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)

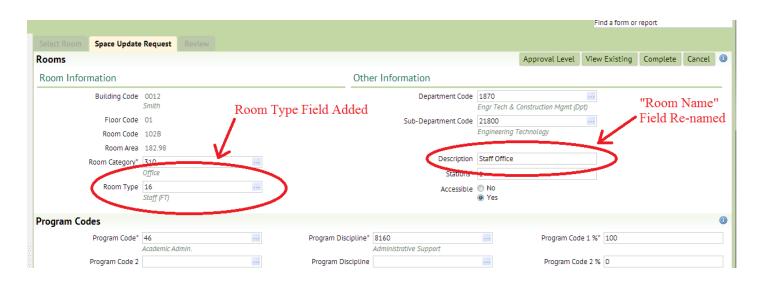


Space Categories/Guidelines

(Area Code, Guideline, Area Description)

Offices			Laboratories				Classrooms		
310-1	400	Chancellor or Provost	210-1	50	Class Lab (Dry)	110-1	18	Classroom (Movable Chair w/Tablet)	
310-2	300	Vice Chancellor	210-2	60	Class Lab (Wet)	110-2	18	Classroom (Fixed Chair w/Tablet)	
310-3	200	Assoc/Asst VC or Provost	210-3	75	Class Lab (Special)	110-3	20	Classroom (Movable Tables/Seats)	
			210-4	40	Class Lab (Computer)	110-4	20	Classroom (Fixed Table/Seats)	
310-4	250	Dean	210-5	100	Class Lab (Design Station)	115	10%	Classroom Service	
310-5	200	Assoc/Asst Dean	210-6	100	Class Lab (Design Studio)				
310-6	200	Dept Chair/Dir	215	10%	Class Lab Service				
310-7	175	Assoc/Asst Chair						Conference Rooms	
			220-1	50	Open Lab (Dry)	350-1	15	Conference Room	
310-8	125	Faculty (FT)	220-2	60	Open Lab (Wet)	350-2	N/A	Conference Room (CRI Partner Rental)	
310-9	125	Faculty (PT/Visiting)	220-3	75	Open Lab (Special)	355	Comb	Conference Room Service	
310-10	64	Faculty (Second Office)	220-4	40	Open Lab (Computer)				
310-11	125	Faculty (Research/Post Doc)	220-5	100	Open Lab (Design Station)				
310-12	64	Grad Students (TA/RA)	220-6	100	Open Lab (Design Studio)			Office Support	
310-13	125	Emeritus (Active)	225	10%	Open Lab Service	315	≥15 %	Dept waiting rooms, Storage,	
310-14	64	Emeritus (Inactive)						Kitchen/Break, Mail Rooms	
			250-1	75	Research Lab (Dry)				
310-15	140	Staff Manager	250-2	200	Research Lab (Wet)				
310-16	100	Staff (FT)	250-3	N/A	Research Lab (Special)				
310-17	80	Staff/Students (PT, Temps)	250-4	160	Research Lab (Computer)				
310-18	64	Student Org	250-5	200	Research Lab (Design Station)				
			250-6	200	Research Lab (Design Studio)				
310-19	64	Hotel Office (64 sqft/station)	250-7	N/A	Research Lab (CRI Partner Rental)				
310-20	125	CRI Partner Rental	255	10%	Research Lab Service				

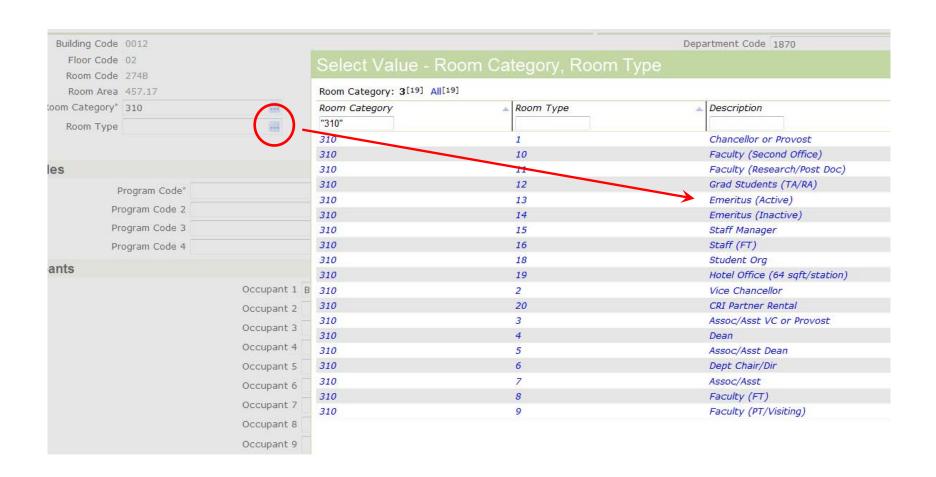
Archibus Implementation



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





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 easy 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

