

Frequently Asked Space Survey Questions

Have additional questions not on this sheet? Contact Space Inventory
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1. What are room numbers that end with the letters CR?

Rooms that end with CR are corridors. Corridors should **always** end with this letter designation.

2. How do I classify the corridor within my suite?

Corridors within an enclosed suite or group of rooms included in your inventory are typically **office service (Space Use 315)** and should be coded with the same function code the office space serves. Do not use function code 07 (Circulation Area).

3. What is the difference between Space Use and Function Codes?

- a. **Space Use** codes identify the primary use of a room. Only **one** Space Use code may be applied to a room. *Examples: Office (Space Use code 310), Research Lab (Space Use code 250).*
- b. **Function** codes identify the activities being conducted in a room. Multiple Function codes may be prorated for a room. *Example: A Research lab that includes a work station for a graduate student who also teaches (Function code 22 for Research; 11 for Instruction).*

4. What is a CIP code?

CIP is an abbreviation for Classification of Instructional Program. Multiple CIP codes may be prorated for a room. Academic units will have a CIP code beginning with 01 through 60. All non-academic CIP codes begin with 71 through 84. **Note: CIP code 13.0101 should be used only by the College of Education as it refers to the instruction of education, not to the industry of education.**

5. How should I classify Function and CIP codes on service areas?

Typically service areas carry the same CIP and Function codes as the areas that they serve. The only exception to this is building service areas (X series, such as X02: Janitor Rooms) and mechanical areas (Y series, such as Y04: Utility / Mechanical Space).

6. We have a room in our space that we use only for storage. What type of room is it?

Closets, copy rooms, storage areas, work rooms, etc. are all considered **service areas**. If they are in an office area (Space Use 310) they are office service (Space Use 315). If they are storage for other rooms such as class labs (Space Use 210) or conference rooms (Space Use 350) they are service areas to that room (Space Use 215 or 355, respectively).

7. *What is the difference between classrooms, class labs, special class labs, and research labs?*

- a. **Classrooms (Space Use 110)** are used for general instruction regardless of academic discipline. Classrooms do not appear on any college's or department's inventory and are scheduled by the Registrar's office.
- b. **Class Labs (Space Use 210)** are used for formally scheduled instruction in a specific academic discipline. Class labs contain specialized equipment or materials used for activities to fulfill course requirements and an instructor is present. Class labs are owned and scheduled by the department.
- c. **Special Class Labs (Space Use 220)** support instruction, but are unscheduled (open labs). Special class labs contain specialized equipment or materials and are restricted to a specific academic discipline. Special class labs are owned by the department and not scheduled for instruction.
- d. **Research Labs (Space Use 250)** are non-teaching labs and are used only for research, experimentation, observation, research training, or a structured creative activity that supports the extension of a field of knowledge.

8. *What is the difference between conference rooms, meeting rooms, and assembly areas?*

- a. **Conference Rooms (Space Use 350)** serve an office area or unit and are used primarily for staff meetings, departmental activities, and other non-instructional uses.
- b. **Meeting Rooms (Space Use 680)** serve the institution or the public for a variety of non-class meetings. The difference between meeting rooms and conference rooms is that meeting rooms are "available" and open to various groups (e.g., governing groups, student groups, institutional and community members alike); whereas, conference rooms are restricted to an office group or occupants of a specific area.
- c. **Assembly Rooms (Space Use 610)** are designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, general presentations (speakers), etc. Assembly rooms may be scheduled for class instruction, but are not primarily or exclusively scheduled as such.

9. *Lounges, waiting areas, circulation/lobby areas – how are these Space Use codes distinguished?*

- a. **Lounge (Space Use 650)** space is used for rest, relaxation, or informal socializing. The difference between a lounge and an **office area or break room (Space Use 315)** is that lounges are made available to the public; whereas, break rooms are usually restricted to a specific group of people, unit, or area.
- b. Receptionist rooms that include a waiting area are classified as an **Office (Space Use 310)**. Public waiting areas in health care facilities are coded as **Public Waiting (Space Use 880)**.
- c. **Circulation/Lobby Areas (WWW)**, at major entrances of buildings or in front of elevators, stairs, or main corridors and hallways, are considered non-assignable space and should not be included in your inventory.

10. What if a room serves multiple purposes, such as the research institutes?

A room's **Space Use** is assigned the code that is closest to its specific design intent and room use; however, the **Function** code and **CIP** code may be prorated up to 3 times to define the actual activities that occur in the room.

- a. *Example: If a research lab is assigned to Biology, but the researcher is actually engaged in research in both Biology and Biomedical Engineering, then the Space Use code is **Research Lab (250)**; CIP codes are prorated under **Biology (26.xxxx)** and **Biomedical Engineering (14.xxxx)**; and the associated Function code for both disciplines is either **Institutes & Research Centers (21)** or **Individual or Project Research (22)**.*

11. Dean's offices – How are they coded?

The Functional Category Code for all academic deans is Academic Administration (46). Most deans' areas of authority can be matched with a CIP listed in Appendix C.

- a. *Examples: Space for a dean of education is assigned **Education, General (130101)**. The Multi/Interdisciplinary Studies listing provides several CIPs for deans. For instance, the dean of a graduate school may be assigned **Deans-Interdisciplinary (497600)**.*

12. How do I determine the proration of use for Function codes?

Determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Functional Category Code as primary, secondary, and remaining use.

13. How are student unions and other student activity centers reported?

In general, Space Use Codes for student activities are **Office (300 series)** and **General Use (600 series)**. **Social and Cultural Development (52)** is the appropriate Functional Category Code for student organizations, recreational activities, and cultural activity areas.

14. How do I code bathrooms?

There are two types of restrooms the codes reference: public and private.

- a. Public restrooms are accessible to all persons using a building and considered non-assigned space. If reported on the inventory, they are assigned **CIP General Use (000000)**, **Space Use Codes (M10, W10, or U10)**, and **Functional Category Code Public Rest Room (05)**.
- b. Private restrooms are restricted to a certain group or individual and considered a service area, such as **Office Service (315)** or **Class Lab Service (215)**. These restrooms are considered assignable space. If a bath/toilet adjoins a patient bedroom in a health care facility, it is Space Use Code **Patient Bath (820)**, assignable space.

15. How do I code a room undergoing a renovation project?

Room records may be modified to indicate renovations. Space Use Code

Alteration/Conversion Area (060) will exclude a room record from assignable space on a temporary basis for conversions or renovations. When the conversion is complete and the space is ready to be occupied, please notify the Space Inventory team so the record(s) can be updated to reflect its current information.

16. Do I have to list the number of occupants for each room on my survey?

No. Per the Texas Higher Education Coordinating Board, you only need to provide seat capacities for the following rooms:

- Classrooms (110)
- Class Labs (210)
- Special Class Labs (220)
- Conference Rooms (350)
- Study Spaces (410)
- Open-Stack Study Rooms (430)
- Assembly spaces (610)
- Meeting Rooms (680)