equipment inventory purposes.**

2. Room Type Code and Description

This is the general description of what kind of room this is. The nine overall categories defined by the Texas Higher Education Coordinating Board are:

- Classroom
- Laboratory
- Office
- Study
- Special Use
- General Use
- Support
- Health Care
- Residential

Within each category, a number of codes and associated descriptions are listed which specify the exact room type. The individual codes can be found in the **ROOM TYPE CODES** section. Please choose the most appropriate code based on the associated description.

3. Net Area

Reflect the size of a room in square feet. If modifications have been made to alter square footage, please provide a sketch of the room(s) with the new dimensions. Square footage is measured from the interior face of the walls.

4. Stations (CAPACITY REQUIRED)

The number of stations should be indicated for the following room types:

- 110A - Classroom
- 110B - Teaching Auditorium
- 110D - Seminar Room
- 110E – TTVN Room
- 210A - Teaching Laboratory
- 210B - Computer Teaching Laboratory
- 210C - Music Practice Room
- 220A - Special Class Laboratory

- 350A - Conference Room
- 410A - Study Room
- 430A - Open Stack Reading Room
- 610A - Auditorium
- 610B - Chapel
- 610C - Livestock Judging Arena
- 680A - Meeting Room
- 680B - Extension Classroom

Indicate the number of seats in the classroom or the number of stations in the lab. This information is required by the Texas Higher Education Coordinating Board. They compare the capacity of the classroom against the actual number of students being taught in a given room, thereby rating TAMU space use efficiency.

5. Function Code, Part of System, and Percent Prorate

This section describes the specific type of functions which occur in the space and the TAMU system part with which each activity is associated. Following is the overall list of nine functions defined by the Texas Higher Education Coordinating Board:

- Instruction
- Research
- Public Service
- Academic Support
- Student Service
- Institutional Administration
- Physical Plant
- Student Financial Support
- Independent Operations

Within each category, a number of codes and associated descriptions are listed which specify the exact function within that category. The individual codes can be found in the **FUNCTION CODES** section. Choose the most appropriate code based on the associated description. A laboratory can be used for instruction or research. An office can be used for institutional administration or student service. Most rooms serve more than one purpose, which is why a room can be prorated among three functions. Each function must be directly associated with a part of the TAMU system. The codes for the TAMU system parts can be found in the **PART OF SYSTEM** section. Please refer to the **PRORATION OF ROOM FUNCTION & PART OF THE TAMU SYSTEM** for a detailed explanation of the decision making criteria.

LATE SUMMER MOVES

Since some departments may be in the process of moving at the time of this update, it may be difficult for them to report final room usages. If you have any questions, please contact the Office of Facilities Coordination at (979) 845-8661.

Texas A&M University

Office of Facilities Coordination

Room Type Codes

Classrooms (100 series)
Laboratories (200 series)
Offices (300 series)
Study Facilities (400 series)
Special Use (500 series)
General Use (600 series)
Supporting Facilities (700 series)
Health (800 series)
Residential (900 series)

CLASSROOMS (100 series)

110A -GENERAL CLASSROOM: This is for registrar scheduled /degree related instruction. These rooms often referred to as lecture rooms, lecture demonstration rooms, and general-purpose classrooms. Classrooms can be equipped with tablet armchairs or similar types of seating. They also can be furnished with special equipment, including multimedia or telecommunications equipment, appropriate to a specific area of study if the room is suitable for use by other classes. **CAPACITY REQUIRED**

Limitations: This category should only be used for rooms where the predominant activity is scheduled instruction. This category does not include Class Laboratories (210), Conference Rooms (350), Meeting Rooms (680), or Assembly Rooms (610). Conference Rooms (350) and Meeting Rooms (680) are rooms with tables and chairs that **primarily** are for meetings. Assembly Rooms or auditoriums are large rooms with seating oriented toward a focal point where dramatic or musical productions are staged. Assembly Rooms also are used for general meetings, graduation exercises, and other special events. A Class Laboratory is equipped with special equipment such as personal computers, benches, typewriters, desk calculators, drafting tables, musical instruments, shop equipment, etc.

110B - TEACHING AUDITORIUM: Distinguished from General Classroom only on the basis of seating capacity in excess of 75 students. **CAPACITY REQUIRED**

110D - SEMINAR ROOM: Instructional Room that contains a table or tables and chairs arranged for informal discussion-type instruction. **CAPACITY REQUIRED**

110E – TTVN ROOM: Room specifically designed and equipped with technology that enables instruction for students in remote locations or from instructors in remote locations. **CAPACITY REQUIRED**

115A - CLASSROOM SERVICE: This directly serves one or more Classrooms. Included are projection rooms, cloakrooms, preparation rooms, closets, and storage space.

LABORATORIES (200 series)

210A - TEACHING LABORATORY: A room used primarily by **REGULARLY SCHEDULED** classes requiring special purpose equipment for student participation, experimentation, observation or practice, Excludes Computer Teaching Laboratories (210B) described below. **CAPACITY REQUIRED**

210B - COMPUTER TEACHING LABORATORY: A room used primarily by regularly scheduled classes that require specialized computer equipment for student participation, experimentation, observation, or practice. Contains a computer and/or computer-related equipment, i.e., mini or micro computers, terminals, printers, etc. **CAPACITY REQUIRED**

Limitations: Not included are Special Class Laboratories (220A), Individual Study Laboratories (230A), Research/Non-Class Laboratories (250A), and Study Rooms (410A). Also not included are laboratory schools, teaching clinics, and other similar facilities defined as Special Use Facilities (500 series).

210C - MUSIC PRACTICE ROOM (GROUP): A room used for rehearsals for band, orchestra, or chorus on a regularly scheduled basis as part of the academic curriculum. **CAPACITY REQUIRED**

215A - CLASS LABORATORY SERVICE: Auxiliary facilities for 210 laboratories such as supply storage and equipment issue rooms, balance rooms, cold rooms, stock rooms, dark rooms, preparation rooms, showers, lockers, scrub or washrooms, and computer service rooms (form storage, tape storage).

Limitations: Not included are Animal Quarters (570) and Greenhouses (580). Darkrooms in the discipline of photography typically are Class Laboratories (210) or Special Class Laboratories (220)

220A - SPECIAL CLASS LABORATORY: A room used by **informally or irregularly scheduled classes** which require special-purpose equipment for student participation, experimentation, observation or practice in a field of study.

CAPACITY REQUIRED

Limitations: Not included are Class Laboratories (210A), Individual Study Laboratories (230A), Research/Non-Class Laboratories (250A), and Study Rooms (410's). Also not included are gymnasiums, drill halls, laboratory schools, teaching clinics, and other similar facilities defined as Special Use Facilities (500's).

225A - SPECIAL CLASS LABORATORY SERVICE: Room which supports in some manner special class laboratories, including tape storage rooms, equipment storage rooms, stock rooms, dark rooms.

Limitations: Not included are Animal Quarters (570A) and Greenhouses (580A). Darkrooms in the teaching curriculum of photography typically are Class Laboratories (210A) or Special Class Laboratories (220A).

230A - INDIVIDUAL STUDY LABORATORY: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific discipline are Study Rooms (410A).

230B - MUSIC PRACTICE ROOM: A room used for musical practice by individuals.

Limitations: This category does not include individual use facilities that are intended for general purposes. Areas of use not related to a specific discipline are General Use Rooms (600's).

230C - AUTO-TUTORIAL ROOM: Room containing slide/film strip/audiotape projection and playback equipment. Will normally have individual carrels with necessary audio/video equipment for individual study of selected subject matter. Room may have additional capabilities, i.e., video tape, microscopes.

Limitations: This category does not include individual multi-media facilities that are intended for general study purposes. Multi-media areas not related to a specific discipline are Study Rooms (410A).

230D - COMPUTER LABORATORY FOR INDIVIDUAL STUDY: A room usually assigned to an academic department and used primarily for academic application by students on an individual basis. Typically arranged in stations where several items of electronic data processing equipment (i.e., CRT's, keypunch machines, etc.) are made available for student use.

LIMITATIONS: rooms which contain computer equipment specifically supporting the activities of another laboratory should be coded 215A-- Class Laboratory Service, 225A -- Special Class Laboratory Service, 235A -- Individual Study Laboratory Service, or 255C--Research Laboratory Service--Computer Support, as appropriate.

235A - INDIVIDUAL STUDY LABORATORY SERVICE: Room that supports, in some manner, individual study laboratories or music practice rooms.

Limitations: Not included are Animal Quarters (570A) and Greenhouses (580A).

250A - RESEARCH/NON-CLASS LABORATORY: This is for laboratory applications, research, and/or training in research methods. Special equipment is required for staff and/or student experimentation or observation. Included are research laboratories and research laboratory offices.

Limitations: Not included are Class Laboratories (210A&B), Special Class Laboratories (220A), Individual Study Laboratories (230A-D), and Study Rooms (410's).

255A - RESEARCH LABORATORY SERVICE: Related service room for research laboratory, including dark room, controlled environment storage room, sterilizer room, supply and equipment issue room, shower, lockers, scrub and washrooms.

Limitations: Not included are Animal Quarters (570A) and Greenhouses (580A).

255B - COLD STORAGE: Cold storage room used for supporting research labs.

255C - RESEARCH LAB SERVICE--COMPUTER SUPPORT: Related service room for research laboratories housing computer equipment.

OFFICES (300 series)

310A - GENERAL ADMINISTRATIVE OFFICE: Any office used for administrative personnel, i.e., offices for the president, vice-presidents, deans, department heads, directors, etc., including the administrative office of a department, and excluding clerical, stenographic, or other general office space.

310B - FACULTY OFFICE: Any room assigned for use by one or more persons of the teaching faculty, but excluding administrative, staff, graduate assistant, and support offices.

310C - STAFF OFFICE: Any office assigned to one or more non-teaching NON-CLASSIFIED staff members.

310D - GRADUATE ASSISTANT OFFICE: Any room assigned exclusively to one or more graduate assistants to be used as an office.

310E - SUPPORT OFFICE: Any room assigned to, or used primarily by support personnel, i.e., clerical personnel, word processing operators or other CLASSIFIED staff.

310G - OTHER OFFICE: All other offices that do not fit in the above categories.

NOTE: Also included are studios (music, art, etc.) if the rooms also serve as offices.

315A - OFFICE SERVICE: A room **less than 100 square feet** that serves an office or group of offices as an extension of the activities in those rooms. Included are file rooms, vaults, closets, record rooms, office supply rooms, and office staff coffee and lunch rooms.

315B - OFFICE STORAGE: Room **greater than 100 square feet** which may be used to store equipment, files, etc., in addition to office supplies in support of an office or group of offices.

NOTE: This type of room is not to be confused with regular "storage" rooms. "Office Storage" rooms will normally be in close proximity to the offices they support and the items stored are used frequently.

315C - WAITING/INTERVIEW ROOM: Room of this type used to support the operations of an office or group of offices. Does not include reception space.

315D - OFFICE EQUIPMENT SUPPORT: Room that houses office equipment, (copiers, postage meters, etc.), and supports an office or group of offices. Such rooms will usually contain only enough space to make use of the equipment, and

should not be confused with Work Room (315E) or Computer Office Service (315H) below.

315E - WORK ROOM: Room which contains tables, chairs, etc., for use as a general purpose work area for sorting, collating, etc. in support of an office or group of offices. Such rooms may also house duplicating equipment.

315F - RECEPTION ROOM: Room that serves as reception space in support of an office or group of offices.

315G - PRIVATE RESTROOM: Private or semi-private restroom in support of an office or group of offices. Not intended for use by the general public. Public Restroom (030B).

315H - COMPUTER OFFICE SERVICE: Room that houses computer and /or computer-related equipment and supplies. Supports an office or group of offices as an extension of the activities in those rooms.

NOTE: A room containing computer equipment, otherwise classifiable as an office, should be placed in the appropriate 310 (office) category. This room type is appropriate to describe a room housing a computer server that supports a Local Area Network.

315 Limitations: Centralized mailrooms and mimeograph/printing shops that are campus- wide in scope are classified as Central Support (770).

350A - CONFERENCE ROOM: A room serving an office complex and used primarily for staff meetings and departmental activities -- excludes any room of this type which is used primarily for public meetings (see 680A) or regularly scheduled classes (see 110D). A Conference Room can be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet armchairs. Rooms that serve both as Conference Rooms and Meeting Rooms (680A) are classified according to principal use. **CAPACITY REQUIRED**

355A - CONFERENCE ROOM SERVICE: This room directly serves one or more Conference Rooms. Included are kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: Kitchens, dining rooms, and similar facilities in a centralized conference-type building are Food Facilities (630A).

STUDY FACILITIES (400 series)

410A – STUDY ROOM: Room used by individuals to study at their convenience and not restricted to a particular discipline because of equipment. Included are study or reading rooms in libraries and other academic facilities, residential facilities, and student service facilities. Stations can be grouped, as in a library reading room, or individualized with booths or carrels. Stations can include microcomputers, typewriters, computer terminals, microform readers, and other media equipment. **CAPACITY REQUIRED**

Limitations: Not included are Class Laboratories (210), Special Class Laboratories (220), Individual Study Laboratories (230), Research/Non-Class Laboratories (250), and Lounges (650).

420A – LIBRARY STACKS: room that provides shelving for educational materials. These rooms generally are referred to as library stacks.

Limitations: Not included are bookshelf space in classrooms, laboratories, and offices. Audiotape, videotape, and film libraries that generally serve groups are Media Production Service (535). Tape storage rooms for music or language laboratories are Special Class Laboratory Service (225) or Individual Study Laboratory Service (235).

430A - OPEN STACK READING ROOM: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas. **CAPACITY REQUIRED**

Limitations: If a room can be divided into Study Room (410) and Stack (420) although physical barriers do not exist, separate room records are reported for each area.

440A - PROCESSING ROOM: This room serves a Study Room (410), Stack (420), or Open-Stack Reading Room (430). Included is space for card catalogs, circulation desks, bookbinding, microfilm processing, book returns, and audio and videotape equipment for individual study stations.

455A - STUDY FACILITIES SERVICE: A room that directly serves one of the 410, 420, 430, or 440 types of facilities.

SPECIAL USE (500 series)

510A - ARMORY: Indoor drill areas and special purpose military science instructional rooms, excluding those classified as general classrooms.

Limitations: Classrooms (110), Class Laboratories (210), and Offices (310) in an Armory facility are coded as such.

515A - ARMORY SERVICE AREA: Included are supply rooms, weapon rooms, coatrooms, and other rooms that serve an Armory.

520A - GYMNASIUM: Activity areas including basketball court, wrestling rooms, indoor track and field area, but excluding public services areas.

520B - SWIMMING POOL & SERVICE AREA: Any indoor swimming pool and its adjacent equipment or control room.

520C - STADIUM PRESS & NEWS FACILITIES.

523A - ATHLETIC FACILITIES SPECTATOR SEATING: Indoor seating area used by students, faculty/staff, or the public to view athletic events. This does not include temporary or movable seating areas. (**Non-E&G**)

525A - GYMNASIUM SERVICE AREA: Any room such as shower, locker, clothing, equipment or training room, but excluding spectator seating and public service areas such as corridors, stairs, lobby, and bathrooms.

530A - AUDIO -VISUAL, RADIO, and TV FACILITIES: Room used in the production and/or distribution of instructional media. Includes rooms generally referred to as educational TV facilities, and sound studios. Similar rooms used for instruction would be classified as **special class laboratories (220A)**.

530B - PHOTOGRAPHY AND VISUAL AIDS FACILITIES: Central facility that provides photographic services. Similar rooms used for instruction should be classified as **special class laboratories (220A)**.

535A - AUDIO-VISUAL, RADIO, TV FACILITIES SERVICE: Supports "530" Type Room in some manner, i.e., supply storage, equipment storage, preparation, engineering maintenance, etc.

535B - PHOTO-DARK ROOM: Supports any of the "530" types of rooms.

540A - CONSULTATION AND TESTING ROOM: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

545A - CLINIC FACILITIES SERVICE (NON-MEDICAL): Supports, in some manner, Consultation and Testing Rooms.

550A - DEMONSTRATION FACILITIES: A room used to practice the principles of subjects such as teaching or home management.

555A - DEMONSTRATION FACILITIES SERVICE: Supports in some manner Demonstration Facilities. (550A)

560A - FIELD SERVICE (GENERAL): Structures used for animal shelters or the handling, storage, and/or protection of farm products, supplies, and tools for field experiments. Includes greenhouses related to farm operations.

570A - ANIMAL QUARTERS: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes. Does not include areas for treatment of animal patients.

575A - ANIMAL QUARTERS SERVICE: Supports in some manner Animal Quarters. (570A)

580A - GREENHOUSE: A building or room usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants. Does not include greenhouses related to farm operation. (See 560A)

585A - GREENHOUSE SERVICE: Room directly serving a Greenhouse. (580A)

590A - AIRPORT OPERATIONS: Room directly relating to airport operations, excluding rooms which may be classified under other categories, such as offices and circulation areas.

590C - TELEPHONE AND/OR TELEGRAPH ROOM

590D - FIRE STATION

590E - OTHER SUPPORTING FACILITIES: A category of last resort.

590F - OTHER SUPPORTING FACILITIES SERVICE: A category of last resort.

GENERAL USE (600 series)

610A - AUDITORIUM OR THEATER: A room that possesses a stage and is generally equipped for dramatic or musical productions. Includes seating area, stage, and orchestra pit, if any. Auditoriums regularly used as classrooms are classified as Teaching Auditoriums. **CAPACITY REQUIRED**

610B - CHAPEL: A room used primarily for devotional activities. **CAPACITY REQUIRED**

610C - LIVESTOCK JUDGING ARENA: **CAPACITY REQUIRED**

615A - ASSEMBLY FACILITIES SERVICE: Auxiliary rooms such as dressing rooms, projection booths, control rooms, etc., serving one of the "610" type facilities.

620A - EXHIBITION ROOM OR GALLERY: Any room used for exhibits of any kind, including those for departmental collections and intended for general use by students and the public. Permanent departmental study collections not primarily for general exhibition shall be classified under an appropriate laboratory facility category.

625A - EXHIBITION FACILITY SERVICE: Any room used for storing and preparing exhibits that directly serves an exhibition room or gallery as an extension of the activities in that facility. Excludes offices and clerical areas.

630A - FOOD FACILITIES: A room regularly used for dining, including restaurants, cafeterias, snack bars, banquet halls, etc., serving the student body and/or public at large. **(Non-E&G)**

635A - FOOD FACILITIES SERVICE: A room such as a kitchen, serving area, dish washing area, refrigerated food storage, meat cutting area, general food storage, etc., that directly serves a Food Facility as an extension of the activities of that facility. (630A) **(Non-E&G)**

635B - FOOD SERVICE IN RESIDENCE HALLS: A facility where food is prepared and served to the occupants. **(Non-E&G)**

640A - DAY CARE: This is used day or night in providing children or elderly adult care as a non-medical service of the institutional community. Included are rooms that provide oversight, supervision, developmental training, and personal care for children and adults.

Limitations: Not included is Demonstration (550) for laboratory schools and Laboratory Facilities (200 series) for instruction in parent education, early childhood education, etc.

645A- DAY CARE SERVICE: This serves a Day Care facility. Included are storage rooms, closets, kitchens, pantries, private rest rooms, and other service rooms.

650A - LOUNGE FACILITIES: A room for rest and relaxation used by students, public or faculty/staff.

655A - LOUNGE FACILITIES SERVICE: A room that directly serves a lounge, such as a kitchenette.

660A - MERCHANDISING: This is for rooms used to sell products or services. Included are bookstores, barber shops, post offices, concession stands, central ticket outlets, and vending machine areas not associated with Food Facilities (630). **(Non-E&G)**

660C - SALES OFFICE: A room used to sell products or services resulting from a teaching or research function. **(Non-E&G)**

665A - MERCHANDISING FACILITIES SERVICE: A room that directly serves a "660" type facility as an extension of the activities in that facility. **(Non-E&G)**

670A - RECREATION ROOM: A room used by students, public, or faculty/staff for recreation purposes. This category includes bowling alleys, pool rooms, chess rooms, ballrooms, etc. See 520A for Athletic/Physical Education Facilities.

670B - STUDENT ACTIVITIES: Any room that serves extracurricular interests of the student body, excluding rooms that fit logically into another category. Student organizations should be coded with the appropriate room type (i.e. 310C) and function 52, Social and Cultural Development.

670C - STAFF ACTIVITIES: Any room serving the professional, social or recreational interests of staff members, excluding gymnasias.

675A - RECREATION FACILITIES SERVICE: A room that directly serves a "670" type facility as an extension of the activities in that facility.

680A - MEETING ROOM: A room used for a variety of non-class meetings.
CAPACITY REQUIRED

Limitations: A Meeting Room is distinguished from a Conference Room (350) because a Conference Room is part of an office complex and is for staff meetings or other departmental **non-class** activities.

680B - EXTENSION CLASSROOM: Room used for instruction in support of *TAMUS Extension* programs. **CAPACITY REQUIRED**

685A - MEETING ROOM SERVICE: A room that serves a Meeting Room as an extension of the activities in that room.

690A - LOCKER ROOM: A non-athletic/P.E. room used for changing clothes and/or storing personal materials. See 525A for Athletic/P.E. Service.

SUPPORTING FACILITIES (700 series)

710 A - DATA PROCESSING/COMPUTER: A room for institutional-wide processing of data by machines or computer. Includes machine rooms, keypunch rooms, terminal rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas. **THIS CODE IS FOR USE BY THE COMPUTING SERVICES CENTER ONLY.**

715A - DATA PROCESSING-COMPUTER FACILITIES SERVICE: A room that directly serves a Data Processing/Computer facility as an extension of the activities in that facility. **THIS CODE IS FOR USE BY THE COMPUTING SERVICES CENTER ONLY.**

720A - SHOPS: Shop areas used for the manufacture, repair or maintenance of products or equipment AND NOT FOR INSTRUCTION. Includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar Physical Plant facilities. All instructional shops such as those used for industrial arts are to be classified as Teaching Laboratories (210A).

720B - PRINTING ROOM: Central printing and duplicating shops and campus wide or centralized audio-visual preparations areas.

725A - SHOP SERVICE: A room that directly serves a "720" type facility as an extension of the activities in that facility.

730A - STORAGE: A room to store material **CENTRALLY ONLY**. Classification of a room as a storage facility is limited by definition to a Central Storage facility (warehouse) and inactive departmental storage.

NOTE: The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials

being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category (Classroom Facilities Service - 115A, Class Laboratory Service - 215A, Research Laboratory Service - 255A, Office Storage - 315B, etc.)

735A - STORAGE FACILITIES SERVICE: A room that directly serves a "730" type facility as an extension of the activities in that facility.

740A - VEHICLE STORAGE: A room (or structure) used to store vehicles. This category includes rooms such as boathouses, airport hangars, and garages.

745A - VEHICLE STORAGE SERVICE: A room used for the maintenance and repair of vehicles.

750A - CENTRAL FOOD STORES: A central facility used in the storage and processing of foods used in Residence Facilities and Food Facilities. Included are food lockers, cold rooms, meat processing rooms, etc. **(Non-E&G)**

755A - CENTRAL FOOD STORE SERVICE: This serves a Central Food Store. Included are equipment storage rooms, hand truck rooms, and other service rooms needed for moving and handling food. **(Non E&G)**

760A - CENTRAL LAUNDRY: A central laundry facility for accommodating student and institutional needs.

760B - HAZARDOUS MATERIALS: This is for centralized for storage, treatment, or disposal of hazardous or toxic waste materials. Include facilities devoted to the treatment of toxic or hazardous waste.

Limitations: Does not include temporary storage or disposal sites located near or adjacent to instructional or research facilities.

765A - HAZARDOUS MATERIALS SERVICE: This serves hazardously or toxic waste materials space.

770A - CENTRAL SUPPORT: This provides a campus-wide service. Included are printing and duplicating services, central mailrooms, central shipping and receiving, and central environmental testing and monitoring facilities if they serve more than one building.

775A - CENTRAL SUPPORT SERVICE: This serves a Central Support facility. Included are rooms for supplies or parts storage, hand truck rooms, and repair and maintenance areas for Central Support.

HEALTH CARE (800 series)

810A - HOSPITAL BEDROOM: Patient rooms or wards including connecting closets.

810B - ANIMAL HOSPITAL ROOM - VET. MED. (see 810A)

810C - ISOLATION ROOM - VET. MED.

810D - HOLDING ROOM AND/OR PEN, MATERNITY SHED - VET. MED.

830A - NURSES STATION: Any room or area in hospitals reserved for resident nurses.

835A – NURSE STATION SERVICE: This serves one or more Nurse Stations. Included are break rooms, locker rooms, private rest rooms, utility rooms, medication and supply storage, formula and medication preparation areas, equipment sterilization rooms, and other areas. Also, included are special tub rooms, nourishment rooms, and rooms for records and charts storage. In veterinary areas, the definition includes tack rooms, horse shoeing rooms, food preparation rooms, and feed storage rooms.

840A - OPERATING ROOM: Any room used for the performance of minor or major surgery. Room used in conjunction with and as a direct extension of operating rooms, monitoring/observation rooms.

840B - STERILE SUPPLY ROOM AND UTILITY ROOM: Any room in which equipment and sterile supplies are stored, handled, and/or prepared for use. Includes soiled and clean utility rooms, sub-utility rooms, linen rooms, special support equipment rooms, dictation rooms, scrub up areas, instrument clean up and storage, gurney storage.

840C - ANIMAL SURGERY ROOM - VET. MED. (see 840A)

840D - STERILE AND UTILITY ROOM - VET. MED.

840E - PREPARATION ROOM FOR ANIMAL SURGERY - VET. MED.

845A- SURGERY SERVICE: This serves Surgery rooms. Included are labor rooms, recovery rooms, monitoring and observation rooms, special support equipment rooms (anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub

areas, instrument cleanup and storage, gurney storage, sterile supplies storage, clean and dirty linen areas, and animal holding rooms.

Limitations: Surgery service areas used in research are Laboratory Facilities (200).

850A - EXAMINATION AND TREATMENT ROOM: Any room used for medical examinations and the administering of treatment to patients. Includes rooms for physical therapy, dialysis, EEG, ECG, EMG. Also rooms that support treatment rooms as a direct extension of the activities of such a facility, e.g., dressing rooms, work-preparation rooms, special equipment storage rooms.

850B - X-RAY ROOM: Any room used for radiographic purposes and containing special equipment for that purpose. Includes dark rooms, viewing rooms, and rooms housing radiographic equipment.

850C - EXAMINATION AND TREATMENT ROOM - VET. MED. (see 850A)

850D - X-RAY ROOM - VET. MED. (see 850B)

850E - INOCULATION ROOM - VET. MED.

855A - TREATMENT/EXAMINATION CLINIC SERVICE: A space that directly serves a Treatment/Examination Clinic room as an extension of the activities in those spaces. Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

Limitations: Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

860A - CLINICAL LABORATORY: A room in which specimens are procured, prepared, analyzed, and stored in conjunction with diagnostic and/or patient care functions.

860B - VET. MED. CLINICAL LAB. (See 860A)

865A - CLINICAL LABORATORY SUPPORT: This serves a Clinical Laboratory. Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker rooms, scrub and gown rooms, special processing rooms, and supply and storage areas.

Limitations: Not included are areas that support Treatment/Examination (855). Cadaver storage rooms and other areas that serve gross anatomy laboratories are Class Laboratory Service (215).

865B - VET. MED. CLINICAL LAB SUPPORT: In veterinary facilities, this includes carcass refrigerators and other service areas.

870A - PHARMACY: A room in which drugs and medications are stored and/or prepared for use.

870B - PHARMACY ROOM - VET. MED. (see 870A)

880A - RECEPTION ROOM: Any room used for receiving and waiting in a hospital or infirmary.

880B - RECEIVING ROOM - VET. MED. (see 880A)

895A - OTHER HOSPITAL ROOMS. (Non E&G)

895B - READY ROOM FOR NIGHT PERSONNEL IN ANIMAL HOSPITAL - VET. MED.: Includes bedrooms, attached closets and private restrooms used by night personnel in an animal hospital, as well as other Vet. Med. Rooms not included above. **(Non E&G)**

RESIDENTIAL (900 series) (Non-E&G)

910A - LIVING QUARTERS FOR UNMARRIED PERSONS.

910B - RESIDENCE FOR SINGLE PERSONS: A residence designed for unmarried persons.

910C - SLEEPING QUARTERS FOR INSTITUTIONAL CARETAKERS.

919A - TOILET/BATH: A toilet and/or bathroom intended to be used only by the residential facilities, rather than by the general public.

920A - SLEEP/STUDY WITH TOILET/BATH: One or more rooms for individuals furnished with bed(s), wardrobe(s), desk(s), and chair(s), and with an internally connected bath.

920B - GUESTROOM: Any room used as overnight accommodation for rental to guests.

935A - DORM ROOM OR GUEST ROOM SERVICE: Maid rooms, laundry and pressing rooms, linen closets, mail rooms, serving rooms, trunk storage rooms, and telephone rooms.

950A - APARTMENT: A duplex house or apartment building for more than one family.

955A - APARTMENT SERVICE: A room that directly serves an apartment or group of apartments as an extension of the activities in that facility.

970A - ONE-FAMILY DWELLING: A house provided for or rented to one family.

Texas A&M University

Office of Facilities Coordination

Function Codes

Instruction (10 series)

Research (20 series)

Public Service (30 series)

Academic Support (40 series)

Student Service (50 series)

Institutional Administration (60 series)

Physical Plant Operations (70 series)

Student Financial Support (80 series)

Independent Operations (90 series)

INSTRUCTION (10 series)

11 GENERAL ACADEMIC INSTRUCTION: This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree related disciplines are classified in this category. Examples are liberal arts' programs at a college or university and academic associate degree programs at a community college.

12 VOCATIONAL/TECHNICAL INSTRUCTION: This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution's formal degree or certificate programs. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34). Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

13 REQUISITE PREPARATORY/REMEDIAL INSTRUCTION: This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases credit is given and the credit requirement for the degree or certificate is increased accordingly. Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

14 GENERAL STUDIES (NON-DEGREE): This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal post secondary degree or certificate program. Instruction provides knowledge, skills, and attitudes typically associated with a liberal art discipline, such as literature, mathematics, or philosophy. Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

15 OCCUPATION-RELATED INSTRUCTION (NON-DEGREE): This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker. Examples are continuing education

classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

16 SOCIAL ROLES/INTERACTION INSTRUCTION (NON-DEGREE): A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals with the person as a member of a particular social organization or institution. Such social institutions include, but are not limited to, the church, the community, and organizations associated with the various levels of government. Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

17 HOME AND FAMILY LIFE INSTRUCTION (NON-DEGREE): A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit. Examples are child development, gardening, do-it-yourself repair, and household budgeting.

18 PERSONAL INTEREST AND LEISURE INSTRUCTION (NON-DEGREE): This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time. Examples are speed-reading, leadership development, folk dancing, and personality development.

RESEARCH (20 series)

21 INSTITUTES AND RESEARCH CENTERS: Included is space for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/ External Agencies 92). Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

22 INDIVIDUAL OR PROJECT RESEARCH: This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

PUBLIC SERVICE (30 series) (Non E&G)

31 DIRECT PATIENT CARE: This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care can be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient-care for the institution's students is Student Health/Medical Services (57). Patient-care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly. Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

32 HEALTH CARE SUPPORTIVE SERVICES: Included are areas that directly support teaching hospitals, health science centers, or clinics. Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

33 COMMUNITY SERVICES: Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

34 COOPERATIVE EXTENSION SERVICES: Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

(NOTE: This subprogram includes only those extension services that are considered to be a public service; it should not be used to classify the entire extension division of the Institution. Excluded from this subprogram are those instructional and research activities offered through an extension division.) A distinguishing feature of the activities included in this subprogram is that

programmatic and fiscal controls are usually shared with one or more external agencies or governmental units.

35 PUBLIC BROADCASTING SERVICES: Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs. Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. They are staffed by professionals and can provide music, news, weather, sports, and special programming.

ACADEMIC SUPPORT (40 series)

41 LIBRARY SERVICES: This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. Examples of Library Services are materials' acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, interlibrary loan offices, binding areas, and repairing areas.

42 MUSEUMS AND GALLERIES: (Non-E&G) This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. Research associated with a museum is individual or Project Research (22). Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

43 EDUCATIONAL MEDIA SERVICES: This includes space for audio, visual, and other media services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

44 ACADEMIC COMPUTING SUPPORT: This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This often is part of a central mainframe computer center, which also provides Administrative computing or Telecommunications Support (64) and in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

45 ANCILLARY SUPPORT: This is space unique to a particular academic program or department, and descriptions are so numerous that categories were not created for them. Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and vivariums.

46 ACADEMIC ADMINISTRATION: This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice

presidents, vice chancellors, etc.) is Executive Management (61). Room Usage for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

47 COURSE AND CURRICULUM DEVELOPMENT: This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

48 ACADEMIC PERSONNEL DEVELOPMENT: This space provides the faculty with opportunities for professional growth and development. Included are departmental research areas when the research is for the professional development of academic personnel. Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

STUDENT SERVICE (50 series)

51 STUDENT SERVICE ADMINISTRATION: This is space for the administration of student service activities. Excluded are chief administrative offices (vice president or vice chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.) Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

52 SOCIAL AND CULTURAL DEVELOPMENT (Non E&G): This space is assigned to programs that provide social and cultural development outside the formal academic program. Activities typically are supported by student fees and controlled by the student body. Excluded from this category is Intercollegiate Athletics (56). Examples of Social and Cultural Development are areas for orientation, students' legal advising, inter cultural services, student organizations, student newspapers, student government, intramural athletics, art exhibitions, concerts, drama productions (including green rooms), and recreation. Typical Room Types associated with Social and Cultural Developments are Special Class Laboratory (220), Office (310), Assembly (610), Exhibition (620), Recreation (670), and Meeting Room (680). In some disciplines, such as journalism and art, student newspapers and exhibitions also are instructional laboratories. Data for these areas is to be prorated to reflect dual usage.

53 COUNSELING AND CAREER GUIDANCE (NOT ACADEMIC OR FINANCIAL AID): Activities in these areas are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense are Financial Aid Administration (54). Examples of Placement and Career Guidance are career placement offices, career counseling and guidance offices, and vocational testing services.

54 FINANCIAL AID ADMINISTRATION: Activities in these areas provide financial aid counseling and evaluation, financial aid records maintenance and reporting, and student employment services. Also, included are student loan offices.

55 STUDENT AUXILIARY SERVICES (Non E&G): Provided in these areas are housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65). Examples of Student Auxiliary Services are bookstores, cafeterias, snack bars, vending areas, photo copy areas where a fee is charged, duplicating areas where fees are charged, billiard rooms, childcare centers for children of students, and telephone switch rooms where service is provided to students in dormitories.

56 INTERCOLLEGIATE ATHLETICS (Non E&G): This includes all areas involving intercollegiate athletics: athletic directors' offices, coaches' offices, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas, and sports information offices. Some athletic departments provide tutors and academic study rooms with computers and libraries. As with the academic departmental study rooms, access may be restricted but the usage remains General Academic Instruction (11). Data on offices of athletic staff members who also serve on the faculty is prorated to reflect General Academic Instruction (11).

57 STUDENT HEALTH-MEDICAL SERVICES (Non E&G): This is space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. These programs typically are supported by student fees and/or income from fees charged for services rendered. Examples are infirmaries, student health services, counseling centers, and wellness programs.

INSTITUTIONAL ADMINISTRATION (60 series)

61 EXECUTIVE MANAGEMENT: This is space assigned to boards of regents, chancellors, provosts, presidents, vice chancellors, vice presidents, vice provosts, and emeritus executive management administrators. Also included here are offices that report directly to the chief executive officer: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resource management, and assistant to the president.

62 FINANCIAL MANAGEMENT AND OPERATIONS: This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer. Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

63 GENERAL ADMINISTRATION AND LOGISTICAL SERVICES: This space is used in the administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security. Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities' management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

64 ADMINISTRATIVE COMPUTING SUPPORT: This space includes mainframe computer rooms, computer maintenance areas; telecommunications switch rooms, and telecommunications maintenance rooms that provide administrative support. This often is part of a central mainframe computer center that also provides Academic computing Support (44). In these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dormitories are Student Auxiliary Services (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or Telecommunications Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03). Examples of this space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

65 FACULTY AND STAFF AUXILIARY SERVICES (Non E&G): These areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Student Auxiliary Services (55). Examples of Faculty and Staff Auxiliary Services are faculty/staff clubs; faculty/staff coffee shops, vending areas in faculty lounges, wellness programs where fees are charged, and child care centers provided only for children of faculty and staff. Governmental relations activities other than those assigned to the institution's legal office also are Faculty and Staff Auxiliary Services.

66 ALUMNI RECORDS (Non E&G): This is space for operations that maintain relations with the alumni. Examples are maintaining mailing lists, and other data on the institution's former students. Alumni offices also maintain data on funds raised. Sports information offices are Intercollegiate Athletics (56).

67 STUDENT RECRUITMENT AND ADMISSIONS: Activities in these areas include the identification and recruitment of prospective students and the processing of admissions applications.

68 STUDENT RECORDS: Activities in these areas include maintaining, handling, and updating records for current and former students. Examples are registrars' offices and transcript offices.

69 PUBLIC RELATIONS/DEVELOPMENT: This space is for operations that maintain relations with the local community and general public about the institution. Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

PHYSICAL PLANT OPERATIONS (70 series)

71 PHYSICAL PLANT ADMINISTRATION: This includes space assigned to the physical plant director, campus architects, and construction engineers.

72 BUILDING MAINTENANCE: This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

73 CUSTODIAL SERVICES: This space includes Offices (310) and other assignable areas required for custodial service. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory.

74 UTILITIES: This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

75 LANDSCAPE AND GROUND MAINTENANCE: This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

76 CONSTRUCTION PROJECT MANAGEMENT: This includes institutional staff that manages and/or oversees construction projects.

INDEPENDENT OPERATIONS (90 series) (Non E&G)

91 INDEPENDENT OPERATIONS / INSTITUTIONAL: This space, usually designed to generate income, provides activities unrelated to the institution's mission and is not intended to provide service to students, faculty, and staff. The institution controls the space. Examples are commercial rental property, conference centers, hotels, restaurants, independent public school districts within the institution, and development or fund-raising offices.

92 INDEPENDENT OPERATIONS/EXTERNAL AGENCIES: This is space controlled and/or leased to outside agencies, including state agencies. Examples are facilities provided to a community college to teach nursing, federally funded research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

Texas A&M University

Office of Facilities Coordination

Part of System Codes

Part Code- Part Name

01 -System Administration

02 -Texas A&M University

06 -Texas AgriLife Research

07 -Texas AgriLife Extension

08 -Texas Engineering Experiment Station

09 -Texas Engineering Extension Service

10 -Texas A&M at Galveston

11 -Texas Forest Service

12 -Texas Transportation Institute

20 -Texas Veterinary Medicine Diagnostic Lab

23 -Texas A&M University System - Health Science Center

97 -College of Veterinary Medicine

99 -Non TAMU System Organization Units

Texas A&M University

Office of Facilities Coordination

Sample Inventory

Please indicate corrections directly on the inventory. Make all corrections **IN RED** by drawing a line through the item to be corrected and printing the correct information above it. Special attention should be given to the room detail listing. If a room is being deleted from your inventory, indicate if known, to whom the room is being reassigned. After you complete the facilities inventory update, **PRINT** your name and phone number in the space provided and forward the inventory to your unit head for review and signature.

A memorandum forwarding the corrected inventory should be sent to the Office of Facilities Coordination, Suite 1001, General Services Complex, Mail Stop: 1369. Please retain a copy of the inventory for your records. If you have any questions, please contact the Office of Facilities Coordination (845-8661).

Notes pertaining to organizational unit space inventory example on following page:

A. A FUNCTION CODE HAS BEEN ADDED AND THE ROOM PRORATED TO 50 % GENERAL ACADEMIC INSTRUCTION AND 50% INDIVIDUAL OR PROJECT RESEARCH. A SECOND SYSTEM PART HAS NOT BEEN IDENTIFIED.

B. THE FUNCTION CODE HAS BEEN CHANGED FROM GENERAL ACADEMIC INSTRUCTION TO ACADEMIC ADMINISTRATION

C. A FUNCTION CODE HAS BEEN DELETED AND THE PRORATION CHANGED TO 100%

D. THE ROOM HAS BEEN REASSIGNED TO A DIFFERENT DEPARTMENT

E. THE ROOM HAS BEEN DELETED DUE TO RENOVATION. A NOTE SHOULD BE MADE AS TO WHERE THE SPACE WENT.

F. ROOM #1068 HAS CHANGED SIZE DUE TO RENOVATION AND ROOM #1068A HAS BEEN ADDED IN THE RENOVATION

G. THE ROOM HAS CHANGED FROM STUDY FACILITIES SERVICE TO A SPECIAL CLASS LABORATORY. THERE IS NO NEW FUNCTION CODE IDENTIFIED.

Texas A&M University

Office of Facilities Coordination

Proration of Room Function and Part of the TAMU System

ROOM FUNCTION and PART of SYSTEM

The function code and part of system code of each room should be developed by prorating the programmatic functions that occur in the space. This proportional use may not necessarily be driven by the funding sources that support the faculty or staff associated with the space. The report of the use of the space should focus on how the room functions. Additionally, the room inventory should reflect the proportional use that can be attributed to the university, and the other state agencies associated with The Texas A&M University System. Due to operational changes that may occur throughout the year, your best estimate of the overall use of the space for the year should be posted to the inventory.

CRITERIA FOR DETERMINING PRORATIONS

Because of the dynamic and multifaceted nature of the use of space by Texas A&M University/System, the prorated description of a room should reflect the room's use over a one year period. The specific use of a room should be determined by, but not limited to such factors as:

1. Funding source for salaries of employees in the space.
2. Funding source for research contracts conducted in the space.
3. Beneficiaries of the work product developed in the space.
4. Academic component of the work occurring in the space.
5. Subjective assessment of the relative amount of time spent on agency project work.

It is important to note, that this section of the space inventory update/verification should be based on any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified as accurate by the departmental CEO. This should be reflected by the use of the appropriate proportional combinations of function codes and splits between the TAMU System component(s) benefiting from the room's use.

OFFICE SPACE

The percentage of agency or university salary funding can be precisely quantified, but is not the sole criteria to be used in designating the prorated square footage for offices. Additionally, the salary funding source may change from month to month.

STAFF OFFICE EXAMPLE #1

A TEES (system part 08) Budgets & Payroll employee is paid 100% by TEES, but academic as well as TEES personnel benefit from the work product. As a result, the proration of space should reflect a reasonable percentage use by both the University and the Agency. This would be reflected as follows:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	25
22	IND or PROJ RES	08 (TEES)	75

... if the function of the room primarily benefits the agency, as determined by any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified by the departmental CEO.

STAFF OFFICE EXAMPLE #2

Academic department business administrators are usually 100% University (system part 02) funded employees, but they typically also administer agency research money, so the agency also benefits from the work product. Based on appropriate analysis, judgment, and knowledge of the department activities a split of the functions in this room may be reflected as follows:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	50
22	IND or PROJ RES	08 (TEES)	50

FACULTY OFFICE EXAMPLE

A faculty member may be paid exclusively from an academic instructional budget. However, the departmental policy for promotion and tenure may include research provisions. As a result the faculty member not only has the responsibility of a teaching workload, but is also overseeing a research program. In this case the functional use of the space should be split appropriately. This may appear as indicated below:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	50
22	IND or PROJ RES	02 (TAMU)	25
22	IND or PROJ RES	12 (TTI)	25

Note that the use should also reflect any split between the university and the TAMUS agency activities that may be the benefactor of the faculty member's work.

- The specific use of an office should be determined by, but not limited to such factors as:
1. How many classes does this person teach? Are the classes degree related, or part of extension activities?
 2. For how much research dollar volume is this person a Principal Investigator (PI)?
 3. Is the research supported by departmental, agency, or Research Foundation funding?
 4. Is the person involved in the mentor program?

5. Is this person also the director of a Center or Institute? If so, is there another office just for that function?

6. How many graduate students is this person responsible for?

LABORATORIES

Generally there are three types of laboratory functions:

1. **Pure teaching labs** - A laboratory that supports predominantly undergraduate classes and where no research is conducted.

The space should be reported as:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	100

2. **Pure research labs** - A laboratory in which no work toward theses or dissertations occurs.

The pure research lab is staffed predominantly by post-docs and research engineers. The work is usually completed under the terms of a grant or other support of the departmental mission. The research does not support a student's thesis or dissertation. Any students working in the lab are strictly employees, and do not receive formal instruction.

If other agencies fund or otherwise benefit from the work product developed in the lab, the appropriate usage should be reflected. This percentage may be a subjective judgment based on knowledge of the activities in the lab. In this case the space could be reported as follows:

Function Code	Room Function	Part of System	Percent Prorate
22	IND or PROJ RES	02 (TAMU)	25
22	IND or PROJ RES	06 (TAES)	75

3. **Cross-use labs** - A room that supports both teaching and research activities.

The specific use of a laboratory should be determined by, but not limited to such factors as:

a. How many hours per day are undergraduate classes taught?

b. How many hours per day are graduate courses taught? (this may be easiest to evaluate by looking to the PI, assessing his teaching volume, then pro-rating that across the labs for which he is responsible)

c. What is the dollar volume for research being done in the lab?

d. Is the research "resident" in the lab, or is just some of the equipment (balances, lasers, etc...) used for other research projects?

e. Are the research results incorporated into theses and dissertations? (these are academic pursuits and should be pro-rated as function code 11)

f. Does the individual graduate instruction occur in the lab? (this is an academic activity which usually occurs in conjunction with the research and should be pro-rated as function code 11)

g. What is the funding agency for the research?

h. What is the funding agency for the salaries of the employees? (agency funding is pro-rated function code 21)

i. What is the funding source for the equipment in the lab? (laboratory use fees - 02, TEES research contracts - 08)

j. How many post docs and research engineers work in the lab? (this is function code 21 or 22)

If the function of the room primarily benefits the agency, as determined by all appropriate analyses that will result in a fair representation of the actual use of the space and can be certified by the departmental CEO, then these types of labs could be reported as:

Function Code	Room Function	Part of System	Percent Prorate
11	GEN ACAD INSTR	02 (TAMU)	20
22	IND or PROJ RES	08 (TEES)	80

GENERAL

The use of all other spaces not specifically addressed herein, should be reported based on any appropriate analyses that will result in a fair representation of the actual use of the space and can be certified as accurate by the departmental CEO. This should be reflected by the use of the appropriate mix of function codes and the proportional split between the TAMU System component(s) benefiting from the room's use.

Examples provided in this section are illustrative only and should not be used as prescriptive. Each room's use should be considered individually and reported as described herein.

Room USE should not be confused with the description of the room TYPE. The room type code characterizes the general category of space (i.e. Office, Classroom, Lab, etc), while the room use code(s) should represent the functions (i.e. Instruction, Research, or Extension activities) occurring within the space.

Questions related to the instructions presented herein should be directed to the Office of Facilities Coordination (845-8661).

Definitions

Building

A roofed structure attached to a foundation that is serviced by a utility (exclusive of lighting) and is a source of maintenance and repair activities.

Gross Area of a Building

The sum of floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces including attics, basements, sub-basements, penthouses, mechanical rooms, etc.

Assignable Area of a Building

The sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net-assignable square feet (NASF). NASF is determined by room type and room use categories.

Unassignable Area of a Building

The sum of space within a building not assigned to directly support programs Building Service Areas: Spaces used for the protection, care, and maintenance of a building

Circulation Area: Non-assignable hallway space, including elevators and stairways

Mechanical Area: The portion of the gross area of a building designed to house mechanical equipment, utility services, and shaft areas.

Inactive Area: Space in a building that once was assignable but is permanently no longer in use.

Shell Space: Unfinished space designed to be converted into usable space at a later date.

Net Usable Area of a Building

The sum of assignable area and non-assignable area

E&G Net Assignable Square Feet

Net assignable area which is used for academic instruction, research, and support of an institution's mission. It does not include auxiliary enterprise space or space that is permanently unassigned. This is also referred to as E&G NASF.

Adapted from the *Facilities Inventory Classification and Procedures Manual – 2011*
Texas Higher Education Coordinating Board

Office of Facilities Coordination
Texas A&M University