Space Survey Instructions
Introduction to Space Inventory

I. What is a Space Inventory?
A space inventory is the process by which an institution’s facilities (rooms) are identified, classified, and assigned.

II. Why an Inventory of Space is Required
The university must have an accurate accounting of space to meet the following requirements:

- To recover the cost of facilities that support sponsored programs through Federal Facilities and Administration rate proposal preparation and related reimbursements.
- Reporting to the National Science Foundation.
- Calculation of various square footage charges, forecasting, and planning.
- Allocation of facility costs on CWRU’s financial statements.

The university can recover the cost of facilities that support sponsored programs. Sponsored programs are activities that are separately budgeted and accounted for and are sponsored by Federal and non-Federal agencies and organizations. This includes grants and contracts sponsored by Federal and State governments along with outside funding associated with industry.

*NOTE: Cost sharing is also considered part of sponsored programs.*

III. Contacts for help
For questions or assistance completing the room data portion of the space inventory, please contact Campus Planning & Facilities Management. For questions or assistance pertaining to the “Function” “Occupant” or “Project” sections (not included in the UGEN survey) contact the Controller’s Office.

Campus Planning & Facilities Management
Phone: 216.368.5555
Email: spaceinventory@case.edu

Controller’s Office
Phone: 216.368.1044
Email: nxd6@case.edu
I. Process
   a) A request is issued to review and update the current space data.
   b) Complete the space survey and return to the Controller’s Office.
   c) The data is reviewed and any outstanding issues are addressed with the space coordinator.
   d) Space Survey is forwarded to Campus Planning & Facilities Management. Data is reviewed and any outstanding issues are addressed with the space coordinator.
   e) Information is entered into the space inventory database.
   f) Data is used to allocate facility costs, negotiate the Federal Facilities and Administration rates with the Federal government, and provide and prepare reports.

II. Space Coordinator
    The primary responsibility of the Space Coordinator is to complete the space inventory as accurately as possible. This may require visiting spaces in question to verify room attributes.

III. General Information
    The space survey is issued as an electronic spreadsheet.
    The spreadsheet lists all rooms currently assigned to the department along with the capacity, room type, room description, and net assignable square footage (NASF). There are also columns designated to list any changes. Surveys issued to UGEN departments will vary slightly since these areas do not typically receive federal grants. If you receive the condensed version and need to report projects, please contact the Campus Planning & Facilities Management office.

IV. Space Inventory Update Procedures
   • Rooms
     Verify all rooms listed belong to your department and no space has been omitted. Add any missing rooms below the pre-loaded data. If a room no longer exists due to renovations, indicate this in the comments section. Also note which neighboring space has gained the former room’s square footage. NEVER DELETE ROOMS FROM THE SPREADSHEET. If a room is no longer being used by your department, indicate this in the comments section along with the department now occupying the space.
   • Room numbers
     All room numbers contain seven digits in the University Space Inventory Database although signage does not typically reflect empty placeholders (e.g. 0B01000, 0101000, 0201A00, 0301B20) and in some instances extensions (e.g. 0B01000, 0101000, 0201A00, 0301B20). If you need assistance converting the seven digit numbers, contact Campus Planning & Facilities Management.
Room attributes
Verify the net assignable square footage (NASF) seems reasonable. Review room type and capacity. List any necessary changes in the appropriate columns.

Occupants
There are columns identified to list the occupants of each room. Note that one employee can be assigned to multiple rooms. It is also important that each employee is assigned to at least one room. It is imperative that key personnel, PhD students, and postdoctoral fellows are assigned to particular room(s). Room occupants are not required for Conference Rooms (350) or Service Rooms (XX5).

Projects (Not included in UGEN surveys)
One project can be assigned to multiple rooms. Each project must be assigned to at least one room.

Room Function
Complete the Room Function information using a maximum of four function codes per room with each being assigned a percentage. Percentages must total 100% for each room. Space should be classified based on what a person is working on even if their salary funding does not come from a sponsored source. The occupant and project info will assist in completing the room function. This may also require faculty/staff interviews. Function codes are based upon funding sources that support the activities in that room. The Project Info will be the primary source of information to determine a room’s functions along with the salary distribution of the staff assigned to that room. Federal regulations require that space coding and the accounting for direct costs of organized research be related. This means the space should be coded in a manner consistent with the activities taking place in the room. The space coding should NOT be solely based on the salary funding of the person(s) occupying the space. Function Codes should be determined by prorating all sources of funds that support the room’s activities. It is important to take into consideration if the activities of one or more occupants are supported by departmental (INS) funds. If this was the case, you would code a portion of the room as department-sponsored research.

Coding Examples

Example I: Effort Performed in Multiple Rooms
A Research/Non-class Laboratory (Room Type 250) is used by one PI with expenses distributed as follows: Sponsored Research - 70%, Other Sponsored Programs – 20%, and Instruction – 10%. It is also known that the 10% for instruction is done in a central classroom. This percentage can be set aside for this room’s analysis. During the space coordinator’s interview, the faculty member indicates that he spends ¾ of the time in his lab doing Sponsored Research and ¼ of the time performing Other Sponsored Programs. This appears reasonable since the Sponsored Research expenses represent 77.8% of the total costs associated with the PI and the Other Sponsored Programs represents 22.2%. Although this lab could be coded as 78% Sponsored Research and 22% Other Sponsored Programs, based on the interview 75% Sponsored Research and 25% Other Sponsored Programs is acceptable.

Example II: Function Class Prorating
A Research/Non-class Laboratory (Room Type 250) is used by one faculty member, one research associate, and one postdoctoral fellow. The Space Coordinator reviews the “Personnel List” and “Projects List” and determines the Occupants and Project ID’s for the space. The expenses associated with the individuals
using this lab are $450,000 from sponsored research projects (RES), $18,000 from a discretionary source (OSA), and $25,000 from a training grant (TRN). Also, $20,000 is charged to instruction or departmental research (INS) for the graduate student. The Department Space Coordinator learns that ¼ of the INS charges are for teaching a class that does not take place in this lab. Therefore, the instructional expense can be excluded from the calculation below.

**NOTE:** When calculating the Function Class for his office, the instruction expense may be relevant.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Sponsored Research</th>
<th>Sponsored Training</th>
<th>Other Sponsored Programs</th>
<th>Departmental Research</th>
<th>Instruction</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Lab</td>
<td>$450,000</td>
<td>$25,000</td>
<td>$18,000</td>
<td>$15,000</td>
<td></td>
<td>$508,000</td>
</tr>
<tr>
<td>Calculation</td>
<td>$450,000</td>
<td>$25,000</td>
<td>$18,000</td>
<td>$15,000</td>
<td>0</td>
<td>$508,000</td>
</tr>
<tr>
<td>Prorating</td>
<td>89%</td>
<td>4%</td>
<td>4%</td>
<td>3%</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Clerical offices/Conference Rooms (Room Type Codes 310 thru 355) are coded Department Administration (Function Code 35).

* Questions relative to identifying the room’s function should be directed to the Controller’s Office.

**Comments**

A comments section is provided for listing any comments you may have for individual rooms. Feel free to include anything that may help to gain a better understanding of the space or how it is utilized.

**V. Coding Rules**

1) There can only be one room type per room.

2) Capacity must be entered for all spaces other than service rooms (xx5). Capacity is defined as the number of occupants the space was designed for. Consider the number of work stations, hoods, or desks when determining capacity. Also consider how many people could occupy the space, not how many are there at the time of the survey.

**Shared Rooms**

If two or more departments share a room, an artificial room number is created and the square footage is split accordingly. For example, if room 020100 with 100 square feet is shared by two departments equally, the inventory sheet should be completed for 02010X with 50 square feet and 02010Y with 50 square feet. The square footage of both “artificial” rooms must equal the square footage of the original, actual room. This allows each space (02010X and 02010Y) to have different assignments and functions. This should also be indicated in the Comments section.
<table>
<thead>
<tr>
<th>Space Inventory Room Types &amp; Descriptions</th>
</tr>
</thead>
</table>

### Unassignable Areas
- Circulation 010
- Building Service 020
- Mechanical 030
- Toilet/Restroom 035
- Building Structure 040
- Inactive Area 050
- Alteration/Conversion 060
- Unfinished Area 070

### Classroom
- Classroom 110
- Classroom Service 115

### Laboratory
- Class Lab 210
- Class Lab Service 215
- Open Lab 220
- Open Lab Service 225
- Research/Non-class Lab 250
- Dry Research Lab 251
- Research/Non-class Lab Service 255
- Dry Research Lab Service 256

### Office / Conference
- Faculty Office 310
- Staff Office 311
- Grad/Prof Student Office 312
- Other Office 313
- Office Service 315
- Conference Room 350
- Conference Service 355

### Study
- Study 410
- Stack 420
- Open-Stack Study Room 430
- Processing Room 440
- Study Service 455

### Special Use Facilities
- Athletic/Phys Education 520
- Athletic Spectator Seating 523
- Athletic/Phys Ed Service 525
- Media Production 530
- Media Production Service 535
- Clinic 540
- Clinic Service 545
- Field Building 560
- Animal Quarters 570
- Animal Quarters Service 575
- Greenhouse 580
- Greenhouse Service 585
- Other 590

### General Use Facilities
- Assembly 610
- Assembly Service 615
- Exhibition 620
- Exhibition Service 625
- Food Facility 630
- Food Facility Service 635
- Lounge 650
- Lounge Service 655
- Merchandising Facility 660
- Merchandising Facility Service 665
- Recreation 670
- Recreation Service 675
- Meeting Room 680
- Meeting Room Service 685

### Support Facilities
- Central Computer EDP 710
- Central Computer Service 715
- Shop 720
- Shop Service 725
- Central Storage 730
- Central Storage Service 735
- Vehicle Storage 740
- Vehicle Storage Service 745
- Central Service 750
- Central Service Support 755
- Hazardous Materials Storage 760
- Hazardous Waste Storage 770
- Hazardous Waste Service 775

### Health Care Facilities
- Surgery Room 840
- Health Exam/Treatment 850
- Health Exam Treatment Service 855
- Diagnostic Service Lab 860
- Central Supplies 870
- Public Waiting 880

### Residential Facilities
- Sleep/Study without Toilet or Bath 910
- Toilet or Bath 919
- Sleep/Study with Toilet 920
- Sleep/Study Service 935
- Apartment 950
- Apartment Service 955
- House 970
Unassignable Spaces

010 Circulation
General access within buildings including corridors, stairwells, lobbies, and vestibules. These rooms usually contain identifiers in the room number (e.g. 01C0100, 02ST001)

020 Building Service
Space for custodial supplies and equipment.

030 Mechanical
Rooms for shafts, plumbing, elevators, and electrical.

035 Toilet Rooms
Does not include private restrooms (315) or those within residential facilities (919).

040 Building Structure
Structural building elements.

050 Inactive Area
Rooms available for assignment, but unassigned at the time of the inventory.

060 Alteration / Conversion
Space temporarily out of use due to current renovations.

070 Unfinished Area
Shell space that was not finished during initial construction.

Assignable Spaces

100 Classroom Facilities

110 Classroom
A room used primarily for teaching classes that is not restricted to a specific discipline by equipment or room configuration.

115 Classroom Service
A room that directly serves one or more classrooms as an extension of activities in that space. Examples include projection, coatroom, or storage.
### Laboratory Facilities

#### 210 Class Laboratory
Room used primarily for formally or regularly scheduled instruction that requires special-purpose equipment or specific room configuration for student participation, experimentation, observation, or practice in a field of study. Includes group labs, band rooms, and science labs *where instruction occurs*.

#### 215 Class Laboratory Service
Includes any space that directly serves one or more class laboratories (210) as an extension of activities in those rooms. Includes projection rooms, cold rooms, dark rooms, stock rooms, control booths, coat rooms, closets, and material storage.

#### 220 Open Laboratory
A room with special-purpose equipment used primarily for individual or group instruction that is *informally scheduled, unscheduled or open*. Includes music practice rooms, dark rooms, and group study rooms. Does not include Research/Nonclass Laboratories (250) or rooms that are not restricted to a specific field of study (410).

#### 225 Open Laboratory Service
A room that directly serves one or more open laboratories (220) as an extension of activities in those rooms. Includes cold rooms, dark rooms, stock rooms, control booths, coat rooms, closets, and material storage.

#### 250 Research/Nonclass Laboratory
Space used for laboratory experimentation, research, or training in research methods *within a specific program*.

#### 251 Dry Research Laboratory
A room typically equipped as an office with desks, chairs, and filing cabinets. Occupied by persons performing research that does not require special research equipment.

#### 255 Research/Nonclass Laboratory Service
A room that directly serves one or more research/nonclass labs (250) as an extension of activities in those rooms. Includes cold rooms, dark rooms, stock rooms, control booths, coat rooms, closets, material storage, and similar facilities.
Dry Research Laboratory Service
A room that directly serves one or more dry research labs (251) as an extension of activities in those rooms, including storage space, workrooms, file rooms, printer rooms, and closets.

Office Facilities

Faculty Office
Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by persons with a faculty appointment.

Staff Office
Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by staff.

Graduate / Professional Student Office
Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by a graduate or professional student. Includes research lab offices and “bullpen” spaces. Does not include graduate/professional organizations.

Other Office
Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by a person not categorized in Room Types 310 thru 312. Includes space for undergrad and alumni as well as undergrad and alumni organizations and clubs.

Office Service
Space that directly serves room types 310 through 313 as an extension of the activities in those rooms, including storage space, workrooms, file rooms, printer rooms, closets, and kitchenettes.

Conference Room
Typically equipped with a large table(s) and chairs for faculty, staff, or student meetings. Normally used by a specific unit or office area. Can have minor use (not primary use) for small classes or seminars. Does not include rooms used for general purpose, community, or campus groups not associated with a particular department (680).
355 Conference Room Service
Space that directly serves room type 350 as an extension of the activities in those rooms including storage space and kitchenettes.

400 Study Facilities

410 Study Space
A room or area used by individuals to study at their convenience (libraries). This space is not restricted to a particular academic area by contained equipment. Contains couches, tables and/or chairs, carrels and booths arranged for individual reading or study of books, audio-visual materials, or computer usage.

420 Stack
Space used to house arranged collections of educational materials for use as a study resource.

430 Open-Stack Study Room
Space which combines reading/study and stack shelving with no physical boundaries.

440 Processing Room
A room or area devoted to processes and operations in support of the library functions.

455 Study Service
A room that directly serves study, stack, open-study, or processing rooms as a direct extension of the activities in those rooms. This includes storage rooms, closets, copy rooms and coat rooms. If photocopy equipment is interspersed within reading and study rooms use (410).

500 Special Use Facilities

520 Athletic or Physical Education
A room or area used by students, staff, or the public for athletic or physical education activities. Does not include office, classroom, or conference space within an athletic facility or any outdoor space.
523  **Athletic Facilities Spectator Seating**  
Seating area used by students, staff, or the public to watch athletic events.

525  **Athletic or Physical Education Service**  
Space that directly serves an athletic or physical education facility (520) as an extension of the activities in that facility. This includes locker rooms, showers, equipment rooms and ticket booths. Does not include offices.

530  **Media Production**  
Space used for the *production* or *distribution* of multimedia materials or signals including TV, radio, or graphics studios. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than a typical service room. Radio or TV broadcasting areas and other media rooms used for instructional purposes should be coded as laboratories (210) or (220).

535  **Media Production Service**  
A space that directly serves a media production or distribution space (530) as an extension of activities in that space.

540  **Clinic**  
Room used for providing diagnosis, consultation, treatment, or other services to patients or clients with a primary purpose of instruction, research, or public service in non-medical related facilities. Includes exam, testing and consultation rooms typically associated with psychology, law, speech, hearing, etc. Does not include health care facilities (850).

545  **Clinic Service**  
Room that directly serves clinic space (540) as an extension of activities in that facility.

560  **Field Building**  
A barn or similar agricultural structure used for animal shelters or the handling, storage, or protection of farm products, supplies, vehicles, or tools. Typically consist of light frame construction with unfinished interiors and are located outside the central campus area. This includes any type of service space, but does not include greenhouses.

570  **Animal Facilities**  
Space that houses laboratory animals used for research or instruction including cage rooms and stalls.
575  **Animal Quarters Service**  
Space that directly serves animal facility space (570) as an extension of the activities in that facility such as feed storage, cage washing rooms, or instrument rooms.

580  **Greenhouse**  
A building or space usually composed chiefly of glass or other light transmitting material for the cultivation or protection of plants.

585  **Greenhouse Service**  
A room that directly serves a greenhouse facility (580) as an extension of the activities in that facility. Includes equipment or materials storage areas and rooms generally called headhouses.

590  **Other**  
A category of *last resort* to be used only for spaces that cannot be described even approximately with other codes and definitions.

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**General Use Facilities**

610  **Assembly**  
Space designed and equipped for the assembly of many persons for activities such as musical, dramatic, and commencement available for use by multiple departments. Typically contains sloped seating and a stage and is referred to as an "auditorium". Assembly spaces that are primarily scheduled as instructional lecture halls use (110).

615  **Assembly Service**  
A room or area that directly serves an assembly facility as an extension of the activities in that facility. Includes coat rooms, ticket booths, and projection booths.

620  **Exhibition**  
Space equipped for the exhibition of materials, works of art, artifacts etc., and intended for general use by faculty, students, staff, and the public.

625  **Exhibition Service**  
Space directly serves an exhibition facility as an extension of the activities in that facility. Includes prep rooms, storage rooms, and vaults.
630 Food Facility
Space used for eating including dining halls, cafeterias, snack bars, and restaurants. Must have some form of accommodation (seating, counters, and/or tables) for eating. Vending areas without seating use (660). Lounges (650) with vending machines are coded to the primary use of the room.

635 Food Facility Service
Space directly serves a food facility as an extension of the activities in that facility. Includes kitchens, serving areas, and walk-in refrigerators. Kitchenettes in residence facilities that do not serve a dining area use (935).

650 Lounge
A space used for rest and relaxation usually equipped with casual furniture that is not restricted to a specific group or area. For staff lounges or break rooms use (315).

655 Lounge Service
A room that serves lounge facilities including kitchenettes, storage rooms, etc.

660 Merchandising
Space used to sell products or services to faculty, staff, students, or the public including bookstores, post offices, and vending spaces. For areas that sell food and have some form of accommodation for eating (seating, counters, and/or tables) use room type (630).

665 Merchandising Service
A room that serves a merchandising facility as an extension of activities in that space. Includes private rest rooms.

670 Recreation
Space used by students, staff, or the public for recreational purposes. Includes exercise rooms and arcades.

675 Recreation Service
A room that serves a recreation facility as an extension of activities in that space.

680 Meeting Room
A room used by the institution or the public for nonclass meetings. Meeting spaces are more available and open to study groups, community groups, and nonemployees than conference rooms.
685  **Meeting Room Service**
A room that serves a meeting room as an extension of activities in that space.

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700  **Support Facilities**

710  **Central Computer or Telecommunications (SER rooms)**
Space used as a data or telecommunications center. With applications broad enough to serve a central group of users, department, college, or the entire institution. Includes rooms housing computers, servers, satellite signal reception equipment, and telephone equipment.

715  **Central Computer or Telecommunications Service**
A room that serves a central computer or telecommunication facility (710) as an extension of activities in that space.

720  **Shop**
Space used for the manufacture, repair, or maintenance of products or equipment including carpentry, plumbing, HVAC, and electrical shops. Also includes special purpose shops for the construction or repair of research or instructional equipment. Does not include lab facilities (210) and (250).

725  **Shop Service**
A room that serves a shop facility as an extension of activities in that space including locker rooms.

730  **Central Storage**
Space or building serving multiple departments, schools, or buildings for storing materials or equipment. Do not use for storage areas that directly serve other spaces and can be classified as a service room. Consider the physical separation between the storage and owner/user of stored materials.

735  **Shop Service**
Space that serves a central storage facility as an extension of activities in that space.

740  **Vehicle Storage**
A space or structure used to house or store vehicles. Does not include surface parking lots or structures for storing farm equipment (560).

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745  **Vehicle Storage Service**  
Space that serves a vehicle storage facility as an extension of activities in that space.

750  **Central Service**  
A room or area used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service. This room type must serve occupants or activities of more than one building. This includes central facilities for printing and duplicating services, mail facilities, central shipping and receiving, catering, and laundry facilities. Do not use when food is served in immediately adjacent areas (635) or within residential facilities (935). Laundry facilities located within residential facilities use (935).

755  **Central Service Support**  
Space that serves a central service facility as an extension of activities in that space.

760  **Hazardous Materials Storage**  
A centralized facility 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.

765  **Hazardous Materials Storage Support**  
Space that serves a hazardous materials storage facility as an extension of activities in that space.

800  **Healthcare Facilities**

840  **Surgery**  
A room used for surgery typically equipped with operating tables and sterile lights. Includes animal surgery rooms.

845  **Surgery Service**  
Space that directly serves a surgery room as an extension of activities in that space including scrub rooms, storage rooms, locker rooms, and linen rooms. Animal holding rooms are also included only if they directly serve an animal surgery room.
850  **Treatment / Examination Clinic**
Space used for examination, diagnosis, consultation, or treatment. Includes rooms used for radiology, dental examination, treatment, speech, and hearing. Requires the presence of a patient. Does not include *non-medical* facilities. For exam, testing and consultation typically associated with psychology, law, speech, hearing, etc. use (540).

855  **Treatment / Examination Clinic Service**
Space that directly serves a Treatment/Examination Clinic room as an extension of activities in that space. Includes film processing rooms, dark rooms, and supply storage.

860  **Diagnostic Service Laboratory**
A room used to provide diagnostic support services to an entire facility including pathology, pharmacy, autopsy, etc.

865  **Diagnostic Service Laboratory Support**
Space that directly serves a Diagnostic Service Laboratory as an extension of activities in that space. Includes cadaver rooms, locker rooms, scrub rooms, and storage rooms.

880  **Public Waiting**
A room used by the public to await admission, treatment, or information within a health care facility (840, 850, and 860).

900  **Residential Facilities**

910  **Sleep / Study without Toilet or Bath**
Residential room for one or more individuals equipped with bed(s), dresser(s), and possibly desk(s) *without* an internally connected bath and/or toilet.

919  **Residential Toilet or Bath**
A toilet or bathroom within residential facilities intended for the residents. May contain any combination of sink(s), toilet(s), and shower(s). Does not include public restrooms. Private restrooms that serve offices use (315).

920  **Sleep / Study with Toilet or Bath**
Residential room for one or more individuals equipped with bed(s), dresser(s), and possibly desk(s) *with* an internally connected bath and/or toilet.
935  **Sleep / Study Service**  
A room that directly serves the occupants of Sleep/Study Rooms 910, 920, and 930. Includes mail rooms, laundry rooms, and storage space. Includes kitchens if they do not serve eating or dining areas. This space may be assigned to an individual or centrally available to all residents.

950  **Apartment**  
A complete living unit with bedroom(s), living room, private cooking & bathroom facilities that is not a separate structure. Includes total interior space. A duplex would be classified as an apartment because it is not a separate structure.

955  **Apartment Service**  
Space that is not internal to the apartment, but serves the apartment or group of apartments as an extension to that facility such as laundry, mail, weight and exercise rooms. This type of space may be located in a separate building.

970  **House**  
A complete living unit with bedroom(s), living room, private cooking & bathroom facilities that is a separate structure. Includes total interior space. This code is for houses that are owned by and serve the institutions primary mission, such as fraternities. A duplex would be classified as an apartment because it is not a separate structure.
Functional Use Codes and Descriptions

05  **Idle**
Space that is not built out. Shell space not finished during initial construction.

10  **Instruction**
Space used for academic instruction and related activities whether they are offered for credits toward a degree or certificate or on a non-degree or non-credit basis. This includes course and curriculum development, preparation, and grading.

15  **Department Research**
Space used for departmental research and related activities funded with internal funds such as:
- Departmental research activity not separately budgeted and accounted for
- Activity supported by research start-up funds
- Research Training Grant Activity

17  **University Hospitals Based Research**
Space used for conducting research and training activities funded by a third party grant, contract, cooperative agreement or gift awarded to University Hospitals or funded by internal UH funds.

20  **Sponsored Training**
Space devoted to the training of individuals in research techniques that are separately budgeted and accounted for by the university.

25  **Organized Research**
Space devoted to all research and development activities sponsored by Federal and non-Federal agencies and organizations (grants and contracts) that is:
- performed in facilities owned or leased by CWRU, AND
- is separately budgeted and account for by project/grant, AND

Mandatory and committed cost sharing is counted as organized research – non committed cost sharing should be counted as Instruction/Department Research

30  **Other Sponsored Activities**
Space used for conducting activities funded by a third party via a grant, contract, cooperative agreement, or gift not otherwise classified above including seminars, community service programs, conferences, drug studies, and educational grants.

*NOTE: Almost all sponsored programs will fall into Organized Research (25) or Other Sponsored Activities (30).*
35 **Department Administration**  
Space used by department or school level offices to conduct administrative and supporting activities including space for deans, department chairpersons, and departmental libraries. Use General Administration (55) for administrative functions in central, university-wide offices.

40 **Operations and Maintenance**  
Space utilized for the operations and maintenance, supervision, preservation, and protection of the institution’s grounds and physical facilities. This includes space used for such activities as janitorial and utility services; repairs and ordinary alterations of buildings; care of grounds, security, environmental safety, and hazardous waste, etc.

45 **Student Services Administration**  
Space devoted to the administration of student affairs and for services to students including functions of the deans of students, admissions, registrar, student advisors, counseling and placement services and student health.

50 **Library**  
Space used by and under the control of a library either at the central or school level.

55 **General Administration**  
Space used by central university offices to conduct administrative and supporting activities. These support the general administration activities as a whole.

60 **Sponsored Projects Administration**  
Space devoted to a separate unit established primarily to administer sponsored projects (Federal and non-Federal).

65 **Specialized Service Facilities**  
Space devoted to highly specialized support activities, which benefit or support multiple departments' research, instruction, training, and other sponsored activities including the Animal Resource Center. May include certain Laboratories.

75 **Patient / Client Care Facilities**  
Space used for the treatment, exam, consultation of/with patients or clients in a professional setting including the health professions. Generally, this includes all activities associated with a hospital.
80  **Other Institutional Activities**  
Space devoted to all activities of an institution except those mentioned above. This includes activities such as the operation of housing and residence halls, dining halls, student unions, intercollegiate athletics, bookstores, chapels, theaters, public museums and other similar auxiliary enterprises. Also included are costs that are “unallowable” to sponsored agreements, unless specifically agreed to under terms of the contract or grant.

85  **Non-Institutional Activities**  
Space used for non-university entities or persons including rental properties owned by CWRU that are occupied by non-CWRU persons and therefore do not contain our functions.

90  **Vacant**  
Space that is under alteration or not used at the time of the inventory regardless of the physical condition. If the space will be used within the inventory year, prorate the function class between the projected code and Vacant (90).

95  **Unassignable / Common Areas**  
This space includes public circulation areas and mechanical areas of the building. Examples of such areas are corridors/hallways, lobbies, stairwells, boiler rooms, public bathrooms, etc.