Space Survey Instructions
INTRODUCTION TO SPACE INVENTORY

I. WHAT IS A SPACE INVENTORY? ................................................................. 3
II. WHY AN INVENTORY OF SPACE IS REQUIRED ........................................... 3
III. CONTACTS FOR HELP .................................................................................. 3

UPDATING THE SPACE INVENTORY ........................................................................ 4

I. PROCESS ........................................................................................................... 4
II. SPACE COORDINATOR .................................................................................... 4
III. GENERAL INFORMATION ............................................................................... 4
IV. SPACE INVENTORY UPDATE PROCEDURES .................................................. 4
    ROOMS ............................................................................................................ 4
    ROOM NUMBERS ........................................................................................... 4
    ROOM ATTRIBUTES ....................................................................................... 4
    COMMENTS ..................................................................................................... 5
V. CODING RULES ................................................................................................... 5
    SHARED ROOMS .............................................................................................. 5

SPACE INVENTORY ROOM TYPES & DESCRIPTIONS ........................................... 6

UNASSIGNABLE SPACES ...................................................................................... 7

ASSIGNABLE SPACES ........................................................................................... 7

100 Classroom Facilities ....................................................................................... 7
200 Laboratory Facilities ......................................................................................... 8
300 Office Facilities ............................................................................................... 9
400 Study Facilities ............................................................................................... 10
500 Special Use Facilities ...................................................................................... 10
600 General Use Facilities ................................................................................... 12
700 Support Facilities .......................................................................................... 14
800 Healthcare Facilities ....................................................................................... 15
900 Residential Facilities ..................................................................................... 16

FUNCTIONAL USE CODES AND DESCRIPTIONS ............................................. 18
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
Updating the Space Inventory

I. Process
   a) A request is issued to review and update the current space data.
   b) Complete the space survey and return to Campus Planning & Facilities Management.
   c) The data is reviewed and any outstanding issues are addressed with the space coordinator.
   d) Information is entered into the space inventory database.
   e) 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.
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.
**Space Inventory Room Types & Descriptions**

### 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 ED P .... 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Circulation</td>
<td>General access within buildings including corridors, stairwells, lobbies, and vestibules. These rooms usually contain identifiers in the room number (e.g. 01C0100, 02ST001)</td>
</tr>
<tr>
<td>020</td>
<td>Building Service</td>
<td>Space for custodial supplies and equipment.</td>
</tr>
<tr>
<td>030</td>
<td>Mechanical</td>
<td>Rooms for shafts, plumbing, elevators, and electrical.</td>
</tr>
<tr>
<td>035</td>
<td>Toilet Rooms</td>
<td>Does not include private restrooms (315) or those within residential facilities (919).</td>
</tr>
<tr>
<td>040</td>
<td>Building Structure</td>
<td>Structural building elements.</td>
</tr>
<tr>
<td>050</td>
<td>Inactive Area</td>
<td>Rooms available for assignment, but unassigned at the time of the inventory.</td>
</tr>
<tr>
<td>060</td>
<td>Alteration / Conversion</td>
<td>Space temporarily out of use due to current renovations.</td>
</tr>
<tr>
<td>070</td>
<td>Unfinished Area</td>
<td>Shell space that was not finished during initial construction.</td>
</tr>
</tbody>
</table>

### Assignable Spaces

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Classroom Facilities</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Classroom</td>
<td>A room used primarily for teaching classes that is not restricted to a specific discipline by equipment or room configuration.</td>
</tr>
<tr>
<td>115</td>
<td>Classroom Service</td>
<td>A room that directly serves one or more classrooms as an extension of activities in that space. Examples include projection, coatroom, or storage.</td>
</tr>
</tbody>
</table>
200 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.
256  **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.

---

300  **Office Facilities**

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

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

312  **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.

313  **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.

315  **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.

350  **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.

600 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.

---

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).
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.
**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.

**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.

**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.

**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.