

**University of Minnesota**  
**Use Codes (Page 1) October 7, 2013**

**00 UNUSED SPACE**

- 040 DECOMMISSIONED AREA--Space unavailable for assignment due to the decommissioning of the building.
- 050 INACTIVE AREA--Space available for assignment but unassigned at the time of inventory.
- 060 ALTERATION OR CONVERSION AREA--Space being altered, remodeled or rehabilitated at the time of inventory.
- 070 UNFINISHED AREA--Unfinished space that is potentially useable.

**01 CLASSROOMS**

- 110 CLASSROOM--A centrally scheduled room for academic classes not requiring special equipment for student use. Includes lecture hall, lecture-demonstration room, seminar room or other general purpose classroom.
- 115 CLASSROOM SERVICE--A room serving centrally scheduled classrooms. Includes projection room, cloak room, preparation room or a storage closet serving a classroom.
- 120 DEPARTMENTAL CLASSROOM--A room for scheduled classes, departmentally controlled, not requiring special equipment for student use. Includes departmentally scheduled lecture, seminar, or lecture-demonstration rooms.
- 125 DEPARTMENTAL CLASSROOM SERVICE--A room serving departmental classrooms. Includes projection room, cloakroom, preparation room or a storage closet serving a classroom.

**02 LABORATORIES**

- 210 CLASS LABORATORY--A room used primarily by regularly scheduled classes requiring special-purpose equipment for student participation, experimentation, observation or practice in a discipline.
- 215 CLASS LABORATORY SERVICE--A room serving a class laboratory. Does not include rooms serving animal quarters (570) or greenhouses (580).
- 220 OPEN LABORATORY--A room used primarily by informally scheduled classes, which is unscheduled or open, requiring special-purpose equipment for student use. Does not include computer class laboratories (230), animal quarters (570) or greenhouses (580).
- 225 OPEN LABORATORY SERVICE--A room serving an open laboratory. Does not include animal quarters (570) or greenhouses (580).
- 230 COMPUTER CLASS LABORATORY--A room used primarily by regularly scheduled classes requiring the use of computers to provide instructional support. Does not include research computer laboratories (250/255).
- 235 COMPUTER CLASS LABORATORY SERVICE--A room serving a computer class laboratory. Does not include research computer laboratory service (255).
- 240 COMPUTER STUDY LABORATORY--A room using computers for individuals to study at their own convenience, which is not restricted to a particular subject or discipline. Does not include research computer laboratories (250/255) or residence hall computer study laboratories (935).
- 245 COMPUTER STUDY LABORATORY SERVICE--A room serving a computer study laboratory. Does not include research computer laboratory service (255).
- 250 RESEARCH LABORATORY--A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program. Includes research space where computers are used for conducting research.
- 255 RESEARCH LABORATORY SERVICE--A room serving research laboratories. Does not include animal quarters (570) or greenhouses (580).

**03 OFFICE SPACE**

- 310 FACULTY OFFICE--A room used by a professional person engaged primarily in teaching, research or public service. Does not include chair, department head, dean, or staff office (312).
- 311 GRADUATE ASSISTANT OFFICE--A room used by students employed as administrative, project, research or teaching assistants.
- 312 STAFF OFFICE--A room used by administrative (chair, dean or department head) faculty, administrators or professional staff.
- 313 SUPPORT STAFF OFFICE--A room providing primary workspace for clerical personnel including secretaries, receptionists and student office workers. Does not include student graduate assistants (311).
- 314 EMERITUS OFFICE--A room used by a retired faculty person engaged primarily in teaching, research or public service.
- 315 OFFICE SERVICE--A room serving offices. Includes copy room, file and records room, vault, private toilet, closet or supply room, reception area or accessway.

**03 OFFICE SPACE (continued)**

- 350 OFFICE CONFERENCE ROOM--A room, usually part of an office complex, used primarily for faculty/staff meetings. May contain departmental collections or libraries and serve as a multi-purpose room.
- 355 OFFICE CONFERENCE ROOM SERVICE--A room that serves one or more office conference rooms.

**04 STUDY FACILITIES**

- 410 STUDY ROOM--A room or area used by individuals to study at their own convenience, which is not restricted to a particular subject or discipline by contained equipment. Includes general purpose study space. Does not include computer study laboratories (240) or residence hall study rooms (935).
- 420 STACK--A room (or portion of a room) used to provide shelving for library or audio/visual materials, including music scores, tapes and records. Does not include bookshelf space in offices, conference rooms, laboratories or classrooms.
- 430 OPEN STACK STUDY ROOM--A combination of study room and stack space, generally without physical boundaries between the stack and study areas.
- 440 PROCESSING ROOM--A room or area devoted to processes and operations in support of library functions.
- 455 STUDY SERVICE--A room serving a study room, stack, open stack study room or processing room.
- 460 TUTORING ROOM--A room used for tutoring students in a particular subject or a broad range of subjects in general.
- 465 TUTORING ROOM SERVICE--A room serving tutoring rooms.

**05 SPECIAL USE FACILITIES**

- 510 ARMORY--A room or area used by officer training units. Includes indoor drill areas, indoor rifle ranges and special-purpose military science rooms.
- 515 ARMORY SERVICE--A room serving an armory.
- 520 SPORTS ACTIVITIES--A room or area used by students, staff or public for athletic/physical education activities. Includes gymnasiums, courts, wrestling rooms, pools, ice rinks and field houses. Does not include rooms used for recreational purposes (670).
- 523 ATHLETIC SPECTATOR SEATING--Area used by spectators for seating at an athletic event.
- 525 SPORTS ACTIVITIES SERVICE--A room serving an athletic/physical education facility. Includes locker and shower rooms, coaches' rooms, ticket booths, equipment supply rooms and first aid rooms. Does not include public toilets.
- 530 MEDIA PRODUCTION--A room or group of rooms used for the production and/or distribution of multimedia materials or signals. Does not include studios used primarily for instruction as a class laboratory (210) or open laboratory (220).
- 535 MEDIA PRODUCTION SERVICE--A room or area serving a media production or distribution room.
- 540 CLINIC (NON-HEALTH)--A room for diagnosing or treating clients in non-health programs such as psychology, speech and hearing, communication disorders, remedial reading or writing. Does not include human or veterinary medicine, dentistry or student health care.
- 545 CLINIC SERVICE (NON-HEALTH)--A room serving a non-health clinic.
- 550 DEMONSTRATION ROOM--A room or group of rooms used to practice principles of certain disciplines such as teaching or home economics.
- 555 DEMONSTRATION ROOM SERVICE--A room serving a demonstration facility.
- 560 FIELD BUILDING--A barn or similar structure for sheltering animals, for handling, storing or protecting farm products, supplies, implements and for field experiments. (Usually unheated).
- 570 ANIMAL QUARTERS--A room or area housing laboratory animals for research or instruction.
- 575 ANIMAL QUARTERS SERVICE--A room or area serving an animal quarters facility.
- 580 GREENHOUSE--A room or area for the cultivation or protection of plants for research or instruction.
- 585 GREENHOUSE SERVICE--A room serving a greenhouse. Includes headhouses.

**06 GENERAL USE FACILITIES**

- 610 ASSEMBLY--A room designed and equipped for a large audience for events such as dramatic, musical or devotional activities, livestock judging and commencements. Does not include facilities used primarily for instruction.
- 615 ASSEMBLY SERVICE--A room serving an assembly facility. Includes coat rooms, ticket booths, projection booths, control rooms, dressing rooms, make-up rooms and costume storage. Does not include lobby space.

## 06 GENERAL USE FACILITIES (continued)

- 620 EXHIBITION--A room or area for exhibition purposes intended for general use by students and the public. Does not include non-public or limited collections (210/220/250).
- 625 EXHIBITION SERVICE--A room serving an exhibition facility. Does not include research areas in a museum (250/255).
- 630 FOOD FACILITY--A room for eating food, including space with vending machines, whether for regular meals or for snack service. Includes dining halls, cafeterias, snack bars, vending areas and restaurants.
- 635 FOOD FACILITY SERVICE--A room serving food facilities. Includes food storage, freezers, coolers, preparation areas, serving areas and dish cleaning areas.
- 640 DAY CARE--A room used to provide day or night, child or elderly adult care as a non-medical service to members of the University community.
- 645 DAY CARE SERVICE--A room serving a primary activity room in a day care facility.
- 650 LOUNGE--A room for rest and relaxation, which may include vending machines. Does not include lounges directly associated with a public toilet.
- 655 LOUNGE SERVICE--A room serving a lounge facility. Includes office kitchenettes.
- 660 MERCHANDISING--A room or area used for selling products or services. Includes bookstores, hair salons, post offices and small, decentralized reproduction facilities.
- 665 MERCHANDISING SERVICE--A room serving a merchandising facility. Includes supply closets, sorting rooms, telephone rooms and staff toilets.
- 670 RECREATION--A room used for recreational purposes. Includes game rooms, ballrooms, card-playing rooms, hobby rooms and non-instructional listening rooms. Does not include athletic/physical education or outdoor facilities.
- 675 RECREATION SERVICE--A room serving a recreation facility. Does not include athletic/physical education service.
- 680 MEETING ROOM--A room used for a variety of non-class meetings such as seminars or colloquia, student organization activities/offices or meetings of persons from outside the University community.
- 685 MEETING ROOM SERVICE--A room serving a meeting room.

## 07 SUPPORT FACILITIES

- 710 CENTRAL COMPUTER OR TELECOMMUNICATIONS--A room used as a computer based data processing or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school or entire University. Does not include telephone switching rooms (715).
- 715 CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE--A room serving a central computer or telecommunications facility. Includes back-up storage, wiring closets and control rooms, equipment repair rooms and observation rooms. Does not include offices of processing personnel (312).
- 720 SHOP--A room used to manufacture, repair or maintain products or equipment. Includes central duplicating facilities. Does not include small dispersed reproduction facilities (660), material preparation for multimedia materials (535), vehicle maintenance and repair (745) or shops that directly serve research (255) or teaching (115/125/215/225).
- 725 SHOP SERVICE--A room serving a shop. Includes staff lockers, showers and lunch space.
- 730 CENTRAL STORAGE--A large room or building that is used to store equipment or materials and that serves multiple room use codes, organizational units or buildings. Does not include central service (750), health science storage (870) or small rooms used for departmental record storage (315).
- 735 CENTRAL STORAGE SERVICE--A room serving a central storage facility.
- 740 VEHICLE STORAGE--A room or area used to house or store vehicles. Does not include storage of farm implements (560).
- 745 VEHICLE STORAGE SERVICE--A room or area used to service or maintain vehicles.
- 750 CENTRAL SERVICE--A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service.
- 755 CENTRAL SERVICE SUPPORT--A room serving a central service facility.
- 760 HAZARDOUS MATERIALS--A centralized facility used for the storage, treatment or disposal of hazardous or toxic waste materials.
- 765 HAZARDOUS MATERIALS SERVICE--A room serving a centralized hazardous or toxic waste facility.

## 08 HEALTH CARE (Human/Animal Medical Facilities)

- 810 PATIENT BEDROOM--A room equipped with bed(s) and used for patient care.
- 815 PATIENT BEDROOM SERVICE--A room serving one or more patient bedrooms.
- 820 PATIENT BATHROOM--Patient bath and toilet facilities.
- 830 NURSE STATION--A room or area used by nurses to supervise or administer health care facilities. Does not include offices.
- 835 NURSE STATION SERVICE--A room serving one or more nurse's station rooms.
- 840 SURGERY--A room used for surgical procedures.
- 845 SURGERY SERVICE--A room serving a surgery room.
- 850 TREATMENT/EXAMINATION--A room used for diagnostic and therapeutic treatment, such as dialysis, EEG, EKG or combined doctors' office and treatment/examination room.
- 855 TREATMENT/EXAMINATION SERVICE--A room serving a treatment/examination room.
- 860 DIAGNOSTIC SERVICE LABORATORY--A room used to provide diagnostic support services to health care facilities.
- 865 DIAGNOSTIC SERVICE LABORATORY SERVICE--A room serving a diagnostic service laboratory.
- 870 CENTRAL SUPPLIES--A room used to store health care supplies for health care facilities.
- 880 PUBLIC WAITING ROOM--A room or area used by the public to await admission, treatment or information in a health care facility. Includes lobbies, waiting and reception areas, visiting areas and viewing areas.
- 885 HEALTH CARE SERVICE--Rooms used for housekeeping, linen storage and handling. Includes housekeeping storerooms, closets and locker rooms.
- 890 STAFF ON-CALL--A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.
- 895 STAFF ON-CALL SERVICE--A room serving a staff on-call room.

## 09 RESIDENTIAL

- 910 SLEEP/STUDY WITHOUT TOILET/BATH--Residential room for one or more persons with no internally connected toilet/bath. Does not include rooms with cooking facilities.
- 919 TOILET/BATH--A toilet or bathroom, common or shared, accessible from a corridor or general circulation space, limited to use by residents only.
- 920 SLEEP/STUDY WITH TOILET/BATH--Residential room for one or more persons with an internally connected toilet/bath.
- 935 SLEEP/STUDY SERVICE--A room serving a sleep/study room. Includes mailroom, serving room, storage room or telephone room. Does not include food facilities, lounge space or recreation and activities areas.
- 950 APARTMENT--A complete living unit, with private cooking facilities, that is not a separate structure.
- 955 APARTMENT SERVICE--A room or area serving an apartment or group of apartments. Includes laundry facilities, mailrooms, linen storage and general storage rooms.
- 970 HOUSE--A complete living unit, with private cooking facilities, that is a separate structure.

## 10 NON-ASSIGNABLE AREAS

- WWW PUBLIC AREAS--Space providing general access to a building, such as corridors, lobbies, stairways, elevator shafts and loading platforms.
- XX1 CUSTODIAL ROOM (WITH SINK)--A custodial closet with a built-in sink.
- XX2 CUSTODIAL ROOM--Any other room used by custodial staff. Includes trash room, recycling room, locker room or supply room.
- YYY MECHANICAL AREA--Space housing mechanical equipment and utilities such as service shafts and stacks, boiler/mechanical/electrical equipment room and fire hose/metering closets. Includes central heating plant.
- YY1 PUBLIC TOILET (WOMEN)--A public toilet for women.
- YY2 PUBLIC TOILET (MEN)--A public toilet for men.
- YY3 PUBLIC TOILET (UNDESIGNATED)--A public toilet not designated for either men or women.
- YY4 PUBLIC TOILET (CHILD)--A public toilet for children.