Auburn University
Space Management

Space Survey Procedures
and Guidelines

Developed by
The Office of Campus Planning & Space Management

Revised June 01, 2013

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I. INTRODUCTION

The Office of Campus Planning & Space Management at Auburn University has been developed with a twofold mission of providing strategic and thoughtful planning as well as the efficient management and utilization of both current and prospective property and facilities. This office has primary responsibility for the inventory, utilization, modification and evaluation of academic and administrative facilities on the Auburn University main campus and at off-campus facilities owned or leased by the University.

All Auburn University property and facilities belong to the University as a whole. Although the ownership is centralized at the Office of the President, the stewardship of campus space is very much decentralized to the deans and senior administration. Vice Presidents and Deans are responsible for the oversight of the space occupied by activities under their control, just as they are responsible for the management of staff and fiscal resources associated with the space. It is also the responsibility of the Vice Presidents and Deans to ensure space utilization is consistent with the purpose for which it was assigned (e.g., laboratory space to be used for laboratory purposes, office space for office purposes, etc.).

One of the primary functions of this office is *space management*. This function includes collecting and maintaining data relating to Auburn's facilities and providing this information to various University constituents for internal and external reporting and analysis. This information is maintained in Auburn's space management system, ARCHIBUS/FM. The web-based component of the system, OSIS (Online Spatial Information System), provides a secure deployment of the data to internal academic and administrative units.

This document details the processes and procedures the Office of Campus Planning & Space Management has implemented to assist the University in maintaining a comprehensive and accurate space management system. The data collected during the annual space survey will be used for analysis and reporting in the following areas:

Space Management
- Validation of requirements for capital projects
- Development of program plans for capital projects
- Support to the University's strategic planning initiatives (programmatic, financial, and physical) from the perspective of space needs
- Assistance to the schools/colleges in developing Academic Space Plans required for all capital projects

Facilities and Administrative (F&A) Costs
- O&M costs associated with buildings
- Building Depreciation
- Equipment Depreciation
- OMB-A21 Reporting

Alabama Commission on Higher Education (ACHE) Reporting
- Space Data Report (annual)
- Space Inventory Report (biennial)

The remainder of this document details the space survey procedures used to capture and maintain the spatial inventory within Archibus as well as the policies and guidelines for categorizing space that meet federal and state guidelines. Collectively, the data will provide the University with a common classification of space that can be compared with peer institutions.

II. KEY CONTACTS

Space Classification, Space Survey Process, access to and questions regarding ARCHIBUS/OSIS and general questions relating to space management operations

Hongbiao Wang, Office of Campus Planning & Space Management
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AutoCAD Drawings (room numbering, room measurements, floor plans)

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III. SPACE CATEGORIZATION

Currently, the ARCHIBUS system captures three primary categories of information related to a building, floor and room. The categories are:

A. Spatial

General information at the building/room level. Some of the major data points include:
- Site (e.g. Auburn Main Campus, North Auburn, E.V. Smith Research Center, etc.)
- Building Address
- Building Status (active/inactive)
- Building interior and exterior area (Gross Square Footage, GSF)
- Insurance Number
- Ownership Status (See *Appendix B – Ownership Definitions*)
- Room Area (Net Assignable Square Footage, NASF)
- Room Capacity
- Room Occupant (generally used to capture the Principle Investigator - person responsible for the oversight of or execution of project activities occurring in a grant/contract funded research space)

It should be noted the all area numbers are directly correlated to the polylining of diagrammatics and is not a manually entered, physical measurement of the space.

B. Classification

There are several codes used by the University to classify space. For a full listing of codes and associated descriptions, please see *Section VI. Space Taxonomy*.

1) **Room Use Codes**

   Room use codes represent an **activity that occurs in a room**. Each room must have at least one room use code, but may have multiple. If more than one activity occurs in a room, an estimate on the percentage of time that it is used for each activity is captured. Examples of these include *IN=Instruction, OR=Organized Research* and *DA-Departmental Administration.* These are classifications adapted from the "Functional Categories" defined by U.S. Office of Management and Budget (OMB) Circular A-21 and are referenced in the *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition*, *May 2006*, published by the National Center for Education Statistics (NCES).

   For more information on Room Use Codes, please refer to *Section VI. A Room Use Codes*.

2) **Room Category and Room Type** (a.k.a. Space Use Categories)

   These are standard classifications also adapted from the *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition*, *May 2006*, published by the National Center for Education Statistics (NCES). The room type code identifies **how the room is used** and may reflect the physical characteristics of that space. Examples of these include *110 – General Purpose Classroom, 210- Scheduled Laboratory, 314 – Staff Office, etc*.

   For more information on Room Type and Room Category codes, please refer to *Section VI. B Room Category and Room Type Codes*.

3) **Room Standard (CIP) Codes**

   The Classification of Instructional Programs (CIP) is a taxonomic coding scheme that contains titles and **descriptions of postsecondary instructional programs**. It was developed to facilitate NCES' collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity. These are standard codes adapted from the *Classification of Instructional Programs: 2000 Edition, April 2002*, published by the National Center for Education Statistics (NCES).

   For more information on Room Standard codes, please refer to *Section VI. C Room Standard (CIP) Codes*.

C. **Organizational Assignment**

   This code represents the room-level organizational assignment or "occupier" of the space. These codes correlate directly to the organization codes used in Auburn's Banner financial system. The organization codes are maintained by the Business

Office. A staff member from each college, school or administrative unit involved with financial matters such as accounts payable and/or payroll, should have familiarity with these codes. For purposes of roll-up reporting, Archibus has dissected the organization code into 6-layers. For space reporting, any level can be rolled up to display the aggregate space categorization (spatial, classification or assignment) information for the levels below.

As of the 2007 Space Survey, the organization code "000000 – Nonassignable Areas" has been introduced to standardize the organizational classification of nonassignable areas. This code will serve as a placeholder for internal use only, primarily for reporting purposes with the Archibus/FM system. Using a generic designation for nonassignable areas will help to maintain visibility of areas that are missing an organization code that should have one versus nonassignable areas that should not.

Please see *Appendix A - Room Assignment (Banner Organization) Codes* for a sample listing of codes.

Important Note Regarding Contracts and Grants Proposals

Where possible, space should not be mentioned in grant and contract proposals in terms of what is available. Faculty should not offer space as cost sharing or imply that the university's contribution to the grant is space.

Moreover, changes in assigned space should not be included in grant and contract proposals without prior approval. This means, you should not write space into grants without first making sure that new or converted space is available for the project, and prior approval for modification has been obtained.

For more information on this, please contact the University's Office of the Vice President for Research, Sponsored Programs.

IV. SPACE SURVEY ROLES & RESPONSIBILITIES

In order for the Space Survey process to be a success, collaborative and meaningful participation must occur between academic and administrative groups campus-wide. The stewardship of Auburn's facilities is the responsibility of the people who occupy them and the administrative units which oversee them. This includes the Deans of each academic programs and the Vice Presidents for each administrative offices.

A. Space Manager

The *Space Manager* from the Office of Campus Planning & Space Management will have overall responsibility for the accuracy of space information across all of the University's owned and leased space. This will include ensuring the space survey process is followed in a timely and efficient manner and that the data contained within Archibus is accurate, up-to-date and readily available to various colleges, schools and administrative offices campus-wide. The *Space Manager*

will provide any necessary assistance throughout the year to the various colleges, schools and administrative offices in helping to properly classify space.

B. Contracts and Grants Representative

Specific focus on research space will occur during the Indirect Cost Recovery base years which occur every 3-4 years. During a base year, detailed attention and data gathering for research space, principal investigators assigned to that space and the associated contract/grant numbers will be captured. A representative versed in OMB-A21 reporting and classification will be assigned from the Contracts & Grants department of the Business Office. This individual will assist in the base year *space surveys* and provide expertise in the areas of contracts and grant accounting and classification. This person will work directly with the *Space Manager* during the surveys to ensure all research space is accounted for and correctly classified.

For the space surveys occurring outside of a base year, a Contracts & Grants representative will be available on an as-needed basis to answer any specific questions concerning the classification of research space.

C. Deans and Vice Presidents

This group has primary responsibility for managing the space occupied by activities and associated staff under their control. This includes space use and assignments. As stewards of space, they are also responsible for reporting any spatial, classification and assignment changes to the Office of Campus Planning and Space Management through the use of the *Space Classification Update Form (*See Appendix C). Detailed explanations and procedures for this can be found in *Section V.B – Continual Space Data Update Process* of this document.

This group will also have the responsibility of certifying the accuracy and completeness of the *annual space surveys.* Please see *Section V. B - Annual Space Survey* for more details.

Deans and Vice Presidents may elect to delegate these responsibilities to their Space Representatives but will still retain formal approval/sign-off of major spatial, classification and assignment changes.

D. Space Representatives

One *Space Representative* will be appointed per academic program and administrative office. This person should be familiar with the space assigned to or occupied by the academic or administrative unit and knowledgeable about its use and assignment. It is envisioned that this person may also work closely with other members of the college, school or department who have a more specific familiarity with the spatial and/or financial (grant accounting) aspects of their areas.

Space Representatives are the "eyes and ears" for the college, school or administrative unit's senior administration relating to space. They will have direct

responsibility for working with faculty and staff in recognizing and reporting changes of space as well as informing senior administration of these changes. They will also serve as the primary liaison with Campus Planning & Space Management's *Space Manager* during the annual space surveys as well as the *Continual Space Data Update Process* mentioned above.

Each *Space Representative* will be trained to use the OSIS system to access space information, reports and diagrammatics. *Space Representatives* will also be trained to use the OSIS system to update space classification and assignment data for their academic program or administrative office via the *Online Space Survey*. Detailed end-user documentation of the ARCHIBUS/OSIS system is available in PDF format.

E. Department Representatives

At the discretion of each college, school, or administrative office, *Department Representatives* may be appointed per academic or administrative department. *Department Representatives* will work closely with the *Space Representative* for their college, school, or administrative office during annual space surveys. Each *Department Representative* will be trained to use the OSIS system to access space information, reports and diagrammatics. *Department Representatives* will also be trained to use the OSIS system to update space classification and assignment data for their department via the *Online Space Survey*. During the annual space survey, *Department Representatives* may access the *Online Space Survey* to submit spatial and classification updates for their department to their *Space Representative.*

V. SPACE SURVEY PROCEDURES

In order to meet the goal of continuously maintaining a comprehensive and accurate space inventory system, an Online Space Survey has been created. The survey is accessed via OSIS. All questions regarding this system or to request access should be directed to the Office of Campus Planning & Space Management.

Two primary data gathering methods will be used; 1) Annual Space Survey and 2) Continual Space Data Update Process. The two methods are described in detail below.

A. Annual Space Survey

1. **Overview:** A formal survey that will include staff members from Campus Planning & Space Management, the Business Office and the corresponding college, school or administrative unit. The survey will be certified by all parties.

2. **Frequency:** Annual

3. **Timeframe:** Will begin in the March/April timeframe and conclude the last week in September. The duration of this survey for each college, school or

administrative unit will be dependant upon the amount of space and number of buildings occupied by the college, school or administrative office as well as the magnitude of spatial, assignment and classification changes that occurred during the year.

4. **Scope:** Will be determined each year by Campus Planning & Space Management but generally will include100% of Auburn's main campus facilities including Alabama Cooperative Extension System (ACES) and Alabama Agricultural Experiment Station (AAES) space. Off-campus facilities and leased space will be at the discretion of Campus Planning & Space Management.

   Campus Planning & Space Management may select one classification of space (i.e. instructional, research, office, support, etc) or 1/3 of the overall space of a college, school, or administration unit as the focus of physical inspections during each annual space survey. Representatives from Campus Planning & Space Management will walk all or a majority of the space belonging to the selected classification with the *Space Representative* from the corresponding college, school, or administrative office to validate that the space is properly classified. The *Space Representative* will validate remaining space occupied by their college, school or administrative office on their own.

   In addition to walking a specific classification of space, Campus Planning & Space Management may also elect to walk recent construction (new or renovations) to ensure accuracy of diagrammatics.

5. **Survey Reporting Periods:** For non-base years (i.e. Indirect Cost Recovery), a simple "snap-shot" of the space as it exists at the time the space is certified by the Space Representative will suffice. There will not be a need to capture the changes in classification or assignment that occurred throughout the previous 12-month period.

   However, for surveys occurring during a base year, it will be important to capture the activity (i.e. space use) of the space that occurred during the past 12-month period, particularly for research space.

6. **Participants:** Survey Team consisting of:

   - Representative(s) from the Office of Campus Planning & Space Management

   - Representative from the Contracts and Grants department (on an as-needed basis)

- Appointed Space Representative from the corresponding college, school or administrative office

- *Optional*: Department Representatives as designated by the college, school or administrative office

7. Process Steps:

STEP 1: The Campus Planning & Space Management will email a memorandum notifying each academic and administrative unit involved in the upcoming survey, at least 2 weeks prior to the start. The memorandum will be directed to the Deans/Vice Presidents and the designated space representative for each unit. The Space Manager will provide training to the *Space Representative* and *Department Representatives* for each unit prior to the start of the survey.

STEP 2: *The Space Representative* and *Department Representatives* may access the OSIS system to view space assignment data and diagrammatics (floor plans) for all University space. They will access the *Online Space Survey* via the OSIS system to update space assignment and classification data for their college, school, administrative office, or department only.

STEP 3: The *Space Manager* will contact the *Space Representative* from each college, school or administrative office to formulate a schedule to conduct space walkthroughs to verify space belonging to a particular classification (i.e. instructional, research, office, support, etc) or for new construction or renovations. It is recommended that the person(s) most familiar with the facilities use be present during the walkthroughs.

STEP 4: Conduct building walkthroughs

- Building walkthroughs will be conducted by a representative from the Campus Planning & Space Management and the *Space Representative* from each college, school, or administrative office.

- Each room that has been selected for inspection that is assigned to the relevant college, school, or administrative office will be viewed and notes will be taken to confirm spatial, categorization and assignment information. If more than one activity occurs in a room, an estimate on the percentage of time that it is used for each activity is captured. Contract/grant and salary information related to these spaces will be validated against financial records in the Banner system.

- The *Space Representative* will access the *Online Space Survey* to make any necessary corrections.

- **Note**: The representative from Campus Planning & Space Management will only walk space belonging to a particular classification with the remainder to be validated by the *Space Representative*.

STEP 5: Validate remaining space

- The *Space Representative* and *Department Representatives* will access the *Online Space Survey* via the OSIS system to update space assignment and classification data for their college, school, administrative office, or department. *Department Representatives* will submit their updates to the *Space Representative* online.

- The *Space Representative* will receive electronic notification of Department Representative's submission and review/approve all updates to spatial classification and assignment data for their college, school, or administrative office. The *Space Representative* will submit the *Online Space Survey* to the Campus Planning & Space Management for review.

- **Note**: Although the Office of Space Planning & Management will not walk 100% of space during each annual space survey, measures to monitor significant changes in space classification and assignment, such as exception reporting, will be performed within the Campus Planning & Space Management . In addition, all newly created or structurally renovated space will be walked by the Office of Space Planning & Management.

STEP 6: Space Planning & Management will receive electronic notification of the Space Representatives submission and review the survey submission from each college, school, or administrative office.

STEP 7: Certification

- Once the Space Representative and the Space Manager have agreed that all room data is accurate and complete, the Space Manager will submit the *Online Space Survey* to the administrative V.P or academic Dean for review and approval.

- If the college, school, or administrative office agrees with all the space inventory information, the Dean or Vice President will certify the Space Survey in OSIS. It is

recommended that the college, school, administrative office, or department V.P or academic Dean retain a print copy of the report for their records.

- Campus Planning & Space Management will create an electronic copy of all the data at the conclusion of the space survey and will store this information as a historical record.

B. Continual Space Data Update Process

1. **Overview:** An informal space classification and assignment change process that will be managed by each college, school or administrative unit throughout the year as changes occur with spatial, classification and assignment information. These changes will be submitted to the Campus Planning & Space Management via the *Online Space Survey* which is accessible in OSIS.

2. **Frequency:** As changes occur

3. **Timeframe:** Throughout the year as changes occur

4. **Scope:** All spatial, classification and assignment changes to space

5. **Reporting Period:** N/A

6. **Participants:** *Space Representatives* from each college, school or administrative unit. Campus Planning & Space Management will be involved as needed if measurements, new room numbering, signage, etc. are necessary.

7. **Process Steps:**

   This process is triggered when space issues and requests dealing with space changes/issues (listed below) occur. They include:

   1) Reassignment across Departments within a College
   2) Reassignment across Colleges
   3) Discrepancies in current space data as recorded in Archibus
   4) Vacate/Departure of space

   STEP 1: When one or more of these space changes occur, the requesting department will be required to complete a *Space Classification Update Form* and submit the changes in OSIS. The *Space Classification Update Form* is the tool used by

Campus Planning & Space Management to initiate, track and resolve all customer requests.

STEP 2: Once a *Space Classification Update Form* with the appropriate information is received, a representative from Campus Planning & Space Management will contact the department to validate changes and collect any additional information needed.

STEP 3: Campus Planning & Space Management will approve the requested changes and make updates in Archibus as required.

C. Request for Space in New Construction or Renovations

Departments requesting renovations to existing space or new construction should follow the current procedures of filling out a *Project Initiation Form*. This form can be found on the Facilities Division website.

D. Space Surveys for Off-site Facilities

Surveys for off-site facilities will be conducted on an as-needed basis as determined by Campus Planning & Space Management. Off-site is defined as facilities not located within the campus grid with an associated site designation of "AA" (Auburn Main Campus). Off-site designations in Archibus include:

Site Code	Site Description
AC	Auburn City
AF	Autauga Forest Unit
AM	Auburn Montgomery
AP	Pitts Airport
BB	Black Belt Education and Research Center
BE	Brewton Experimental Field
BF	Barbour Forest Unit
CF	Coosa Forest Unit
CH	Chilton Area Horticulture Center
DI	Dauphin Island
EV	E.V. Smith Research Center
FF	Fayette Forest Unit
FM	Fort McClellan
GP	Goodwin Property
GS	Gulf Coast Substation
LF	Lee Forest Unit
LS	Lower Coastal Plain Substation
ME	Monroeville Experimental Field
MT	Mary O. Thomas Demo Forest
NA	North Auburn
NC	NCAT Test Track

NS	North Alabama Substation
OH	Ornamental Horticulture Field Station
PB	Plant Breeding Unit
PE	Prattville Experimental Field
PS	Piedmont Substation
RS	Rural Studio
SA	South Auburn
SD	Solon Dixon Education Center
SS	Sand Mountain Substation
TI	Turnipseed-Ikenberry
TS	Tennessee Valley Substation
US	Upper Coastal Plain Substation
WH	Wigley-Harper Property
WS	Wiregrass Substation

VI. SPACE TAXONOMY

As outlined in *Section IIII. B Classification*, there are three (3) primary classification groups used by the University to categorize or classify space at the building, floor and room level. They are <u>Room Use Code</u>, <u>Room Category & Type Codes</u> and <u>Room Standard (CIP) Codes</u>. This section describes these codes in greater detail.

Special Note: Change in AE and ES Space Taxonomy

As of the *2006 Annual Space Survey*, the Room Use Codes for the Agriculture Experiment Station (AE) and the Cooperative Extension System (ES) are no longer valid Room Use Codes. Rooms with these designations will be re-coded to one of the valid Room Use Codes identified below.

A. Room Use Codes

Source: Adapted from the **National Center for Education Statistics**, *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition*, *May 2006.*

Room Use Codes represent a <u>*function*</u> or <u>*activity*</u> that occurs in a room. This taxonomy has been adapted from the *Financial Accounting and Reporting Manual for Higher Education* and the earlier *Management Reporting and Accounting for Colleges*, Second Edition (1988) by the National Association of College and University Business Officers (NACUBO). While the taxonomy was originally designed for financial reporting, it has become the adapted standard for colleges and universities nationwide for facilities reporting.

Room Use Codes are vital in determining indirect cost recovery of Facilities and Administrative (F&A) costs associated with sponsored agreements. Accurately tracking and maintaining costs associated with building and equipment depreciation and building O&M Costs is a mandatory requirement by the Office of Management and Budget.

RESEARCH

1. Organized Research (OR)

The Organized Research space function is for space used in conducting research and development activities that are SEPARATELY BUDGETED AND ACCOUNTED FOR.

Organized Research is research that is funded by third parties, both Federal and non-Federal, including activity supported by University cost sharing specifically identified to those contracts, grants, and cooperative agreements. Likewise, all research activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds should be included here. Contract service activities performed for a third party are

NOT Organized Research and should be classified as Other Sponsored Activities (see definition below). All space used for organized research funded from the Agricultural Experiment Station should be coded as "OR"

INSTRUCTION & DEPARTMENTAL RESEARCH

2. Instruction (IN)

The Instruction & Departmental Research space function is for space used in conducting the instructional activities of the University, including all teaching and training activities, whether they are offered for credit toward a degree, or certificate, or on a non-credit basis, either through regular academic departments or separate divisions.

3. Departmental Research (DR)

DR is a new room use code as of 2013 space survey. Departmental research is defined as research activities that are a part of one's professional interest that are NOT separately budgeted and accounted for. For example, it includes research activity supported by departmental, gift or endowment funds for which no formal application/approval process was required.

OTHER SPONSORED ACTIVITIES

4. Other Sponsored Activities (OS)

The Other Sponsored Activities space function is for space used in conducting activities that are SPONSORED BY THIRD PARTIES, both Federal and non-Federal, which involve the performance of work other than Instruction or Research and are activities that are SEPARATELY BUDGETED AND ACCOUNTED FOR. This category includes contract for service activities (outreach activities), laboratory testing, community service programs, seminars, symposiums, and conferences, etc. funded by third parties. However, when any of these activities are undertaken without outside support, they are classified as Other Institutional Activities. Space used for Other Sponsored Activities within the Cooperative Extension System should be coded "OS".

DEPARTMENTAL ADMINISTRATION

5. Departmental Administration (DA)

The Departmental Administration space function is for space used in conducting ACADEMIC administrative and supportive activities that benefit

common or joint departmental objectives. This activity is generally located in offices of Deans, Department Heads or Chairpersons, Center Directors, and Division Heads. This category contains a variety of types of space in academic departments, all of which can be considered general-use space. Departmental Administration includes academic department space that it is not practical to define to any function because, even though it is assigned to one department/operating unit, it is used by multiple departments/operating units. Examples include certain waiting and reception areas, lounges, departmental libraries, and storage areas.

OPERATIONS & MAINTENANCE

6. **Operations and Maintenance (OM)**

   The Operations and Maintenance space function is for space used in conducting activities supporting the administration, operation, maintenance, preservation and protection of the University's physical plant. These activities include janitorial and utility services, repairs and ordinary or normal alterations of buildings, furniture and equipment, care of grounds, environmental safety, hazardous waste disposal, central receiving, facility planning and management, etc.

OTHER INSTITUTION ACTIVITIES

7. **Other Institutional Activities (OA)**

   The Other Institutional Activities space function is for space used for major functions (programs) of the University which are not instruction, organized research, other sponsored activities, or otherwise classified below. Examples include space designated for fund raising, auxiliaries, service centers, governmental affairs or other "unallowable" activities (according to A-21, Section J). Where applicable, further classify this space into the following categories:

8. **Auxiliary (AX)**

   The Auxiliary Enterprises function code is for space used for auxiliary enterprises as defined according to accounting conventions, self-supporting with revenue and expenditures in Ledger 3-XXXXX accounts.

9. **Service Center (SC)**

The Service Center function code is for space used for service center operations, as defined by the Service Center Policy adopted by the University's Business Office.

OTHER SPACE FUNCTIONS

10. General Administration (GA)

The General Administration space function is for space used in conducting general administration activities of the University as a whole. General Administration includes those activities of a general character that do NOT relate to any other major function of the institution. Academic departmental and division center offices are NOT included in this category, but rather classified as Departmental Administration. Examples of these activities are central administrative departments such as payroll and benefits, financial reporting, human resources, legal counsel and procurement and payment services.

11. Sponsored Projects Administration (SP)

The Sponsored Projects Administration space function is for space used by central offices established primarily to administer sponsored projects. This function includes such activities as grant and contract administration (Federal and non-Federal). Sponsored Projects Administration DOES NOT INCLUDE ANY ACADEMIC SPACE.

12. Student Services Administration (SA)

The Student Services Administration space function is for space used in conducting student administration activities. These activities include admissions and records, student counseling services, student financial services and career services.

13. Library (LI)

The Library space function is for space used by the RBD Library. It is NOT used for departmental libraries, which should be coded as Departmental Administration.

14. Outside Agency (OT)

The Outside Agencies space function is for areas utilized by agencies not administratively a part of Auburn University, (e.g. USDA).

15. Not in USE (NU)

The NU space function is for space that is assigned to an occupant, but is not in use (including space under renovation). The percentage of the year that the room was vacant should be assigned the NU function. The remaining portion of the year should be assigned based on functional use during the period of active use.

EXAMPLES OF SPACE CLASSIFICATIONS

1. **Classifying Research Space**
   RESEARCH is divided into two categories:

   a) **ORGANIZED RESEARCH** (including activity supported by cost sharing on organized research) and

   b) **DEPARTMENTAL RESEARCH**

   The room type normally associated with RESEARCH activity is RESEARCH LABORATORIES.
   However, research activity may exist (in varying degrees) in several other room types such as TEACHING LABORATORIES and OFFICES.
   Conversely, activity other than research may be taking place in a room classified as a RESEARCH LABORATORY.

   It is important to note the following when assigning room functions:

   It is the USE OF SPACE, not the room type, that determines the functional assignment given for a particular room.

   The assignment of space to the various research functions and to instruction, training, and other sponsored activities should be based on interviews with the person(s) that use the space.

   Example 1: Distinguishing Between Organized Research and Department Research

   STEP 1: Identify activity taking place in the room
   Professor Smith occupies a research lab. The primary research activity taking place in the lab is supported by a grant from NASA (externally funded research). Professor
   Smith is also performing experimental studies not funded by a particular sponsor, but supported by departmental gift funds.

   STEP 2: Determine the proportionate use of activity within the room

Through consultation with Professor Smith determine a reasonable estimate of the activity between ORGANIZED RESEARCH and DEPARTMENTAL RESEARCH.
Professor Smith indicates that the room is used approximately 80% for the NASA supported research and 20% for research supported by the gift funds. The space inventory for this room is completed as follows:

80% ORGANIZED RESEARCH (OR)
20% DEPARTMENTAL RESEARCH (DR)

STEP 3: Verify the reasonableness of the proportionate use
The proportionate use function of all space utilized by Professor Smith should reflect the proportionate functions of the monetary account(s) used by Professor Smith. Significant differences should be investigated and documented.

Example 2: Treatment of Cost Sharing
If Professor Smith's NASA grant was cut and the department provided cost share dollars to supplement the NASA research, then the space used for that activity would be coded in the same manner as the NASA research grant supported activities, or ORGANIZED RESEARCH.

2. **Classifying Instructional Space**

The room types generally associated with INSTRUCTION are CLASSROOMS and TEACHING LABORATORIES. However, INSTRUCTION activity can also take place in room types such as RESEARCH LABORATORIES, CONFERENCE ROOMS, and OFFICES. It is the use of space, i.e. the activity taking place in the room and not the room types that determines the appropriate functional assignment for a particular room.

Instructional Activities are those related to instructing registered students such as:
- Course preparation
- Counseling and advising/assisting students registered in classes
- Grading
- Syllabus production
- Textbook orders
- Exam preparation
- Formal classroom teaching and laboratories

3. **Classifying Other Sponsored Activities Space**

Other Sponsored Activities are SPONSORED BY THIRD PARTIES (either Federal or non- Federal). This category includes contract-for-service activities, community service programs, seminars, symposiums, and conferences, etc. funded by third parties (including the Cooperative Extension System).

It will likely be necessary to interview the employee responsible for each sponsored project to determine where these activities were conducted or planned. Any of the activity that was funded through Cooperative Extension System funds should be categorized as "OS".

4. **Classifying Departmental Administration Space**

Space associated with Departmental Administration is generally located in academic administration offices of the Chair/Head and Dean. Within these areas, room types generally classified as Departmental Administration are OFFICES and CONFERENCE ROOMS.

Departmental Administration activities are those such as:
- General academic departmental office functions including that of Chair/Head and departmental staff
- Administrative functions in academic Dean's offices
- General academic departmental services such as mail distribution and telephone service
- Development of proposals for new research activities
- Academic department conference rooms

When assigning the functional classification for FACULTY OFFICES, the range of activities associated with the faculty member should be considered. A faculty member involved in research, teaching, administrative duties, proposal development, and other sponsored programs would have multiple functional classifications for his office. Possibilities may include functions such as Organized Research, Departmental Research, Instruction, Other Sponsored Activities, and Departmental Administration. Interviewing the faculty member is necessary to determine the appropriate percentages to assign to each function.

5. **Classifying Other Functions**
Operations and Maintenance Activities include those such as:
- Administration, supervision, operation, maintenance, preservation, and protection of the
- University's physical plant
- Security
- Environmental safety and hazardous waste disposal
- Receiving
- Facility planning and management
- Property and Risk/Liability Insurance

  Operations and Maintenance departments/operating units include those such as:
  - Safety and Environmental Health
  - Public Safety

- Facilities Management

General Administration Activities include those such as:
- Institution-wide financial management
- Business services
- Budget and planning
- Administrative computing
- Payroll and personnel management
- Legal affairs

  Departments/operating units include those such as:
  - Office of the President
  - Provost's Office
  - Executive Vice President
  - University Counsel
  - Internal Auditing
  - Accounts Payable
  - Payroll & Benefits
  - Budget Office
  - Human Resources
  - Institutional Research and Assessment

Sponsored Projects Administration Departments/operating units include those such as:
- Associate Provost and Vice President for Research
- Contracts and Grants Accounting

Student Services Administration Departments/operating units include those such as:

- Enrollment Management
- Registrar's Office
- Financial Aid
- Admissions
- Career Development Services
- Student Affairs
- Student Center / Foy Union

Library (not including departmental libraries)
- RBD Library, including branches

Other Institutional Activities Departments/operating units include those such as:
- Alumni & Development (OA)
- University Relations (OA)

- Athletics (AX)
- Food Services (AX)
- University Housing (AX)
- Bookstore (AX)
- Printing Services (SC)
- Telecommunications (SC)

B. Room Category and Room Type Codes

Source: Adapted from the **National Center for Education Statistics**, *Postsecondary Education Facilities Inventory and Classification Manual, July 1992.*

The *Room Category* and *Room Type* codes identify how the room is _used_ and may reflect the physical characteristics of that space. For example, a room can be an office or a classroom, but not both. The following is the list of codes as adapted by Auburn University.

Room Category	Room Category Description	Room Type	Room Type Description
000	UNCLASSIFIED ASSIGNABLE AREAS	010	Tenant Space
		050	Inactive Area
		060	Alteration Or Conversion Area
		070	Unfinished Area
100	CLASSROOM FACILITIES	110	General Purpose Classroom
		115	General Purpose Classroom Service
		120	Departmental Classroom
		125	Departmental Classroom Service Area
200	LABORATORY FACILI TIES	210	Regularly Scheduled Class Laboratory
		215	Regularly Scheduled Class Laboratory Service
		220	Open Laboratory
		225	Open Laboratory Service
		250	Research/Nonclass Laboratory
		251	Research/Office
		255	Research/Nonclass Laboratory Service
		260	Special Use Lab
		270	Computer Lab
		280	Lab - Studio
		290	Collections
300	OFFICE FACILITIES	310	Office (general, but used for Faculty)
		312	Office, Administrative
		314	Office, Staff
		315	Office Service
		316	Office, General
		320	Office, Grad Students
		325	Office, Dept Head
		330	Office, Student Org
		350	Conference Room (Office Related)
		355	Conference Room Service
400	STUDY FACILITIES	410	Study Room (Computer Room)
		420	Stack (Library)
		430	Open-Stack Study Room (Reading Room)
		440	Processing Room (Library Support Service)
		455	Study Service
500	SPECIAL USE FACILI TIES	510	Armory

Room Category	Room Category Description	Room Type	Room Type Description
		515	Armory Service
		520	Athletic or Physical Education
		523	Athletic Facilities Spectator Seating
		525	Athletic or Physical Education Service
		530	Media Production
		535	Media Production Service
		540	Clinic (Nonhealth Prof.)
		545	Clinic Service (Nonhealth Prof.)
		550	Demonstration (Training Room)
		555	Demonstration Service (Training Room)
		560	Field Building (Barn)
		570	Animal Quarters
		575	Animal Quarters Service
		580	Greenhouse
		585	Greenhouse Service
		590	Space Not Otherwise Classified
600	**GENERAL USE FACIL ITIES**	610	Assembly
		615	Assembly Service
		620	Exhibition (Museum/Art Gallery)
		625	Exhibition Service (Museum/Art Gallery)
		630	Food Facility
		635	Food Facility Service
		650	Lounge
		655	Lounge Service
		660	Merchandising
		665	Merchandising Service
		670	Recreation
		675	Recreation Service
		680	Meeting Room (Non-Class)
		685	Meeting Room Service (Non-Class)
700	**SUPPORT FACILITIES**	710	Central Computer or Telecommunications
		715	Central Computer or Telecom. Service
		720	Non-Instructional Shop
		725	Non-Instructional Shop Service
		730	Central Storage
		735	Central Storage Service
		740	Vehicle Storage
		745	Vehicle Storage Service
		750	Central Service
		755	Central Service Support
		760	Hazardous Materials Storage
		770	Hazardous Waste Storage
		775	Hazardous Waste Service
		780	Unit Storage

Room Category	Room Category Description	Room Type	Room Type Description
800	HEALTH CARE FACILITIES	810	Patient Bedroom
		815	Patient Bedroom Service
		820	Patient Bath
		830	Nurse Station (Hospital Admin.)
		835	Nurse Station Service (Hospital Admin.)
		840	Surgery
		845	Surgery Service
		850	Treatment/Examination
		855	Treatment/Examination Service
		860	Diagnostic Service Laboratory
		865	Diagnostic Service Laboratory Support
		870	Central Supplies
		880	Public Waiting
		890	Staff On-Call Facility
		895	Staff On-Call Facility Service
900	RESIDENTIAL FACILI TIES	910	Sleep/Study Without Toilet or Bath
		919	Residential Toilet or Bath
		920	Sleep/Study With Toilet or Bath
		935	Sleep/Study Service
		950	Apartment
		955	Apartment Service
		970	House
**NON	NON-ASSIGNABLE AREAS	N10	Custodial / Janitorial
		N11	Recycling Station (non-assignable)
		N20	Corridor / General Circulation
		N21	Elevator
		N22	Interior Stairs / Interior Ramp
		N23	Exterior Stairs / Exterior Ramp
		N24	Lobby / Vestibule / Entry (non-assignable)
		N25	Open Vertical Shaft / Atrium (non-assignable)
		N26	Exterior Balcony / Patio (non-assignable)
		N27	Receiving / Loading Dock / Non-Storage
		N28	Service Tunnel / Service Ladder
		N30	Other Service Areas (non-assignable)
		N31	Mechanical / HVAC Room
		N32	Electrical / Power Room
		N50	Other Void / Non-Accessible Areas
		N51	Enclosed Vertical Shaft / Non-Elevator
		N40	Unisex Restroom / Toilet (non-residential)
		N41	Men's Restroom / Toilet (non-residential)
		N42	Women's Restroom / Toilet (non-residential)
		N60	Other Exterior Areas (non-assignable)

**Special Note: Classification of Non-Assignable Areas

Nonassignable areas include the "sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operations of a building." These areas include "space subdivisions of the three nonassignable space use categories—building service, circulation, and mechanical—that are used to support the building's general operation."[1] For a complete listing of nonassignable Room Types, please reference the following table.

Nonassignable areas should be classified with the "000000" organization code and should not have a specific room use code designation.

A specific room numbering scheme has been designated for all corridors, stairs, exterior service areas and vertical penetrations such as elevators. For these spaces, the Room Code (or room number) will be preceded by a "V", "C" or "X" as follows:
     "V":   Vertical areas, such as vertical shafts, voids, elevators, stairs, etc.
     "C":   Unassigned corridors, hallways, etc.
     "X":   Assigned exterior areas such as service yards, loading docks, covered patios or balconies, etc. Examples would be V101, C1011 or X212.

in

C. Room Standard (CIP) Codes

Source: Adapted from the **National Center for Education Statistics**, *Classification of Instructional Programs: 2000 Edition, April 2002.*

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme that contains titles and *descriptions of postsecondary instructional programs*. It was developed to facilitate NCES' collection and reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity. This is not a full listing of the codes developed by NCES, but rather the codes most frequently used at Auburn University.

Room Standard	Description
000000	General
000001	University Outreach
000002	University Research
010000	Agriculture, General.
010101	Agricultural Business and Management, General.
010103	Agricultural Economics.
010303	Aquaculture.
010601	Applied Horticulture/Horticulture Operations, General.
010901	Animal Sciences, General.
010907	Poultry Science.
010999	Animal Sciences, Other.
011101	Plant Sciences, General.
011102	Agronomy and Crop Science.
011103	Horticultural Science.
011201	Soil Science and Agronomy, General.
019999	Agriculture, Agriculture Operations, and Related Sciences, Other.
030301	Fishing and Fisheries Sciences and Management.
030501	Forestry, General.
030601	Wildlife and Wildlands Science and Management.
040201	Architecture (BArch, BA/BS, MArch, MA/MS, PhD).
049999	Architecture and Related Services, Other.
090101	Communication Studies/Speech Communication and Rhetoric.
090401	Journalism.
130101	Education, General.
130301	Curriculum and Instruction.
130401	Educational Leadership and Administration, General.
130501	Educational/Instructional Media Design.
131001	Special Education and Teaching, General.
131101	Counselor Education/School Counseling and Guidance Services.
131299	Teacher Education and Professional Development, Specific Levels and Methods, Other.

Room Standard	Description
131314	Physical Education Teaching and Coaching.
131399	Teacher Education and Professional Development, Specific Subject Areas, Other.
131401	Teaching English as a Second or Foreign Language/ESL Language Instructor.
140101	Engineering, General.
140201	Aerospace, Aeronautical and Astronautical Engineering.
140301	Agricultural/Biological Engineering and Bioengineering.
140701	Chemical Engineering.
140801	Civil Engineering, General.
140901	Computer Engineering, General.
141001	Electrical, Electronics and Communications Engineering.
141101	Engineering Mechanics.
141801	Materials Engineering.
141901	Mechanical Engineering.
142801	Textile Sciences and Engineering.
143501	Industrial Engineering.
160101	Foreign Languages and Literatures, General.
190101	Family and Consumer Sciences/Human Sciences, General.
190401	Family Resource Management Studies, General.
190501	Foods, Nutrition, and Wellness Studies, General.
190601	Housing and Human Environments, General.
190701	Human Development and Family Studies, General.
190707	Family and Community Services.
190901	Apparel and Textiles, General.
230101	English Language and Literature, General.
231001	Speech and Rhetorical Studies.
240101	Liberal Arts and Sciences/Liberal Studies.
260101	Biology/Biological Sciences, General.
260301	Botany/Plant Biology.
260305	Plant Pathology/Phytopathology.
260701	Zoology/Animal Biology.
260702	Entomology.
269999	Biological and Biomedical Sciences, Other.
270101	Mathematics, General.
280401	Navy/Marine Corps JROTC/ROTC.
380101	Philosophy.
400101	Physical Sciences.
400501	Chemistry, General.
400601	Geology/Earth Science, General.
400801	Physics, General.
420101	Psychology, General.
429999	Psychology, Other.
451001	Political Science and Government, General.
451101	Sociology.

Room Standard	Description
490101	Aeronautics/Aviation/Aerospace Science and Technology, General.
500101	Visual and Performing Arts, General.
500501	Drama and Dramatics/Theatre Arts, General.
500701	Art/Art Studies, General.
500702	Fine/Studio Arts, General.
500901	Music, General.
510201	Communication Disorders, General.
511601	Nursing/Registered Nurse (RN, ASN, BSN, MSN).
512001	Pharmacy (PharmD [USA], PharmD or BS/BPharm [Canada]).
512401	Veterinary Medicine (DVM).
520101	Business/Commerce, General.
520201	Business Administration and Management, General.
520301	Accounting.
520601	Business/Managerial Economics.
520801	Finance, General.
521401	Marketing/Marketing Management, General.
540101	History, General.
720000	Intercollegiate Athletics
732000	Health Services
733000	Housing
734000	Food Services

APPENDICIES

Appendix A – Room Assignment (Banner Organization) Codes

Sample of Room Assignment Codes from the College of Liberal Arts

Level 1 Descr	Level 2 Descr	Level 3 Descr	Busn Unit Code	Business Unit Descr	Division Code	Division Descr	Dept Code	Department Descr
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	12360	Economics	123600	Economics
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13400	Communication - Journalism	134001	Communication
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13400	Communication - Journalism	134051	Journalism
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13425	English	134250	English
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13430	Foreign Language	134300	Foreign Language
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13435	History	134158	Encyclopedia of Alabama
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13435	History	134350	History
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13450	Liberal Arts Administration	134302	Women's Studies Program
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13450	Liberal Arts Administration	134500	Liberal Arts Administration
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13455	Philosophy	134550	Philosophy
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13460	Political Science	134601	Political Science
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13470	Psychology	134701	Psychology
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1340	College of Liberal Arts	13490	Sociology	134900	Sociology
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1350	School of Fine Arts	13505	Art	135050	Art
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1350	School of Fine Arts	13515	Music	135150	Music
AU Main Campus	Provost & VP of Academic Affairs	College of Liberal Arts	1350	School of Fine Arts	13520	Theatre	135200	Theatre

Comment [MSOffice1]: Update chart will current structure for Liberal Arts

Appendix B – Ownership Status Definitions

Source: The **National Center for Education Statistics**, *Postsecondary Education Facilities Inventory and Classification Manual, July 1992.*

Ownership Code	Definition
1	Owned in fee simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangement).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).

Appendix C – Space Classification Update Form

Space Classification Update Form
Auburn University
Office of Campus Planning & Space Management
334-844-7232   Phone
334-844-9587   Fax
hzw0011@auburn.edu   Email

I.   REQUESTOR INFORMATION

NAME:

COLLEGE OR DEPARTMENT:

PHONE NUMBER: FAX NUMBER: EMAIL: DATE:

II.   UPDATE INFORMATION

Please list all buildings which are affected by this update:

1.   3.
2.   4.

Does this update affect multiple rooms?   YES ☐   NO ☐

Please check all that apply:

☐ Change in Function   ☐ Discrepancies in current space data/reports

☐ Reassignment across Departments   ☐ Vacate/Departure of Space

☐ Reassignment across Colleges   ☐ Other:

Is the College's/Administrative Department's *Space Representative* aware of these changes?
☐ YES   ☐ NO

Upon completion, please fax or email this request to the Office of Space Planning & Management. A representative from the Office will be in contact with you shortly to collect the specifics of the data changes and will update the space management database as required.

Appendix D – Space Survey Report (example)

AUBURN UNIVERSITY SPACE MANAGEMENT
OFFICE OF SPACE PLANNING & MANAGEMENT

JUNE 21, 2006

⊞ user restriction in place

2006 SPACE SURVEY REPORT

| College/School | | 120- College of Agriculture | | | | | | |

| ⊟ Building | | Ag Heritage Park: Herdsman House - AA_R0901 | | | | | | |

Floor	Room	NASF	Legacy Room Area	Division	Department	Room Use	Room Type	Room Standard
01	001	0.00	209.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	002	0.00	152.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	003	0.00	162.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	004	0.00	34.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	005	0.00	162.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	006	0.00	205.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	007	0.00	44.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	008	0.00	81.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.
01	009	0.00	152.00	120550 - Animal Sciences	120551 - Animal Sciences	AE - 100.00%	970 - House	010901- Animal Sciences, General.

6/21/2006

Appendix E – Glossary

For a more comprehensive list of definitions and explanations of generic terms related to facilities inventory data, please reference the **National Center for Education Statistics**, *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition*, *May 2006.*

1. *Academic Program:* Instructional program of a professional or non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

2. *Building:* A roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. The building inventory may encompass many different types of structures, including marine and space structures (whether staffed or not); research vessels; aquarium structures; and trailers that are not on wheels and are used for offices, residences, or storage.

3. *Building Service Area:* The sum of all areas of a building used to support its cleaning and public hygiene functions.

4. *Circulation Space*: the sum of all areas required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.

5. *CIP (Classification of Instructional Programs):* An NCES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and state school systems and postsecondary institutions. See Appendix C.

6. *Gross Square Feet (GSF):* The floor area of a structure within the outside faces of the exterior walls. This value is either physically measured or scaled from as-built drawings.

7. *MSAG (Master Street Address Guide):* National E911 standard used by Auburn University. Consists of a data base of street names and house number ranges within their associated communities defining Emergency Service Zones (ESZs) and their associated Emergency Service Numbers (ESNs) to enable proper routing of 9-1-1 calls.

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

9. *Net Assignable Square Feet (NASF):* The amount of space that can be used for programs is known as the Assignable Area. The Assignable Area of a room is the area measured within the interior walls of the room. Total Assignable Area of a building or in an inventory is the sum of the space allocated to the ten major room use categories: classrooms, laboratories, offices, study areas, special use

space, general use areas, support rooms, health care, residential, and unclassified space. These categories are further identified below.

10. *Net Usable Area:* The aggregate interior area of a building; the sum of Assignable Area and Non-assignable Area.

Net Usable Area = Assignable Area + Non-assignable Area

11. *Non-assignable Area:* The sum of Building Service Area, Circulation Area, and Mechanical Area of a building.

Non-assignable Area = Building Service + Circulation + Mechanical Areas

12. *Principal Investigator:* The principal investigator is the individual bearing primary responsibility for all essential aspects of the work being carried out, including technical aspects and completion of programmatic work, compliance with government, sponsor, and university policies and regulations, fiscal stewardship of sponsored funds, and all administrative requirements of the sponsored project.

13. *Room:* Space normally enclosed on all sides including alcoves and recesses. Covered play areas, covered patios, and covered walkways are exceptions to the enclosure criterion.

14. *Structural Area:* The difference between the exterior or Gross Area and the interior or Net Usable Area is the Structural Area, the floor area upon which the exterior and interior walls sit and the unusable areas in attics and basements. Structural area may be calculated as the difference between the net usable area and the gross area of a building.

Structural Area = Gross Area - Net Usable Area

Appendix F – Source References

1. **National Center for Education Statistics**, *Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition, May 2006* http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006160

2. **National Center for Education Statistics**, *Classification of Instructional Programs: 2000 Edition, April 2002* http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165

3. **Georgetown University**, Office of the University Architect - *Space Policy & Procedures Guidelines* http://www.georgetown.edu/facilities/architect/policytoc.html

4. **Utah State University**, Provost Office - *Space Management Policy & Procedures* http://www.usu.edu/provost/policies/spacemanagement.cfm

5. **University of Michigan**, Office of Space Analysis, *Departmental Space Survey*, http://www.umich.edu/~ofa/Space/survey98tst.htm

6. **Stanford University**, Office of Research Administration, *Space Inventory*, http://ora.stanford.edu/space/default.asp

7. **University of Missouri - Columbia**, Space Planning and Management, http://spaceplanning.missouri.edu/