

# Facilities Inventory

## Classification and Procedures Manual

**2012**

### *Office of Facility Services*

## Tarleton State University

Member of Texas A&M System

<https://www.tarleton.edu/FINADMINWEB/facilities/index.html>

Box T-0520

Stephenville, TX 76402

254-968-9065

Fax 254-968-9448

### **Instructions for Updating Room Inventory**

#### **Table of Contents: Room Detail Listing, Summaries, Late Summer Moves**

#### **General Procedures for Updating Facilities Inventory**

- As new buildings or major renovation projects reach substantial completion, the Tarleton State University Office of the Associate Vice President for Facility Services Office will provide data (floor plans and space information) as well as the addition of the building to the Facilities database.
- Approval of area 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 Facility Services by the Department Head or designee no later than 30 days after the change occurs.
- As they occur, campus departments and/or Facility Services provides notification of changes which impact the facilities inventory, to include but not limited to:
  - Change in departmental assignment
  - Change in CIP code <http://www.txhighereddata.org/Interactive/CIP/>
  - 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 by the Department Head or designee no later than 30 days after the change occurs.

- The office of the Associate Vice President for Facility Services will update and report Facilities Inventory database upon receipt of changes. Where warranted, the AVP office will send staff to verify changes such as room size and configuration for modification of existing floor plans or to create new floor plans.
- On or about May 1st, the AVP office will distribute 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 the AVP for Facility Services (at Box T-0520) 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. FLOOR LEVEL/ROOM NUMBER
2. ROOM TYPE CODE AND DEFINITIONS
3. NET AREA
4. STATIONS (CAPACITY REQUIRED)
5. ROOM FUNCTION CODE
6. PRORATION OF ROOM FUNCTION AND CRITERIA
7. GENERAL
8. 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 (254) 968-9065.

### **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 the Associate Vice President for Facility Services. Please retain a copy of the inventory file for your records.

If you have any questions, please contact:

Joe Standridge

[jstandr@tarleton.edu](mailto:jstandr@tarleton.edu)

Aaron Wand

[wand@tarleton.edu](mailto:wand@tarleton.edu)

Patsy Reynolds

[preynolds@tarleton.edu](mailto:preynolds@tarleton.edu)

### **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. A simplified listing of room type codes continues below. Please choose the most appropriate code based on the associated description.

### **110 Classroom**

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

### **210 Class Laboratory**

*Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.

### **220 Special Class Laboratory**

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

*Note:* Student Station Capacity is required.

### **230 Individual Study Laboratory**

*Definition:* This primarily is for individual student experimentation, observation, or practice. Included are special student study laboratories, individual music practice rooms, individual study laboratories, some language laboratories, and similar rooms that serve a particular subject matter area. Stations may be groups or individualized, but the primary purpose must be

individual study that depends on special equipment and/or room designs.

### **250 Research/Non-class Laboratory**

*Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).

### **300 Office Facilities**

Office facilities are individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

### **310 Office**

*Definition:* A space housing faculty, staff, or students working at one or more desks, tables, or workstations.

### **350 Conference Room**

*Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.

### **400 Study Facilities**

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study space may contain equipment or materials that aid the study or learning process (e.g., computers, multimedia carrels, CD and DVD players, records, and tapes) and that do not restrict the space to a particular academic discipline or discipline group. Whereas Study Space (410) may appear in almost any type of building on campus (e.g., academic, residential, student service), Stacks (420), Open-Stack Study Rooms (430), and Processing Rooms (440) are typically located in central, branch, and departmental libraries. Identification of library space should be made through the use of functional categories, and departmental space through the combined use of academic discipline and functional categories.

### **410 Study Space**

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

### **420 Stack**

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

### **430 Open-Stack Study Room**

*Definition:* A combination study space and stack, generally without physical boundaries between the stack and study areas.

### **500 Special Use Facilities**

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use, or configuration dictates that these areas not be coded as service spaces.

### **520 Athletic or Physical Education**

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

### **523 Athletic Facilities Spectator Seating**

*Definition:* The covered seating area used by students, staff, or the public to watch athletic events.

**525 Athletic or Physical Education Service**

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

**530 Media Production**

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

**535 Media Production Service**

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

**540 Clinic**

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

**545 Clinic Service**

*Definition:* A space that directly serves a clinic as an extension of the activities in that space. Athletic or Physical Education Service (525), Day Care Service (645).

**550 Demonstration**

*Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare or development, and family and consumer science.

**555 Demonstration Service**

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

**560 Field Building**

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

**570 Animal Facilities**

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

**575 Animal Facilities Service**

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

**580 Greenhouse**

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

**585 Greenhouse Service**

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

**590 Other (All Purpose)**

*Definition:* A category of last resort.

**600 General Use Facilities**

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, and day care) for the institutional and participant community populations.

**610 Assembly**

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

**615 Assembly Service**

*Definition:* A room or area that directly serves an assembly facility as an extension of the activities in that facility.

APPENDIX F  
SPACE USE CODES

F.17

**620 Exhibition**

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

**625 Exhibition Service**

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

**630 Food Facility**

*Definition:* A space used for eating.

**635 Food Facility Service**

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

**640 Day Care**

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

**645 Day Care Service**

*Definition:* A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

**650 Lounge**

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

**655 Lounge Service**

*Definition:* A space that directly serves a general use lounge facility.

**660 Merchandising**

*Definition:* A space used to sell products or services.

**665 Merchandising Service**

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

**670 Recreation**

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

**675 Recreation Service**

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

**685 Meeting Room Service**

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

**690 Locker Room** – This is for changing clothes or storing personal materials.

**700 Support Facilities**

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunication, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

**710 Central Computer or Telecommunication**

*Definition:* A space used as a data or telecommunication 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.

**715 Central Computer or Telecommunication Service**

*Definition:* A space that directly serves a central computer or telecommunication facility as an extension of the activities in that facility.

**720 Shop**

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

**725 Shop Service**

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

**730 Central Storage**

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

**735 Central Storage Service**

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

**740 Vehicle Storage**

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

**745 Vehicle Storage Service**

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

**750 Central Service**

*Definition:* A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

**755 Central Service Support**

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

**760 Hazardous Materials Storage**

*Definition:* A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

**770 Hazardous Waste Storage**

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

**775 Hazardous Waste Service**

*Definition:* Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**800 Health Care Facilities<sup>1</sup>**

This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

**810 Patient Bedroom**

*Definition:* A room equipped with one or more beds and used for patient care.

### **815 Patient Bedroom Service**

*Definition:* A room that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

### **820 Patient Bath**

*Definition:* A room containing patient bath and toilet facilities.

### **830 Nurse Station**

*Definition:* A room or area used by nurses or other patient care staff that are supervising or administering health care services.

*Description.* This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

*Limitations:* Spaces used as Offices (310) should be so classified.

### **835 Nurse Station Service**

*Definition:* A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.

### **850 Treatment/Examination Clinic**

*Definition:* A space used for examinations, diagnosis, consultation, or treatment.

*Description:* Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, and ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

*Limitations:* Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

### **855 Treatment/Examination Clinic Service**

*Definition:* A space that directly serves a Treatment/Examination Clinic room as an extension of

### **860 Diagnostic Service Laboratory**

*Definition:* A space used to provide diagnostic support services to an entire health care facility.

### **865 Diagnostic Service Laboratory Support**

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

### **870 Central Supplies**

*Definition:* A room used centrally to store health care supplies in a health care facility.

### **880 Public Waiting**

*Definition:* A space used by the public to await admission, treatment, or information within a health care facility.

### **890 Staff On-Call Facility**

*Definition:* 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**

*Definition:* A space, which directly serves as a staff on-call room as an extension of the activities in that facility.

### **900 Residential Facilities 1**

Residential facilities include housing for students, faculty, staff, and visitors to the institution.

Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).



### **910 Sleep/Study Without Toilet or Bath**

*Definition:* 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 or toilet.

### **919 Toilet or Bath**

*Definition:* A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

### **920 Sleep/Study With Toilet or Bath**

*Definition:* 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**

*Definition:* A room that directly serves the occupants of sleep/study rooms.

### **950 Apartment**

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

### **955 Apartment Service**

Note: This is non-Educational and General Space.

*Limitations:* Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) or Sleep/Study With Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

### **970 House**

*Definition:* A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

### **000 Unclassified Areas<sup>1</sup>**

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

### **050 Inactive Area**

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

### **060 Alteration or Conversion Area**

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

### **070 Unfinished Area**

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

## **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:

- 110 - Classroom
- 210 – Class Lab
- 220 - Special Class Laboratory
- 350 - Conference Room
- 410 - Study Space

- 430 - Open Stack Study Room
- 610 - Assembly
- 680 - Meeting Room

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 space use efficiency.

## 5. Function Code

This section describes the specific type of functions which occur in the space and the department 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. 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. Please refer to the **PRORATION OF ROOM FUNCTION** for a detailed explanation of the decision making criteria.

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 Facility Services (254) 968-9065.

### *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.



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. A FUNCTION CODE HAS BEEN ADDED AND THE ROOM PRORATED TO % GENERAL ACADEMIC INSTRUCTION AND % INDIVIDUAL OR PROJECT RESEARCH.**

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

**C. THE FUNCTION CODE OR ROOM TYPE HAS CHANGED.**

**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.**

A memorandum forwarding the corrected inventory should be sent to the Office Of Facility Services Box T-0520. Please retain a copy of the inventory for your records. If you have any questions, please call (254) 968-9065.

## **6. Proration of Room Function**

### **ROOM FUNCTION**

The function 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. 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 university departments, 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 component(s) benefiting from the room's use.

## **7. General**

The use of all spaces 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 university component(s) benefiting from the room's use.

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.

## 9. 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) and the TAMUS Office of Facilities Coordination Manual*