

Space Code



February 26, 2014

Space Characterization Team

Room Categorization Codes

Space codes are defined Nationally by Facilities Inventory and Classification Manual (2006) and in NC by the Facilities Inventory and Utilization Manual (2009)

Academic Codes:

90% of the codes for academic areas are in the Classroom (100), Lab (200) and Office (300) categories

Academic Support Codes:

Study Room (410), Stack (420/430), Processing Room (440), Exhibition (620), Central Computer (710)

Generally Banned Codes:

Lounge (650/655), Meeting Room (680), Central Storage (730), Central Supplies (870), Public Waiting (880). Use instead:

- Office Service (315)
- Conference Room (350)



Space Categories/Guidelines

(Area Code, Guideline, Area Description)

Offices

310-1	400	Chancellor or Provost
310-2	300	Vice Chancellor
310-3	200	Assoc/Asst VC or Provost
310-4	250	Dean
310-5	200	Assoc/Asst Dean
310-6	200	Dept Chair/Dir
310-7	175	Assoc/Asst Chair
310-8	125	Faculty (FT)
310-9	125	Faculty (PT/Visiting)
310-10	64	Faculty (Second Office)
310-11	125	Faculty (Research/Post Doc)
310-12	64	Grad Students (TA/RA)
310-13	125	Emeritus (Active)
310-14	64	Emeritus (Inactive)
310-15	140	Staff Manager
310-16	100	Staff (FT)
310-17	80	Staff/Students (PT, Temps)
310-18	64	Student Org
310-19	64	Hotel Office (64 sqft/station)
310-20	125	CRI Partner Rental

Laboratories

210-1	50	Class Lab (Dry)
210-2	60	Class Lab (Wet)
210-3	75	Class Lab (Special)
210-4	40	Class Lab (Computer)
210-5	100	Class Lab (Design Station)
210-6	100	Class Lab (Design Studio)
	215	10% Class Lab Service
220-1	50	Open Lab (Dry)
220-2	60	Open Lab (Wet)
220-3	75	Open Lab (Special)
220-4	40	Open Lab (Computer)
220-5	100	Open Lab (Design Station)
220-6	100	Open Lab (Design Studio)
	225	10% Open Lab Service
250-1	75	Research Lab (Dry)
250-2	200	Research Lab (Wet)
250-3	N/A	Research Lab (Special)
250-4	160	Research Lab (Computer)
250-5	200	Research Lab (Design Station)
250-6	200	Research Lab (Design Studio)
250-7	N/A	Research Lab (CRI Partner Rental)
	255	10% Research Lab Service

Classrooms

110-1	18	Classroom (Movable Chair w/Tablet)
110-2	18	Classroom (Fixed Chair w/Tablet)
110-3	20	Classroom (Movable Tables/Seats)
110-4	20	Classroom (Fixed Table/Seats)
	115	10% Classroom Service

Conference Rooms

350-1	15	Conference Room
350-2	N/A	Conference Room (CRI Partner Rental)
355	Comb	Conference Room Service

Office Support

315	≥15 %	Dept waiting rooms, Storage, Kitchen/Break, Mail Rooms
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Archibus Implementation

The screenshot displays the 'Space Update Request' form in the Archibus system. The form is divided into two main sections: 'Room Information' and 'Other Information'. The 'Room Information' section includes fields for Building Code (0012, Smith), Floor Code (01), Room Code (102B), Room Area (182.98), Room Category* (310, Office), and Room Type (16, Staff (FT)). The 'Other Information' section includes Department Code (1870, Engr Tech & Construction Mgmt (Dpt)), Sub-Department Code (21800, Engineering Technology), Description (Staff Office), Stations (2), and Accessible (No/Yes). Red annotations highlight the 'Room Type' field as 'Room Type Field Added' and the 'Description' field as '"Room Name" Field Re-named'. The 'Program Codes' section at the bottom includes Program Code* (46, Academic Admin.), Program Discipline* (8160, Administrative Support), Program Code 1 %* (100), Program Code 2, Program Discipline, and Program Code 2 % (0).

Update Request Page Changes:

- Detailed “Room Type” field added
 - Utilizes a standardized list of room contents/purpose
 - Enables the estimation of recommended room size based on purpose, number of stations or Department size (number of employees or office space)
- “Room Name” field changed to “Description”
 - Allows for the continuation of a brief description of room contents



Room Type

Building Code 0012 Department Code 1870
 Floor Code 02
 Room Code 274B
 Room Area 457.17
 Room Category* 310
 Room Type

Program Code*
 Program Code 2
 Program Code 3
 Program Code 4

Occupant 1 B
 Occupant 2
 Occupant 3
 Occupant 4
 Occupant 5
 Occupant 6
 Occupant 7
 Occupant 8
 Occupant 9

Select Value - Room Category, Room Type

Room Category: 3[19] All[19]

Room Category	Room Type	Description
310	1	Chancellor or Provost
310	10	Faculty (Second Office)
310	11	Faculty (Research/Post Doc)
310	12	Grad Students (TA/RA)
310	13	Emeritus (Active)
310	14	Emeritus (Inactive)
310	15	Staff Manager
310	16	Staff (FT)
310	18	Student Org
310	19	Hotel Office (64 sqft/station)
310	2	Vice Chancellor
310	20	CRI Partner Rental
310	3	Assoc/Asst VC or Provost
310	4	Dean
310	5	Assoc/Asst Dean
310	6	Dept Chair/Dir
310	7	Assoc/Asst
310	8	Faculty (FT)
310	9	Faculty (PT/Visiting)



General Space Guidelines

Office Service:

- All common use space within the “Departments” will be categorized as Office Service
 - Copier, Break/Kitchenettes, Workroom, Mailroom, Waiting Area
 - Implementing virtual lines to separate work areas

Advising Offices:

- List as office service unless the office is an assigned work space

Vacant Space:

- Change the space owner to the Department Chair or similar leadership position
- Select the room Category and Type to reflect its intended use



Space Characterization Activities

- Room Type Implementation
 - Verification of the office and lab codes
 - Modification of the “Room Category” and “Room Type” codes
 - Provide feedback on the ease of use and adequacy of the current code structure
- Virtual Lines
 - Formally separates work areas from Office/Lab space by creating a “virtual” room within dual purpose areas
 - Identification of Office and Lab areas that contain actively used work areas
 - Informally or infrequently used areas can remain categorized as Office or Lab Service

