

**SPACE USE CODES - Only one Space Use Code per room**

Shown below is a quick reference guide. [Click here for THECB detailed descriptions](#). Contact Cheryl Benningfield xt: 7383 for questions concerning these codes.

Space Use Name	Space Use Code	Description / <i>examples</i> / <i>Frequently mistaken codes</i>
<b>INSTRUCTIONAL SPACES</b>		
<b>Classroom</b>	<b>110</b>	Regularly scheduled instruction with no restrictive equipment
	<b>110</b>	<i>Classroom</i>
	<b>110</b>	<i>Lecture Room</i>
	<b>110</b>	<i>Seminar Room</i>
Classroom Service	<b>115</b>	Directly serves classrooms as extension of classroom activities
	<b>115</b>	<i>Closets</i>
	<b>115</b>	<i>Coatrooms</i>
	<b>115</b>	<i>Preparation Rooms</i>
	<b>115</b>	<i>Projection Room</i>
	<b>115</b>	<i>Storage Areas</i>
<b>Class Laboratory</b>	<b>210</b>	Regularly scheduled instruction (through AdAstra) that requires special purpose equipment of space configuration
	<b>210</b>	<i>Band Rooms</i>
	<b>210</b>	<i>Choral Rooms</i>
	<b>210</b>	<i>Computer Labs</i>
	<b>210</b>	<i>Instructional Shops</i>
	<b>210</b>	<i>Language Labs</i>
	<b>210</b>	<i>Group Music Practice Rooms</i>
	<b>210</b>	<i>Teaching Labs</i>
	<b>210</b>	<i>Theater Stage Areas</i>
	Class Lab Service	<b>215</b>
<b>215</b>		<i>Closets</i>
<b>215</b>		<i>Coatrooms</i>
<b>215</b>		<i>Preparation Rooms</i>
<b>215</b>		<i>Projection Room</i>
<b>215</b>		<i>Storage Areas</i>
<b>Special Class Lab</b>	<b>220</b>	Not formally or regularly scheduled OR regularly scheduled but access, due to specialized equipment/configuration, is limited
	<b>220</b>	<i>Music Practice Rooms</i>
	<b>220</b>	<i>Speech Labs</i>
	<b>220</b>	<i>Hearing Labs</i>
	<b>220</b>	<i>Law Labs</i>
	<b>220</b>	<i>CAD Labs</i>
Special Class Lab	<b>225</b>	Directly serves Special Class Labs as extension of activities

Space Use Name	Use Code	Description / examples / <b>Frequently mistaken codes</b>	
Service	225	Closets	
	225	Coatrooms	
	225	Preparation Rooms	
	225	Projection Room	
	225	Storage Areas	
	225	Telecom Control Booths	
<b>Individual Study Lab</b>	<b>230</b>	Individual student experimentation, observation, or practice (room of "stations" would be Individual Study Lab)	
	230	Language Lab	
	230	Music Practice	
	230	Study Lab	
Individual Study Lab Service	235	Directly serves Individual Study Labs as extension of activities	
	235	Closets	
	235	Coatrooms	
	235	Preparation Rooms	
	235	Projection Room	
	235	Storage Areas	
<b>Research/ Non-Class Lab</b>	<b>250</b>	Sponsored or professional research and observation	
	Research/ Non-Class Lab Service	255	Directly serves Research/Non Class Lab as extension of activities
		255	Closets
		255	Coatrooms
		255	Preparation Rooms
		255	Projection Room
255	Storage Areas		
255	Telecom Control Booths		
<b>OFFICE FACILITIES</b>			
<b>Office</b>	<b>310</b>	Space that houses faculty, staff or students working at one or more desks, tables, or workstations	
	310	Office	
	310	Receptionist room w/ waiting area	
Office Service	315	Directly serves an office/offices as extension of activities in those spaces	
	315	Break Rooms	
	315	Circulation areas (open and private)	
	315	Closets	
	315	Copy & fax room	
	315	File Rooms	
	315	Kitchenettes for offices	
	315	Lounge / non public	
	315	Private Restrooms	
	315	Record Rooms	

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	315	Student Counseling
	315	Testing/assessment rooms
	315	Vaults
<b>Conference Room</b>	350	Space used by specific organization for staff meetings & dept activities
	680	Meeting Room (space used for general meetings and not associated with a particular dept)
Conference Room Service	355	Directly serves a conference room as extension of activities in those spaces
	355	Control Booths
	355	Kitchenettes
	355	Projection Rooms
	355	Sound Equip Rooms
	355	Storage Spaces
<b>STUDY FACILITIES</b>		
<b>Study Space</b>	410	Area used by individuals for general purpose studies at their convenience - may have restricted access but not w/equipment designated by particular subject or discipline w/equipment
	410	Study/Reading rooms (in libraries, residential facilities, academic facilities)
	410	Learning Labs
	410	Computer Labs
<b>Stack</b>	420	Space used to house arranged collections of educational materials for use as a study resource (typically appear in central, branch or departmental libraries) (can include any form of educational media)
<b>Open-Stack Study Room</b>	430	Combination Study & Stack generally without physical boundaries between the stack and study areas
	430	Seating areas in 410 with stack areas included
<b>Processing Room</b>	440	Space devoted to processes and operations in support of library functions
	440	Bookbinding rooms
	440	Card and microfiche areas
	440	Circulation desk areas
	440	Interlibrary loan processing areas
	440	Materials processing areas
	440	Reference desk area
Study Service	455	Space that directly serves any of the 400 series Space Use Codes above
	455	Closets
	455	Coatrooms
	455	Copy Rooms
	455	Storage Areas
<b>SPECIAL USE FACILITIES</b>		
<b>Armory (Military Service)</b>	510	Space specially designed or equipped for use by ROTC and ancillary units for military training and/or instructional activity

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	510	Drill areas (indoor)
	510	Military science room (specially equipped)
	510	Rifle range (indoor)
Armory Service	515	Space that directly serves an armory facility as an extension of those activities
	515	Military Equipment Storage
	515	Supply Room
	515	Weapon Rooms
<b>Athletic or Physical Education</b>	520	Space used by students, staff, or public for athletic or physical education activities
	520	Basketball courts
	520	Bowling
	520	Dancing space
	520	Field houses
	520	Gymnasiums
	520	Handball courts
	520	Swimming pools (indoor)
	520	Tracks (indoor)
	520	Weight/exercise rooms
<b>Athletic Facilities Spectator Seating</b>	523	Covered seating area used by students, staff and public to watch athletic events (Includes fixed seating in gyms, field houses, covered stadia, etc - <b>does not include areas with moveable bleachers</b> ) This is Non-Educational and General space
Athletic or Physical Education Service	525	Space directly serves athletic or physical ed facility as an extension of that facility
	525	Coaches rooms (non office)
	525	Dressing area
	525	Equipment storage
	525	First Aid
	525	Locker rooms
	525	Shower rooms
	525	Supply rooms
	525	Ticket booths
	525	Towel Room
<b>Media Production</b>	530	Space used for production or distribution of multimedia materials or signals
	530	Media centers
	530	Photo studios
	530	Radio studios
	530	Software production or distribution rooms
	530	Sound studios
	530	TV studios
	530	Video studios
	210/220	Media spaces used for teaching
Media Production	535	Space that directly serves media production or distribution space

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Service	535	Media storage rooms
	535	Dark rooms
	535	Studio control booths
Clinic	540	Space used for providing diagnosis, consultation, treatment or other to patients/clients/subject for primary purpose of instruction, research or public service (associated with psychology, law, speech and hearing)
	540	Consultation rooms
	540	Examination rooms
	540	Holding areas
	540	Testing rooms
	800's	Healthcare facilities
Clinic Service	545	Space that directly serves clinic as extension of activities
	545	Waiting rooms
	545	Records rooms
	545	Diagnostic laboratories
Demonstration	550	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
	550	Demonstration Daycare
	550	Family and Consumer Science houses
Demonstration Service	555	Space that directly serves Demonstration space as extension of activities
	555	Storerooms
	555	Pantries
	555	Kitchens
Field Building	560	Barn or similar agricultural structure (not serving research and/or instructional)
	560	Animal and poultry shelters
	560	sheds, silos and feed storage
Animal Facilities	570	Space that houses laboratory animals used for research and/or instructional purposes
	570	Cage rooms
	570	Operating recovery
	570	Isolation and Quarantine
Animal Facilities Services	575	Space that directly serves animal facilities as extension of activities
	575	Feed storage rooms
	575	Cage storage rooms
	575	Instrument rooms
Greenhouse	580	Space usually enclosed by light transmitting material used for cultivation/protection of plants
Other	590	Category of last resort for spaces not described, even approximately, with other definitions Should have very limited use, if used at all!

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
<b>GENERAL USE FACILITIES</b>		
<b>Assembly</b>	<b>610</b>	Space design and equipped for assembly of many persons for events
	610	Arenas
	610	Auditoriums
	610	Chapels
	610	Concert Halls
	610	Livestock judging pavilions
	610	Orchestra pits
	610	Stages
	610	Theaters
	110	Assembly used primarily as instruction (lecture halls)
	210/220	Stage areas used primarily for instruction or practice
Assembly Service	615	Space that directly services Assembly facility as extension of activities
	615	Check rooms
	615	Coat rooms
	615	Control rooms
	615	Green rooms
	615	Ticket booths
<b>Exhibition</b>	<b>620</b>	Space used for exhibition of materials, works of art, artifacts. Intended for general use by faculty, students, staff and public
	620	Galleries
	620	Museums
	620	Planetariums for exhibition
	200's	Planetarium for research
Exhibition Service	625	Space that directly services Exhibition facility as extension of activities
	625	Preparation rooms
	625	Storage rooms
	625	Vaults
<b>Food Facility</b>	<b>630</b>	Space used for eating that has available seating or counters for eating
	630	Cafeterias
	630	Dining halls
	630	Restaurants
	630	Snack bars
	660	Vending areas without seating
Food Facility Service	635	Space that directly services Food facility as extension of activities
	635	Kitchens
	635	Serving areas
	635	Cold storage and freezers
	635	Dishwashing areas
<b>Day Care</b>	<b>640</b>	Space used to provide child or elderly care as a nonmedical service

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	640	Play areas
	640	Child training areas
Day Care Service	645	Space that directly serves Day Care facility as extension of activities
	645	Storage rooms
	645	Kitchen or prep rooms
<b>Lounge</b>	650	Space used for general use rest and relaxation that is not restricted to specific group, people, unit, or dept.
	650	Area equipped with several seats and intended for use by public
	315	Office break rooms
Lounge Service	655	Space that directly serves Lounge space as extension of activities
	655	Kitchenettes
	655	Vending areas
<b>Merchandising</b>	660	Space used to sell products or services (Non educational general space)
	660	Beauty shops
	660	Bookstores
	660	Central ticket outlets
	660	Food stores
	660	Post office
	660	Space used to sell products or services
	660	Student supply stores
	660	Vending machine spaces (without seating)
	630	Dining Rooms
	630	Restaurants
	630	Snack bars
Merchandising Service	665	Space that directly serves Merchandising as extension of activities
	665	Storage rooms
	665	Closets
	665	Private restrooms
	665	Sorting spaces
<b>Recreation</b>	670	Space used by students, staff or public for recreational purposes (Non educational general space)
	670	Billiards rooms
	670	Chess rooms
	670	Exercise rooms (no special equipment)
	670	Game/arcade rooms
	670	Hobby rooms
	670	Music listening rooms (not for study)
	670	Reading rooms (not for study)
	670	Table tennis rooms
	670	TV rooms
	520	Athletics

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Recreation Service	675	Space that directly serves Recreation as extension of activities
	675	Equipment issue rooms
	675	Cashier's desk
	675	First aid area
Meeting Room	680	Room used by institution or public for variety of non-class meetings
	680	Meeting space, open and available to the public
	350	Conference room
Meeting Room Service	685	Space that directly serves Meeting Room as extension of activities
	685	Kitchenettes
	685	Furniture storage
	685	Control rooms
Locker Room	690	Space used for changing clothes or storing personal materials
	525	Athletic locker rooms
	XXX	Custodial locker rooms
	800's	Healthcare facility locker rooms
<b>SUPPORT FACILITIES</b>		
Central Computer or Telecommunication	710	Space used as a data or telecommunication center with broad applications that serve overall administrative or academic primary equipment needs
	710	Central HUBS
	710	Central Network centers
	710	Computer based telecommunication equip rooms
	710	Mainframe
	710	Server farms
	Y04	Small closet housing telecom equip and wiring, only accessed for repair or modification (mechanical)
Central Comp or Telecom Service	715	Space that directly serves Central Comp or Telecom as extension of activities
	715	Paper or forms storage
	715	Tools and parts rooms
	715	Control rooms
Shop	720	Space use for the manufacture, repair, or maintenance of products or equipment
	720	Carpenter
	720	Electrical
	720	HVAC
	720	Plumbing
	200's	Instructional Shops
	745	Vehicle Repair
Shop Service	725	Space that directly serves Shop as extension of activities
	725	First aid
	725	Locker rooms



Space Use Name	Use Code	Description / examples / Frequently mistaken codes
	725	Materials storage
	725	Shower rooms
	725	Tool storage rooms
<b>Central Storage</b>	<b>730</b>	Space or building used to store equipment/materials that serves multiple space use categories, organizational units or buildings.
	730	Bulk janitorial supplies
	730	Inactive Storage
	730	Surplus Storage
	730	Warehouse
Central Storage Service	735	Space that directly serves Central Storage as extension of activities
	735	Shelving storage
	735	Storage spaces of hand trucks
<b>Vehicle Storage</b>	<b>740</b>	Space used to house vehicles
	740	Boathouses
	740	Forklift storage
	740	Garages
	740	Lawn equip storage
	740	Parking decks
Vehicle Storage Service	745	Space that directly serves Vehicle Storage as extension of activities
	745	Storage rooms
	745	Maintenance and repair rooms
<b>Central Service</b>	<b>750</b>	Room or area used for processing, preparation, testing or delivery of complex-central or campus wide support srvc
		Non educational general space
	750	Centralized food stores
	750	Environmental monitoring facilities
	750	Mail facilities
	750	Printing facilities
	750	Shipping / Receiving
Central Service Support	755	Space that directly serves Central Service as extension of activities
	755	Supply rooms
	755	Parts rooms
<b>Hazardous Material Storage</b>	<b>760</b>	Central facility used to store materials planned for future use or distribution (physical, chemical, biological, radioactive)
	760	Storage of "new" materials not recovered or used.
	760	Also includes HazMat Storage service spaces
<b>Hazardous Waste Storage</b>	<b>770</b>	Central facility used for treatment and/or disposal of hazardous or toxic waste materials
	770	Temporary storage of hazardous or toxic "waste" materials
Haz Waste Service	775	Space that directly serves Hazardous Waste Storage as extension of activities

Space Use Name	Use Code	Description / examples / <b>Frequently mistaken codes</b>
	<b>775</b>	<i>Satellite storage areas</i>
<b>HEALTH CARE FACILITIES</b>		
<b>Patient Bedroom</b>	<b>810</b>	Room equipped with one or more beds used for patient care
	<b>810</b>	<i>General Nursing care rooms</i>
	<b>810</b>	<i>Rehabilitative rooms</i>
	<b>810</b>	<i>Infant care nurseries</i>
	<b>810</b>	<i>Intensive care rooms</i>
	<b>810</b>	<i>Emergency bed care rooms</i>
Patient Bedroom Services	<b>815</b>	Space that directly serves Patient Bedroom as extension of activities
	<b>815</b>	<i>Childrens play rooms</i>
	<b>815</b>	<i>Linen closets</i>
	<b>815</b>	<i>Patient lounges</i>
<b>Patient Bath</b>	<b>820</b>	Room containing patient bath and toilet facilities
	<b>820</b>	<i>Toilet and bath facilities adjoining or in proximity to patient bedrooms</i>
<b>Nurse Station</b>	<b>830</b>	Room/area used by nurses or other patient care staff that are supervising or administering health care services
	<b>830</b>	<i>Admissions desks</i>
	<b>830</b>	<i>Records/charting work areas</i>
	<b>830</b>	<i>Ward reception</i>
Nurse Station Service	<b>835</b>	Space that directly serves Nurse Station as extension of activities
	<b>815</b>	<i>Nurse lounges</i>
	<b>815</b>	<i>Break rooms</i>
	<b>815</b>	<i>Staff restrooms</i>
<b>Surgery</b>	<b>840</b>	Room used for surgery (also includes veterinary surgery)
	<b>840</b>	<i>Major and minor surgery rooms</i>
	<b>840</b>	<i>Delivery rooms</i>
Surgery Service	<b>845</b>	Space that directly serves Surgery space as extension of activities
	<b>845</b>	<i>Gown rooms</i>
	<b>845</b>	<i>Locker rooms</i>
	<b>845</b>	<i>Recovery rooms</i>
	<b>845</b>	<i>Scrub up rooms</i>
	<b>845</b>	<i>Sterile supply storage</i>
	<b>845</b>	<i>X-ray rooms</i>
<b>Treatment/Examination Clinic</b>	<b>850</b>	Space used for examinations, diagnosis, consultation, or treatment
	<b>850</b>	<i>CAT, MRI, Ultrasound scanning</i>
	<b>850</b>	<i>Physical or occupational therapy</i>
Treatment/Exam	<b>855</b>	Space that directly serves Treatment/Exam as extension of activities

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
Clinic Service	855	Dressing rooms
	855	Equipment/supply storage
	855	Patient dressing room
	855	X-ray viewing room
<b>Diagnostic Service Laboratory</b>	<b>860</b>	Space used to provide diagnostic support services to an entire health care facility
	860	Pathology
	860	Pharmacy
	860	Bacteriology
	860	Blood banks
	860	Chemistry tissue
Diagnostic Service Lab Support	865	Space that directly serves Diagnostic Lab as extension of activities
	865	Cadaver Storage rooms
	865	Morgues
	865	Scrub and gown rooms
	865	Special processing rooms
<b>Central Supplies</b>	<b>870</b>	Room used as central storage for health care supplies in health care facility
	870	Central linen storage
	870	Dispensary areas
	870	Pharmacy supply
<b>Public Waiting</b>	<b>880</b>	Space used by public to await admission, treatment, or information within a health care facility
	880	Lobby areas
	880	Patient waiting rooms
	880	Visiting areas
<b>Staff On-Call Facility</b>	<b>890</b>	Room or quarters used by health care staff to rest or sleep while on call within health care facility
	890	Staff on-call quarters
Staff On-Call Facility Service	895	Space that directly serves Staff On-Call facility as extension of activities
	895	Baths
	895	Closets
	895	Kitchens
	895	Laundry rooms
<b>RESIDENTIAL FACILITIES</b>		Omitted from this summary - see manual for details
<b>UNCLASSIFIED AREAS</b>		
<b>Inactive Area</b>	<b>050</b>	Rooms available for assignment but unassigned at time of survey
<b>Alteration or Conversion area</b>	<b>060</b>	Space temporarily out of use because of alteration or remodel

Space Use Name	Use Code	Description / examples / Frequently mistaken codes
<b>Unfinished Area</b>	<b>070</b>	Potentially assignable areas in new buildings or additions to existing buildings, not completely finished
<b>NON-ASSIGNABLE AREAS</b>		
<b>Men's Public Restroom</b>	<b>M10</b>	(CIP is General Use - 000000)
<b>Unisex Public Restroom</b>	<b>U10</b>	(CIP is General Use - 000000)
<b>Women's Public Restroom</b>	<b>W10</b>	(CIP is General Use - 000000) <i>Private restrooms are considered service areas</i>
<b>Circulation Areas</b>	<b>WWW</b>	
Bridge/tunnel	<b>W01</b>	Covered or walled connecting passageways for people to pass over/under ground to gain access to another facility
Elevator	<b>W02</b>	
Escalator	<b>W03</b>	
Loading Dock	<b>W04</b>	Covered area of platform used to load or off-load goods or materials
Lobby	<b>W05</b>	
Public Corridor	<b>W06</b>	<i>315 - Private Circulation in office area is an Office Service</i>
Stairway	<b>W07</b>	
<b>Building Service Area</b>	<b>XXX</b>	Spaces used to support a buildings cleaning and public hygiene functions
Custodial Supply Closet	<b>X01</b>	Houses limited quantities of custodial supplies for daily use by custodial staff
Janitor Room	<b>X02</b>	Space dedicated to janitorial staff. <b>X02</b> <i>sink room for wet mop activities</i> <b>X02</b> <i>Clothes changing room</i> <b>X02</b> <i>desk for paperwork</i> <b>X02</b> <i>lockers</i> <b>X02</b> <i>small eating area</i>
Public Restroom	<b>X03</b>	<i>315 - private restroom for office area</i>
Trash Room	<b>X04</b>	Space used for temporary storage of nonhazardous waste awaiting disposal or removal
<b>Mechanical</b>	<b>YYY</b>	Houses mechanical equipment/utility services, and shaft areas
Central Utility Plant	<b>Y01</b>	Houses central utility production and/or distribution to more than one facility on campus <b>Y01</b> <i>Steam Plants</i> <b>Y01</b> <i>Cogeneration Facilities</i> <b>Y01</b> <i>Electrical distribution</i>
Fuel Room	<b>Y02</b>	Room/area within a building in which fuel for heating/cooling of building is storec
Shaft	<b>Y03</b> <b>W02</b>	Accessible or non-accessible shaft spaces available to house utility pipes and cables or distribute air <i>Elevator shaft</i>

Space Use Name	Use Code	Description / <i>examples</i> / <b>Frequently mistaken codes</b>
Utility Mechanical	<b>Y04</b>	House one or more utility and/or mechanical functions of building - both large rooms and small closets
<b>Structural Area</b>	<b>ZZZ</b>	Remaining area within gross square footage that is "structural" or "construction area which can not be put to use
	<b>ZZZ</b>	Space that is structurally unable to be occupied