

Room Type Reference Guide

Archibus Space Management System

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Introduction

Why do we assign Room Types to UCSF rooms?

Room Type reflects the primary, or predominant, use of the space in terms of "activity" that is served by the room. Room Type is tracked for internal understanding of how UCSF uses its space as well as for reporting to UCOP and Federal indirect cost calculations for UCSF's periodic Functional Use Survey.

Room Types are organized into Room Categories to aid identification of the accurate Room Type. In Archibus, Category values are prefixed with a "C-" to indicate a Campus category versus a Medical Center category. Campus Archibus users can assign Campus Categories and Types to their rooms.

How do I identify the *primary* Room Type?

Multiple activities may be happening in the same room. In these cases, select the activity (and corresponding Room Type) that is conducted in the room for the most amount of time.

If all activities in the room occur in equal amounts of time, then select the Room Type for the activity that is the most important to report. For example, if a room is used as a storage closet and a student study area, the student study area is the most important to report because we know that students may be located in this space at any given time.

What is a "SUP" (support) room?

A room that directly supports one or more named room types as an extension of the activities in those rooms and which is not intended as a permanent work station area. *If* it is adjacent to and supports the named room use type room, *then* it's a SUP/support room. For example, a closet that supports an adjacent Administrative Office (ADMIN OFFICE) is an Administrative Office- Support room (ADMIN OFC SUP). Or, if a lounge/kitchenette area serves specific office or research areas and are not generally available to the public, these areas should be coded "SUP" (e.g., WET LAB SUP, DRY LAB SUP, ADMN OFF SUP).

How do I change the Room Type of my assigned rooms?

When you change the room Category and/or Type of one of your assigned rooms in the Archibus' Space Update Form, the change request is routed to the Campus Planning Office system Admins for review and approval.

How do I list occupants in rooms? Do only certain Room Types need occupant names?

In general, report those individual names (First, Last) only in rooms regarded as the person's permanent workstation. For instance, in a research lab (wet/dry) or academic/administrative office, list those individuals who occupy space in the lab or office. Support ("SUP") rooms would not have any names listed, nor would these rooms report any station counts (only Campus Planning Administrators record station counts).

Please see the specific Room Categories/Types for Occupant listing requirements in the following pages.

What if I have questions about the definitions or assignments of Room Types?

Use the Archibus Submit Feedback form if you have any questions about the room type definitions or the Type assignment to a room.

Academic Office (Category: C- ACAD OFC)

The Academic Office category contains only one room type, Academic Office.

ACAD OFFICE

Faculty/Academic Office/Workspace – *Occupants to be reported: List personnel/staff (defined below) in the room*
310

A room used by faculty, department chairs, deans who are equivalent to department chairpersons, other academic instructional appointees (e.g., lecturers, instructors, specialists), teaching assistants, emeriti, or postdoctoral scholars working at one or more desks, tables, or work stations for their desk-based academic work. An office is typically assigned to one or more persons as a station or work area. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer work stations, microcomputers, or other office equipment. Included are offices used by academic staff which serves as an individual study for faculty members, department chairs, teaching assistants, or postdoctoral scholars. This room is the primary office of the faculty member. If the academic staff has an additional office, it is coded as DRY LAB, if used for research, or ADMIN OFFICE, if used for administrative duties.

Administration (Category: C- ADMIN)

The Administration category includes room types usually used by administrative units and/or personnel.

ADMIN OFFICE

Administration Office/Workspace – *Occupants to be reported: List personnel/staff in the room*

320

A room used by administrative staff, including academic administrative staff (e.g., administrative deans, provosts, directors), to perform their desk-based administrative work. An office is typically assigned to one or more persons with specific workstations or desk areas available for work. It may be equipped with one or more desks, chairs, tables, bookcases, filing cabinets, computer workstations, or other office equipment. Includes a receptionist rooms with small waiting areas. Office areas need not have clearly visible physical boundaries, such as an open landscaped office or an open reception area. Any other rooms that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room rather than as offices.

ADMN OFF SUP

Administration Office/Workspace- Support Room – *Occupants to be Reported: None*

335

A room, usually without permanent work stations, that directly serves an office or group of offices as an extension of the activities in those rooms. Includes file rooms, mailrooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, and private (restricted access) circulation areas.

AV PROD

A/V Media Production – *Occupants to be Reported: List personnel/staff in the room*

560

A room used for the production or distribution of multi-media materials or signals. Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audiocassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus). Does not include rooms that merely store media materials and equipment. This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (use CMPTR TCOM).

AV PROD SUP

A/V Media Production- Support Room – *Occupants to be Reported: None*

565

A room that directly serves an a/v media production room as an extension of the activities in that facility. The primary criterion here is that the room should serve an a/v media production or distribution room and not another primary activity room such as media equipment storage rooms.

CONFRNCE RM

Conference/Huddle/Breakout Room – *Occupants to be Reported: None*

340

A room serving an office complex and used primarily for staff meetings and departmental activities. A conference room is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area for scheduled or unscheduled group meetings. The primary difference between conference rooms and other similar rooms is one of use, not room configuration.

CONF RM SUP

Conference/Huddle/Breakout Room- Support Room – Occupants to be Reported: None

345

A room that directly serves one or more conference/huddle/breakout rooms as an extension of the activities in those rooms. Includes kitchenettes, supply rooms, coatrooms, projection rooms, telecommunications control booths, sound equipment rooms, etc., if they serve conference/huddle/breakout rooms.

TRAIN RM

Staff Training Room – Occupants to be Reported: List trainers, not students/trainees, in the room

470

A room or area used primarily for tutoring or training in departments other than those in instructional programs. Includes rooms used for providing training or supplemental instruction to students and staff in departments not tied to instructional programs. May be equipped with tablet arm chairs, tables and chairs, or similar types of seating. These rooms may contain computer, multi-media, telecommunications, or other equipment. These rooms are typically used to support training programs for administrative staff (e.g., a room in an office complex or building dedicated to training staff on personnel procedures or computer applications) or for students seeking supplemental instruction outside the core curriculum, often through a student services administered program.

TRAIN RM SUP

Staff Training Room- Support Room - Occupants to be Reported: None

475

A room that directly serves one or more staff training rooms as an extension of the activities in such a room. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, supply rooms, etc., if they serve tutorial or training rooms.

Central Services & Facilities (Category: C- CEN SERV)

The Central Services and Facilities category includes room types that are usually for activities available enterprise-wide.

ANIMAL QTRS

Laboratory Animal Quarters *Occupants to be Reported: List personnel/staff in the room*

580

A room that houses laboratory animals used for research or instructional purposes. Includes animal rooms, cage rooms, stalls, wards, and similar rooms used for the holding, feeding, or housing of animals which are used for instruction and research. Includes rooms generally referred to as vivaria, apiaries, aviaries, aquaria, animal holding rooms, etc.

ANIMAL Q SUP

Laboratory Animal Quarters- Support Room - *Occupants to be Reported: None*

585

A room that directly serves an animal quarters facility as an extension of the activities in that facility. Includes feed storage rooms, feed mixing rooms, cage-washing rooms, non-patient surgery rooms, casting rooms or instrument rooms.

ASSMBLY HALL

Assembly Hall (non-instruction) - *Occupants to be Reported: None*

650

A room designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, or commencement activities. Includes theaters, auditoria, concert halls, arenas, chapels, and pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services, rather than for instruction as the primary function. Excludes assembly facilities which are used primarily as instructional lecture halls and should be classified as CLASSROOM or SEMINAR.

ASSMBLY SUP

Assembly Hall (non-instruction)- Support Room - *Occupants to be Reported: None*

655

A room or area that directly serves an assembly hall (non-instruction) as an extension of the activities in that facility. Includes checkrooms, coatrooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, multi-media and telecommunications control rooms, etc. Excludes entrance lobbies and other circulation areas surrounding or adjacent to the outside of the primary assembly halls (non-instruction) are classified as non-assignable (circulation) space.

ATHLETIC FAC

Athletic Facility - *Occupants to be Reported: List personnel/staff in the room*

520

A room or area used by students, staff, or the public for athletic or physical education activities. Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and fieldhouses. Includes rooms only if they are part of a physical education instructional program. Includes permanent spectator seating areas associated with athletic facilities.

CENT SHOP

Shop (Central Campus only) - Occupants to be Reported: List personnel/staff in the room

710

A room used for the manufacture, repair, or maintenance of products or equipment for the central campus (i.e., physical plant) or research laboratories. Includes carpenter, plumbing, HVAC, electrical and painting shops, and similar physical plant maintenance facilities. This category is intended primarily for centralized shops for the *construction* or *repair* of research or instructional equipment and *repair* and *maintenance* of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining, and computer repair) supporting multiple rooms for scientific instruction and research are coded either as WETLAB SUP or TEACHLAB SUP.

CENTRAL SVS

Central Services and Loading Docks - Occupants to be Reported: List personnel/staff in the room or work area

760

A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service. The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries which serve the occupants or activities of *more than one building*. Also includes central printing and duplicating services, central mail facilities, central shipping and receiving areas, central environmental testing or monitoring facilities, if they serve the occupants and activities of *more than one building*. Also includes morgues and autopsy rooms, which are tied to Police, Fire, and Environmental Health and Safety departments. Most of these centralized areas have a campus-wide service scope. Does not include those rooms providing the above listed functions if they support other primary activity rooms in the same building. For example, a food storage area in a cafeteria should be coded as FOOD SUP; a laundry room in a residence hall should be coded as DORMBED SUP; a copy or mailroom in an office area is coded as ADMIN OFF SUP.

CENTRLSV SUP

Central Services and Loading Docks- Support Room - Occupants to be Reported: None

765

A room that directly serves a central service facility as an extension of the activities in that facility. Service rooms for Central Service are typically limited to extension storage rooms for supplies, parts, and moving, or non-active equipment; and adjacent, directly supporting repair and maintenance areas.

CENTRAL STOR

Central Storage - Occupants to be Reported: List personnel/staff in the room or work area

720

A room or building which is used to store equipment or materials and which serves a campus-wide or research laboratory service function. The concept of "central" or "general" is key to applying this room type correctly. The vast majority of storage rooms on a campus are support rooms (SUP) which directly support a primary activity room or room group. Support storage rooms are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as service to the primary room type. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive or dead storage. A storage room incidentally used to store janitorial supplies would remain in this category. It also includes storage rooms in a building or building area which serve multiple room types and which are used for general or surplus (e.g., furniture, equipment) collection or storage. This code may be used for all storage areas that do not qualify as support rooms.

COMMONS

Public/Commons Lounge - Occupants to be Reported: None

630

A room used for rest and relaxation that is not restricted to a specific group of people, unit, or area, and which may be used for informal discussions and gatherings. A commons or lounge facility is typically equipped with upholstered furniture, draperies, or carpeting, and may include vending machines. A commons area (630) differs from an office area

or "break room" lounge (ADMN OFF SUP) or conference room (CONFRNCE RM) by virtue of its public availability and informal function.

COMMONS SUP

Public/Commons Lounge- Support Room - Occupants to be Reported: None

635

A room that directly serves a general use commons or lounge facility. Includes kitchenettes, storage areas, and vending rooms which directly serve a general use lounge or commons facility (COMMONS). This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other room types; e.g., a small vending area serving a dining hall eating area should be classified as FOOD SUP.

CMPTR TCOM

Central- Computer or Telecommunications - Occupants to be Reported: List personnel/staff in the room or work area

510

A room that is used as a computer-based data processing or telecommunications center with applications which are broad enough to serve the overall administrative and academic primary equipment needs of a central group of users, department, college, school, or entire institution. A central computer or telecommunications facility is often one of a group of rooms which constitute a center for delivering computer-based data processing or telecommunications services to various levels of user groups. Although the ongoing "primary activity" of this category is tied more closely to equipment than human activity, these areas require technical support staff and physical access may be restricted to these personnel. These central equipment rooms appear most frequently at the *campus-wide and large organizational unit levels* and are generally subject to environmental and security controls and procedures. This equipment may be dedicated to data, audio or telephone, video or any combination of these electronic transmissions.

CMPTR SUP

Central- Computer or Telecommunications- Support Room - Occupants to be Reported: None

515

A room that directly serves a central computer or telecommunications facilities as an extension of the activities in that facility. Includes paper and forms storage, off-line tape and disk storage, separate control and console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms which directly serve the central computer or telecommunications.

DAY CARE

Day Care - Occupants to be Reported: List personnel/staff in the room or day care area. This is not seating capacity

670

A room used to provide day or night child or elderly adult care as a non-medical service to members of the institutional community. Includes all primary activity rooms that provide oversight, supervision, developmental training, and general personal care for assigned children and adults; e.g., play areas, non-staff eating areas, and child training rooms. This type of facility serves as a central service center for faculty, staff, and students with members of the community being served as needed. Institutionally controlled space, which is used to provide an elementary school for children of faculty, staff, or students (and which may also serve the community) is also to be classified with this code. This is not a medical care facility; i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid in case of accident.

DAYCARE SUP

Day Care- Support Room - Occupants to be Reported: None

675

A room that directly serves a primary activity room in a day care facility as an extension of the activities in that room. Includes storage rooms, closets, kitchens, pantries, private or staff rest rooms, and other typical service rooms that support a primary activity area. Does not include those rooms where primary day care activities are conducted.

FOOD FACILITY

Food Facility - *Occupants to be Reported: List kitchen personnel/staff in the room. This is not seating capacity.*

610

A room used for eating. Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to students, faculty, staff, or the public at large. The primary distinction of a food facility area is the availability of some form of accommodation (seating, counters, tables) for eating and drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables are included in this category.

FOOD SUP

Food Facility- Support Room - *Occupants to be Reported: None*

615

A room that directly serves a food facility as an extension of the activities in that facility. Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes vending areas which directly serve food facilities, as well as vending rooms adjacent to an eating area. Does not include any type of food preparation room that does not serve a food facility or eating area.

LIB PRCSS RM

Library Processing Room - *Occupants to be Reported: List personnel/staff in the room or work area*

460

A room or area devoted to processes and operations in support of central or branch library functions. A Library Processing Room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multi-media materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

LIB STACK

Library Stack - *Occupants to be Reported: None*

440

A room used to house arranged collections of educational materials. Stacks typically appear in central or branch libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials (e.g., soils collections). Includes circulation areas within the stacks including stairways, lifts, etc. Does not include stacks associated with departmental libraries or study rooms in departments in instructional programs. Audio-visual film and tape libraries, which generally serve groups rather than individuals, are classified as A/V PROD SUP.

LIB STUDY RM

Library Stack/Study Room combo - *Occupants to be Reported: None. This is not seating capacity.*

430

A combination study room and stack, generally without physical boundaries between the stack and study areas.

LIB SUP

Library- Support Room - *Occupants to be Reported: None*

455

A room that directly serves LIB PRCSS RM, LIB STACK, and LIB STUDY RM as a direct extension of the activities in those rooms. Includes storage rooms, copy rooms, closets, locker rooms, coatrooms, and other typical service areas, which support a primary study facilities room.

LOCKER RM

Athletic Facility- Locker Room - *Occupants to be Reported: List personnel/staff in the locker room area*
525

A room that directly serves an athletic or physical education facility as an extension of the activities in that facility. Includes locker rooms, shower rooms, non-office "coaches" rooms, ticket booths, dressing rooms, and rooms for equipment, supply, storage, first aid, skate sharpening, towels, etc.

LRG CENTSTOR

Large Storage Facility - *Occupants to be Reported: List personnel/staff in the room or work area*
722

The vast majority of storage rooms supporting offices are ADMIN OFF SUP rooms because they are relatively close to the areas they serve and are used more than occasionally, and therefore, should be classified as support to the primary room type. However, a large storage facility that consists of *several thousand square feet*; contains office files, records, equipment, materials or furniture; and *is not located in the immediate or adjacent area to the office complex it serves*, may be coded as LRG CENTSTOR.

MERCHANDISNG

Merchandising - *Occupants to be Reported: List personnel/staff in the room or work area*
640

A room used to sell products or services. Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine rooms, and central ticket outlets serving multiple facilities or activities. Does not include dining rooms, restaurants, snack bars, and similar food facilities. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as FOODFACILITY.

MERCH SUP

Merchandising- Support Room - *Occupants to be Reported: None*
645

A room that directly serves a merchandising facility as an extension of the activities in that facility. Includes storage rooms and closets, sorting rooms, private rest rooms, and other Support rooms if they directly serve a merchandising facility.

REC AREA

Recreation Area - *Occupants to be Reported: List personnel/staff in the room or activity area*
620

A room used by students, staff, or the public for recreational purposes. Includes billiards rooms, game and arcade rooms, bowling alleys, table tennis rooms, dance or ballrooms, chess rooms, card-playing rooms, hobby rooms, TV rooms, reading (non-study) rooms, and music listening rooms which are used for recreation and amusement and not for instructional purposes. Does *not* include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf, or other areas primarily used for physical education which should be coded as ATHLETIC FAC.

REC AREA SUP

Recreation Area- Support Room - *Occupants to be Reported: None*
625

A room that directly serves a recreation facility as an extension of the activities in that facility. Includes storage rooms, closets, equipment issue rooms, cashiers' desks, and other support areas that directly serve a REC AREA.

VEHICLE STOR

Vehicle Fleet Storage - *Occupants to be Reported: List personnel/staff in the room or work area*

750

A room or structure that is used to house or store vehicles which are owned or controlled by the institution. Includes structures, buildings, and rooms generally called garages, boathouses, and airplane hangars. The definition of "vehicle" is broadly interpreted here to include forklifts, moving equipment, and other powered transport devices or equipment.

VEH STOR SUP

Vehicle Fleet Storage- Support Room - *Occupants to be Reported: None*

755

A room that directly serves a VEHICLE STOR as an extension of the activities in that facility. Includes any areas or rooms directly serving a VEHICLE STOR, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles. Access control areas are also included.

Clinical/Hospital (Category: C- CLIN HOSP)

The Clinical/Hospital category includes room types for activities exclusive to a clinical or hospital setting.

BEDRM CCU

Bedroom- Coronary Care - *Occupants to be Reported: None*

811

A room used for coronary care patients as a bedroom.

BEDRM HEMODI

Bedroom- Hemodialysis Care - *Occupants to be Reported: None*

814

A room used for hemodialysis care patients as a bedroom.

BEDRM ICU

Bedroom- Intensive Care - *Occupants to be Reported: None*

812

A room used for intensive care bedrooms or units, emergency bed care or observation bed care.

BEDRM MATERN

Bedroom- Maternity Care - *Occupants to be Reported: None*

816

A room used for maternity care patients as a bedroom.

BEDRM NEONAT

Bedroom- Neonatal Intensive - *Occupants to be Reported: None*

813

A room used for Neonatal Intensive care patients as a bedroom.

BEDRM NURSRY

Bedroom- Nursery Care - *Occupants to be Reported: None*

817

A room used for special care nurseries and infant general care and incubator patients as a bedroom.

BEDRM PEDIAT

Bedroom- Pediatric Care - *Occupants to be Reported: None*

818

A room used for child patients as a bedroom.

BEDRM PSYCH

Bedroom- Psychiatric Care - *Occupants to be Reported: None*

815

A room used for psychiatric care patients as a bedroom.

CUSTODIAL

Custodial - *Occupants to be Reported: None*

890

Rooms used for housekeeping, linen storage and handling; includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation. Excludes mechanical and equipment rooms.

DIAG SVCS LB

Diagnostic Service Laboratory - Occupants to be Reported: List personnel/staff in the room or work area

860

A room used to provide diagnostic support services to an entire health care facility. Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank and basal metabolism. Excludes laboratories used primarily for instructional purposes, which should be classified with the room types in the C-WETLAB Category. Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as a TREATEXAM room type.

DIAG SV SUP

Diagnostic Service Laboratory- Support Room - Occupants to be Reported: None

862

A room that directly serves a diagnostic service laboratory (DIAG SVCS LB) as an extension of the activities in that facility. Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, locker, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories.

EXAM RM

Treatment or Examination Room - Occupants to be Reported: List personnel/staff in the room/treatment area.

850

A room used for diagnostic and therapeutic treatment. Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, and dental examination and treatment.

EXAM RM SUP

Treatment or Examination Room- Support Room - Occupants to be Reported: None

854

A room that directly serves a treatment or examination room as an extension of the activities in that facility. Included are dressing rooms, dark rooms, work preparation areas, equipment and supply storage rooms, sound proof rooms, patient dressing rooms, and clean and dirty linen rooms if these areas directly serve the primary activity treatment or examination facility.

NURSE STN

Nurse Station - Occupants to be Reported: List personnel/staff in the room or nurses' station area

830

A room or area used by nurses or other patient care staff who are supervising or administering health care services. This is the primary work station area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

NURSE ST SUP

Nurse Station- Support Room - Occupants to be Reported: None

832

A room that directly serves one or more nurse station rooms as an extension of the activities in those rooms. Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization and other workrooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms and separate storage rooms for records and charts.

OFFIC EXAM

Doctor's Office/Treatment Room Combo - *Occupants to be Reported: List personnel/staff in the office/treatment area*
852

Combined doctor's office and treatment/consultation room.

ONCALL SUP

Staff On-Call Facility- Support Room - *Occupants to be Reported: None*

839

A room that directly serves a staff on-call room as an extension of the activities in that facility. Includes kitchens, baths, laundry rooms, lounges, closets and other storage areas that directly serve the on-call quarters.

PATIENT BATH

Patient Bath - *Occupants to be Reported: None*

822

All toilet, shower or tub rooms *not* adjoining or in conjunction with patient bedrooms. Includes all staff bathrooms and baths in treatment areas. Excludes staff baths and toilets that directly serve Staff On-Call Facilities (STAFF ONCALL).

PAT FUL BATH

Patient Bathroom and Toilet - *Occupants to be Reported: None*

820

A room containing patient bath and toilet facilities. Included in this room type are toilet and bath facilities adjoining or in conjunction with patient bedrooms. These rooms may contain various configurations of toilet, tub, shower or commode facilities. Public rest rooms and private rest rooms serving areas other than patient bedrooms are excluded. Special tub rooms used by nursing staff for cleaning patients are classified as NURSE ST SUP.

PAT BED REG

Patient Bedroom- Regular - *Occupants to be Reported: None*

810

A room equipped with a bed and used for patient care. This room type includes general nursing care, acute care, semi-convalescent and rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included.

PAT BED SUP

Patient Bedroom- Support Room - *Occupants to be Reported: None*

819

A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms. Included are linen closets, patient lounges, children's playrooms and any other service areas that are *used primarily by patients as opposed to staff*.

PAT MOVNG EQ

Patient- Moving Equipment Storage - *Occupants to be Reported: None*

834

A patient-related interim storage area used to place patient-moving equipment such as gurneys, wheelchairs, stretchers, code blue carts and other similar equipment.

PAT TOILET

Patient Toilet - *Occupants to be Reported: None*

821

Rooms containing patient toilet facilities only, adjoining or in conjunction with patient bedrooms.

PUB WAIT RM

Public Waiting Room - *Occupants to be Reported: None*

880

A room used by the public to await admission, treatment or information within a health care facility. Included are lobby areas that are specifically configured and furnished for public waiting; physical boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies which simply serve a circulation function. Also includes patient waiting rooms, reception and visiting areas, viewing rooms and ward day rooms.

RAD CONTROL

Radiological Control Room - *Occupants to be Reported: List personnel/staff in the room or work area*

857

Room or area designated for principal use as operator control region for operating RX and DX x-ray equipment; patient monitoring while being x-rayed. May serve as a secondary film processing area not covered by the Radiological Film Processing Room (RAD FILM PRC).

RAD FILM PRC

Radiological Film Processing - *Occupants to be Reported: List personnel/staff in the room or work area*

858

Room designated for film processing only.

RAD FILM VW

Radiological Film Viewing - *Occupants to be Reported: List personnel/staff in the room or work area*

859

Room designated and devoted to film viewing by Radiology staff and located directly adjacent or contiguous to the radiological area.

RAD SV DIAG

Radiological Service Diagnostic - *Occupants to be Reported: None*

855

Rooms used away from the surgical room/suites for diagnostic x-ray procedures using radio imaging devices, chest x-raying fluoroscopy, angiography and scanners.

RAD SV THER

Radiological Service Therapeutic - *Occupants to be Reported: None*

856

Rooms used for therapeutic treatment purposes. Will include all radiation therapy equipment with a rating above 250 kilovolts, cobalt, etc.

STAFF ONCALL

Staff On-Call Facility - *Occupants to be Reported: None*

838

A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility. Includes areas or rooms used by doctors, nurses, emergency medical technicians, flight care crews, etc., to rest or sleep while on-call to specific duties within the facility.

SUPPLIES

Supplies - *Occupants to be Reported: None*

870

A room used centrally to store health care supplies in a health care facility. This room type applies only to health care materials and supplies in a health care facility. Included are pharmacy supply and storage rooms, dispensary areas and central linen storage rooms. Does not include central storage areas for materials or equipment that are *not* directly health care related (e.g., furniture, office equipment).

SURG CARDCAT

Surgical Cardiac Catheterization Room - *Occupants to be Reported: None*

848

Room designated as a cardiac catheterization room.

SURG DELVRY

Surgical Delivery Room - *Occupants to be Reported: None*

846

Room designated as a Delivery room.

SURG LABOR

Surgical Labor Room - *Occupants to be Reported: None*

845

Room designated as a Labor room.

SURG OR

Surgical Operating Room - *Occupants to be Reported: None*

840

A room used for surgery. Included in this category are major and minor surgery rooms, delivery rooms and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These rooms are typically equipped with operating room tables, sterile lights, anesthesia machines and various types of monitoring equipment.

SURG OR SUP

Surgical Operating Room- Support Room - *Occupants to be Reported: None*

842

A room that directly serves a surgery room as an extension of the activities in that facility. Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, post-operative and operating room repair rooms, and clean and dirty linen areas if these rooms serve the surgery facility.

SURG PROCED

Surgical Special Procedure Room - *Occupants to be Reported: None*

844

Procedure/surgery room used for special procedures such as urology, ENT, sigmoidoscopy and similar work-ups.

SURG RECVRY

Surgical Recovery Room - *Occupants to be Reported: None*

847

Room designated as a General Surgical recovery room; does not include specialized intensive care recovery/monitoring rooms.

Dry Lab (Category: C- DRY LAB)

The Dry Lab category is for “dry” research laboratory/office rooms and their support rooms, also known as “computational” or “desk-top” research areas.

DRY LAB

Research Dry Laboratory - *Occupants to be Reported: List personnel/staff in the room. This is not seating capacity.*

211

A room used for experimentation, research, or training in research methods; or professional research and observation. Includes offices or similar rooms in which professional and staff researchers and graduate students engage in desk, computer, or "table top" research and which do not require additional or specific infrastructure support such as built-in equipment, ventilation, water or electrical provisions, or additional performance space. Excludes the faculty member's primary office (if this can be determined) and postdoctoral scholar's office, which are more appropriately coded as ACAD OFFICE.

DRY LAB SUP

Research Dry Laboratory- Support Room - *Occupants to be Reported: None*

226

A room that directly serves one or more primary DRY LABs as an extension of the activities in those rooms. Includes only those rooms that directly serve a DRY LAB. Included are coatrooms, supply and storage areas, records rooms, private (restricted access) circulation areas, etc., if they serve DRYLABs.

Non-Assigned Areas (Category: C-NON ASSIGN) - No

The Non-Assigned category is for Campus Planning Office use only. These room types are not assigned to department occupants. ***No occupants need to be reported for Non-Assigned Areas.***

COV UNENCL

Covered Unenclosed

N12

Covered unenclosed porches, docks, or roof decks.

CORRIDOR

Corridor

N01

DUMBWAITER

Dumbwaiter

N02

ELECTRICAL

Electrical

N08

ELEVATOR

Elevator

N03

ENCL DRIVE

Enclosed Drive

N06

ENCL PARK

Enclosed Parking

N05

JANITORIAL

Janitorial

N07

Janitorial rooms or closets

MECHANICAL

Mechanical

N09

Mechanical rooms or closets (no vents or shafts)

NON UCSF

Non-UCSF

NUC

NSF ROOF

NSF Other (Roof)

N15

Non-Assignable square footage.

PUB TOILET

Pub Toilet

N11

Public toilets (not restricted)

STAIRWAY

Stairway

N10

TEL DAT CLST

Tele/Data Closet

N04

Telephone/Data rooms or closets, IDF (Intermediate Distribution Frame), BDF (Building Distribution Frame)

VERT SHAFT

Vert Shafts

N13

Vents, ducts, or other vertical shafts (projected flat area per floor)

WALLS COLS

Walls&Cols

N14

Walls and columns

Space under Renovation (Category: C-RENOVATION)

The Space under Renovation category is for rooms that are currently under renovation and therefore not occupied by employees.

INCMPLT INTR

Incomplete Interiors - *Occupants to be Reported: None*

020

All potentially assignable areas in new buildings, shell space, or additions to existing buildings left unfinished at the time of the inventory. This category typically includes areas which are part of a larger structure; e.g., a floor or basement area which was not finished off along with the remainder of the building.

Unfinished area is distinguished from projects under construction as follows: projects under construction implies the structural elements and the internal components of the project are under construction (i.e., not complete); unfinished area refers to the internal components of a completed construction project that have been deferred as part of the capital (or construction) plan. Unfinished area is reported as assignable and charged to the proprietary department. The area is measured in the same way as open-loft-type space and adjustments are made to reflect the actual construction of partitions, quarters, etc., only when the interior is finished off.

UNDER CONSTR

Under Construction - *Occupants to be Reported: None*

030

Rooms temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory. Rooms in this category are reported in the inventory as being assigned to the proprietary department.

Residential Facilities (Category: C-HOUSING)

The Residential Facilities category includes housing room types. ***No occupants need to be reported for Residential Facilities.***

| | |
|---|--|
| <p>APT 1 BEDRM Apartment- 1 Bedroom 981</p> <p>APT 2 BEDRM Apartment- 2 Bedrooms 982</p> <p>APT 3 BEDRM Apartment- 3 Bedrooms 983</p> <p>APT 4+ BEDRM Apartment- 4 or more Bedroom 984</p> <p>APT STUDIO Apartment- Studio 980</p> | <p>A complete living unit, with private cooking facilities, that is not a separate structure. This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living rooms(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, or visiting guests. Apartments need not be located in a residential building. A duplex unit should be classified as an Apartment because it is not a separate, freestanding structure.</p> |
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APT SUP

Apartment- Support Room

985

Apartment- Support Room facilities may be located in a *separate* building that serves an apartment complex. A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility. Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities.

| | |
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| <p>BATH OPN SHR Bathroom Open Shared 926</p> <p>BATH PRVT Bathroom- Private 922</p> <p>BATH PRV SHR Bathroom Private Shared 924</p> | <p>A toilet or bathroom intended only for the occupants of the residential facilities (e.g., residence halls, and dormitories), rather than for the public. Includes common or shared bathroom facilities which may consist of full or half-bath, shower, or toilet and shower combinations, used by the residents and accessible from a corridor or other general circulation area.</p> |
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| <p>BEDRM 1 OCC Bedroom- 1 Occupant 911</p> <p>BEDRM 2 OCC Bedroom- 2 Occupants 912</p> <p>BEDRM 3 OCC Bedroom- 3 Occupants 913</p> <p>BEDRM 4 OCC Bedroom- 4 Occupants 914</p> <p>BEDRM 5 OCC Bedroom- 5 Occupants 915</p> <p>BEDRM 6+ OCC Bedroom- 6 or more Occupants 916</p> | <p>A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with or without an internally connected bath or toilet. These are the rooms typically found in dormitories or residence halls. Includes single or multiple sleep/study rooms and may contain a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.</p> |
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DORM BEDRM

Residential Hall/Dorm Bedroom

910

A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with or without an internally connected bath or toilet. These are the rooms typically found in dormitories or residence halls. Includes single or multiple sleep/study rooms and may contain a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study. Connected closets are considered part of the room.

DORMBED SUP

Residential Hall/Dorm Bedroom- Support Room

920

A room that directly serves the occupants of residence halls and dormitories (910-916). This is the service code for the 910-916 residential facilities. Includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, kitchen or food preparation rooms that serve sleeping areas only, and telephone rooms that serve the occupants of DORM BEDRM facilities.

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| <p>HSE 1 BEDRM House- 1 Bedroom 961</p> <p>HSE 2 BEDRM House- 2 Bedrooms 962</p> <p>HSE 3 BEDRM House- 3 Bedrooms 963</p> <p>HSE 4+ BEDRM House- 4 or more Bedrooms 964</p> <p>HOUSE CHANC House- Chancellor 968</p> <p>HSE STUDIO House- Studio 960</p> | <p>A complete living unit with private cooking facilities that is a separate structure. This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Excludes houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions.</p> |
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Student (Category: C- Student)

The Student category includes room types related to students and education of the student population at UCSF.

CLASSROOM

Classroom - *Occupants to be Reported: None. This is not seating capacity.*

110

A room used for classes and that is also *not* tied to a specific subject or discipline by equipment in the room or the configuration of the room, and which is predominantly used for regularly or formally scheduled instructional activities such as lectures, discussions, and televised instruction. Includes rooms generally used for scheduled instruction and which require *no* special, restrictive equipment or configuration. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement) or similar types of seating. These rooms may contain computer, multi-media, telecommunications, or other equipment. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study, *if this equipment does not render the room unsuitable for use by classes in other areas of study*. The room may have a bench or podium area where demonstrations are made to supplement the lecture activity. This category also does not include conference rooms which are primarily used for meetings.

CLASSRM SUP

Classroom- Support Room - *Occupants to be Reported: None*

125

A room that directly serves one or more classrooms or seminar rooms as an extension of the activities in such a room. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they support classrooms or seminar classrooms.

OPEN LAB

Open Classroom Laboratory or Studio - *Occupants to be Reported: List personnel/staff in the room or lab area*

270

A laboratory used primarily throughout the academic year for individual or group instruction that is informally scheduled, unscheduled, or open. An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction, and the use of such room is not formally or regularly scheduled. Included in this category are rooms generally called music practice rooms, language laboratories used for individualized instruction, studios (for music or film production), individual laboratories, self-paced computer laboratories, and self-instructional multi-media laboratories.

OPEN LAB SUP

Open Classroom Laboratory or Studio- Support Room - *Occupants to be Reported: None*

275

A room that directly serves one or more open classroom laboratories or studios as an extension of the activities in those rooms. Includes only those rooms that directly serve an open laboratory. Includes projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.

SEMINAR

Seminar Classroom - *Occupants to be Reported: None. This is not seating capacity.*

130

A room used primarily for *scheduled instructional activities* (e.g., typically of the small group discussion type) and which are used for classes that are not tied to a specific subject or discipline solely by virtue of the equipment in the room or the configuration of the room. Includes rooms generally used for scheduled instruction, which require no special, restrictive equipment or configuration.

SPEC CLS LAB

Special Classroom Laboratory - *Occupants to be Reported: None. This is not seating capacity.*

261

A room used primarily for regularly or formally scheduled instruction for student participation, observation, experimentation, or practice in *a field of study*, but for which the *permanent* configuration, set-up, or equipment makes its use unsafe, expensive or otherwise *inappropriate for use by courses that do not require such equipment* or set-up. A special class laboratory is characterized by the fact that its specialized equipment, design or set-up are generally permanent features of the room, intended to meet the curricular needs of very limited program offerings. A Special Class Laboratory is similar to a Teaching Laboratory (TEACH LAB) in its use for regularly or formally scheduled instruction, but differs from a Teaching Laboratory (TEACH LAB) in the degree of specialization that makes its availability and utilization extremely limited.

STUDT LOUNGE

Student Lounge or Study Area - *Occupants to be Reported: None. This is not seating capacity.*

410

A room or area used by individuals to study at their convenience and which is not restricted to a particular subject or discipline by contained equipment. Includes study or reading rooms, learning labs, or computer labs located in libraries, residential facilities, student service facilities, study carrel and booth areas, and similar rooms which are intended for general study purposes. Study stations may include computer terminals or other multi-media equipment.

TEACH LAB

Teaching Laboratory - *Occupants to be Reported: None. This is not seating capacity.*

260

A room used primarily for regularly or formally scheduled classes which requires special-purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly or formally scheduled classes throughout the academic year. The design of the space or equipment in the room normally limits or precludes its use by other disciplines. Included in this category are rooms generally called teaching laboratories.

TEACHLAB SUP

Teaching Laboratory- Support Room - *Occupants to be Reported: None.*

265

A room that directly supports one or more Teaching Laboratories (TEACH LAB) or Special Classroom Laboratories (SPEC CLS LAB) as an extension of the activities in those rooms. Includes projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve Teaching or Special Classroom laboratories.

Wet Lab (Category: C-WET LAB)

The Wet Lab category includes the Research Wet Laboratory room type only.

WET LAB

Research Wet Laboratory - *Occupants to be Reported: List personnel/staff in the room or lab area*
210

A room used for laboratory experimentation, research, or training in research methods; or professional research and observation. It is characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a particular discipline or a closely related group of disciplines. A research laboratory is designed or equipped for faculty, staff, and students for the conduct of research. These activities are generally confined to faculty, staff and assigned student and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. This category also includes labs which are used for experiments or "dry runs" in support of both instructional and research activities. Includes facilities for human subject observation if the activity in which they are participating is primarily one of research. Excludes rooms in which the primary activities are not for research purposes. Rooms used primarily for student practice, experimentation and observation activities that do not contribute to the extension of a field of knowledge are TEACH LAB. Rooms used for research that do not require specific additional infrastructure support, physical design, fixed equipment or special set-ups are coded as DRY LAB or ACAD OFFICE.

Wet Lab Support Room (Category: C- WETLAB SUP) - *No occupants reported for Wet Lab Support.*

The Wet Lab Support room category includes common wet lab support types plus a generic wet lab support room type.

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| <p>WET LAB SUP Research Wet Laboratory- Support Room 225</p> <p>ANIMAL HOLD Wet Lab- Animal holding</p> <p>ANIML PROCED Wet Lab Animal procedure</p> <p>CHEM WEIGH Wet Lab- Chemicals/weigh room</p> <p>CLOSET Wet Lab- Closets/storage</p> <p>COLD RM Wet Lab- Cold room</p> <p>COMPUTATION Wet Lab- Computational room</p> <p>DARK RM Wet Lab- Dark room</p> <p>EQUIPMENT Wet Lab- Equipment</p> <p>FUME HOOD Wet Lab- Fume hood room</p> <p>GLASS WASH Wet Lab- Glass wash</p> <p>HISTOLOGY Wet Lab- Histology</p> <p>LAB BREAK RM Wet Lab- Interaction/break room</p> <p>LAB ISOTOPE Wet Lab- Isotope</p> <p>LIQ MED PREP Wet Lab- Liquid media prep</p> <p>MICRO IMG Wet Lab- Microscopy/Imaging</p> <p>TISSUE CULT Wet Lab- Tissue culture</p> <p>WARM RM Wet Lab- Warm room</p> | <p>A room that directly serves one or more primary WET LABs as an extension of activities in those rooms and which is not intended as a permanent work station. Includes only those rooms that directly serve a research laboratory or research studio. Included are projection rooms, telecommunications control booths, coatrooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, tissue culture rooms, locker rooms, showers, and similar facilities, if they serve research laboratories or studios. May include media production and computer facilities which primarily support research laboratories or studios.</p> |
|--|---|