

Room Use Codes¹

MSU Space Inventory

Space Use Categories

All assignable space should be classified into 1 of the 10 major *use* categories, and all nonassignable space should be classified into 1 of the 3 major *use* categories, listed below. Each of these major categories encompasses several subcategories of more specialized uses (e.g., different types of laboratories). Coding of spaces is normally done at the level of subcategories (see attachment) and, as necessary, aggregated to the more general categories. The numerical codes along with the detailed technical definitions, descriptions, and limitations for each category and standard subcategory of space uses are provided as follows:

Classrooms (100 series)	General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction
Laboratory Facilities (200 series)	Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.
Office Facilities (300 series)	Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.
Study Facilities (400 series)	Study rooms, stacks, open-stack reading rooms, and library processing spaces.
Special Use Facilities (500 series)	Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarters, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.
General Use Facilities (600 series)	Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff or the public than are special use areas.
Support Facilities (700 series)	Computing facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of a campus.
Health Care Facilities (800 series)	Facilities used to provide patient care (human and animal).
Residential Facilities (900 series)	Housing facilities for students, faculty, staff, and visitors to the campus.
Unclassified Facilities (000 series)	Inactive or unfinished areas, or areas in the process of conversion.
Circulation Area (WWW series)	Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.
Building Service Area (XXX series)	Nonassignable spaces used to support its cleaning and public hygiene functions.
Mechanical Area	Nonassignable spaces of a building designed to house mechanical

¹ Adapted from *Postsecondary Education Facilities Inventory and Classification Manual*, Field Review Draft, December 2004.

(YYY series)	equipment and utility services, and shaft areas.
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Primary Use

Space Use Codes Are Assigned Based on Primary Use

Most rooms and spaces in an institution fall readily into one space use code. In some cases, however, individual rooms or groups of rooms have multiple uses (e.g., office and art studio).

If a space inventory system uses only a single code to indicate the use, the coding should be based on the primary use of the space. Thus, a space that is a laboratory by appearance or design but is currently being used primarily as a classroom is coded as a classroom rather than as a laboratory. As another example, a space that is used as both an Office (310) and a Research/Nonclass laboratory (250) equipped and used principally for research, but which also includes some space used occasionally as an office, should be coded as a laboratory facility.

It is recommended that *primary* use be evaluated in terms of *time*, the human activity element that focuses on *use*, rather than *space*. In the event that time of use is not readily available, the amount of space allocated to each activity or function should be the determining factor. Where multiple room use codes are accommodated in a system, prorations may be used.