

DOCUMENT RESUME

ED 059 682

HE 002 848

AUTHOR Acridge, Charles W.; Ford, Tim M.  
TITLE Facilities Data System Manual.  
INSTITUTION California Univ., Berkeley. Office of the  
President.  
PUB DATE Jan 72  
NOTE 117p.  
EDRS PRICE MF-\$0.65 HC-\$6.58  
DESCRIPTORS \*Educational Facilities; \*Educational Planning;  
\*Facility Utilization Research; \*Higher Education;  
Institutional Facilities; \*Management Information  
Systems; Physical Facilities

ABSTRACT

The purposes of this manual are to set forth the scope and procedures for the maintenance and operation of the University of California facilities Data System (FDX) and to serve as a reference document for users of the system. FDX is an information system providing planning and management data about the existing physical plant. That is, it provides information about buildings and rooms within the buildings. It serves as the University's official central record of existing space and provides the vital feedback segment of a closed-loop reporting system, enabling the institution to monitor the results of its investment in physical plant and providing the needed facilities data input to the increasing demand of University planning and management systems. (Author/HS)

ED 059682

# FACILITIES DATA SYSTEM MANUAL

January 1972

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
OFFICE OF EDUCATION  
THIS DOCUMENT HAS BEEN REPRO-  
DUCED EXACTLY AS RECEIVED FROM  
THE PERSON OR ORGANIZATION ORIG-  
INATING IT. POINTS OF VIEW OR OPIN-  
IONS STATED DO NOT NECESSARILY  
REPRESENT OFFICIAL OFFICE OF EDU-  
CATION POSITION OR POLICY.

Charles W. Acridge  
System Developer

Tim M. Ford  
Systems Analyst

University of California  
Office of the President  
Vice President--Planning  
Assistant Vice President--Physical Planning

HE 002848

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	1.1
Purpose   Why a Facilities Inventory? • Uses of the Inventory • Scope • Responsibilities	2.1
SYSTEM OVERVIEW	3.1
Historical Perspective • Characteristics • Classes of Data • Schedule • Administrative Considerations • Output Reports • System Interfaces	4.1
FORMS PREPARATION	5.1
Types of Transactions • Reporting Forms • Preparation of Forms	6.1
DATA BASE DEFINITIONS	7.1
General Data • Building Data • Room Data • Department Data	8.1
ANALYSIS OF EDIT AND UPDATE STATEMENTS	9.1
Building and Room Update Programs • Department File Update Programs • Sequencing Problems	10.1
APPENDIX A:     Organizational Unit Classification	
APPENDIX B:     Type-of-Room Classification and Definitions	
APPENDIX C:     Campus Department File	
APPENDIX D:     System Description	
APPENDIX E:     Calculation of Building Area	
APPENDIX F:     Definitions Checklist	
APPENDIX G:     Output Reports	



## INTRODUCTION

### PURPOSE

The purposes of this manual are to:

1. Set forth the scope and procedures for the maintenance and operation of the University of California Facilities Data System (FDX).
2. Serve as a reference document for users of the system.

### WHY A FACILITIES INVENTORY?

The Facilities Data System (FDX) is an information system providing planning and management data about the existing physical plant. That is, it provides information about: (1) buildings and (2) rooms within buildings. It serves as the University's official central record of existing space and provides the vital feedback segment of a closed-loop reporting system, enabling the institution to monitor the results of its investment in physical plant and providing the needed facilities data input to the increasing demand of University planning and management systems. The system is commonly referred to as the "facilities inventory."

Uses of the Inventory. The applications of the facilities inventory data have expanded at an accelerating rate in recent years. Until recently, usage was limited mainly to support of capital outlay programming and space utilization analysis. The list which follows indicates the expanding scope of applications for facilities data:

1. Campus space assignment and control.
2. Individual construction and project planning.
3. Projecting future space needs.
4. Capital outlay budget development.
5. Space utilization analysis.
6. Development and maintenance of space allocation and utilization standards.
7. Equipment budgeting standards.
8. Operating budget workload measures.
9. Scheduling of maintenance, alterations, and janitorial service.
10. Fund accounting on loan projects.
11. Insurance and risk management.
12. Contract and grant indirect cost rate analysis.

13. External reporting, audits, contractual accountability requirements (Federal, Regional, State).

Such a broad-based system clearly must resist the temptation to try to satisfy the needs of all individual users precisely, in favor of meeting the primary and the common requirements of the greatest urgency.

## SCOPE

All buildings available for use by the institution on the "date of record" of each scheduled update period are reportable, irrespective of ownership, structural type,<sup>1</sup> or location, and without regard to whether assignable area is included.<sup>2</sup>

### Exceptions:

1. Regents' assets
2. Remote Agricultural Field Station facilities
3. Overseas campuses
4. Marine vessels
5. Facilities on wheels<sup>3</sup> (e.g., mobile clinics)
6. Non-University-owned hospital space
7. Federally-owned or operated contract research centers

## RESPONSIBILITIES

The Office of the President is responsible for:

1. System design, maintenance, and control.
2. University-wide policy and reporting instructions and procedures.
3. Scheduling of reporting, file updates, and production of standard reports.

Each campus is responsible for:

Data collection and reporting according to established schedules.

---

<sup>1</sup>Field structures (lath houses, hay sheds, feeding sheds, pole buildings, etc.) are reportable if they are roofed, whether unenclosed or partially enclosed. Shed structures are counted on the basis that support posts for the roof are functionally equivalent to an outside wall or partition, measure from the drip line of the roof.

<sup>2</sup>Examples of kinds of buildings without assignable area are separate parking structures, track and field facilities.

<sup>3</sup>However, "fixed" mobile facilities are reportable, e.g., relocatable buildings, "mobile homes" on blocks.



## SYSTEM OVERVIEW

### HISTORICAL PERSPECTIVE

The University of California facilities inventory system for which this manual is written was designed and implemented in 1971 to accommodate an existing data base of approximately 2,700 buildings containing some 83,000 rooms with over 25 million assignable square feet, housing 1,700 individual organizational units. The volume has more than doubled since 1964 when computerized processing was last modified, and the need for additional kinds of data in support of planning and management needs, the requirement to convert to more modern, efficient and flexible computer design, and the need for on-demand processing and reporting capability combined to compel the comprehensive redesign of the facilities inventory which was implemented with the Fall 1971 update. (See Appendix D for general description of system.)

### CHARACTERISTICS

By providing a central data "clearinghouse" the need for many redundant and often incompatible manually maintained files among various users of facilities-related data is significantly reduced. Among the desirable characteristics exhibited by a properly developed facilities inventory system are the following:

1. Centralized policy direction
2. Common coding of data elements
3. Periodic update capability
4. On-demand reporting capability to users
5. Flexibility, ease of maintenance and modification
6. Expandability to accommodate future data needs
7. Restricted access to the data base

### CLASSES OF DATA

Facilities inventory data may be classified according to three basic types: (1) building data, (2) room data, and (3) organizational unit data. Building data may be biographical (e.g., age, condition, structural type, etc.) or area-related (gross, assignable, circulation, etc.). Room data describes the current use of the room (type of room, occupant, area, stations, etc.). Department data are largely the name and functional classification of each user of space.

### SCHEDULE

The Facilities Inventory is updated at least annually (expected to be quarterly) as scheduled by the Office of the President. The "date of record" for each update is the close of registration for classes (Friday of the second week of instruction).



## OVERVIEW OF ADMINISTRATIVE CONSIDERATIONS AND UPDATE PROCEDURE

The effective administration of a facilities inventory system requires, on the input side, a clearly designated office of record at each campus, with concomitant authority for executing its assigned responsibility. The successful operation of the unit requires careful coordination and cooperation among the offices charged with academic and physical planning, budgeting, construction, physical plant maintenance and operation, and the business office (e.g., office in charge of lease/rentals, etc.).

Input transactions are coded by the campus on keypunch forms provided. Each update requires coding only those cases which are at variance with the existing master file records.

The completed forms are forwarded to the Office of the President. After screening, keypunching, computer editing and file updating, transaction listings are returned to the campus (including both those accepted and those rejected at any stage of processing) where corrections are prepared and resubmitted as necessary.

## OUTPUT REPORTS

Standard computer print-out reports will be produced at least annually (normally at the close of each fall quarter update). Each campus receives the full complement of reports dealing with its facilities. File security restricts access to the master file to authorized users. Additional sets of output reports or special computer applications using the Facilities Data System (FDX) file should be coordinated through the "Facilities Data System Coordinator, Office of the Assistant Vice President--Physical Planning." (See Appendix G, "Output Listings," for illustrative output reports.)

## SYSTEM INTERFACES

The FDX system interfaces with an increasing number of other computer systems, among them: (1) Capital Improvement Program Analyses: the Inventory provides the "actual" space data by program budget category to serve as the base year for analysis of "actual" versus "needed" space, and the development of the annual capital improvement program projections. (2) Equipment Unit Cost System: area and organizational classification data are extracted in support of the updating of equipment unit cost standards. (3) Space Utilization Analyses: instructional room area and station data from the inventory record are matched against schedule of classes data to ascertain the "intensity" of the use of scheduled instructional types of rooms.

S Y S T E M O U T P U T S

ELEMENTS OF INPUT DATA

BUILDING DATA

- . Asset number
- . Building name
- . Master plan/structural type
- . Category (general/hlth sci/resid)
- . Ownership
- . Coordinates
- . Levels
- . Structural gross area
  - Basic
  - Unfinished
  - Covered unenclosed
- . Functional gross area
  - Custodial
  - Circulation
  - Mechanical
  - Public Toilets
  - Construction
- . Maintained gross area
- . Janitorized gross area
- . Date of construction
- . Date of occupancy

ROOM DATA

- . Room number
- . Floor level
- . Room type
- . Potential type
- . Assignable area
- . Stations
- . Departmental assignment
- . Activity
- . Grant restrictions

DEPARTMENTAL DATA

- . Department name
- . Program classification
- . Space allocation group

REPRESENTATIVE FDx GENERATED USER REPORTS

BUILDING ORIENTED REPORTS

- . Individual room listings by building
- . Area and station totals by type of room within building
- . Area and station totals by department within building
- . Building gross area summary
- . Building biographical summary
- . Building summary by ownership class
- . Building condition by type of construction
- . Grant committed space by building

DEPARTMENT AND PROGRAM CLASSIFICATION REPORTS

- . Individual room listings by organizational unit
- . Departmental area by building
- . Departmental area by type of room
- . Program classification area by type of room
- . Grant space summary by department and type of room

TYPE-OF-ROOM REPORTS

- . Individual room by type-of-room
- . Type-of-room totals by department within building
- . Type-of-room totals by program classification
- . Type-of-room totals by program classification within building
- . Room-by-room listing of committed area by grant number

INDIRECT REPORTS

SYSTEM INTERFACES

- . Capital Improvement Program      Space Allocation Standards
- Space Adequacy Analysis      Building Space Plan by Project
- . Equipment Unit Cost Standards      Equipment Inventory
- . Space Utilization Analysis      Schedule of Classes Data



## FORMS PREPARATION

### TYPES OF TRANSACTIONS

Transactions to modify the master facilities inventory file are of three basic types, designated by the following "change codes" in the preparation of the forms:

- A = Addition (to add a building, department, room)
- C = Change (to revise a data element already on the file)
- D = Delete (to remove a building, room)

### REPORTING FORMS

Campus facilities data are input using the following forms:

REPORT OF BUILDING ADDITION (Form UPP-101). This form is used to add a building to the record, one form per building.

REPORT OF BUILDING CHANGES (Forms UPP-102, 103). These two forms are used to modify data for previously added buildings. Both are used for building data changes (C); building deletions (D) are accomplished with Form 102.

REPORT OF ROOM ADDITIONS AND CHANGES (Form UPP-105). This form is used for all room-related transactions, i.e., A, C, and D.

REPORT OF DEPARTMENT CHANGES (Form UPP-106). This form is used for all transactions related to the department master table (Table D), i.e., A, C, and D (see Appendix C).

### PREPARATION OF FORMS

#### GENERAL

1. Complete each form heading in full.
2. Complete the data-base keypunch fields, using the "Edit Specifications" tables (which appear following the sample forms in this section) as a guide to the data element and format requirements.
3. Enter all other form data as indicated, initial and date the form.
4. Submit the original copy (retention of a copy is recommended).













EDIT SPECIFICATIONS

INPUT FORM #101 - BUILDING ADDITION

POSITIONS	DATA ELEMENT	LENGTH	FORMAT	R/O	RESTRICTIONS
		**	**	*	
1-3	CAMPUS LOCATION	3	A/N	R	POS 1,2 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 09, NO BLANKS; POS 3 MUST CONTAIN ONE OF THE FOLLOWING CODES: C,X,S,A,H
4	FORM TYPE CODE	1	N	R	MUST CONTAIN A "1"
5	CHANGE CODE	1	A	R	MUST CONTAIN AN "A"
6-10	CAPITAL ASSET ACCOUNT NUMBER	5	A/N	R	POS 6-9 MUST BE NUMERIC, NO BLANKS; POS 10 MUST BE ALPHABETIC OR BLANK
11-22	BUILDING NAME	12	A/N	R	
23	MASTER PLAN TYPE	1	A	R	MUST CONTAIN A "P" OR "T"
24	STRUCTURAL TYPE (UBC)	1	N	R	MUST CONTAIN A VALUE FROM 1 THRU 5
25	BUILDING CATEGORY	1	A	R	MUST CONTAIN ONE OF THE FOLLOWING CODES: G,M,R
26-27	OWNERSHIP CODE	2	A	R	MUST CONTAIN ONE OF THE FOLLOWING CODES: UC,UP,UF,NF,NL,NX
28-33	CAMPUS COORDINATES	6	X	O	
34	CONDITION CODE	1	N	R	MUST CONTAIN A VALUE FROM 1 THRU 6
35-36	NUMBER OF FLOOR LEVELS	2	N	O	PRECEDING BLANK ACCEPTABLE
37	METHOD OF CALCULATION	1	A	R	MUST CONTAIN AN "F"
38-44	BASIC GROSS	7	N	R	MUST CONTAIN A VALUE GREATER THAN ZERO, PRECEDING BLANKS ACCEPTABLE
45-51	UNFINISHED GROSS	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
52-58	COVERED UNENCLOSED GROSS	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
59-65	CUSTODIAL GSF	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
66-72	CIRCULATION GSF	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
73-79	MECHANICAL GSF	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
80-85	DATE OF OCCUPANCY	6	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
86-89	YEAR CONSTRUCTED	4	N	R	POS 80,81 MUST CONTAIN A VALUE FROM 01 THRU 12, NO BLANKS
90-96	MAINTAINED GSF	7	N	R	POS 86,87 MUST CONTAIN A VALUE OF 18 OR 19, NO BLANKS
97-103	JANITORIZED GSF	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
104-110	PUBLIC FACILITIES	7	N	R	ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE

\* CODES

- R-REQUIRED
- O-OPTIONAL

\*\*CODES:

- A-ALPHABETIC
- N-NUMERIC
- A/N-ALPHANUMERIC
- X-NO RESTRICTIONS

DEFINITIONS:

- ALPHABETIC - A-Z ONLY
- NUMERIC - 0-9 ONLY, NO EMBEDDED BLANKS, NO SIGNS
- ALPHANUMERIC - ANY COMBINATION OF ALPHABETIC + NUMERIC (NO SPECIAL CHARACTERS IN ALPHABETIC, NUMERIC OR ALPHANUMERIC)



EDIT SPECIFICATIONS

INPUT FORM #102 - BUILDING CHANGE

POSITIONS	DATA ELEMENT	LENGTH	FORMAT	CHG	DEL	RESTRICTIONS
		**	**	*	*	
1-3	CAMPUS LOCATION	3	A/N	R	R	POS 1, 2 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 09, NO BLANKS; POS 3 MUST CONTAIN ONE OF THE FOLLOWING CODES: C, X, S, A, H
4	FORM TYPE CODE	1	N	R	R	MUST CONTAIN A "2"
5	CHANGE CODE	1	A	R	R	MUST CONTAIN A "C" OR "D"
6-10	CAPITAL ASSET ACCOUNT NUMBER	5	A/N	R	R	POS 6-9 MUST BE NUMERIC, NO BLANKS; POS 10 MUST BE ALPHABETIC OR BLANK
11-22	BUILDING NAME	12	X	R	R	MUST NOT BE ENTIRELY BLANK
23	MASTER PLAN	1	A	O	N	MUST CONTAIN A "P" OR "T"
24	STRUCTURAL TYPE (UBC)	1	N	O	N	MUST CONTAIN A VALUE FROM 1 THRU 5
25	BUILDING CATEGORY	1	A	O	N	MUST CONTAIN ONE OF THE FOLLOWING CODES: G, M, R
26	CONDITION CODE	1	N	O	N	MUST CONTAIN A VALUE FROM 1 THRU 6
27-28	OWNERSHIP CODE	2	A	O	N	MUST CONTAIN ONE OF THE FOLLOWING CODES: UC, UP, UF, NF, NL, NX PRECEDING BLANK ACCEPTABLE
29-30	NUMBER OF FLOOR LEVELS	2	N	O	N	
31-34	YEAR CONSTRUCTED	4	N	O	N	POS 31, 32 MUST CONTAIN A VALUE OF 18 OR 19, NO BLANKS
35-40	DATE OF OCCUPANCY	6	N	O	N	POS 35, 36 MUST CONTAIN A VALUE FROM 01 THRU 12, NO BLANKS
41-46	CAMPUS COORDINATES	6	N	O	N	
47-58	CHANGE BLDG NAME TO	12	A/N	C	N	

\*\*CODES:  
A-ALPHABETIC  
N-NUMERIC  
A/N-ALPHANUMERIC  
X-NO RESTRICTIONS

\* CODES:  
R-REQUIRED  
O-OPTIONAL  
N-NO ENTRY ALLOWED

DEFINITIONS:  
ALPHABETIC - A-Z ONLY  
NUMERIC - 0-9 ONLY, NO EMBEDDED BLANKS, NO SIGNS  
ALPHANUMERIC - ANY COMBINATION OF ALPHABETIC + NUMERIC  
(NO SPECIAL CHARACTERS IN ALPHABETIC, NUMERIC OR ALPHANUMERIC)

EDIT SPECIFICATIONS

INPUT FORM #103 - BUILDING CHANGE

POSITIONS	DATA ELEMENT	LENGTH	FORMAT	R/O	RESTRICTIONS
		**	**	*	
1-3	CAMPUS LOCATION	3	A/N	R	POS 1,2 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 09, NO BLANKS; POS 3 MUST CONTAIN ONE OF THE FOLLOWING CODES: C,X,S,A,H
4	FORM TYPE CODE	1	N	R	MUST CONTAIN A "J"
5	CHANGE CODE	1	A	R	MUST CONTAIN A "C"
6-10	CAPITAL ASSET ACCOUNT NUMBER	5	A/N	R	POS 6-9 MUST BE NUMERIC, NO BLANKS; POS 10 MUST BE ALPHABETIC OR BLANK
11-22	BUILDING NAME	12	X	R	MUST NOT BE ENTIRELY BLANK
23	METHOD OF CALCULATION	1	A	O	MUST CONTAIN A "C" OR "F"
24-30	BASIC GROSS	7	N	O	MUST CONTAIN A VALUE GREATER THAN ZERO, PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
31-37	UNFINISHED GROSS	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
38-44	COVERED UNENCLOSED GROSS	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
45-51	CUSTODIAL GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
52-58	CIRCULATION GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
59-65	MECHANICAL GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
66-72	MAINTAINED GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
73-79	JANITORIZED GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS
80-86	PUBLIC TOILETS GSF	7	N	O	PRECEDING BLANKS ACCEPTABLE, NO EMBEDDED BLANKS

\*\*CODES:  
A-ALPHABETIC  
N-NUMERIC  
A/N-ALPHANUMERIC  
X-NO RESTRICTIONS

\* CODES:  
R-REQUIRED  
O-OPTIONAL

DEFINITIONS:  
ALPHABETIC - A-Z ONLY  
NUMERIC - 0-9 ONLY, NO EMBEDDED BLANKS, NO SIGNS  
ALPHANUMERIC - ANY COMBINATION OF ALPHABETIC + NUMERIC  
(NO SPECIAL CHARACTERS IN ALPHABETIC, NUMERIC OR ALPHANUMERIC)

EDIT SPECIFICATIONS

INPUT FORM #105 - ROOM CHANGE

POSITIONS	DATA ELEMENT	LENGTH	FORMAT	ADD	CHG	DEL	RESTRICTIONS
			**	*	*	*	
1-3	CAMPUS LOCATION	3	A/N	R	R	R	POS 1,2 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 09; NO BLANKS; POS 3 MUST CONTAIN ONE OF THE FOLLOWING CODES: C,X,S,A,H
4	FORM TYPE CODE	1	N	R	R	R	MUST CONTAIN A "5"
5	CHANGE CODE	1	A	R	R	R	MUST CONTAIN AN "A," "C" OR "D"
6-10	CAPITAL ASSET ACCOUNT NUMBER	5	A/N	R	R	R	POS 6-9 MUST BE NUMERIC, NO BLANKS; POS 10 MUST BE ALPHABETIC OR BLANK
11-22	BUILDING NAME	12	X	R	R	R	MUST NOT BE ENTIRELY BLANK
23-30	ROOM NUMBER	8	A/N	R	R	R	POS 23,24,29,30 MUST BE ALPHANUMERIC OR BLANK; POS 25-28 MUST BE NUMERIC; NO BLANKS
31-32	MULTI-USE CODE	2	X	0	0	N	
33-34	FLOOR LEVEL	2	X	0	0	N	
35-37	ROOM TYPE	3	N	R	0	N	NO BLANKS, MUST BE ON ROOM TYPE TABLE "A"
38-42	ASSIGNABLE SQUARE FEET	5	N	R	0	N	VALUE OF ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
43-47	PRIMARY STATIONS	5	N	R	0	N	VALUE OF ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
48-52	SECONDARY STATIONS	5	N	R	0	N	VALUE OF ZERO ACCEPTABLE, PRECEDING BLANKS ACCEPTABLE
53-64	DEPARTMENT NAME	12	X	R	0	N	MUST NOT BE ENTIRELY BLANK, MUST BE ON DEPARTMENT NAME TABLE "D"
65-66	COLLEGE OR PROGRAM AFFILIATION	2	X	0	0	N	
67-69	POTENTIAL USE	3	X	0	0	N	
70-82	GRANT RESTRICTIONS	13	A/N	0	0	N	POS 70,71 MUST CONTAIN ONE OF THE FOLLOWING CODES: F1,F2,F3,F4,F5,F6**; POS 72,73,74,75 MUST BE NUMERIC, NO BLANKS; POS 76,77,78 MUST BE NUMERIC, NO BLANKS, NOT TO EXCEED 100; POS 79,80 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 12, NO BLANKS; POS 81,82 MUST BE NUMERIC, NO BLANKS
83-90	CHANGE ROOM NUMBER TO	8	A/N	0	0	N	POS 83,84,89,90 MUST BE ALPHABETIC OR BLANK; POS 85-88 MUST BE NUMERIC, NO BLANKS

\* CODES:

R-REQUIRED  
O-OPTIONAL  
N-NO ENTRY ALLOWED

\*\*CODES:

A-ALPHABETIC  
N-NUMERIC  
A/N-ALPHANUMERIC  
X-NO RESTRICTIONS

DEFINITIONS:

ALPHABETIC - A-Z ONLY  
NUMERIC - CHARACTERS 0-9 ONLY, NO SIGNS, NO EMBEDDED BLANKS  
ALPHANUMERIC - ANY COMBINATION OF ALPHABETIC + NUMERIC  
(NO SPECIAL CHARACTERS IN ALPHABETIC, NUMERIC OR ALPHANUMERIC)

EDIT SPECIFICATIONS

CHANGE FORM FOR DEPARTMENT NAME TABLE

INPUT FORM #106

POSITIONS	DATA ELEMENT	LENGTH	FORMAT	ADD	CHG	DEL	RESTRICTIONS
**	**	**	*	*	*	*	*
1-3	CAMPUS LOCATION	3	A/N	R	R	R	POS 1,2 MUST CONTAIN A NUMERIC VALUE FROM 01 THRU 09, NO BLANKS; POS 3 MUST CONTAIN ONE OF THE FOLLOWING CODES: C,X,S,A,H
4	FORM TYPE CODE	1	A	R	R	R	MUST CONTAIN A "D"
5	CHANGE CODE	1	A	R	R	R	MUST CONTAIN ONE OF THE FOLLOWING CODES: A,C,D
6-17	NEW DEPARTMENT NAME	12	A/N	R	O	N	
18-23	NEW PROGRAM CODE	6	N	R	O	N	NO BLANKS
24-25	NEW SPACE STANDARD GROUP	2	N	R	O	N	NO BLANKS
26	NEW STANDARD/NON-STANDARD CODE	1	A	R	O	N	MUST CONTAIN AN "N" OR "S"
27-38	OLD DEPARTMENT NAME	12	X	N	R	R	
39-44	OLD PROGRAM CODE	6	N	N	R	R	NO BLANKS
45-46	OLD SPACE STANDARD GROUP	2	N	N	R	R	NO BLANKS
47	OLD STANDARD/NON-STANDARD CODE	1	A	N	R	R	MUST CONTAIN AN "N" OR "S"

\* CODES:

R-REQUIRED  
O-OPTIONAL  
N-NO ENTRY ALLOWED

\*\*CODES:

A-ALPHABETIC  
N-NUMERIC  
A/N-ALPHANUMERIC  
X-NO RESTRICTIONS

DEFINITIONS:

ALPHABETIC - A-Z ONLY  
NUMERIC - 0-9 ONLY, NO EMBEDDED BLANKS, NO SIGNS  
ALPHANUMERIC - ANY COMBINATION OF ALPHABETIC + NUMERIC  
(NO SPECIAL CHARACTERS IN ALPHABETIC, NUMERIC OR ALPHANUMERIC)





## DATA BASE DEFINITIONS

GENERAL (Data elements common to all input forms.)

### CAMPUS CODE

This three-position code designates the campus with which the building is affiliated for the purpose of inventory report data aggregation:

#### Positions 1 and 2

01 - Berkeley  
02 - San Francisco  
03 - Davis  
04 - Los Angeles  
05 - Riverside  
06 - San Diego  
07 - Santa Cruz  
08 - Santa Barbara  
09 - Irvine

#### Position 3

C - Central Campus  
H - Hastings  
S - University-wide  
X - University Extension  
A - Agricultural Field Station

### CHANGE CODE

Three types of transactions are possible:

A = Addition of a new record  
C = Change to an existing record  
D = Deletion of an existing record

## BUILDING DATA

### CAPITAL ASSET ACCOUNT NUMBER (CAAN)

Definition: A numerical identifier for each building in the facilities inventory (usually the number assigned for use in the plant asset ledger). A proxy CAAN is used in the inventory if the facility is not capitalized, e.g., rented or leased facilities.

A single position alphabetic suffix to the four-position "asset ledger" number is required if more than one building name share the same four-digit asset number. This is necessary in order that each building has a unique identifier.

### BUILDING NAME

Definition: The name, or abbreviation of the name, for the building as reported in the inventory.



## MASTER PLAN TYPE

Definition: Either "permanent" (P), or "temporary" (T) as indicated in the long-range physical plan for future campus development (variously referred to as "Master Plan," "Long-Range Development Plan," "LRDP," etc.).

P = Permanent  
T = Temporary

## UNIFORM BUILDING CODE NUMBER (UBC)

Definition: Refers to the five construction types as defined in the California Uniform Building Code:

- Type 1 **Fire-Resistive Construction:** structural frame of fire-protected structural steel or iron, or of concrete; exterior walls, inner courts, and walls enclosing vertical openings, of fire-resistive construction; roof construction and floors of fire-resistive construction, doors, windows, and other openings in exterior walls protected by Class "E" or "F" fire doors or windows.
- Type 2 **Heavy Timber Construction:** structural frame of fire-protected structural steel or iron, of concrete, masonry or heavy timbers, or using bearing walls; exterior walls of fire-resistive construction; inner court walls of incombustible materials or protected solid wood; roof construction of wood or of incombustible materials; floors and nonbearing partitions of wood or incombustible materials; no concealed or inaccessible spaces in combustible framing.
- Type 3 **Ordinary Masonry Construction:** interior load-bearing masonry construction, or concrete walls, or structural frame of steel, reinforced concrete or wood; exterior walls of fire-resistive materials; partitions, floors and roof framing of wood.
- Type 4 **Light Incombustible Frame Construction:** structural framework of steel, iron, masonry, or concrete; exterior walls of incombustible materials; partitions, floors, and roof construction of incombustible materials; foundations of masonry or concrete.
- Type 5 **Wood Frame Construction:** enclosed walls, interior walls, partitions, floors, and roofs of wood, or of wood in combination with other materials.

When two or more types of construction occur in the same building and are not separated by an unpierced wall of four-hour fire-resistive construction, the entire building will be classed in the least fire-resistive type of construction.

Any building which, by its construction, cannot be classified definitely as type 1, 2, 3, 4, or 5 will be reported as being in the least fire-resistive class of the type to which it most nearly conforms.

## BUILDING CATEGORY

Definition: The arbitrary designation of the building as related to "general campus" (G), "health sciences" (M), or "residential" (R). The determination is based upon the predominant current assignment of assignable area within the building.

G = General Campus  
M = Health Sciences  
R = Residential

## CONDITION CODE

Definition: An indicator of the overall "quality" of the building (exclusive of movable equipment) at the time of the inventory, with regard to its suitability for its assigned or intended function. If more than one condition exists, represents the predominant or overriding consideration in relation to the building's serviceability.

<u>Code</u>	<u>Condition</u>
1 =	<u>Satisfactory Condition</u>
2 =	<u>Needs Restoration</u> (towards original condition). Without major modernization, expansion, or change of function; the making of extensive repairs and performance of deferred maintenance; may include minor alterations.
3 =	<u>Needs Major Updating</u> without change of function, i.e., installation of new heating systems, lighting, floor tile, or other functionally-related structural or mechanical building elements, or to comply with fire code.
4 =	<u>Needs Major Conversion</u> (redesign of function), i.e., major change in function of building necessitating gutting, extensive rearrangement of spaces, walls, etc.
5 =	<u>Should be Demolished</u>
6 =	<u>Scheduled to be Demolished within 12 Months</u>

### OWNERSHIP CODE

Definition: The basis on which a building is available for use by the University indicated by one pair of the following codes:

#### Position 1

U = owned by UC or being paid for on an amortization schedule

N = not owned by UC

#### Position 2

C = constructed by UC

L = leased or rented, including lease-purchase to UC at a typical local rate

P = purchased by UC

F = acquired at no cost, or made available at either no cost or a nominal rate

X = other, e.g., title vested in a holding company, or ownership shared with another institution

### NUMBER OF LEVELS

Definition: The number of floors or "stories," including basement, mezzanines, attics, and others, if usable, i.e., 6' 6" height within usable flooring.

### YEAR CONSTRUCTED

Definition: The year in which construction of the building was completed; the year or recordation of the "Notice of Completion of the Contract," when known; if exact year unknown, give estimate.

### DATE OF OCCUPANCY

Definition: The month and year the building was first occupied by the University, whether by construction, purchase, gift, lease or sharing arrangement; defined as that time when the University beneficially occupies more than one-half of the assigned area to be made available within the building.

### CAMPUS COORDINATES

Definition: The location of the building with reference to local campus grid systems.

\* \* \* \* \*

NOTE: Building area definitions are divided into two categories: first, structural area characteristics, which profile the building according to physical features. These include "basic gross," "unfinished," "covered unenclosed," et al. Second, the building area is categorized according to the functional use of space, i.e., "assignable," "custodial," "circulation," "mechanical," "public toilets," "construction" area. These two categories are discussed in turn.

All the necessary elements are provided in the inventory system for a reconciliation of the two sets of building area definitions (see Appendix E, "Building Area Calculation Worksheet").

## STRUCTURAL AREA DEFINITIONS<sup>1</sup>

### BASIC GROSS AREA

Symbol: gsf-bas

Definition: Basic gross area is the sum of all areas, finished and unfinished, on all floors of the building included within the outside face of the environmentally controlled envelop for all stories, or areas, which have floor surfaces.

Basis for Measurement: Basic gross area is computed by measuring from the outside faces of the envelop, disregarding architectural and structural projections extending beyond the envelop face. Within the envelop, vertical circulation space, whether floored or not, and vertical mechanical and electrical shafts shall be counted at each floor. Vertical mechanical and electrical shafts located outside the envelop shall be included as though they were inside the envelop.

Included: Basements, attics, garages, enclosed porches, penthouses, mechanical equipment floors, areaways, lobbies, mezzanines, inside balconies (utilized for operational functions), unfinished areas (as defined below), vertical circulation, with and without floors (counted at each floor), mechanical and electrical shafts (counted at each floor).

Excluded: Attics without flooring, all open to the weather spaces, such as corridors, porches, balconies, courts, lightwells, portions of upper floors eliminated by rooms or lobbies which rise above single floor height, floored areas with less than 6' 6" clear headroom (unless they can be properly designated and used as mechanical or custodial areas).

---

<sup>1</sup>Note that the "structural building area" definitions include four space categories which are outside the facilities inventory computerized coding forms. These are "developed roof/deck area," "uncovered paved exterior," "special area," and "ground area coverage." The "Building Area Worksheet" (Appendix E) provides for the calculation and recordation of these areas.

UNFINISHED GROSS AREA (NOTE: This area is a part of and is to be included in "Basic Gross Area" above.)

Symbol: gsf-unf

Definition: Unfinished gross area is the sum of all floor areas of the building included within the outside faces of the environmentally-controlled envelop which are not usable or assignable in their present state of completion.

Basis for Measurement: Unfinished gross area is computed by measuring from the outside faces of the envelop and the inside faces of walls and partitions.

Included: Unfinished floors or portions of floors; unfinished basements with floor surfaces.

Excluded: Unfinished spaces with less than 6' 6" clear headroom; unfinished basements without floor surfaces.

#### COVERED UNENCLOSED GROSS AREA

Symbol: gsf-cov

Definition: Covered unenclosed gross area is the sum of all covered, or roofed, floor areas of the building located outside of the environmentally-controlled envelop for all stories or areas which have floor surfaces.

Basis for Measurement: Covered unenclosed gross area is computed by measuring from the outside faces of the envelop and the outside faces of the building or edge of roof canopies provided floor surface or pavement extends to drip line.

Included: Covered corridors, covered walks, covered porches and balconies, covered loading docks, and covered bridges and arcades.

Excluded: Roof overhangs, unless used as a walkway canopy; that portion of covered area beyond the edge of floor surface or pavement; non-paved (i.e., landscaped) covered areas on grade. Deductions shall not be made for free-standing columns or architectural and structural projections.

#### DEVELOPED ROOF/DECK AREA

Symbol: sf-roof

Definition: Developed roof/deck area is the sum of all uncovered roof, deck and balcony areas of the building designed for public and/or occupant use.

Basis for Measurement: Developed roof/deck area is computed by measuring from the outside faces of walls, parapets, the environmentally-controlled envelop, and the roof line of covered areas.

Included: Parking decks, decks, roof walking areas, balconies, terraces, courts. Include both surfaced and landscaped areas.

Excluded: Areas under cover, roof duckboard walks and mechanical equipment platforms. Deductions shall not be made for architectural and structural projections.

#### UNCOVERED PAVED EXTERIOR AREA

Symbol: sf-ext

Definition: Uncovered paved exterior area is the sum of all paved areas on grade contiguous with, but not structurally a part of, the building.

Basis for Measurement: Uncovered paved exterior area is computed by measuring from the outside faces of walls, the roof line of covered areas, and from the edge of pavement.

Included: Interior uncovered courts, uncovered paved areas that are judged to be an integral part of the building design, such as terraces, sunken courts, and walled courts.

Excluded: Paved areas under cover, landscaped areas, the hardscape of adjacent site development work judged to be additive to, and not integral with, the building design.

#### SPECIAL AREA

Symbol: sf-spec

Definition: Special area is the sum of all uncovered areas readily identifiable with the building project and unassignable to any other category of space.

Basis for Measurement: Special area is computed by measuring from edges of pavement, fence lines, and wall lines.

Included: Swimming pools and adjacent paved area, paved playfields, paved recreational areas, paved parking areas.

Excluded: Landscaped areas, sodded playfields.

#### GROUND AREA COVERAGE

Symbol: sf-grnd

Definition: Ground area coverage is a measure of the land occupied by the building.

Basis for Measurement: Ground area coverage is computed by measuring the area of the vertical projection (or vertically cast "shadow") of the principal masses of the building upon the site. It includes all basements or ground floor spaces where all enclosing walls rise above the plane of the finished grade. It excludes subterranean spaces which

are located entirely below the plane of the finished grade. For sloping sites, where space is partially above grade and partially subterranean, draw an imaginary line where the plane of the finished grade intersects the plane of the roof or developed roof/deck surface and include the above grade portion.

Included: Covered unenclosed corridors, setbacks located within the structural frame of the building, covered walks.

Excluded: Sunken courts, wholly subterranean space.

#### USE-RELATED AREA DEFINITIONS

NOTE: Gross area includes the "use-related" categories of "assignable," "custodial," "circulation," "mechanical," "public toilets," (a subcategory of mechanical) and "construction." (The sum of these use-related areas equals the sum of the gsf-bas, gsf-unf, and gsf-cov, the above definitions of building gross area components.) Building "assignable area" is derived from individual room records. Construction area is program-generated and equals the total gross area less the sum of custodial, circulation, mechanical (including public toilets), and assignable.

Effective with Fall 1971, all buildings being added to the file for the first time are reported according to the "Federal" definition, which follows the format of the Federal Construction Council Technical Report 50, "Classification of Building Areas," which gives a more detailed breakdown than has been computed under the "California Adjusted" definition. The "Federal" definitions herein provided agree in format and in content (with one major and several minor exceptions) with the "TR-50," the major exception being measurement to the face of nonpermanent partitions in the calculation of assignable area, rather than to their centerlines.

These "use-related" areas must reconcile with the "structural" area categories of "basic gross" and "covered unenclosed." (See Building Area Worksheet, Appendix E.)

#### METHOD OF CALCULATION

Definition: Designation of the definition under which the gross area reported in the inventory is calculated:

Code      Designation

C = California Adjusted Gross Area (gsf - Cal).  
(The sum of the areas computed under the definitions for "basic gross area" (see below) at 100% of computed value and "covered unenclosed gross area" at 50%, less "unfinished gross area" at 50% of computed value.)

F = Federal Gross Area (gsf - Fed).  
(The sum of the areas computed under the definitions for "basic gross area" and the "covered unenclosed gross area," both at 100% of computed value, in accordance with Federal Classification Construction Council Technical Report No. 50, "Classification of Building Areas," 1964.)

## ASSIGNABLE AREA

Symbol: asf

Definition: Assignable area is the sum of all basic gross and covered unenclosed gross areas on all floors of the building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant.

Basis for Measurement: Assignable area is computed by measuring from the inside face of walls and partitions.

Included: Offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, special purpose rooms (auditoriums, cafeterias, TV studios, locker and shower rooms, maintenance and research shops, garages, phantom corridors for large unpartitioned spaces, private toilets, etc.).

Excluded: Deductions shall not be made for free-standing or architectural and structural projections.

## CUSTODIAL AREA

Symbol: nsf-cust

Definition: Custodial area is the sum of all basic areas and covered unenclosed gross areas on all floors of the building used for building protection, care, maintenance and operation.

Basis for Measurement: Custodial area is computed by measuring from the inside face of walls and partitions.

Included: Guardrooms, custodian locker rooms, showers, and toilets, janitor closets, maintenance shops, maintenance storage rooms.

Excluded: Physical plant satellite shops, programmed, hence assignable. Deductions shall not be made for free-standing columns or architectural and structural projections.

## CIRCULATION AREA

Symbol: nsf-circ

Definition: Circulation area is that portion of the basic gross and covered and unenclosed gross area of the building, both within and without the environmentally controlled envelop, which is required for physical access to some subdivision of space.

Basis for Maintenance: Circulation area is computed by measuring from the inside face of walls or partitions which enclose horizontal spaces used for circulation; or, when such spaces are not enclosed by walls or partitions, measurements shall be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building. Vertical circulation space shall be counted at each floor.



Included: Corridors (access: private, public and service), elevator shafts, escalators, stairs, stair halls, smoke towers, lobbies (public, entrance, elevator), public vestibules, pedestrian tunnels and bridges, loading platforms (except when required for operational reasons and, thus, includable in assignable area).

Excluded: Aisles normally used for circulation within offices or other working areas, uncovered circulation areas at grade, uncovered unenclosed areas that are unpaved.

#### MECHANICAL AREA

Symbol: nsf-mech

Definition: Mechanical area is that portion of the basic gross and covered unenclosed gross area of the building which houses the mechanical equipment, utility services, and non-private toilet facilities.

Basis for Measurement: Mechanical area is computed by measuring from the inside face of walls and partitions, or shafts, which enclose such areas. Vertical shaft areas shall be counted at each floor.

Included: Service closets (meter, electrical, TV, communication), boiler rooms, mechanical and electrical equipment rooms, elevator equipment rooms, air duct shafts, service chutes, stacks, non-private toilet rooms (including cot rooms and vestibles), areaways.

Excluded: Private and custodial toilet rooms. Deductions shall not be made for free-standing columns of architectural and structural projections.

#### PUBLIC TOILET AREA

Symbol: nsf-pub

Definition: That portion of "nsf-mech" devoted to non-assignable public toilet facilities.

Basis for Measurement: Public toilet area is computed by measuring from the inside face of walls and partitions which enclose such areas.

Included: Public toilet rooms.

#### CONSTRUCTION AREA

Symbol: sf-cons

Definition: Construction area is that portion of the basic gross and covered unenclosed gross area of the building which cannot be or is not put to use because of the presence of structural or architectural features.

Basis for Measurement: Precise computation of construction area is not contemplated under these definitions as some construction features are included in the computation of other areas and some are ignored. Total

construction area shall be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the Federal Adjusted Gross Area.

Included: All walls and partitions, permanent and movable, and unusable areas in attics, basements, or comparable portions of the building.

#### MAINTAINED AREA

This data element is a "budget-oriented" representation of the area by support budget fund source.

Symbol: gsf-mntd

Definition: Maintained gross area is that proportion of total building area which can be related to activities supported from: (1) State general funds, (2) University funds, or (3) Federal funds for which the University receives overhead support, and where the activity relates to instruction, research or public service or the support thereof (libraries, administration, institutional services).

Basis for Measurement: Maintained gross area combines basic gross area (at full value) and covered unenclosed gross area (at one-half value) and should be related to the above activities in proportion to their assigned area.

Included: (See Definition above.)

Excluded: Auxiliary enterprise activities and other revenue-supported activities, areas within student centers which do not qualify under Definition, above, swimming pools, utility tunnels, one-half of covered unenclosed gross area.

#### JANITORIZED AREA

This data element is a "budget-oriented" representation of the area by support budget fund source.

Symbol: gsf-jan

Definition: Janitized gross area is that proportion of total building area that requires frequent, scheduled janitorial maintenance and which can be related to activities supported from: (1) State general funds, (2) University funds, or (3) Federal funds for which the University receives overhead support and where the activity relates to instruction, research or public service or the support thereof (libraries, institutional services, administration).

Basis for Maintenance: Janitized area combines basic gross, covered unenclosed gross and developed roof/deck areas (all at full value) and should be related to the above activities in proportion to their maintained gross area.

Included: Central shops, unroofed paved walking decks/corridors around major buildings (at various levels above grade), interior uncovered paved courts.

## ROOM DATA

### ROOM NUMBER

Definition: That unique number assigned to each assignable room or space (may include an alpha/numeric prefix and/or suffix).

#### Positions

1-2	Prefix
3-6	Basic number
7-8	Suffix

### MULTI-USE CODE

Definition: Intended to designate prorating of an individual room among multiple departments, multiple types of rooms, or both (scheduled for implementation, Fall 1972).

### FLOOR LEVEL

Definition: Campus reference to designate the location of a room by isometric floor level of the building or complex of buildings (frequently not adequately specified by room number).

### ROOM-TYPE

Definition: The numeric code for the room-use type from the University of California type-of-room definitions based on that use which corresponds most nearly to the intended use of the room for the period covered by the inventory.

### ASSIGNABLE SQUARE FEET (asf)

Definition: Building assignable area is the sum of all areas on all floors of the building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant. Assignable area is computed by measuring from the inside face of the walls and partitions. Deductions shall not be made for free-standing or architectural and structural projections.

### PRIMARY STATIONS

Definition: The number of actual work stations included in the room for users designated as primary. The definition varies among room types. See the current UC room-type definitions for the appropriate method of determining station count.

## SECONDARY STATIONS

Definition: The number of actual work stations provided in the room for users designated as secondary. Secondary stations refer to those work stations provided for graduate students (including teaching assistants, and research assistants), in the following type of rooms only: Research Lab (212), Academic Office (310), Graduate Office (315), Research Lab Office (214), and Grad Lab Office (215). (See UC Room-Type definitions for precise rules of application to each applicable type of room.)

## DEPARTMENT NAME

Definition: The inventory designation of the organizational unit with proprietary responsibility for the room during the inventory period.

## ACTIVITY CODE

Definition: A code to designate the functional relationship of the room to a particular program or activity other than the department, e.g., its college affiliation, or other interdepartmental program relationship.

## POTENTIAL TYPE

Definition: A "convenience" code to designate potential or scheduled other future assignments of the room, using the appropriate room-type code.

## GRANT RESTRICTIONS

The room-use restriction imposed as a condition of acceptance of a Federal construction grant. (For expanded definition, see UC policy for Federal construction grant compliance.)

### 1. Program

Definition: The code which designates the Federal program under which the grant was obtained:

F1 = HEFA Title 1

F2 = HEFA Title 2

F3 = HEFA Title 3

F4 = NIH (1963 Act)

F5 = NIH Health Research Facilities Program

F6 = Graduate Science Facilities Program - NSF

### 2. Grant ID Number

Definition: A code number which identifies the specific grant covering the entire room (or a portion of the room within the room). (See Federal construction grant policy.)

3. Percent (of Proration)

Definition: The percent of the asf within the room which is eligible to be covered by the grant as conforming to fundable conditions.

4. Expiration Month and Year

Definition: The month and year in which the Federal commitment governing the use of the space expires. (See the UC policy on Federal construction grant compliance for length of commitments for each program.)

DEPARTMENTAL DATA

DEPARTMENTAL NAME

The inventory designation of the organizational unit with proprietary responsibility over an assignable area during the inventory period.

PROGRAM CODE NUMBER

A six-digit numerical designation used to classify each "department name" on the basis of function and subject field/activity. Each department charged with assignable area is classified according to the Program Code Listing (see Appendix A, "Organizational Unit Classification").



## ANALYSIS OF EDIT AND UPDATE PROGRAM STATEMENTS

### BUILDING AND ROOM EDIT AND UPDATE PROGRAMS

Program listings are produced as part of the file update process which provide an audit trail to review the transactions which have been input to change the file. The transactions pass successively through a "primary edit" and an "update" program, and computer listings record the status of each item at the respective stages of processing. These serve as: (1) verification that the desired change has taken place, and (2) notification that the transaction was unsuccessful. In the latter case, a message statement is printed which denotes the cause of the rejection, as an aid to correcting the entry.

#### EDIT PROGRAM

The FDX010, "Primary Edit of Facility Changes," runs a format check against the "edit specifications," and prints a listing of only the "rejects." Only rejected items are included in this listing. These are seldom difficult to analyze, since they are related to format, and can be easily corrected with the assistance of the "edit specifications." The most frequent causes of rejections (and those needing some interpretation), are explained below:

"INVALID CHARACTERS IN BLDG NM"--(Form 101, 102) Special characters, e.g., "/", "&," are not acceptable in building name on building addition or name change.

"DUPLICATE TRANSACTION"--More than one transaction with the same change code (i.e., "A," "C," or "D") was input against the same building (or room) in the same update cycle. Only the first is accepted. All others are rejected. This does not mean that the entire transaction is identical--only that the identifier is duplicated, i.e., CAAN, building name, and room number (105 only):

Forms 101, 102, 103 -- Positions 1-22  
Form 105 -- Positions 1-30 plus 70-82

(Note that the edit program lists only the rejected duplicate transactions. To find the accepted transaction, consult the FDX020 (update) listing.)

"NO CHANGES PRESENT"--Change code "C," with no fields completed other than the identifier, i.e.:

Forms 101, 102, 103 -- Positions 1-22  
Form 105 -- Positions 1-30

Change code may be incorrect ("D"?); or,  
Change data may have been omitted

"NO BASIC OR COV. G.S.F."--(Form 101) By definition, each building must have area in one or both of these categories (see "Definitions"), but both were entered as zero.

## UPDATE PROGRAM

FDX020, "Facilities Inventory File Maintenance" program receives all transactions passing successfully through the edit program (above), and makes the indicated change to the file. It produces a listing showing both the "before" and "after" for all "C" (change) transactions, and lists all adds, deletions and rejected transactions, each with the appropriate message statement. Rejections in the update program result from the failure of a transaction to find a match (e.g., valid building, room or department) against which to process the prescribed action.

The following interpretations are offered for some of the less obvious rejection situations:

"REJECT--ROOM NOT ON THE FILE"--(Form 105) The identifier (location code + CAAN + room number) does not appear on the existing room file. Should change code be "A"? Is CAAN incorrect? Room number incorrect?

"REJECT--CAAN NOT ON BLDG FILE"--(Forms 101, 102, 103, 105) For a room addition, the update program looks up the CAAN on the building file to verify existence of the building to which the room is to be added.

NOTE: The same input error could generate both "reject--room not on file," and "reject--CAAN not on building file." For example, if the CAAN is 4195B, but the suffix is omitted:

<u>Change Code</u>	<u>CAAN</u>	<u>Room No.</u>	<u>Message</u>
A	4195	0100	REJECT--CAAN NOT ON BLDG FILE
C	4195	0135	REJECT--ROOM NOT ON FILE

"REJECT--BLDG NAMES UNMATCHED"--(Forms 102, 103, "C" or "D" transactions). The CAAN is the identifier. That asset number is located, but the building name on the existing file is unlike that on the input form. Check asset number and building name coding.

"REJECT--ROOM ALREADY ON FILE"--(Form 5, "A" transaction). The CAAN indicated already has the room number given. Check the CAAN; if valid, check the room number (incorrect? previously added?).

"REJECT--GRANT RESTRICTION UNMATCHED"--(Form 5, "C" transaction, grant restriction change or deletion). The grant I.D. number (positions 72-75) does not exist with the room indicated.

## DEPARTMENT FILE EDIT AND UPDATE PROGRAMS

Maintenance of the department file (UPP-106) produces a set of listings similar to that of building and room changes discussed above. The maintenance of this file is comparatively slight, and corrections usually do not require distribution of these listings to the campuses. The message statements produced for FDX030, (department edit program) and FDX040, (department update program) are shown on the accompanying pages.



## SEQUENCING PROBLEMS

Building and department names are used as "key identifiers." Changes in either should be accomplished according to the sequences outlined below.

### BUILDING NAME CHANGES

A simple rule will avoid problems dealing with changes to building names (Form 102). When a building name is changed, all transactions in the same update on higher-numbered forms must use the new name. The update process is sequential in form-number order. A building could, for example, be added (Form 101), name changed (Form 102), data changed using new name (Form 103), and rooms added using new name (Form 105) in the same update cycle. Warning: The transactions would all reject if the building name change transaction fails either the primary edit or update.

### DEPARTMENT NAME CHANGES

Department name changes (UPP-106) are processed prior to room changes in the update cycle. Thus, room data must bear the new department name. "Departmental data" changes (Table D) should be submitted at the earliest possible time in the update schedule.

FDX010 FACILITIES INVENTORY PRIMARY EDIT MESSAGE STATEMENTS

INVALID CHARACTERS IN BLDG NM  
INVALID RECORD IDENT  
INVALID CAMPUS LOC  
INVALID C.A.A.N.  
INVALID CHANGE CODE  
NO BUILDING NAME  
INVALID MP OR UBC  
INVALID BLDG CATEGORY  
INVALID OWNERSHIP CODE  
INVALID CALC. METHOD  
INVALID BASIC G.S.F.  
INVALID UNFINISHED G.S.F.  
INVALID UNENCLOSED G.S.F.  
INVALID CUSTODIAL G.S.F.  
INVALID CIRCULATION G.S.F.  
INVALID MECHANICAL G.S.F.  
INVALID MAINTAINED G.S.F.  
INVALID YEAR CONSTRUCTED  
EXTRA ENTRIES ON DELETE  
DUPLICATE TRANSACTION  
INVALID CONDITION CODE  
INVALID DATE OF OCCUPANCY  
INVALID FLOOR LEVEL  
STD CODE NOT 1 OR 2-CARD COL 11  
INVALID ROOM NUMBER  
ROOM TYPE NOT ON TABLE  
INVALID A.S.F.  
INVALID PRIMARY STA  
INVALID SECONDARY STA  
NO DEPARTMENT NAME ON ADD  
DEPARTMENT NOT ON TABLE  
INVALID GRANT RESTRICTION

INVALID ROOM NUMBER CHANGE  
CHG ROOM ENTRY INVALID ON ADD  
INVALID JANITORIZED G.S.F.  
GRANT REMOVAL INVALID ON AN ADD  
INVALID PUBLIC FAC G.S.F.  
NO CHANGES PRESENT  
INVALID ROOM TYPE  
NO BASIC OR COV. G.S.F.

FDX020 FACILITIES INVENTORY UPDATE MESSAGE STATEMENTS

BUILDING ADDITION  
BUILDING DELETION  
BUILDING CHANGE-OLD  
BUILDING CHANGE-NEW  
ROOM ADDITION  
ROOM DELETION  
ROOM CHANGE-OLD  
ROOM CHANGE-NEW  
GRANT RESTRICTION REMOVAL  
GRANT RESTRICTION ADDITION  
REJECT-CAAN ALREADY ON FILE  
REJECT-CAAN NOT ON BLDG FILE  
REJECT-BLDG NAMES UNMATCHED  
WARNING-NO ROOMS TO DELETE  
REJECT-ROOM ALREADY ON FILE  
REJECT-ROOM NOT ON FILE  
GRANT RESTRICTION CHANGE-OLD  
GRANT RESTRICTION CHANGE-NEW  
REJECT-GRANT RESTRICTION UNMATCHED

FDX030 TABLE D (DEPARTMENT CHANGE) EDIT MESSAGE STATEMENTS

NEW ENTRIES MISSING ON ADD  
OLD ENTRIES INVALID ON ADD  
OLD ENTRIES MISSING ON DELETE  
OLD ENTRIES INVALID ON DELETE  
(NEW) OR (OLD) ENTRIES MISSING ON CHANGE  
INVALID CHANGE CODE  
(NEW) OR (OLD) GROUP NUMBER INVALID  
(NEW) OR (OLD) STANDARD CODE INVALID  
INVALID TABLE IDENT  
INVALID CAMPUS LOC

FDX040 TABLE D (DEPARTMENT CHANGE) UPDATE MESSAGE STATEMENTS

ADDITION  
CHANGE  
DELETION  
DUPLICATE TRANSACTION  
REJECT-ALREADY ON FILE  
REJECT-OLD PGM CD UNMATCHED  
REJECT-OLD GRP UNMATCHED  
REJECT-OLD STD UNMATCHED  
REJECT-SPC STD GRP NOT ON TABLE  
REJECT-PGM CD NOT ON TABLE  
REJECT-NOT ON FILE



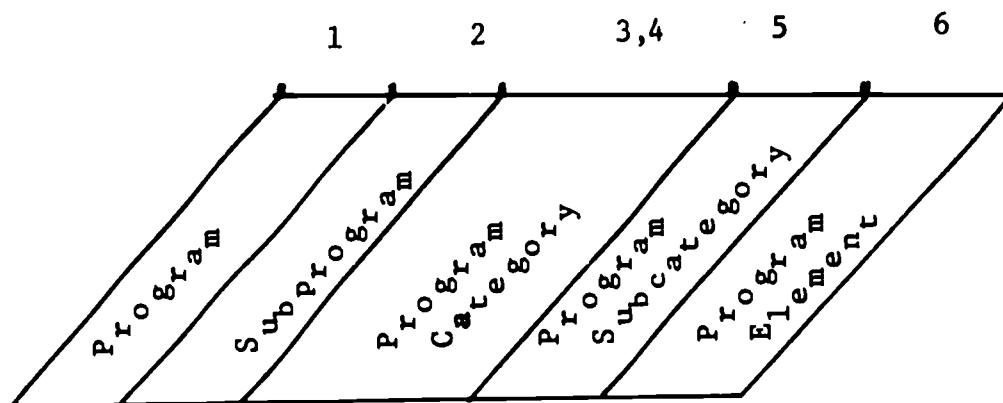
## ORGANIZATIONAL UNIT CLASSIFICATION

For facilities inventory reporting purposes, each organizational unit is mapped into one of the program categories in the accompanying listing of "Capital Improvement Program Classification Codes," using Form UPP-106 "Department Changes." Departmental space is not to be prorated among programs; all the area assignable to any organizational unit is classified in total to a "program" by use of the appropriate "program code number."

The "Program Classification" structure is designed to:

1. Be compatible with (but not necessarily identical to) the Higher Education General Information Survey (H.E.G.I.S.) Taxonomy of Instructional Programs.
2. Distinguish "standard" from "non-standard" space.
3. Distinguish organizational units having atypical space allocation standards, by use of "program subcategory" coding.
4. Provide the level of detail necessary for planning and management activities.
5. Relate closely to the University of California program budgeting structure.

## Six-Digit Program Classification Coding



**CAPITAL IMPROVEMENT PROGRAM CLASSIFICATION CODES**  
 Assistant Vice President - Physical Planning  
 Revised August 20, 1971

**1.0 INSTRUCTION****1.1 GENERAL SUBJECT FIELDS****1.1.01 GENERAL & UNCLASSIFIED**

- 1.1.01.1.1 STANDARD
- 1.1.01.1.2 NON-STANDARD

**1.1.02 BIOLOGICAL SCIENCES**

- 1.1.02.1 GENERAL BIO SCI
- 1.1.02.1.1 STANDARD
- 1.1.02.1.2 NON-STANDARD

**1.1.03 AGRICULTURAL SCIENCES**

- 1.1.03.1 GENERAL AGRIC SCI
- 1.1.03.1.1 STANDARD
- 1.1.03.1.2 NON-STANDARD
- 1.1.03.2 AGRIC ECONOMICS
- 1.1.03.2.1 STANDARD
- 1.1.03.2.2 NON-STANDARD
- 1.1.03.3 AGRIC BIO SCI
- 1.1.03.3.1 STANDARD
- 1.1.03.3.2 NON-STANDARD

**1.1.04 MATHEMATICAL SCIENCES**

- 1.1.04.1.1 STANDARD
- 1.1.04.1.2 NON-STANDARD

**1.1.05 COMPUTER SCIENCES**

- 1.1.05.1.1 STANDARD
- 1.1.05.1.2 NON-STANDARD

**1.1.06 PHYSICAL SCIENCES**

- 1.1.06.1.1 STANDARD
- 1.1.06.1.2 NON-STANDARD

**1.1.07 ENGINEERING SCIENCES**

- 1.1.07.1 GENERAL ENGRG SCI
- 1.1.07.1.1 STANDARD
- 1.1.07.1.2 NON-STANDARD
- 1.1.07.2 CHEMICAL ENGRG
- 1.1.07.2.1 STANDARD
- 1.1.07.2.2 NON-STANDARD

**1.1.08 PSYCHOLOGY**

- 1.1.08.1.1 STANDARD
- 1.1.08.1.2 NON-STANDARD

**1.1.09 SOCIAL SCIENCES**

- 1.1.09.1 GENERAL SOCIAL SCI
- 1.1.09.1.1 STANDARD
- 1.1.09.1.2 NON-STANDARD
- 1.1.09.2 ANTHROPOLOGY
- 1.1.09.2.1 STANDARD
- 1.1.09.2.2 NON-STANDARD
- 1.1.09.3 GEOGRAPHY
- 1.1.09.3.1 STANDARD
- 1.1.09.3.2 NON-STANDARD

**1.1.10 ARTS**

- 1.1.10.1.1 STANDARD
- 1.1.10.1.2 NON-STANDARD

**1.1.11 LETTERS**

- 1.1.11.1.1 STANDARD
- 1.1.11.1.2 NON-STANDARD

**1.1.12 FOREIGN LANGUAGES**

- 1.1.12.1.1 STANDARD
- 1.1.12.1.2 NON-STANDARD

**1.1.13 AREA STUDIES**

- 1.1.13.1.1 STANDARD
- 1.1.13.1.2 NON-STANDARD

**1.1.21 PHYSICAL EDUCATION****1.1.22 MILITARY SCIENCES****1.1.99 ADMINISTRATIVE SUPPORT**

- 1.1.99.1.1 STANDARD
- 1.1.99.1.2 NON-STANDARD

**1.2 PROFESSIONAL SUBJECT FIELDS****1.2.01 ADMINISTRATIVE SCIENCES**

- 1.2.01.1 GENERAL ADMIN SCI
- 1.2.01.1.1 STANDARD
- 1.2.01.1.2 NON-STANDARD
- 1.2.01.2 BUSINESS ADMIN
- 1.2.01.2.1 STANDARD
- 1.2.01.2.2 NON-STANDARD

**1.2.02 EDUCATION**

- 1.2.02.1.1 STANDARD
- 1.2.02.1.2 NON-STANDARD

**1.2.03 ENVIRONMENTAL DESIGN**

- 1.2.03.1.1 STANDARD
- 1.2.03.1.2 NON-STANDARD

**1.2.04 HOME ECONOMICS**

- 1.2.04.1.1 STANDARD
- 1.2.04.1.2 NON-STANDARD

**1.2.05 LAW**

- 1.2.05.1.1 STANDARD
- 1.2.05.1.2 NON-STANDARD

**1.2.06 SOCIAL WELFARE**

- 1.2.06.1.1 STANDARD
- 1.2.06.1.2 NON-STANDARD

**1.2.07 CRIMINOLOGY**

- 1.2.07.1.1 STANDARD
- 1.2.07.1.2 NON-STANDARD

**1.2.08 JOURNALISM**

- 1.2.08.1.1 STANDARD
- 1.2.08.1.2 NON-STANDARD

**1.2.09 LIBRARY SCIENCES**

- 1.2.09.1.1 STANDARD
- 1.2.09.1.2 NON-STANDARD

**1.2.99 ADMINISTRATIVE SUPPORT**

- 1.2.99.1.1 STANDARD
- 1.2.99.1.2 NON-STANDARD

**1.3 HEALTH SCI SUBJECT FIELDS****1.3.01 MEDICINE**

- 1.3.01.1 MED ADMIN
- 1.3.01.2 MED GENERAL ACAD
- 1.3.01.3 MED I&R
- 1.3.01.3.1 MED I&R BA SCI
- 1.3.01.3.2 MED I&R CL SCI
- 1.3.01.3.3 MED I&R SPECUR
- 1.3.01.9 MED OTH ACTIV

**1.3.02 VETERINARY MEDICINE**

- 1.3.02.1 VET MED ADMIN
- 1.3.02.2 VET MED GEN ACAD
- 1.3.02.3 VET MED I&R
- 1.3.02.3.1 VET MED I&R BA SCI
- 1.3.02.3.2 VET MED I&R CL SCI
- 1.3.02.3.3 VET MED SPECUR
- 1.3.02.9 VET MED OTH ACTIV

**1.3.03 DENTISTRY**

- 1.3.03.1 DENTISTRY ADMIN
- 1.3.03.2 DENTISTRY GEN ACAD
- 1.3.03.3 DENTISTRY I&R
- 1.3.03.3.1 DENTISTRY I&R BA SCI
- 1.3.03.3.2 DENTISTRY I&R CL SCI
- 1.3.03.3.3 DENTISTRY SPECUR
- 1.3.03.9 DENTISTRY OTH ACTIV

**1.3.04 NURSING**

- 1.3.04.1 NURSING ADMIN
- 1.3.04.2 NURSING GEN ACAD
- 1.3.04.3 NURSING I&R
- 1.3.04.9 NURSING OTH ACTIV

**1.3.05 PHARMACY**

- 1.3.05.1 PHARMACY ADMIN
- 1.3.05.2 PHARMACY GEN ACAD
- 1.3.05.3 PHARMACY I&R
- 1.3.05.9 PHARMACY OTH ACTIV

**1.3.06 PUBLIC HEALTH**

- 1.3.06.1 PH ADMIN
- 1.3.06.2 PH GEN ACAD
- 1.3.06.3 PH I&R
- 1.3.06.9 PH OTH ACTIV

**1.3.07 OPTOMETRY****1.3.08 HUMAN BIOLOGY**

- 1.3.08.1 HB ADMIN
- 1.3.08.2 HB GEN ACAD
- 1.3.08.3 HB I&R
- 1.3.08.9 HB OTH ACTIV

**1.3.09 GEN & UNCLASS - HLTH SCI****1.3.99 ADMIN SUPPT-HLTH SCI****1.4 TECH-VOCATIONAL SUBJECT FIELDS**

## Capital Improvement Program Classification Codes (continued)

- 2.0 ORGANIZED RESEARCH UNITS
    - 2.1 GENERAL SUBJECT FIELDS
      - 2.1.01 GENERAL & UNCLASSIFIED
      - 2.1.02 BIOLOGICAL SCIENCES
      - 2.1.03 AGRICULTURAL SCIENCES
      - 2.1.04 MATHEMATICAL SCIENCES
      - 2.1.05 COMPUTER SCIENCES
      - 2.1.06 PHYSICAL SCIENCES
      - 2.1.07 ENGINEERING SCIENCES
      - 2.1.08 PSYCHOLOGY
      - 2.1.09 SOCIAL SCIENCES
      - 2.1.10 ARTS
      - 2.1.11 LETTERS
      - 2.1.12 FOREIGN LANGUAGES
      - 2.1.13 AREA STUDIES
      - 2.1.21 PHYSICAL EDUCATION
      - 2.1.22 AREA STUDIES
      - 2.1.99 ADMINISTRATIVE SUPPORT
    - 2.2 PROFESSIONAL SUBJECT FIELDS
      - 2.2.01 ADMINISTRATIVE SCIENCES
      - 2.2.02 EDUCATION
      - 2.2.03 ENVIRONMENTAL DESIGN
      - 2.2.04 HOME ECONOMICS
      - 2.2.05 LAW
      - 2.2.06 SOCIAL WELFARE
      - 2.2.07 CRIMINOLOGY
      - 2.2.08 JOURNALISM
      - 2.2.09 LIBRARY SCIENCES
      - 2.2.99 ADMINISTRATIVE SUPPORT
    - 2.3 HEALTH SCI SUBJECT FIELDS
      - 2.3.01 MEDICINE
      - 2.3.02 VETERINARY MEDICINE
      - 2.3.03 DENTISTRY
      - 2.3.04 NURSING
      - 2.3.05 PHARMACY
      - 2.3.06 PUBLIC HEALTH
      - 2.3.07 OPTOMETRY
      - 2.3.09 GENERAL & UNCLASSIFIED
      - 2.3.99 ADMINISTRATIVE SUPPORT
  - 3.0 ORGANIZED ACTIVITY UNITS
    - 3.1 GENERAL SUBJECT FIELDS
      - 3.1.01 GENERAL & UNCLASSIFIED
      - 3.1.02 BIOLOGICAL SCIENCES
      - 3.1.03 AGRICULTURAL SCIENCES
      - 3.1.04 MATHEMATICAL SCIENCES
      - 3.1.05 COMPUTER SCIENCES
      - 3.1.06 PHYSICAL SCIENCES
      - 3.1.07 ENGINEERING SCIENCES
      - 3.1.08 PSYCHOLOGY
      - 3.1.09 SOCIAL SCIENCES
      - 3.1.10 ARTS
      - 3.1.11 LETTERS
      - 3.1.12 FOREIGN LANGUAGES
      - 3.1.13 AREA STUDIES
      - 3.1.21 PHYSICAL EDUCATION
      - 3.1.22 MILITARY SCIENCES
      - 3.1.99 ADMINISTRATIVE SUPPORT
    - 3.2 PROFESSIONAL SUBJECT FIELDS
      - 3.2.01 ADMINISTRATIVE SCIENCES
      - 3.2.02 EDUCATION
      - 3.2.03 ENVIRONMENTAL DESIGN
      - 3.2.04 HOME ECONOMICS
      - 3.2.05 LAW
      - 3.2.06 SOCIAL WELFARE
      - 3.2.07 CRIMINOLOGY
      - 3.2.08 JOURNALISM
      - 3.2.09 LIBRARY SCIENCES
      - 3.2.99 ADMINISTRATIVE SUPPORT
    - 3.3 HEALTH SCI SUBJECT FIELDS
      - 3.3.01 MEDICINE
        - 3.3.01.1 UC HOSPITALS & CLIN
          - 3.3.01.1.1 ADMIN & GENERAL
          - 3.3.01.1.2 PATNT CARE, DTS
          - 3.3.01.1.3 INPATIENT CARE
          - 3.3.01.1.4 OUTP DIAG & CLI
          - 3.3.01.1.5 HSHLD & PROPRTY
          - 3.3.01.1.6 AUXILIARY SERV
        - 3.3.01.2 DEPT MENTAL HYGIENE
        - 3.3.01.3 UC-OP COUNTY HOSPTL
        - 3.3.01.4 OTHER MEDICINE
      - 3.3.02 VETERINARY MEDICINE
        - 3.3.02.1 HOSPITALS & CLINICS
        - 3.3.02.2 OTHER THAN HOSP & C
      - 3.3.03 DENTISTRY
        - 3.3.03.1 HOSPITALS & CLINICS
        - 3.3.03.2 OTHER THAN HOSP & C
      - 3.3.04 NURSING
        - 3.3.04.1 HOSPITALS & CLINICS
        - 3.3.04.2 OTHER THAN HOSP & C
      - 3.3.05 PHARMACY
        - 3.3.05.1 HOSPITALS & CLINICS
        - 3.3.05.2 OTHER THAN HOSP & C
      - 3.3.06 PUBLIC HEALTH
        - 3.3.06.1 HOSPITALS & CLINICS
        - 3.3.06.2 OTHER THAN HOSP & C
      - 3.3.07 OPTOMETRY
        - 3.3.07.1 HOSPITALS & CLINICS
        - 3.3.07.2 OTHER THAN HOSP & C
      - 3.3.09 GENERAL & UNCLASSIFIED
        - 3.3.09.1 HOSPITALS & CLINICS
        - 3.3.09.2 OTHER THAN HOSP & C
      - 3.3.99 ADMINISTRATIVE SUPPORT
        - 3.3.99.1 HOSPITALS & CLINICS
        - 3.3.99.2 OTHER THAN HOSP & C
  - 4.0 PUBLIC SERVICE
    - 4.1 GENERAL
    - 4.2 UNIVERSITY EXTENSION
    - 4.3 AGRICULTURAL EXTENSION
    - 4.4 HEALTH SCIENCES
  - 5.0 LIBRARIES
    - 5.1 GENERAL & PROF SUBJECT FLDS
    - 5.2 HEALTH SCIENCES SUBJECT FLDS
- 6.0 EDUCATIONAL SUPPORTING SERVCS
  - 6.1 STUDENT SERVICES
    - 6.1.01 PLACEMENT
    - 6.1.02 HEALTH SERVICES
    - 6.1.03 RECREATION
    - 6.1.04 COUNSELING
    - 6.1.05 STUDENT ACTIVITIES
    - 6.1.06 STUDENT FINANCIAL AID
    - 6.1.07 ADMINISTRATION
    - 6.1.08 STUDENT SERV - MISC.
  - 6.2 LOGISTICAL SERVICES
    - 6.2.01 HOUSING AND FEEDING
    - 6.2.02 AUTO PARKING
    - 6.2.03 BICYCLE PARKING
  - 6.3 GENERAL SERVICES
    - 6.3.01 ENV HEALTH & SAFETY
    - 6.3.02 TRANSPORTATION
    - 6.3.03 COMMUNICATIONS SERVICES
    - 6.3.04 MATERIALS MANAGEMENT
    - 6.3.05 CONSTR & MAINTENANCE
    - 6.3.06 GENERAL SERVICES - MISC.
  - 6.4 CENTRAL ADMINISTRATION
    - 6.4.01 OFFICES OF REGENTS
    - 6.4.02 OFFICE OF PRESIDENT
  - 6.5 CAMPUS ADMINISTRATION
    - 6.5.01 CHANCELLORS OFFICES
    - 6.5.02 VICE CHANCELLORS OFFICES
  - 6.6 FINANCIAL & PERSONNEL OPTNS
    - 6.6.01 MANAGEMENT DATA SERVICES
    - 6.6.02 FINANCIAL OPERATIONS
    - 6.6.03 PERSONNEL OPERATIONS
    - 6.6.04 ALUMNI SERVICE
- 7.0 NON-INSTITUTIONAL AGENCIES



ROOM-TYPES

TYPE-OF-ROOM CLASSIFICATION  
AND DEFINITIONS

The type-of-room classification scheme, and the taxonomy used are based upon the following principals:

1. The room types reflect, to the extent possible, the use of individual assignable spaces, rather than physical or environmental characteristics. Hence a "CLS LAB UD" may be a special purpose, marine science biology lab with sophisticated instrumentation, or it may be singularly undistinguished with no special apparatus at all.
2. All types of assignable space found in all buildings are encompassed in the room inventory.
3. Special distinctions are made in the definitions where necessary in support of particular analytic requirements, e.g., the utilization of classroom and teaching laboratories.
4. The room types reflect the particular "activity" which occurs in the room, rather than the function (teaching, research, library, public service) or the subject field which is served by the room.
5. The definitions lend themselves to meaningful comparison of room data by the consistent coding of rooms of similar activities into like categories.

UNIVERSITY OF CALIFORNIA  
TYPE-OF-ROOM ABBREVIATIONS AND CODES

<b>000</b>	<b>UNASSIGNED</b>			<b>300</b>	<b>OFFICE FACIL</b>		
	010	INACTIVE	(C)		310	ACAD OFF	(C)
	020	UNFINISHED	(N)		315	GRAD OFF	(C)
	030	ALTERATIONS	(N)		320	OTHER OFF	(C)
					330	OFF SERV	(C)
					340	CONFERENCE	(C)
<b>100-130</b>	<b>CLASSROOM FACIL</b>			<b>400</b>	<b>STUDY FACIL</b>		
	110	CLASSROOM	(C)		410	STUDY ROOM	(C)
	120	CLSRM SERV	(C)		420	CARREL	(C)
	130	SEMINAR	(C)		430	OPEN STACK	(C)
					440	STACK	(C)
					450	STUDY SERV	(C)
<b>140-159</b>	<b>CLASS LAB FACIL</b>			<b>500</b>	<b>SPECIAL USE FACIL</b>		
	141	CLS LAB LD	(C)		510	EDP CMPUTR	(N)
	142	CLS LAB UD	(C)		520	ATHLETICS	(N)
	143	CLS LAB G	(C)		530	ARMORY	(N)
	144	SPC LAB LD	(C)		542	CLINIC	(C)
	145	SPC LAB UD	(C)		544	CLINIC S	(C)
	146	SPC LAB G	(C)		550	DEMONSTRN	(N)
	147	IND LAB LD	(C)		562	MEDIA GEN	(C)
	148	IND LAB UD	(C)		564	MEDIA TV	(C)
	149	IND LAB G	(C)		570	FIELD BLDG	(N)
	150	C LAB SERV	(C)				
	152	L SERV CLS	(C)				
	154	L SERV SPC	(C)				
	156	L SERV IND	(C)				
<b>210-229</b>	<b>NON-CLASS LAB FACIL</b>			<b>600</b>	<b>GENERAL USE FACIL</b>		
	212	RESRCH LAB	(C)		610	FOOD FACIL	(C)
	213	GRAD R LAB	(C)		612	FOOD P&S	(C)
	214	R LAB OFF	(C)		614	DINING RM	(C)
	215	GR LAB OFF	(C)		616	KNETTE	(C)
	220	R LAB SERV	(C)		618	VENDING	(C)
					620	HLTH SERV	(N)
					630	COMMONS	(C)
<b>230-249</b>	<b>VIVARIA &amp; GREENHOUSE FACIL</b>				632	RECREATION	(N)
	230	AN QTR LAB	(C)		640	MERCH SERV	(N)
	231	AN QTR CL	(C)		650	ASSEMBLY	(C)
	232	AN QTR CLS	(C)		660	EXHIBIT	(C)
	233	AN QTR SPC	(C)				
	234	AN QTR IND	(C)				
	235	AN QTR RLS	(C)	<b>700</b>	<b>SUPPORT FACIL</b>		
	239	AN QTR OTH	(N)		710	SHOP	(C)
	240	GRNHSE LAB	(N)		720	STORAGE	(C)
	241	GRNHSE CL	(N)		730	LOCKER	(C)
	242	GRNHSE CLS	(N)		740	MISC	(C)
	243	GRNHSE SPC	(N)		750	VEH SERV	(N)
	244	GRNHSE IND	(N)				
	245	GRNHSE RLS	(N)				
	249	GRNHSE OTH	(N)				

Capacity Code: (C) - Capacity  
(N) - Non-Capacity

Revised: November 1971

800	HOSPITAL		900	RESIDENTIAL (cont'd.)		
	810	BED REG	(N)	917	BEDRM 7	(N)
	812	BED SPC	(N)	918	BEDRM 8	(N)
	820	BATH	(N)	920	RES BATH	(N)
	821	BATH T	(N)	922	BATH PRIV	(N)
	822	BATH OTH	(N)	924	BATH SHARE	(N)
	830	NURSE	(N)	926	BATH GANG	(N)
	832	NURSE U	(N)	932	LAUNDRY	(N)
	840	SURGICAL	(N)	934	UTIL GEN	(N)
	842	SURG SUPP	(N)	942	LIVING RM	(N)
	850	TREATMENT	(N)	944	RECREATION	(N)
	852	TREATMENT D	(N)	946	LIB STUDY	(N)
	854	TMENT SERV	(N)	960	SDU STUDIO	(N)
	860	SERV LAB	(N)	961	SDU 1 BDRM	(N)
	862	SERV L SVC	(N)	962	SDU 2 BDRM	(N)
	870	SUPPLIES	(N)	963	SDU 3 BDRM	(N)
	880	PUBLIC	(N)	964	SDU 4 BDRM	(N)
	890	CUSTODIAL	(N)	965	SDU 5 BDRM	(N)
				968	SDU CCO	(N)
				969	SDU OTHER	(N)
900	RESIDENTIAL			980	MDU STUDIO	(N)
	900	RESIDENTAL	(N)	981	MDU 1 BDRM	(N)
	910	RES BEDRM	(N)	982	MDU 2 BDRM	(N)
	911	BEDRM 1	(N)	983	MDU 3 BDRM	(N)
	912	BEDRM 2	(N)	984	MDU 4 BDRM	(N)
	913	BEDRM 3	(N)	989	MDU OTHER	(N)
	914	BEDRM 4	(N)			
	915	BEDRM 5	(N)			
	916	BEDRM 6	(N)			

Revised: November 1971

## UNIVERSITY OF CALIFORNIA ROOM-TYPE DEFINITIONS

000 UNASSIGNED

## 010 INACTIVE

(Inactive)

Definition: A room which is not scheduled to be used during current Fall term at the annual space inventory is conducted.

Description: Includes all rooms which are physically available but not scheduled for use during the Fall term.

Stations to be reported: None.

NOTE: Formerly code number 750 (changed Fall 1971).

## 020 UNFINISHED

(Unfinished)

Definition: Rooms or areas which are constructed as unfinished space and which are not in use at the time of the survey but which are programmed and designed for eventual completion.

Description: 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. This is distinguished from projects under construction by the completion of structural elements, but the scheduled deferral of the completion of internal components. Space in this category is reported as assignable area and charged to the proprietary department. The area is measured in the same way as open-loft-type space and adjustments made to reflect the actual construction of partitions quarters, etc., only when the interior is finished off.

Stations to be reported: None.

NOTE: (a) If an area is being used for any assignable purpose, e.g., storage, it is to be classified according to that usage whether or not it is unfinished space.

(b) Formerly code number 752 (changed Fall 1971).

## 030 ALTERATION

(Alteration)

Definition: A room or space that is being repaired or altered.

Description: Any assignable area withdrawn from use in order that repairs or alterations be performed.

Stations to be reported: None.

**NOTE:** (a) Rooms in this category are reported in the survey as being assigned to the proprietary department.  
 (b) Formerly code number 760 (changed Fall 1971).

## 100-130 CLASSROOM FACILITIES

### 110 CLASSROOM

(Classroom)

**Definition:** A room for organized classes which do not require special-purpose equipment for student use.

**Description:** Included in this category are rooms generally referred to as lecture rooms and general-purpose classrooms. Classrooms are typically, but not necessarily, equipped with tablet-armchairs or similar types of setting.

**Stations to be reported as Primary:** Student stations only. If extra chairs have been placed in a lecture hall or other classroom equipped with fixed seats, report only the additional number of fixed seats which could be added without exceeding the design standard.

**NOTE:** This category does not include conference rooms, auditoria, or class laboratories. Conference rooms and auditoria are distinguished from the classroom category on the basis of primary use. Class laboratories are distinguished from the classrooms on the basis of equipment in the room and by limited use.

### 120 CLSRM SERV

(Classroom Service)

**Definition:** A room which directly serves a classroom as an extension of the activities of the classroom or seminar room.

**Description:** Included in this category are projection rooms, cloak rooms, preparation rooms, closets, storage, etc., if they serve a classroom.

**Stations to be reported:** None.

### 130 SEMINAR

(Seminar)

**Definition:** A room ordinarily, but not necessarily, exclusively used for organized classes and equipped for seminar-type classes.

**Description:** A seminar room is typically equipped with a large table and chairs or the equivalent. (See also 340 CONFERENCE.)

**Stations to be reported as Primary:** Student stations only. If extra chairs have been placed in a seminar room, include only the number of stations which can reasonably be placed at the table or tables.

140-159 CLASSROOM LABORATORY FACILITIES

- 141 CLS LAB LD (Class Lab - Lower Division)
- 142 CLS LAB UD (Class Lab - Upper Division)
- 143 CLS LAB G (Class Lab - Graduate)

Definition: A room used for group instruction of regularly scheduled classes for student participation, experimentation, observation, or practice in a field of study. (Room design and/or equipment typically identifies the use of the room with a particular field of study.)

Description: Included in this category may be rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, and language laboratories.

Stations to be reported as Primary: Student stations only. Report the number of students that can be accommodated in the room at one time. A laboratory accommodating more than one level of activity (e.g., UD, LD, G.) will be classified at the highest level of instruction which it was designed to accommodate.

NOTE: This category does not include laboratory rooms which serve as individual and/or independent study rooms; does not include rooms generally referred to as research laboratories. Distinguished from the special class laboratory by the proviso for regularly scheduled classes.

- 144 SPC LAB LD (Special Class Lab - Lower Division)
- 145 SPC LAB UD (Special Class Lab - Upper Division)
- 146 SPC LAB G (Special Class Lab - Graduate)

Definition: A room used by informally or irregularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is a room with specialized equipment to serve the needs of a particular area of study for group instruction and informally or irregularly scheduled classes. The design and/or equipment normally precludes its use for other areas of study. This category may include such rooms as language laboratories, group music practice rooms, group studios, etc.

Stations to be reported as Primary: Student stations only. Report the number of students that can be scheduled in the room at one time.

NOTE: (a) This category does not include class laboratories, individual study rooms, nor research laboratories. It is distinguished from the class laboratory by the proviso for informally or irregularly scheduled classes. It does not include laboratory schools, teaching clinics, demonstration houses, or similar facilities included in other categories.

(b) A laboratory accommodating more than one level of activity (e.g., LD & UD) will be classified at the highest level of instruction which the laboratory was designed to accommodate.

- 147 IND LAB LD (Individual Study Lab - Lower Division)
- 148 IND LAB UD (Individual Study Lab - Upper Division)
- 149 IND LAB G (Individual Study Lab - Graduate)

Definition: A room especially equipped and/or designed for individual student experimentation, observation or practice in a particular field of study.

Description: Included are rooms which provide individual study facilities and which serve a particular subject matter area, such as music practice rooms, theater arts editing and splicing rooms, etc. Stations may be grouped as in an individual study laboratory, or individualized as in a music practice room. This category is distinguished from class lab and special class lab by the proviso for individual study facilities versus group instruction facilities. An individual laboratory accommodating more than one level of activity, e.g., LD and UD, will be classified at the highest level of instruction which it was designed to accommodate.

Stations to be reported as Primary: Student stations only. Report the number of students that can be scheduled in the room at one time.

NOTE: Study facilities not related to a specific area of study or are intended for general study purposes are not included in this category.

- 150 C LAB SERV (Class - Lab Service)

Definition: A room serving a class laboratory which cannot be differentiated as to 152 L SERV CLS, 154 L SERV SPC, and 156 L SERV IND.

Description: Includes stock rooms, equipment issue rooms, balance and cold rooms, preparation rooms, etc. Does not include rooms serving research laboratories.

Stations to be reported: None.



152 L SERV CLS (Class Laboratory Service)

Definition: A room which directly serves a class laboratory, regardless of level, as an extension of the activities of the class laboratory.

Description: Included in this category may be balance rooms, cold rooms, preparation rooms, stock rooms, equipment issue rooms, etc. Does not include rooms serving research laboratories.

Stations to be reported: None.

154 L SERV SPC (Special Class Laboratory Service)

Definition: A room which directly serves a special class laboratory, regardless of level, as an extension of the activities in such a facility.

Description: This category includes only those rooms which serve special class laboratories. (See 152 - "Description," above, for uses included in this category.)

Stations to be reported: None.

156 L SERV IND (Individual Study Laboratory Service)

Definition: A room which directly serves an individual study laboratory, regardless of level, as an extension of the activities in such a facility.

Description: This category includes only those rooms which serve individual study laboratories. (See 152 - "Description," above, for uses included in this category.)

Stations to be reported: None.

210-229 NON-CLASS LABORATORY FACILITIES

NOTE: This general category is intended to include the scientific-laboratory areas generally characterized by the presence of laboratory equipment and such utilities purposes as water, gas, electricity, steam, compressed air, vacuum, etc. It is not intended to encompass all facilities serving the function of research.

212 RESRCH LAB (Research Laboratory)

Definition: A room used for non-instructional laboratory application, in research and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Includes rooms generally referred to as research laboratories and which are characterized by the presence of laboratory equipment and related utility services.

Stations to be reported as Primary: The number of faculty and non-faculty equivalent staff presently accommodated.

Stations to be reported as Secondary: The total number of graduate students, research assistants, and other students, and non-professional research staff (technicians, mechanics), etc., accommodated in joint occupancy with the staff designated as Primary. In the case of a room which is significantly under-utilized, the number of stations to be reported should be those which the room would normally accommodate.

213 GRAD R LAB (Graduate Research Laboratory)

Definition: Any special-purpose research facility designed for and used essentially by graduate students.

Description: Same as Room Type 212 RESRCH LAB.

Stations to be reported: Primary: None. Secondary: The total number of graduate students and/or research assistants that the room presently accommodates.

214 R LAB OFF (Research Laboratory Office)

Definition: Any special-purpose research room, which in addition to the basic laboratory equipment and facilities, also contains sufficiently complete office-type accommodations for the people using the laboratory that no separate offices would normally be required for the users.

Description: When a combination of the rooms generally referred to as research laboratories serves both research laboratory and office function, the respective areas are reported together as Research Laboratory Office rather than being prorated to the individual categories.

Stations to be reported as Primary: Staff stations in terms of the number of faculty members and/or equivalent non-faculty professional research staff that the room presently accommodates.

Stations to be reported as Secondary: The total number of graduate students, research assistants, other students and other non-professional research assistants (technicians, mechanics, etc.) that the room presently accommodates in joint occupancy with the staff designated as Primary.

215 GR LAB OFF (Graduate Laboratory Office)

Definition: Any special-purpose research facility designed for and used primarily by graduate students, which in addition to the basic laboratory equipment and facilities, also contains sufficiently complete office-type accommodations for the student so that no separate offices would normally be required for them.

Description: Same as 214 R LAB OFF.

Stations to be reported: Primary: None. Secondary: The total number of graduate students and/or research assistants that the room accommodates.

220 R LAB SERV (Research Laboratory Service)

Definition: A room which directly supports or provides service to research laboratories as an extension of the activities of the research laboratory.

Description: Included in this category may be balance rooms, cold rooms, stock rooms, darkrooms, sterilizer rooms, supply and equipment issue rooms, dressing rooms, locker rooms, washrooms and showers, etc. This category does not include such rooms which primarily serve a Class Laboratory (152, 154 or 156).

Stations to be reported: None.

#### 230-249 VIVARIA & GREENHOUSE FACILITIES

NOTE: Animal Quarters and Greenhouse room types are divided into three levels of reporting. First, they are differentiated on the basis of laboratory service (230, AN QTR LAB; 240, GRNHSE LAB) versus non-laboratory service (239, AN QTR OTH; 249, GRNHSE OTH). Secondly, the laboratory-related areas are divided into "teaching" (231, AN QTR CL; 241, GRNHSE CL) and "research" (235, AN QTR NCL; 245, GRNHSE NCL). The teaching-related areas are then broken into three lab classification categories. These are 232/242 - Class Lab Service, 233/243 - Special Class Lab Service, and 234/244 - Individual Study Lab Service. Animal and Greenhouse facilities should be reported at the lowest identifiable level.

230 AN QTR LAB (Animal Quarters Lab Service)

Definition: A room used as an enclosure for live animals, and which cannot be separated as to teaching or research laboratory service. Teaching lab service (231, AN QTR CL) and research lab service (235, AN QTR NCL).

Description: Includes rooms used for holding, feeding, or housing of animals, individually or in colonies. Includes rooms generally referred to as vivaria, apiaries, aviaries, aquaria, animal holding rooms, etc. Excludes field buildings.

Stations to be reported: None.

231 AN QTR CL (Animal Quarters - Class Lab)

Definition: A subcategory of 230, AN QTR LAB. Any animal holding, feeding, or housing room which primarily serves teaching laboratories (141-143 CLS LAB; 144-146 SPC CLS LAB; 147-149 IND LAB).

Description: See 230 AN QTR LAB.

Stations to be reported: None.

232 AN QTR CLS (Animal Quarters - Class Lab Service)

Definition: A subcategory of room type 231, AN QTR CL, to distinguish animal quarters primarily serving Class Laboratories (room types 141, 142 and 143).

Description: See 230 AN QTR LAB.

Stations to be reported: None.

233 AN QTR SPC (Animal Quarters - Special Class Lab Service)

Definition: A subcategory of room type 231, AN QTR CL, to distinguish animal quarters primarily serving Special Class Laboratories (room types 144, 145 and 146).

Description: See 230 AN QTR LAB.

Stations to be reported: None.

234 AN QTR IND (Animal Quarters - Individual Study Lab Service)

Definition: A further subdivision of room type 231, AN QTR CL, to distinguish animal quarters primarily serving Individual Study Laboratories (room types 147, 148 and 149).

Description: See 230 AN QTR LAB.

Stations to be reported: None.

235 AN QTR RLS (Animal Quarters - Research Laboratory Service)

Definition: Any animal holding, feeding, or housing rooms which primarily serve laboratories of other than a class nature, especially research laboratories.

Description: See 230 AN QTR LAB.

Stations to be reported: None.

- 239 AN QTR OTH (Animal Quarters - Other)  
Definition: Any animal housing or feeding rooms which serve non-laboratories.
- 240 GRNHSE LAB (Greenhouse - Lab Service)  
Definition: A building or room, usually chiefly of glass, for the cultivation and/or protection of plants, and which cannot be separated as to teaching or research laboratory service.  
Description: Includes rooms generally referred to as greenhouses, headhouses, and controlled atmosphere rooms. Includes directly related auxiliary facilities unless such space has been converted so as to better fit the definition of, e.g., 212 RESRCH LAB, or 145 SPC LAB UD.  
Stations to be reported: None.
- 241 GRNHSE CL (Greenhouse - Class Lab)  
Definition: A subdivision of 240 - GRNHSE LAB. A building or room, usually chiefly of glass, for the cultivation and/or protection of plants, and which primarily serves teaching laboratories.  
Description: See 240 GRNHSE LAB.  
Stations to be reported: None.
- 242 GRNHSE CLS (Greenhouse - Class Lab Service)  
Definition: A subcategory of room type 241 to distinguish those greenhouse facilities primarily serving Class Laboratories (room types 141, 142 and 143).  
Description: See 240 GRNHSE LAB.  
Stations to be reported: None.
- 243 GRNHSE SPC (Greenhouse - Special Class Lab Service)  
Definition: A subcategory of room type 241 to distinguish those greenhouse facilities primarily serving Special Class Laboratories (room types 144, 145 and 146).  
Description: See 240 GRNHSE LAB.  
Stations to be reported: None.

244 GRNHSE IND (Greenhouse - Individual Study Lab Service)

Definition: A subcategory of room type 241 to distinguish those greenhouse facilities primarily serving Individual Study Laboratories (room types 147, 148 and 149).

Description: See 240 GRNHSE LAB.

Stations to be reported: None.

245 GRNHSE RLS (Greenhouse - Research Lab)

Definition: A building or room, usually chiefly of glass, for the cultivation and/or protection of plants, which primarily serves laboratories of other than a class nature, especially research laboratories.

Description: See 240 GRNHSE LAB.

Stations to be reported: None.

249 GRNHSE OTH (Greenhouse - Other)

Definition: A building or room, usually chiefly of glass, for the cultivation and/or protection of plants, which primarily serves non-laboratories.

Description: Includes rooms of the types included in 240 GRNHSE LAB when such rooms are unrelated to teaching or research labs, e.g., physical plant greenhouse.

Stations to be reported: None.

300 OFFICE FACILITIES

310 ACAD OFF (Academic Office)

Definition: A room used by faculty members which serves as an individual study.

Description: Includes all office/study rooms of faculty members and equivalent non-faculty professional research staff of all instructional departments and research organizations except the offices of chairmen (Deans, Directors) and their immediate non-academic staff. Includes combination office-seminar rooms. Office facilities accommodating non-academic staff reported as 320 OTH OFF.

Stations to be reported: Primary: The number of faculty members and/or equivalent non-faculty professional research staff presently accommodated. Secondary: The number of graduate students and/or research assistants and teaching assistants presently accommodated in joint occupancy.

## 315 GRAD OFF (Graduate Office/Study)

Definition: A room primarily used by graduate students which serves as an individual study.

Description: Includes all office/study-type facilities occupied by graduate students, including postdoctoral students; e.g., departmental graduate study rooms, faculty offices, individual graduate student cubicles in libraries or elsewhere if assigned to departments.

Stations to be reported: Primary: None. Secondary: The total number of graduate students and teaching assistants that the room accommodates.

## 320 OTHER OFF (Other Office)

Definition: All offices other than those defined above as 310 ACAD OFF or 315 GRAD Off.

Description: Include the offices of all administrative and service units and the offices of non-academic members of academic and research units. Includes space generally referred to as staff office or general office, e.g., administrative and professional staff, secretarial and clerical office, space used by office machines, active files, reception. Includes the primary administrative office of Deans and Directors and supporting administrative staff space.

Stations to be reported as Primary: The number of all types of staff members to be accommodated at one time.

## 330 OFF SERV (Office Service)

Definition: A room which directly serves an office or group of offices as an extension of the activities of the facility.

Description: Includes all space providing active or inactive service to the office categories listed above. Includes file rooms, vaults, waiting rooms, interview rooms, closets, record storage rooms, office supply rooms, private toilets, mail handling rooms, telephone exchanges and other auxiliary office facilities. Includes internal corridors within office suites, does not include centralized mimeograph and printing shops or other campus-wide service units which should be otherwise classified.

Stations to be reported: None.

## 340 CONFERENCE (Conference)

Definition: A meeting room ordinarily used by other than organized classes for formal discussions.

Description: Typically equipped with a large table and chairs, or the equivalent for group setting. May have lounge-type furniture, straight-back chairs and/or tablet armchairs. May be general assignable or departmentally assigned.

Stations to be reported as Primary: The total existing number of seats available in the room. May include a reasonable allowance for seating apart from the table within the design standard of the room.

#### 400 STUDY FACILITIES

##### 410 STUDY ROOM

(Study Room)

Definition: A room used to study written or other materials on an individual basis.

Description: Includes room generally referred to as library reading rooms, carrels, study rooms, typing rooms, microfilm reading rooms, record and tape listening rooms and similar rooms intended for general study purpose. Study stations in a study room may include appropriate equipment, e.g., typewriters, audio-visual instructional equipment, computer terminals. This category does not include Individual Study Laboratories (intended for a particular area of study) nor Classrooms, Class Laboratories, Research Laboratories, Offices or other special room types primarily intended for other than general study purposes.

Stations to be reported as Primary: The total number of all types of study stations in the room.

NOTE: In special facilities for blind or other handicapped persons, the number of stations should be reported in terms of handicapped persons only, excluding, for example, the chair for the blind student's reader.

##### 420 CARREL

(Carrel)

Definition: Study station, normally within or adjoining stacks, used by faculty and/or students for individual study.

Description: Typically equipped with a small table and a chair. Often assigned to an individual.

Stations to be reported as Primary: The total number of individual study stations in the area classified as carrel and reported as a single room.

##### 430 OPEN STACK

(Open Stack)

Definition: A room which is a combination of study room and stack area generally without physical boundaries between the stack areas and the study areas, the study area consisting of a significant portion of the total.

Description: Includes rooms generally referred to as open stack reading rooms. The room would ordinarily contain multiple rows of doubled faced shelving units as opposed to single faced units against the wall or serving as partitions.



Stations to be reported as Primary: The total number of all types of study stations in the room.

NOTE: This category is not used if the area can be prorated to study room and stack categories at the time of the physical inventory.

## 440 STACK

(Stack)

Definition: A room or portion of a room used for the housing of active study collections used by staff and/or students on an individual basis.

Description: Includes rooms generally referred to as library stacks. Includes circulation areas within the stacks including stairways, lifts, etc.; includes separate rooms containing musical scores, records or tapes if the primary purpose of the materials is for instruction or research (as in a library or music building). Includes facilities for the housing of study collections of scientific and art objects and specimens, e.g., anthropological, botanical, geological, paleontological, etc., in trays, racks, cabinets, on the basis of need of accessibility for study. If accessibility is relatively unimportant, the area is 720 STORAGE. Does not include facilities for display of art or scientific objects (see 660 EXHIBIT), or bookshelf space in classrooms, laboratories, or offices. Audio-visual film and tape libraries which generally serve groups rather than individuals are classified as 564 MEDIA TV facilities. Tape storage for language laboratories is classified as laboratory service, i.e., 154 L SERV SPC.

Stations to be reported as Primary: The number of carrels or other individual study stations within the stack area. Tables, shelves or other work surfaces for use in browsing and selecting reference material are not carrels or study stations and should not be counted.

## 450 STUDY SERV

(Study Service)

Definition: A room which serves a study room, stack or open stack as a supporting service to such rooms or as a direct extension of the activities of such rooms.

Description: Includes rooms generally referred to as card catalogue, circulation desk, bookbinding, microfilm processing, and related closets, locker space, coat rooms, etc. Includes rooms used for the preparation of collections of study materials, e.g., art objects, scientific specimens.

Stations to be reported: None.

NOTE: Work areas properly categorized as office, conference, storage, etc., should be so classified and should not be reported as Study Service.

500 SPECIAL USE FACILITIES

## 510 EDP CMPUTR (EDP Computer)

Definition: A room or group of rooms for instructional, campus-wide, or institution-wide processing of data by machines or computers, and rooms which directly serve such data processing/computer facilities as an extension of the activities of those facilities.

Description: Includes rooms generally referred to as electronic data processing rooms, electronic computer rooms, keypunching rooms and similar data processing areas. Also includes service facilities such as card storage, form storage, tape storage, control rooms, wiring rooms, observation rooms, and similar service areas. Does not include rooms containing desk calculators, posting-billing machine, check-writing machines and other similar office or office service rooms types. Does not include offices for data processing personnel.

Stations to be reported: None.

NOTE: Formerly code number 670 (changed Fall 1971).

## 520 ATHLETICS (Formerly GYM) (Athletics)

Definition: A room or indoors area used by students, staff and/or the public for athletic activities and such rooms as directly serve such athletic activities as extensions of the activities in such a facility.

Description: Includes rooms generally referred to as gymnasia, basketball courts, wrestling rooms, indoor swimming pools, indoor track and field areas, field houses, etc. Also includes spectator seating area and service rooms, e.g., locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, and equipment supply rooms. Does not include classrooms, laboratories or offices even though located in the building. Does not include public toilets. Does not include outdoor facilities.

Stations to be reported: None.

NOTE: No distinction is made on the basis of instructional versus intramural and intercollegiate use of facilities.

## 530 ARMORY (Armory)

Definition: A room or area used by military science units and such rooms as directly serve an armory facility as an extension of the activities of such a facility.

Description: Includes indoor drill areas, rifle ranges and special purpose military science rooms and such service rooms as supply rooms and weapon rooms. Does not include rooms which fit the definitions of any other categories, e.g., classrooms, seminar office and storage which should be so classified and reported.

Stations to be reported: None.

542 CLINIC

(Clinic)

Definition: For use by "general campus" locations only. A room used for the diagnosis and/or treatment of patients as part of a clinical instructional program in other than medical and health sciences, at a "general campus" location, e.g., psychology, speech and hearing, remedial reading.

Description: Includes rooms generally referred to as examination rooms consultation room, testing room, X-ray, therapy, etc., and such directly related service rooms as waiting rooms, instrument rooms, equipment issue rooms, appointment desks, sterilizer rooms, etc. Does not include clinics associated with student health service, medical schools, health sciences, veterinary medicine, etc. All clinics of whatever nature at Medical campus locations and health-sciences-related clinics at general campuses are reported under the appropriate room types in the 800 HOSPITAL series.

Stations to be reported as Primary: Student stations only. (The sum of the student stations reported for each individual room should equal the number of students properly accommodated in the total facility at any given time).

NOTE: Formerly code number 160 (changed Fall 1971).

544 CLINIC S

(Clinic Service)

Definition: A room which directly serves a clinic as an extension of the activities of such a facility.

Description: Includes waiting rooms, instrument rooms, equipment issue rooms, observation rooms, control rooms, records rooms, and similar support and service rooms.

Stations to be reported: None.

NOTE: Formerly code number 165 (changed Fall 1971).

550 DEMONSTRN

(Demonstration)

Definition: A room or group of rooms used to practice the principles of certain subject matter areas, particularly teaching and home management, and such rooms as directly sever a demonstration facility as an extension of the activities of the facility.

Description: Includes demonstration schools, laboratory schools, pre-school nurseries, etc., if the facilities support the training of the college level students involved as (certified) teachers. This category includes home management houses which serve to train college level students

in home management. Also includes facilities generally referred to as storerooms, laundry, etc. (in a home demonstration facility) and kitchen, locker, shower rooms, etc. (in a laboratory school). If the facility primarily uses students as subjects for research study, it should be classified as 212 RESRCH LAB.

Stations to be reported: None.

## 562 MEDIA GEN

(Media - General)

Definition: A room used for the preparation, preview, or dissemination of radio, photographic, motion picture, graphic or other instructional or non-instructional media materials, (except TV) and rooms which directly serve such rooms as extensions of the activities of such rooms.

Description: Includes non-instructional rooms generally referred to as control rooms, engineering/maintenance rooms, recording or photographic studios, special equipment rooms.

Stations to be reported: None.

(See NOTE following 564 MEDIA TV)

NOTE: Formerly code number 662 (changed Fall 1971).

## 564 MEDIA TV

(Media - Television)

Definition: A room used for the preparation, preview, or dissemination of television materials, and rooms which directly serve such rooms as extensions of the activities of such rooms.

Description: Includes non-instructional rooms generally referred to as TV control rooms, engineering/maintenance rooms, TV studio, special equipment rooms.

Stations to be reported: None.

NOTE: (a) Facilities which are used for teaching students in communications techniques, e.g., departments of theater, television, drama, etc., should be classified in the 2XX CLASS LAB series. Facilities in which groups of students are instructed via media techniques are classified in the appropriate CLASSROOM, CLASS LAB, etc., classification. Facilities which provide media-assisted individual study are classified as 410 STUDY ROOM. Central facilities for computer-assisted instruction are classified as 510 EDP CMPUTR.

(b) Formerly code number 664 (changed Fall 1971).

## 570 FIELD BLDG (Field Building)

Definition: A barn or similar structure for animal shelter or for the handling, storage and/or protection of farm products, supplies and implements.

Description: Includes barns, animal shelters, sheds, silos, feed units, hay storage, seed houses, etc. Structures are typically of light frame construction with unfinished interiors usually related to agricultural field operations and most often located outside the central campus area. Does not include greenhouses related to farm operations.

Stations to be reported: None.

NOTE: (a) Location alone is not sufficient justification for classification of a building or room as field building. Finished rooms in a building otherwise classified as field building should be assigned to a room-type category on the basis of function and/or design and equipage as appropriate.

(b) Formerly code number 730 (changed Fall 1971).

## 600 GENERAL USE FACILITIES

## 610 FOOD FACIL (Food Facilities)

Definition: A room used for eating food.

Description: Includes rooms generally referred to as dining halls, cafeterias, restaurants and snack bars available to the student body and/or public at large and which are principally for mealtime use. Includes table area and serving lines of cafeterias. Does not include rooms which are used principally for "coffee breaks" (see also 618 VENDING and 630 COMMONS).

Stations to be reported as Primary: The number of persons which can be seated at one time.

## 612 FOOD P&amp;S (Food Preparation and Serving)

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: Includes kitchen, food preparation and storage, walk-in freezers, dishwashing, food serving and other related non-dining areas. (See also 616 KITCHENETTE).

Stations to be reported: None.

## 614 DINING RM (Dining Room)

Definition: A room equipped for and used for eating food.

Description: Includes rooms generally referred to as dining rooms, dining halls, etc., which receive significant use at mealtimes. Includes table area and serving lanes of cafeterias.

Stations to be reported: The number of persons which can be seated at one time.

616 KNETTE (Kitchenette)

(A subcategory of 612 FOOD P&S)

Definition: A small food preparation, holding, and/or serving room.

Description: Chiefly staff food preparation units in residence halls individual units.

Stations to be reported: None.

618 VENDING - (A subcategory of Room Type 610 FOOD FACIL) (Vending)

Definition: A room used to dispense food and beverage items by vending machines.

Description: Includes rooms or areas intended for the dispensing of food and drink through vending machines. May include table and chair arrangements.

Stations to be reported: None.

620 HLTH SERV (Health Service)

Definition: A room used for the medical examination or treatment of students and/or staff members, and all rooms which directly serve such health facilities as extensions of the activities in such facilities.

Description: Includes examination rooms, bedrooms, surgery rooms, clinics, etc., and service rooms such as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc. Does not include special clinics such as speech and hearing clinics, psychology clinics or other facilities which would be included under the category of clinics. Does not include teaching hospitals for human or veterinary medicine.

Stations to be reported: None.

NOTE: In the reporting of 620 HLTH SERV facilities, a one-line set of entries in which a false room number represents the entire floor area may be used.

This is in order to set apart all related health service facilities in the space survey under room-type designation. Therefore, separate room types, such as conference rooms, storage rooms, etc., will not be classified independently; rather they are all reported as 620 HLTH SERV. Where student health services facilities are a part of an established medical center, the 620 room-type designation will not be used; instead, all hospital and clinic areas are classified according to the room-type designation in the 800 HOSPITAL series.

## 630 COMMONS

(Commons)

Definition: A room used primarily for informal discussions and gatherings.

Description: Includes rooms generally referred to as "lounges" in student unions and faculty clubs, and similar rooms in other buildings. Also includes rooms mainly used for "coffee breaks." Distinguished from 340 CONFERENCE by unscheduled availability and informal function. "Cot Rooms" related to toilets are non-assignable and not included in this category.

Stations to be reported: None.

## 632 RECREATION

(Recreation)

Definition: A room which is used by students, staff and/or the public for recreational purposes and all rooms which directly serve such facilities as an extension of the activities of such facilities.

Description: Includes rooms generally referred to as game rooms, activity rooms and special purpose recreation rooms such as bowling alleys, pool and billiard rooms, ping-pong rooms, ball rooms, card playing rooms, (non-instructional) music listening rooms and hobby rooms. Does not include rooms otherwise classified as athletic facilities. Does not include outdoor facilities. Also includes such service rooms as storage closets, equipment issue rooms, cashier's desk and similar areas. Does not include food service facilities, e.g., kitchens, snack bars, etc. Does not include lounges or rooms described in 630 COMMONS.

Stations to be reported: None.

## 640 MERCH SERV

(Merchandising Service)

Definition: A room or group of rooms used to sell products or services and such rooms as directly serve such facilities as an extension of the activities of those rooms.

Description: Includes such rooms as bookstores, barber shops, post offices, student union desks, etc. Also includes related service rooms such as supply closets, sorting rooms, freezers, laundry rooms, private toilets, etc. Does not include food facilities or recreational areas (See 632 RECREATION). Does not include public toilet rooms.

Stations to be reported: None.

## 650 ASSEMBLY

(Assembly)

Definition: A room designed and equipped for dramatic, musical, devotional, or judging activities and such rooms as directly serve assembly facilities as extensions of the activities therein.

Description: This category includes rooms generally referred to as theaters, auditoria, concert halls, arenas, chapels, and judging pavillions.

The room type includes seating area, stage, orchestra pit, chancel, arena, and aisles. Includes all related service areas, e.g., checkrooms, ticket sales area, dressing rooms, projection rooms, "greenroom," backstage area, etc. Does not include lobby area which is considered general circulation area.

Stations to be reported as Primary: The audience seating capacity of the area circumscribed by the proscenium arch, and side and rear walls. No stations are to be reported for any other Assembly Facilities area. For Assembly Facilities lacking a proscenium arch, e.g., modern music hall, the Primary Stations equal the normal audience seating capacity for the entire room.

NOTE: Formerly code number 510 (changed Fall 1971).

## 660 EXHIBIT

(Exhibit)

Definition: A room used to place items on show, as for public viewing or inspection.

Description: Includes rooms generally referred to as museums, art galleries and similar exhibition areas. Includes related service rooms except when clearly identifiable under other room types, e.g., storage, shop, etc. Areas housing study collections not primarily for general exhibition and used for individual study should be classified as 410 STUDY ROOM.

Space used for materials used for group instruction or research should be classified under the appropriate Classroom Service or Laboratory Service category.

Stations to be reported: None.

NOTE: Formerly code number 680 (changed Fall 1971).

700 SUPPORT FACILITIES

## 710 SHOP

(Shop)

Definition: A room used for the manufacture or maintenance of products and equipment.



Description: Includes craft shops (carpenter, plumbing, etc.) and maintenance facilities, central printing and duplicating shops, central bookbinding and photographic processing, and vehicle maintenance and repair facilities. Rooms are classified as shops on the basis of function, as opposed to design and equipage.

Service rooms which directly serve the shop areas, e.g., tool cribs, material storage rooms, locker rooms, etc., are reported under the appropriate room-type category. Departmental mimeograph and reproduction facilities are reported as Office Service. Instructional shops, e.g., industrial arts, are reported as Class Laboratories. Highly specialized instruction-related shops for the production of scientific apparatus or materials, e.g., Ag. Engineering are reported in the appropriate Laboratory Service category. Library bookbinding is reported as 450 STUDY SERV. Audio-visual equipment maintenance is reported as 562 or 564 MEDIA GEN or TV.

Stations to be reported: None.

## 720 STORAGE

(Storage)

Definition: A room used to store materials.

Description: Includes central warehousing facilities and inactive departmental storage. The distinction between storage and other categories is the possibility of a physical separation of the materials stored with the implication of only occasional demand. If the materials will be frequently drawn upon, then the room should be classified as the primary room-type served, or as service to that primary room-type as appropriate, e.g., 150 C LAB SERV, or 330 OFF SERV.

Stations to be reported: None.

## 730 LOCKER

(Locker)

Definition: A room used for changing clothes and containing individual clothes storage equipment.

Description: Includes service rooms intended for student/staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms for changes of clothing. Does not include rooms otherwise classified as laboratory or laboratory service rooms nor rooms referred to as equipment storage lockers or custodial lockers; does not include athletics or swimming pool locker rooms.

Stations to be reported: None.

NOTE: Formerly code number 650 (changed Fall 1971).

750 VEH STOR

(Vehicle Storage)

Definition: A room or structure which is used to store vehicles.

Description: Includes wholly enclosed areas or structures generally referred to as garages, boat houses, airport hangers and other storage areas for vehicles (broadly defined). Includes rooms used to service vehicles, e.g., the performance of maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles. Does not include open parking structures, roof decks or other areas not counted in assignable square feet. Does not include portions of barns or similar field buildings which are used to house farm implements. Does not include service areas that serve building maintenance and repair which are classified as Shop.

Stations to be reported: None.

NOTE: Formerly code number 770 (changed Fall 1971).

800 HOSPITAL

810 BED REG

(Bedroom - Regular)

Definition: A room used for general nursing care, acute care, or semi-convalescent/rehabilitative adult or pediatric bedrooms.

Stations to be reported: Bed-patient capacity.

812 BED SPC

(Bedroom - Special Care)

Definition: A room used for intensive care bedrooms or units, progressive coronary care units, emergency bed care or observation, infant general and special care nurseries, incubator units, etc.

Stations to be reported: Bed-patient and crib/bassinet/incubator capacity.

820 BATH

(Bathroom)

Definition: Patient bathrooms, including toilet and shower/tub rooms, adjoining or in conjunction with patient bedrooms.

Stations to be reported: None.

821 BATH T

(Bathroom - Toilet)

Definition: Rooms containing patient toilet facilities only, adjoining or in conjunction with patient bedrooms. (Optional)

Stations to be reported: None.

- 822 BATH OTH (Bathroom - Other)
- Definition: All toilet, shower or tub rooms not adjoining or in conjunction with patient bedrooms. Includes all staff bathrooms and baths in treatment areas. (Optional)
- Stations to be reported: None.
- 830 NURSE (Nurse Station)
- Definition: Nurses stations, including records charting, reception, and admitting desk. (Nurses' offices to be reported under 320 OTH OFF).
- Stations to be reported: Number of permanent work stations.
- 832 NURSE U (Nurse Utility)
- Definition: Utility rooms, work-storage areas adjoining or in conjunction with nurses' station, formula preparation, medications, etc.
- Stations to be reported: Number of permanent work stations.
- 840 SURGICAL (Surgical)
- Definition: Major and minor surgery rooms, delivery rooms, special procedures operating rooms.
- Stations to be reported: None.
- 842 SURG SERV (Surgery Service)
- Definition: Rooms used in conjunction with and as a direct extension of the activities of a surgery room. May include labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.) dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.
- Stations to be reported: Number of work stations or normal occupancy.
- 850 TREATMENT (Treatment)
- Definition: All general and special-purpose diagnostic and therapeutic facilities. Includes radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular testing, EEG, ECG, EMG, etc.
- Stations to be reported: None.

- 852 TREATMENT D (Treatment - Doctor)  
Definition: Combined doctor's office and examination/treatment room.  
Stations to be reported: Professional staff only.
- 854 TMENT SERV (Treatment Service)  
Definition: Rooms which support treatment rooms as a direct extension of the activities of such a facility. May include dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.  
Stations to be reported: None.
- 860 SERV LAB (Service Laboratory)  
Definition: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., e.g., hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, etc.  
Stations to be reported: Number of permanent work stations.
- 862 SERV L SVC (Service Lab Service)  
Definition: Rooms which serve service laboratories as a direct extension of the activities of such a facility. Includes rooms generally referred to as morgue/cadaver storage, autoclave and centrifuge rooms, warm and cold rooms.  
Stations to be reported: None.
- 870 SUPPLIES (Supplies)  
Definition: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than included in other primary and support/service room types.  
Stations to be reported: None.
- 880 PUBLIC (Public)  
Definition: Lobbies, waiting and reception areas, visiting and viewing rooms, distinguished by general public availability. Excludes corridors, stairways, elevators, etc.  
Stations to be reported: Normal seating capacity.

890 CUSTODIAL

(Custodial)

Definition: 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.

Stations to be reported: None.

DEPARTMENT  
TABLE

## CAMPUS DEPARTMENT FILE

The main purposes of the master file of campus organizational units are to validate room transactions (each room must be assigned to a "user") and indicate the program to which each department is an element, for purposes of higher level aggregations of data.

Table D - "Department Listing by Campus" is maintained using Form UPP-106, and serves as the basis for coding of departmental data in each update cycle. A typical page of a campus' department table is presented for illustration.

## PHYSICAL PLANNING RETAIN 1 YEAR

LOCATION	DEPARTMENT	PROGRAM CODE	PROGRAM NAME	SPACE GROUP	N	OR	S
05C	A AND E	6.3.05.0.0	GEN SERV CONSTR & MAINT	98			N
05C	ACAD SENATE	6.5.02.0.0	VICE CHANCELLORS OFFICES	98			N
05C	ACCOUNTING	6.6.02.0.0	FINANCIAL OPERATIONS	98			N
05C	ACTIVITIES	6.1.05.0.0	STUDENT ACTIVITIES SERV	98			N
05C	ADMISSIONS	6.1.07.0.0	STUDENT ADMINISTRATION	98			N
05C	AGRIC EXT	4.3.00.0.0	PUBLIC SERVICE-AG EXT	98			N
05C	AGRIC OPS	3.1.03.0.0	OR AGRICULTURAL SCIENCES	98			N
05C	AGRIC PUB	4.1.00.0.0	PUBLIC SERVICE-GENERAL	98			N
05C	ALUMNI AFF	6.6.04.0.0	ALUMNI SERVICES	98			N
05C	ANTHROPOLOGY	1.1.09.2.1	I&R ANTHROPOLOGY	42			S
05C	AP CNTR AG	2.1.03.0.0	OR AGRICULTURAL SCIENCES	98			N
05C	AP CNTR BIO	2.1.02.0.0	OR GENERAL BIO SCI	98			N
05C	AP CNTR GEN	2.1.01.0.0	OR GEN & UNCLASS-GEN	98			N
05C	AP CNTR PHYS	2.1.06.0.0	OR PHYSICAL SCIENCES	98			N
05C	APPLIED SCI	1.1.06.1.1	I&R PHYSICAL SCIENCES	04			S
05C	ART	1.1.10.1.1	I&R ARTS	07			S
05C	ART GALLERY	1.1.10.1.2	I&R ARTS	98			N
05C	ASUCR	6.1.05.0.0	STUDENT ACTIVITIES SERV	98			N
05C	AV TV SERV	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	BIOCHEM	1.1.03.1.1	I&R GENERAL AG SCIENCES	01			S
05C	BIOLOGY	1.1.02.1.1	I&R GENERAL BIO SCI	02			S
05C	BIOMETRICAL	2.1.03.0.0	OR AGRICULTURAL SCIENCES	98			N
05C	BLACK STUDIES	1.1.09.1.1	I&R GENERAL SOCIAL SCI	32			S
05C	BOOK STORE	6.1.05.0.0	STUDENT ACTIVITIES SERV	98			N
05C	BOYD DES RSH	2.1.02.0.0	OR GENERAL BIO SCI	98			N
05C	BUDGET PLAN	6.5.02.0.0	VICE CHANCELLORS OFFICES	98			N
05C	BUS SERVICES	6.5.02.0.0	VICE CHANCELLORS OFFICES	98			N
05C	CASHIER	6.6.02.0.0	FINANCIAL OPERATIONS	98			N
05C	CHANCELLOR	6.5.01.0.0	CHANCELLORS OFFICES	98			N
05C	CHEMISTRY	1.1.06.1.1	I&R PHYSICAL SCIENCES	04			S
05C	CIT RSH CTR	2.1.03.0.0	OR AGRICULTURAL SCIENCES	98			N
05C	CLASSICS	1.1.12.1.1	I&R FOREIGN LANGUAGES	08			S
05C	COFFEE SHOP	6.2.01.0.0	LOG SERV HOUSE & FEED	98			N
05C	COMP LIT	1.1.11.1.1	I&R LETTERS	08			S
05C	COMPUT CTR	2.1.01.0.0	OR GEN & UNCLASS-GEN	98			N
05C	CONTR GRANTS	6.6.02.0.0	FINANCIAL OPERATIONS	98			N
05C	COUNSEL CTR	6.1.04.0.0	STUDENT COUNSELING SERV	98			N
05C	CREDIT UNION	7.0.00.0.0	NON-INSTITUTIONAL AGENCY	98			N
05C	CTR SDY IG R	2.1.09.0.0	OR SOCIAL SCIENCES	98			N
05C	DEAN RIDAGRI	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DEAN GRAD DIV	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DEAN HUM	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DEAN PHY SCI	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DEAN SCH ADM	1.2.01.1.1	I&R GENERAL ADMIN SCI	09			S
05C	DEAN SCH ED	1.2.02.1.2	I&R EDUCATION	98			N
05C	DEAN SOC B S	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DEAN UG STDS	1.1.99.1.2	I&R ADMIN SUPPT-GEN	98			N
05C	DPY LANDS RS	2.1.03.0.0	OR AGRICULTURAL SCIENCES	98			N
05C	DUPLICATION	6.3.03.0.0	GEN SERV COMMUNICATIONS	98			N
05C	ECONOMICS	1.1.09.1.1	I&R GENERAL SOCIAL SCI	06			S
05C	EDUCATION	1.2.02.1.1	I&R EDUCATION	09			S
05C	EH AND S	6.3.01.0.0	GEN SERV ENV HLTH-SAFETY	98			N
05C	ENGLISH	1.1.11.1.1	I&R LETTERS	08			S
05C	ENTOM	1.1.03.1.1	I&R GENERAL AG SCIENCES	01			S
05C	ENTOM INSECT	1.1.03.1.2	I&R GENERAL AG SCIENCES	98			N



SYSTEM  
DESCRIPTION

## SYSTEM DESCRIPTION

## SYSTEM ENVIRONMENT

SOFTWARE ENVIRONMENT

The application programs are written in PL/1 (program language 1) using DL/1 (data language 1) calls for file maintenance and retrieval.

The system has two available data bases: a building data base and a room data base. In each case the file structure is "hierarchical index sequential" consisting of root and dependent segments.

The building file currently occupies ten cylinders of a "2316" disk pack and contains stored data on approximately 2,600 buildings. The room file occupies 85 cylinders of a "2316" disk pack and presently stores data on about 83,000 rooms. The only data elements shared by the two files are the location (i.e., campus designation) and the capital asset account number (CAAN). All other elements are unique to the building/room data bases.

The application programming language for most of the reporting is "Report Generator." All reports are derived from fully-coded tape files extracted from the data bases. Sequencing is done by an IBM sort utility on disk.

HARDWARE ENVIRONMENT

The processing is done by University of California Data Processing Center-North, under the Office of the Vice President--Business and Finance. The computer is an IBM 3600, Model 65 operating with HASP MFT2, with an available core storage of 512K fast core and 1024K slow core, with a total of ten partitions. Input/output devices consist of two 314 disk facilities totaling approximately 466 million bytes of available storage, five 2401-2 (7-track) tape drives, one 2540 card-read-punch, and two 1403 (1100 LPM) printers.

## SYSTEM COMPONENTS AND PROCESSES

The facilities inventory data are stored in two files--one containing data about individual buildings and the other containing data about rooms within the buildings. File updates consist of incremental modifications to the existing master file in the form of additions, changes, or deletions to the existing stored building and room data. The transactions are input using coded keypunch forms which are punched to keytape.

BUILDING FILE

The building file is maintained through the processing of:

1. Form UPP-101, "Report of Building Addition."
2. Forms UPP-102, UPP-103, "Report of Building Changes."

ROOM FILE

The room file is maintained by processing Form UPP-105, "Report of Room Additions and Changes."

"Report of Departmental Changes" (Form UPP-106) is basically a table maintenance form, but the room file is updated to reflect department name changes in the single transaction, precluding extensive individual room change transactions.

REFERENCE TABLES

Four reference tables operate to expand coded values associated with room data. These are:

- Table A "Room-Type Listing." This table assigns a room-type name and a "capacity/non-capacity" rating to each room-type code number (see Appendix B).
- Table B "Space Standard Groups." A coded space allocation standard formula is assigned to each department. Table B is the master listing of these codes.
- Table C "Capital Improvement Program Classification Codes." A program classification code number is assigned to each department with assignable area (i.e., rooms) in the inventory (see Appendix A). Table C is the master list of these codes.
- Table D "Department Listing by Campus." An alphabetical listing of all organizational units with assigned area is included in this table, with the corresponding program code numbers, and space standard group.

All type-of-room codes entered on Form 105 (room transactions) are validated against Table A. Form 106 (department changes), i.e., department name, program code number, space standard group, is validated against control Tables B and C before Table D can be changed. Department names entered as room transactions on Form 105 are validated against Table D before the room file can be altered.

These four reference tables are extracted to produce a "fully coded master file" at the completion of each update cycle, which serves as base for generating output reports.

FILE UPDATE

The update processing is sequential:

1. Campus department tables are updated. (Form 106)
2. Building file is updated. (Forms 101, 102, 103)
3. Room file is updated. (Form 105)

4. Report information is extracted from the updated files and output reports printed. (Steps 1 to 3 are repeated as necessary to correct rejected entries before the output reports are generated.)

The processes (summarized in the three flow charts) are briefly described in the discussion which follows.

Department Table Update. Entries from the "Report of Department Changes" (Form 106) are edited (see "Edit Specifications") and an error listing printed (FDX030). Accepted entries are sorted by campus and department name for use in the table update program (FDX040). The table update program rejects "duplicate" department names (each campus department name must be unique). The validity of the "Program Code" and "Space Standard Group" is verified against Tables B and C. Appropriate department name changes are carried forward to the Room File (FDX045).

Building File and Room File Update. Transactions input on Forms 101, 102, 103 and 105 are edited to verify format and content (FDX010).

The accepted transactions then feed into the update program where the tabled data (room types, department name) are matched against Tables A, D. Then the identifier (capital asset number, building name, room number, grant number, department name) is verified by matching against the existing building/room file(s) to ascertain that the prescribed transaction (add/change/delete) is possible. Invalid transactions are rejected. Valid transactions are processed against the building file, then the room file.

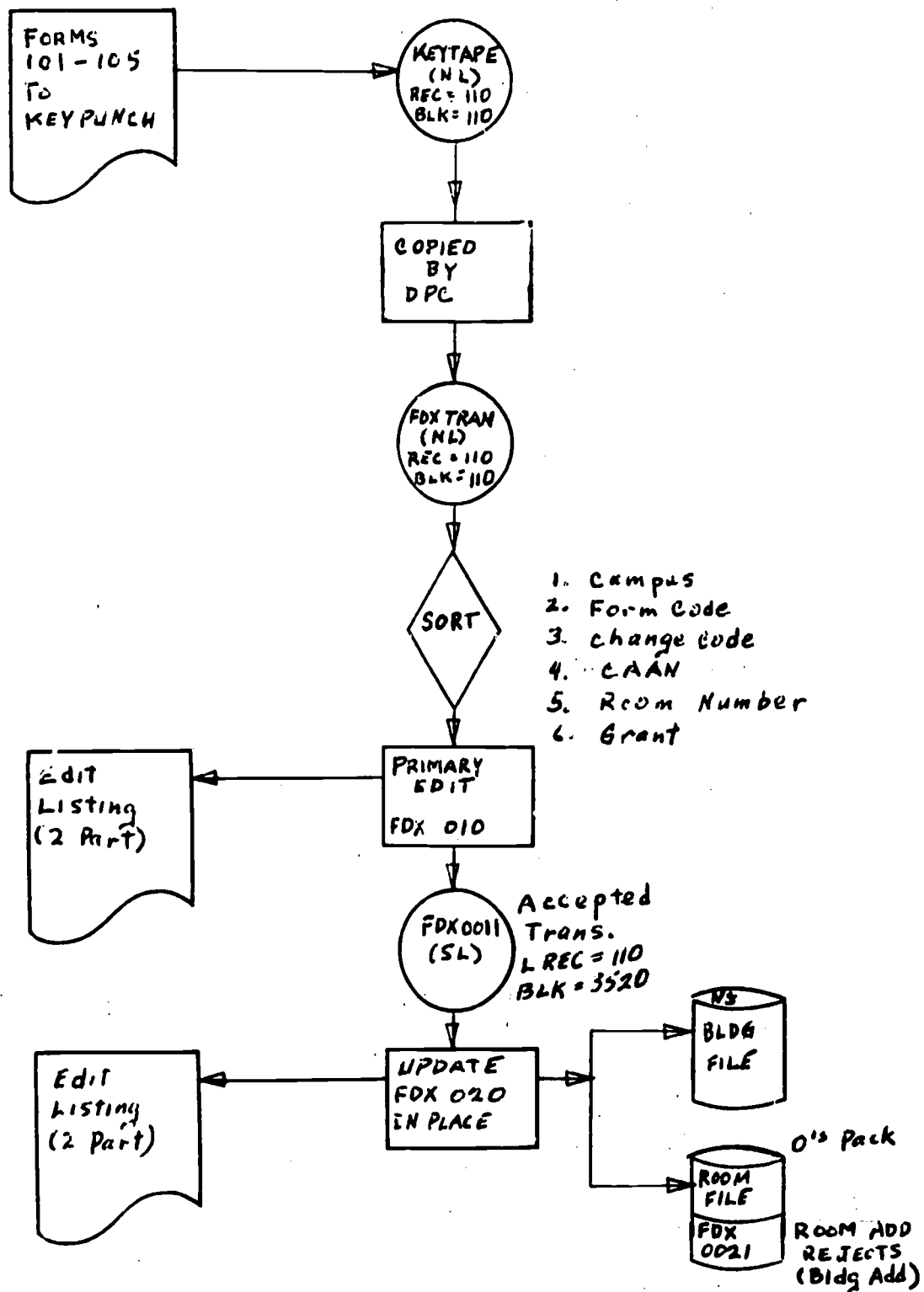
An audit listing is printed showing both successful file changes and rejected transactions (FDX020).

Report Production. A fully coded "master file" tape is produced both for building data and room data. The data is organized by campus location. (There are currently fifteen campus location codes in effect.)

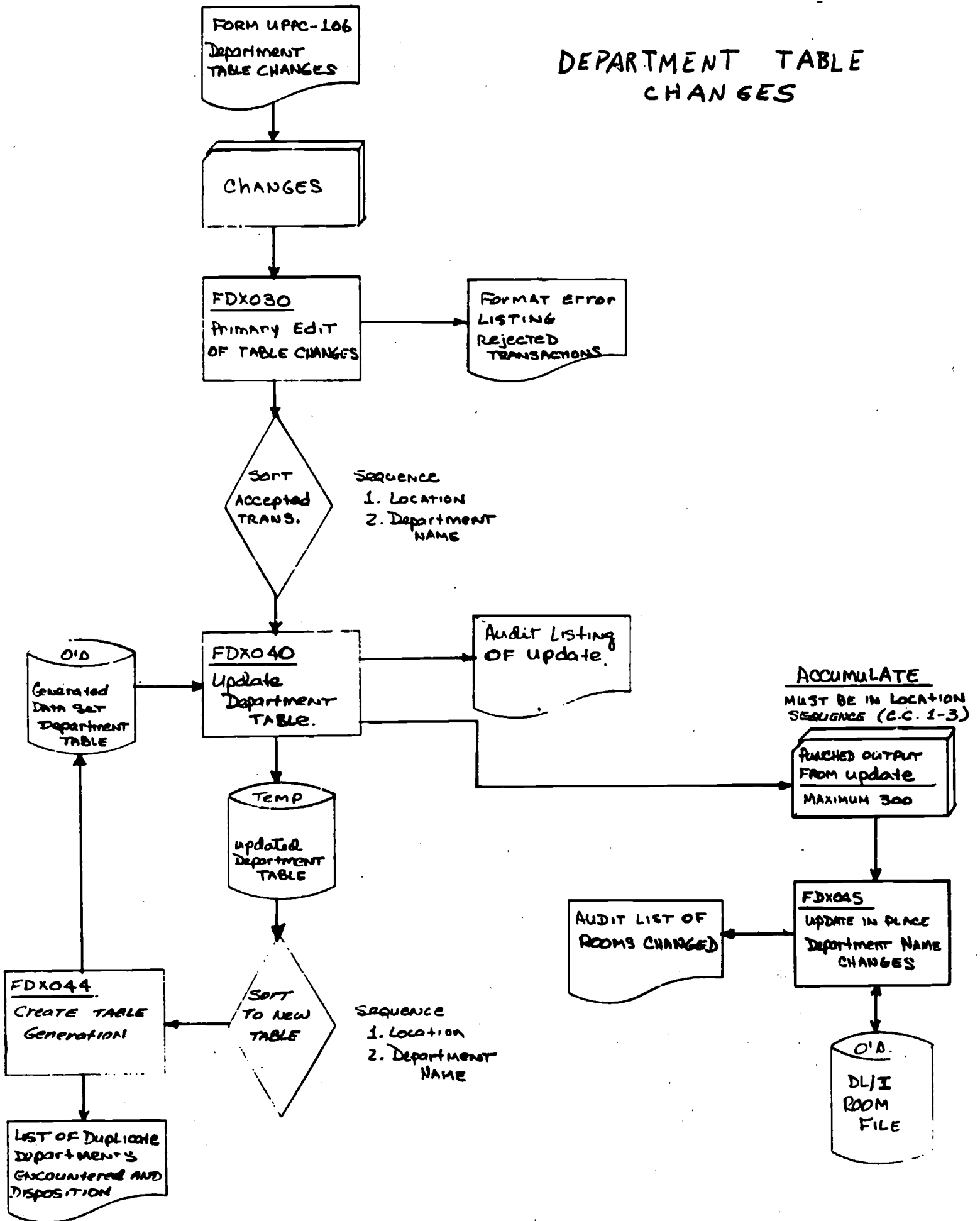
## LIST OF MAJOR PROGRAMS

<u>Program Number</u>	<u>Title</u>
FDX010	Primary Edit of Facility Changes
020	Facilities Inventory File Maintenance
030	Primary Edit of Department Changes
040	Department Table Update (Table D)
050	Table D (Campus Department Listing) Verification
060 A	Table A (Type-of-Room) Listing
060 B	Table B (Space Standard Group) Listing
060 C	Table C (Program Code) Listing
060 D	Table D (Campus Departments) Listing
060 E	Table E (Federal Construction Grants) Listing
070	Extract (Fully Coded Master File)

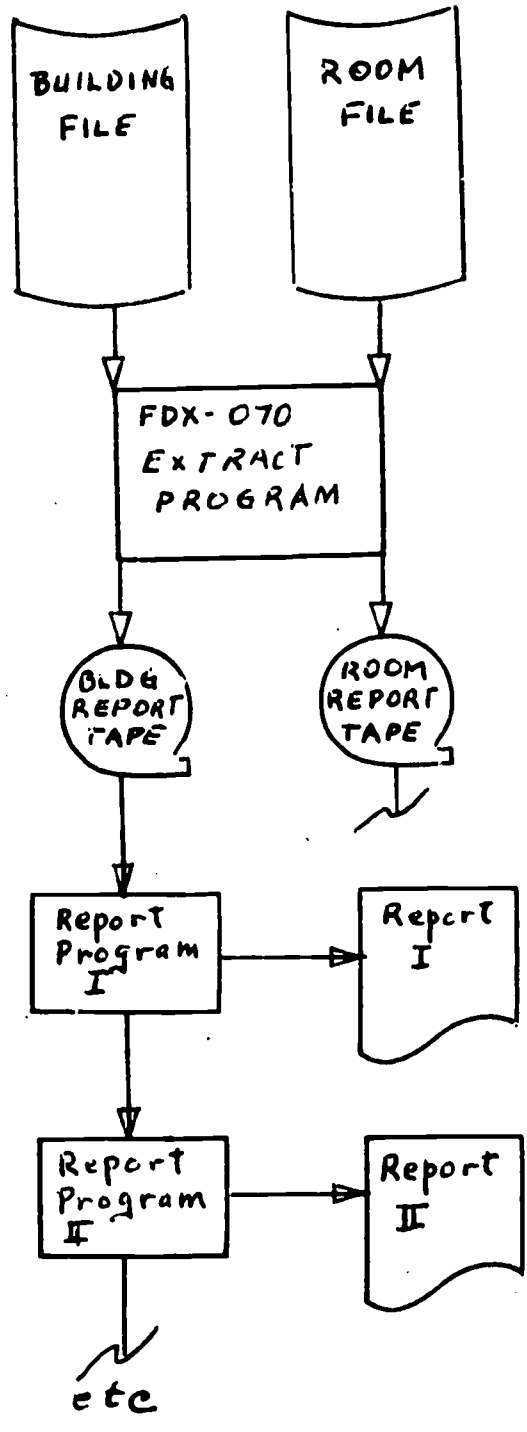
# EDIT AND UPDATE PROCEDURE



# DEPARTMENT TABLE CHANGES



# OUTPUT REPORT GENERATION







FORM 1 BUILDING ADDITIONS

CAAN	MP/ UBC	CAT CDD	OWV C3DE	COND	FLRS	METH	GSF-BAS	UNF	GSF-COV	CUSTOD	CIRC	MECH	DATE	YEAR	MAINT	JANIT	PUBLIC	
4328	P3	G	UC	4	029	I	F	0004612	0002568	0000000	0001284	0000000	091971	1971	0005896	0000000	0000000	INVALID UNFINISHED G.S.F.
4342	P5	G	UC	H	284	I	F	0004428	0000000	0000867	0000750	0000117	091971	1971	000295	0004145	0000000	INVALID YEAR CONSTRUCTED
4353	P5	G	UC	H	276	I	F	0000000	0000943	0000000	0000000	0000000	091971	1971	0000943	0000000	0000000	INVALID UNFINISHED G.S.F.
4359	P5	G	UC	4	272	I	F	0000000	0000943	0000000	0000000	0000000	091971	1971	0000943	0000000	0000000	INVALID UNFINISHED G.S.F.

FDX010 09:45:46 12/10/71 PRIMARY EDIT OF FACILITY CHANGES CAMPUS: BERKELEY PAGE 1  
 DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR



FORM 5 CHANGES IN ROOM DATA

LDC/ FORM	CHG	CAAN	BLDS	NAME	ROOM	NO	MULT	FLR	RM	A.S.F	PRIMARY	SECOND	DEPARTMENT	COL/PGM	OTH	*FEDERAL	GRANT	* CHG	ROOM		
01C5	C	1208E	ART	GALLERY	0001								AUTHPOL8D							DEPARTMENT NOT ON TABLE	
01C5	C	1208E	ART	GALLERY	S0001								AUTHPOL8D							DEPARTMENT NOT ON TABLE	
01C5	C	1405A	BIRGE		0219					001	35									ROOM TYPE NOT ON TABLE INVALID A.S.F.	
01C5	A	1405B	LE	CONTE						00162	00000	00000	RAD	LAB						DUPLICATE TRANSACTION	

FOXIO 10:05:12 11/19/71 PRIMARY EDIT OF FACILITY CHANGES  
DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR

FORM 5 CHANGES IN ROOM DATA

LOC/ CHG CAAN FORM COD	BLDG NAME	ROOM NO	MULT FLR USE	RM TYP	A.S.F STATION	SECOND STATION	CUL/PGM AFFIL	UTH USE PGM ID	*FEDERAL GRANT	*CHG ROOM EXPIR NUMBER
01C5 A 1002	HASTE 2417	0999		740	02070	00000	00000	DEANSTUDENTS		DEPARTMENT NOT ON TABLE
01C5 C 1064E	CHAYNG 2536A	0001		750				GEN ADM		INVALID ROOM NUMBER
01C5 C 1208	ART GALLERY	0001						AUDITHPOLBD		DEPARTMENT NOT ON TABLE
01C5 C 1208	ART GALLERY	S0001						AUDITHPOLBD		DEPARTMENT NOT ON TABLE
01C5 A 1405	LE CONTE	0103X			00162	00000	00000	RAD LAB		INVALID ROOM TYPE
01C5 C 1419	JUNNER LAB	0208X			00136					DUPLICATE TRANSACTION
01C5 D 1760	CAMPBELL	0527Y						ASTRONOMY		EXTRA ENTRIES ON DELETE
01C5 D 1760	CAMPBELL	0643A						ASTRONJMY		EXTRA ENTRIES ON DELETE
01C5 A 1782	LATIMER	0533X			10081	00000	00000	RAD LAB		INVALID ROOM TYPE
01C5 A 1790	EVANS	0100C		01	430 02029	00015	00000	LIBRARY	F7 2599 100 0481	INVALID GRANT RESTRICTION
01C5 A 1790	EVANS	0100M		01	430 02020	00044	00000	LIBRARY	F7 2599 100 0481	INVALID GRANT RESTRICTION
01C5 A 1790	EVANS	0201		02	670 00195	00000	00000	COMPUTER CTR	F7 2599 100 0481	INVALID GRANT RESTRICTION
01C5 A 1790	EVANS	0203		02	320 00195	00002	00000	COMPUTER CTR	F7 2599 100 0481	INVALID GRANT RESTRICTION
01C5 A 1790	EVANS	0205		02	320 00146	00001	00000	COMPUTER CTR	F7 2599 100 0481	INVALID GRANT RESTRICTION





09:47:30 12/10/71 FACILITIES INVENTORY FILE MAINTENANCE LUC: 03C CAMPUS: DAVIS

DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR

BUILDING ADDITIONS  
FORM 1

MP/ UBC	CAT COD	OWN COD	DATE OCCJP	YEAR CCNST	CUGRU	COND CODE	FLRS	METH CALC	GSF-BAS	GSF-UNF	GSF-COV	CUSTOD GSF	CIRC GSF	MECH GSF	PUBLIC GSF	MAINT GSF	JANIT GSF	
CAAN-4328	P3	G	UC	091971	1971	H	029	1	F	4612	0	2568	0	1284	0	0	5896	0
CAAN-4342	P5	G	UC	091971	1971	H	284	1	F	4428	0	867	0	750	117	0	5295	4145
CAAN-4353	P5	G	UC	091971	1971	H	276	1	F	0	0	943	0	0	0	0	943	0
CAAN-4359	P5	G	UC	091971	1971	H	272	1	F	0	0	943	0	0	0	0	943	0

BUILDING CHANGES  
FORM 2

CHG COD	CAAN BLDG	EXISTING BLDG	NAME	MP/ UBC	CAT UBC	COND CODE	OWN CODE	FLRS	YEAR CONST	DATE OCCUP	COORD NEW	BLDG NAME	MESSAGE
3387	TB	34		T5	G		3	UC	1918	061918	E	032	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
3749A	EAR	X1		P5	M		1	UC	1960	011960	H	242	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
3749B	EAR	X2		P5	M		1	UC	1960	011960	H	243	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4263	TB	171		T5	M		1	NL	1969	031969	E	094	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4264	TB	172		T5	M		1	NL	1969	031969	E	095	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4275	TB	173		T5	M		1	NL	1963	021969	D	062	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4276	TB	175		T5	M		1	NL	1969	081969	E	097	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4303	TB	176		T5	G		1	NL	1970	061970	S	015	BUILDING CHANGE-OLD BUILDING CHANGE-NEW
4304	TB	177		T5	G		1	NL	1970	051970	S	016	BUILDING CHANGE-OLD BUILDING CHANGE-NEW

09:47:33 12/10/71 FACILITIES INVENTORY FILE MAINTENANCE LOC: 03C CAMPUS: DAVIS

DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR

CHG COD	CAAN	EXISTING BLDG NAME	MP/ UBC	CAT	COND	OWN	FLRS	YEAR	DATE	BUILDING CHANGES		MESSAGE
										FORM 2	FORM 3	
										COORD	NEW	
										BLDG	BLDG	NAME
										CODE	CODE	
										CONST	OCCUP	
4305	TB 178	T5 G	1	NL	1970	061970	S	017				BUILDING CHANGE-OLD
4305	TB 178	T5 G										BUILDING CHANGE-NEW
4306	TB 179	T5 G	1	NL	1970	051970	F	127				BUILDING CHANGE-OLD
4306	TB 179	T5 G										BUILDING CHANGE-NEW
4307	TB 180	T5 G	1	NL	1970	051970	F	126				BUILDING CHANGE-OLD
4307	TB 180	T5 G										BUILDING CHANGE-NEW
4308	TB 181	T5 G	1	NL	1970	051970	F	125				BUILDING CHANGE-OLD
4308	TB 181	T5 G										BUILDING CHANGE-NEW
4309	TB 182	T5 G	1	NL	1970	051970	F	128				BUILDING CHANGE-OLD
4309	TB 182	T5 G										BUILDING CHANGE-NEW
4317	TB 186	T5 G	1	NL	1970	091970	D	063				BUILDING CHANGE-OLD
4317	TB 186	T5 G										BUILDING CHANGE-NEW
4318	TB 187	T5 G	1	NL	1970	091970	D	064				BUILDING CHANGE-OLD
4318	TB 187	T5 G										BUILDING CHANGE-NEW
4319	TB 188	T5 G	1	NL	1970	091970	D	065				BUILDING CHANGE-OLD
4319	TB 188	T5 G										BUILDING CHANGE-NEW
4320	TB 189	T5 G	1	NL	1970	091970	D	066				BUILDING CHANGE-OLD
4320	TB 189	T5 G										BUILDING CHANGE-NEW
4321	TB 190	T5 G	1	NL	1970	041970	C	087				BUILDING CHANGE-OLD
4321	TB 190	T5 G										BUILDING CHANGE-NEW

CAAN	BLDG NAME	METH	GSF-BAS	GSF-UNF	GSF-COV	CUSTOD	BUILDING CHANGES			JANIT	MESSAGE	
							CIRC	MECH	PUBLIC			
		CALC	GSF	GSF	GSF	GSF	GSF	GSF	GSF	GSF		
3307	TB 8	C	0003706	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-OLD
3307	TB 8	F	0003680	0000000	0000288	0000012	0000522	0000000	0003370	0000189	0003824	BUILDING CHANGE-NEW
3749A	EAR X 1	C	0000258	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-OLD
3749A	EAR X 1	F	0000258	0000000	0000000	0000000	0000000	0000000	0000129	0000000	0000000	BUILDING CHANGE-NEW
3749B	EAR X 2	C	0000258	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-OLD
3749B	EAR X 2	F	0000258	0000000	0000000	0000000	0000000	0000000	0000129	0000000	0000000	BUILDING CHANGE-NEW

FOX20 09:47:30 12/10/71 FACILITIES INVENTORY FILE MAINTENANCE LOC: 01C CAMPUS: BERKELEY

DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR

BUILDING CHANGES FORM 2

CHG CAAN COD	EXISTING BLDG NAME	MP/ URC	CAT CODE	COND COD	OWN FLRS	YEAR CONST	DATE OCCUP	COORD NEW	BLDG NAME	MESSAGE
9701	R 486	P1	G	1	UC	1950	091950			BUILDING CHANGE-OLD
9701	R 486	P1	G	1	UC	1967	071967			BUILDING CHANGE-NEW
9708	R 194	T5	G	1	UC	1950	091950			BUILDING CHANGE-OLD
9708	R 194	T5	G	1	UC	1963	071963			BUILDING CHANGE-NEW
9712	R 195	T5	G	1	UC	1950	091950			BUILDING CHANGE-OLD
9712	R 195	T5	G	1	UC	1964	071964			BUILDING CHANGE-NEW
9720	R 474	T5	G	1	UC	1950	091950			BUILDING CHANGE-OLD
9720	R 474	T5	G	1	UC	1956	071956			BUILDING CHANGE-NEW

BUILDING CHANGES FORM 3

CAAN	BLDG NAME	METH	GSF-BAS	GSF-UNF	GSF-COV	CUSTOD	CIRC	MECH	PUBLIC	MAINT	JANIT	MESSAGE
1330	2925 DMIG-AT	C	000000	000000	000000	000000	000000	000000	000000	000000	000000	BUILDING CHANGE-OLD
1330	2925 DMIG-AT	C	0002888	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-NEW
1341	FAC GARAGE	C	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-OLD
1341	FAC GARAGE	C	0004880	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-NEW
1977A	HEARST 800						0019322	0019322				REJECT-CAAN NOT ON BLDG FILE
9440	MSH KULA 3	C	0002446	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-OLD
9440	MSH KULA 3	C	0002446	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	BUILDING CHANGE-NEW

FOX20 09:47:30 12/10/71 FACILITIES INVENTORY FILE MAINTENANCE LOC: 06C CAMPUS: SAN DIEGO

DISPOSITION SCHEDULE: SEE RECORDS MANAGEMENT COORDINATOR

BUILDING CHANGES FORM 2

CHG CAAN COD	EXISTING BLDG NAME	MP/ URC	CAT CODE	COND COD	OWN FLRS	YEAR CONST	DATE OCCUP	COORD NEW	BLDG NAME	MESSAGE
6167	421	T5	G	1	UF	01	1942	101966	REVELL	BUILDING CHANGE-OLD
6167	COFFEE HUT	T5	G	1	UF	01	1942	101966	REVELL	BUILDING CHANGE-NEW
CAAN-6168	BLDG NM-422									BUILDING DELETION
CAAN-6168	BLUG NM-422									ROOMS DELETED COUNT = 3
CAAN-6170	BLDG NM-424									BUILDING DELETION
CAAN-6170	BLDG NM-424									ROOMS DELETED COUNT = 2

BUILDING CHANGES FORM 3

CAAN	BLDG NAME	METH	GSF-BAS	GSF-UNF	GSF-COV	CUSTOD	CIRC	MECH	PUBLIC	MAINT	JANIT	MESSAGE
6167	421	F	0001800	0000000	0000000	0000000	0000000	0000000	0000000	0000000	0000000	REJECT-BLDG NAMES UNMATCHED

ROOM CHANGES  
FORM 5

CHG ROOM NO COD	MULT FLR USE	RM TYP	ASF	PRIMARY STATION	SECOND STATION	DEPARTMENT	COLL OTH AFF USE	GRANT * PGM ID	CHG ROOM NUMBER	MESSAGE
CAAN-8431	BLDG NM-431			ROOM NO-	0122A					ROOM DELETION
CAAN-8431	BLDG NM-431			ROOM NO-	0128					ROOM DELETION
CAAN-8431	BLDG NM-431			ROOM NO-	0129B					ROOM DELETION
CAAN-8431	BLDG NM-431			ROOM NO-	0129C					ROOM DELETION
CAAN-8446 0127 0127	BLDG NM-445 340 320	00208 00208		00014 00001	00000 00000	AE CNTRL DUPL				ROOM CHANGE-OLD ROOM CHANGE-NEW
CAAN-8525 2112	BLDG NM-LIBRARY 430	03327		00042	00000	LIBRARY				ROOM ADDITION
CAAN-8525 2113	BLDG NM-LIBRARY 320	00136		00003	00000	LIBRARY				ROOM ADDITION
CAAN-8525 2115	BLDG NM-LIBRARY 330	00114		00000	00000	LIBRARY				ROOM ADDITION
CAAN-8525 2115A	BLDG NM-LIBRARY 320	00133		00001	00000	LIBRARY				ROOM ADDITION
CAAN-8525 A 2420	BLDG NM-LIBRARY 430	04120		00416	00000	LIBRARY				REJECT-ROOM ALREADY ON FILE
CAAN-8525 2117 2117	BLDG NM-LIBRARY 150 230	00046 00046		00000 00000	00000 00000	GEOGRAPHY LIBRARY				ROOM CHANGE-OLD ROOM CHANGE-NEW
CAAN-8525 2119 2119	BLDG NM-LIBRARY 150 220	00046 00046		00000 00001	00000 00000	GEO SCI LIBRARY				ROOM CHANGE-OLD ROOM CHANGE-NEW
CAAN-8525 C 2310X	BLDG NM-LIBRARY					CNTRL DUPL				REJECT-ROOM NOT ON FILE
CAAN-8525 2418 2418	BLDG NM-LIBRARY 220 330	00235 00235		00000 00000	00000 00000	GEOGRAPHY LIBRARY				ROOM CHANGE-OLD ROOM CHANGE-NEW
CAAN-8525 D 2112Y	BLDG NM-LIBRARY									REJECT-ROOM NOT ON FILE



ROOM CHANGES FORM 5									
CHG ROOM NO	MULT	FLR	RM	ASF	PRIMARY SECOND DEPARTMENT STATION STATION	COLL OTH	*FEDERAL GRANT #	CHG ROOM NUMBER	MESSAGE
CODE	USE	TYP				AFF USE	PGM ID & EXPIR		
CAAN-8528	BLDG	NM-SH			ROOM NJ- 6719	F1 0068	100 0891		GRANT RESTRICTION ADDITION
CAAN-8528 6720	BLDG	NM-SH	310	00123	00001 00000 MATH				ROOM ADDITION
CAAN-8528	BLDG	NM-SH			ROOM NO- 6720	F1 0068	100 0891		GRANT RESTRICTION ADDITION
CAAN-8528 6721	BLDG	NM-SH	310	00122	00001 00000 MATH				ROOM ADDITION
CAAN-8528	BLDG	NM-SH			ROOM NO- 6721	F1 0068	100 0891		GRANT RESTRICTION ADDITION
CAAN-8528 6722	BLDG	NM-SH	310	00122	00001 00000 MATH				ROOM ADDITION
CAAN-8528	BLDG	NM-SH			ROOM NO- 6722	F1 0068	100 0891		GRANT RESTRICTION ADDITION
CAAN-8528 6723	BLDG	NM-SH	310	00125	00001 00000 MATH				ROOM ADDITION
CAAN-8528	BLDG	NM-SH			ROOM NO- 6723	F1 0068	100 0891		GRANT RESTRICTION ADDITION

SUMMARY

CLASSROOM REASSIGNMENT:

ROOM TYPE 110 CLASSROOM NO REASSIGNMENTS INVOLVING THIS ROOM TYPE  
 ROOM TYPE 120 CLASSROOM SERVICE NO REASSIGNMENTS INVOLVING THIS ROOM TYPE  
 ROOM TYPE 130 SEMINAR NO REASSIGNMENTS INVOLVING THIS ROOM TYPE

A.S.F. NET EFFECT FOR CAMPUS: 75,379

TRANSACTIONS: PROCESSED 794 ACCEPTED 778 REJECTED 16

FACILITIES INVENTORY TABLE MAINTENANCE

CHG LOC CUD	* DEPARTMENT	PGM CD	GPP	STD	* DEPARTMENT	PGM CD	GPP	STD	MESSAGE
A	COLL HIS CON	11111	08	S	COLL HIST	11111	08	S	ADDITION
C			06	S					CHANGE
C	CUL POLITIC				COLL POL SCI	110911	06	S	CHANGE
A	GEN ACAD C5	115911	82	S					REJECT-ALREADY ON FILE

CAMPUS: SANTA CRUZ TRANSACTIONS PROCESSED 4 ACCEPTED 3 REJECTED 1

PHYSICAL PLANNING RETAIN 1 YEAR

C.A.A.N.	ROOM NO.	OLD DEPARTMENT	NEW DEPARTMENT
1258	0219	ENVPHSLGYRES	WHITE MT RES
1258	0221	ENVPHSLGYRES	WHITE MT RES
1258	0223	ENVPHSLGYRES	WHITE MT RES
1258	0225	ENVPHSLGYRES	WHITE MT RES
1258	0227	ENVPHSLGYRES	WHITE MT RES
1258	80001	ENVPHSLGYRES	WHITE MT RES
1258	80002	ENVPHSLGYRES	WHITE MT RES
1258	80003	ENVPHSLGYRES	WHITE MT RES
1258	80005	ENVPHSLGYRES	WHITE MT RES
1258	80005A	ENVPHSLGYRES	WHITE MT RES
1258	80007	ENVPHSLGYRES	WHITE MT RES
1258	80011A	ENVPHSLGYRES	WHITE MT RES
1433	0001	DEANSTUDENTS	STU REL&PROG
1483	0002	DEANSTUDENTS	STU REL&PROG
1797	0100	ENVIRON DES	ENV DES DEAN
1797	0106	ENVIRON DES	ENV DES DEAN
1797	0106A	ENVIRON DES	ENV DES DEAN
1797	0106B	ENVIRON DES	ENV DES DEAN
1797	0106C	ENVIRON DES	ENV DES DEAN
1797	0117	ENVIRON DES	ENV DES DEAN
1797	0130	ENVIRON DES	ENV DES DEAN
1797	0230	ENVIRON DES	ENV DES DEAN
1797	0230A	ENVIRON DES	ENV DES DEAN
1797	0230B	ENVIRON DES	ENV DES DEAN
1797	0230C	ENVIRON DES	ENV DES DEAN
1797	0230D	ENVIRON DES	ENV DES DEAN
1797	0231	ENVIRON DES	ENV DES DEAN
1797	0233	ENVIRON DES	ENV DES DEAN
1797	0273	ENVIRON DES	ENV DES DEAN
1797	0273A	ENVIRON DES	ENV DES DEAN
1797	0273B	ENVIRON DES	ENV DES DEAN
1797	0485	ENVIRON DES	ENV DES DEAN
1797	0901A	ENVIRON DES	ENV DES DEAN
1797	1002	ENVIRON DES	ENV DES DEAN
1797	1002	ENVIRON DES	ENV DES DEAN
1976	0999	ENVPHSLGYRES	WHITE MT RES





BUILDING AREA  
CALCULATIONS

## CALCULATION OF BUILDING AREA

## DEGREE OF ACCURACY CONVENTIONS

The following degree-of-accuracy conventions apply to all facilities area computations:

Area dimension	10'-7-1/4" x 32'-7-1/2"
Round to	10'-7" x 32'-8"
Computed square feet	10.58 x 32.67
	345.65
Reportable square feet	346

## BUILDING AREA CALCULATIONS

The form "Building Area Worksheet," shown opposite, contains two tables designed to simplify the development of building area for reporting in the inventory system. Building area is calculated according to two broad categories of characteristics, i.e., "structural" and "functional" (per the definitions of building area). The calculations can be simplified by the use of the "Building Area Worksheet."

Table 1, "Building Gross Area by Physical Category," develops the gross area according to basic physical or structural characteristics. The three columns provide for recording all actual area, and indicates the categories and appropriate weighting factors for the development of the respective area per the "Federal" and "California" definitions, respectively.

The Gross Area (line 8) under the "Federal" adjusted column is reported in the facilities inventory using the "F" method (see definition for "Method of Calculation").

Table 2, "Building Areas by Space Function," is used to record the Federal adjusted gross area (Table 1, line 8) by space function, which is reported in the facilities inventory, Form 101 (or 102 if converting space from the California to the Federal definition). Enter the figure from Table 1, line 8, to line 1 of Table 2.

Table 2, lines 2 through 6, are deducted from line 1, leaving, by definition, the "construction area." Any area in the Table 1 Federal adjusted gross area not distributed among Table 2 functional categories, lines 2 through 6, will be calculated as construction area by the computer program. That is, both components of Federal adjusted area, i.e., "basic gross area" and "covered unenclosed gross area" must be included in line 1 of Table 2.

BUILDING AREA WORK SHEET

Campus \_\_\_\_\_

Bldg Name: \_\_\_\_\_

C.A.A.N: \_\_\_\_\_

Table 1: BUILDING GROSS AREA BY PHYSICAL CATEGORY

Structural Category	Actual Area	Federal		California	
		Weight. Factor	Adjusted Area	Weight. Factor	Adjusted Area
1. Basic gross area, gsf-bas.		1.0		1.0	
2. Unfinished gross area, gsf-unf. (included in 1)	(- )	0	/	(0.5)	(- )
3. Covered unenclosed gross area, gsf-cov.		1.0		0.5	
4. Developed roof-deck area, sf-roof.		0	/	0	/
5. Uncovered paved exterior area, sf-ext.		0	/	0	/
6. Special area, sf-spec.		0	/	0	/
7. Ground area coverage, sf-grnd.		0	/	0	/
8. GROSS AREA					

Table 2: BUILDING AREAS BY SPACE FUNCTION

Functional Category	Area (square feet)
1. Gross area, (gsf-fed.) (=BGSF + GSF-Cov from Table 1)	
2. Assignable area, (asf) (per room records)	
3. Custodial area, (nsf-cust.)	
4. Circulation area, (nsf-circ.)	
5. Mechanical area, (nsf-mech.) (Excluding public toilets)	
6. Public Toilets	
7. SUBTOTAL (lines 2+3+4+5+6)	
8. Construction area, sf-cons. (line 1 minus line 7)	

Important: In the reconciliation of Table 1 and Table 2, all area in Federal Adjusted Gross Area, Table 1, line 8, which is not explicitly included in lines 1 through 6, Table 2, is counted as "Construction Area" by deduction.

BUILDING AREA WORK SHEET

City: IRVINE

Bldg Name: ENGINRNG

C.A.A.N: 4726

Table 1: BUILDING GROSS AREA BY PHYSICAL CATEGORY

Structural Category	Actual Area	Federal		California	
		Weight. Factor	Adjusted Area	Weight. Factor	Adjusted Area
1. Basic gross area, gsf-bas.	264,277	1.0	264,277	1.0	264,277
2. Unfinished gross area, gsf-unf. (included in 1)	(-1,770)	0		(0.5)	(- 885)
3. Covered unenclosed gross area, gsf-cov.	14,151	1.0	14,151	0.5	7,076
4. Developed roof-deck area, sf-roof.	8,386	0		0	
5. Uncovered paved exterior area, sf-ext.	3,724	0		0	
6. Special area, sf-spec.	0	0		0	
7. Ground area coverage, sf-grnd.	30,500	0		0	
8. GROSS AREA			278,428		270,468

Table 2: BUILDING AREAS BY SPACE FUNCTION

Functional Category	Area (square feet)
1. Gross area, (gsf-fed.) (=BGSF + GSF-Cov from Table 1)	278,428
2. Assignable area, (asf) (per room records)	156,109
3. Custodial area, (nsf-cust.)	2,363
4. Circulation area, (nsf-circ.)	63,397
5. Mechanical area, (nsf-mech.) (Excluding public toilets)	23,638
6. Public Toilets	3,200
7. SUBTOTAL (lines 2+3+4+5+6)	248,707
8. Construction area, sf-cons. (line 1 minus line 7)	29,721

Important: In the reconciliation of Table 1 and Table 2, all area in Federal Adjusted Gross Area, Table 1, line 8, which is not explicitly included in lines 1 through 6, Table 2, is counted as "Construction Area" by deduction.



## DEFINITIONS CHECKLIST

This listing of specific cases and unusual situations is offered as a supplement to the definitions and as an aid to the determination of the appropriate categorization.

## ASSIGNABLE AREA

1. Assigned or assignable to an occupant.
2. Covered by a ceiling 6' 6" or higher.
3. Enclosed on all sides by walls, partitions, doors, or functionally equivalent.
4. Measured from inside face of walls, partitions, or doors at or near floor level.
5. Expressed in square feet to the nearest whole number.
6. Inclusive of:
  - a. Columns or similar structural obstructions.
  - b. Built-in or free-standing furniture and equipment.
  - c. Alcoves and similarly recessed areas.
7. Special examples:
  - a. Heating and ventilating equipment rooms within structurally isolated heating plants.
  - b. Transformer, switchgear, generator rooms within structurally isolated substations or generating plants.
  - c. Separate mechanical areas serving special laboratories only.
  - d. Custodial offices.
  - e. Custodial locker rooms.
  - f. Loading docks within the environmentally controlled envelop directly assignable to a certain department within the building.
  - g. Custodial and physical plant department storage areas and shops.
  - h. Phantom corridors within departmental suites.
  - i. Lobbies which are internal corridors serving operational functions such as reception, waiting, card catalogues and/or display cases.

- j. Library stack areas including aisles, stairwells, elevators, and book lifts within bookstacks.
- k. Library reading rooms including aisles.
- l. Toilets for:
  - (1) Residence hall and apartment occupants.
  - (2) Clinic in-patients.
  - (3) Executive suites.
  - (4) Instructional and research activities.
- m. Greenhouses and headhouses.
- n. Lathhouses, screenhouses, pole houses.
- o. Vivaria.
- p. Vehicle storage and service (including aircraft hangers).
- q. Parking area in non-parking-structure buildings.
- r. Theater greenrooms.
- s. Social rooms and laundry rooms in residential facilities.

#### CUSTODIAL AREA

Janitor's closets, interior incinerator rooms, and other specialized custodial facilities which are usable only for building maintenance.

#### CIRCULATION AREA

- 1. Loading docks both within and without the environmentally controlled envelop serving various departments within the building.
- 2. Within an assignable facility (e.g., library), allow a 6' 0" strip for circulation in front of public-use facilities such as elevators and public toilets.

#### MISCELLANEOUS AREA

The question of area measurement on such structures as lath houses, pole houses, and unenclosed shelters is handled by applying the test of the "functional equivalency" of walls. In parking structures, vehicle stalls are to be reported as "circulation" until a better method can be devised. A central steam plant is reportable as assignable area chargeable to the physical plant department, (even though the function is the same as that served by "mechanical" area of other campus buildings).





## OUTPUT REPORTS

## PARTIAL LISTING OF OUTPUT REPORT PROGRAMS

B (BUILDING) REPORTS

- B-1\* Individual Rooms by Building
- B-2\* Building Totals by Type-of-Room
- B-3 Building Totals by Department
- B-4\* Building Biographical Summary
- B-8 Building Area Summary
- B-9 Building Condition Summary by Type of Construction

D (DEPARTMENT) REPORTS

- D-1\* Individual Rooms by Department
- D-2\* Departmental asf by Type-of-Room
- D-3 Departmental asf by Building

R (ROOM-TYPE) REPORTS

- R-1 Type-of-Room Totals by Building
- R-3 Type-of-Room Totals by Department Within Building
- R-4\* Instructional Program Type-of-Room Totals
- R-5\* Individual Rooms by Type-of-Room

PC (PROGRAM CODE) REPORTS

- PC-1\* Program Area by Room-Type
- PC-4\* Program Category Area by Room-Type

FG (FEDERAL GRANT) REPORTS

- F-1\* Room Listing of Committed asf by Grant Number
- F-2\* Grant Summary by Department and Type-of-Room
- F-3\* Grant Space Summary by Building

---

\*Included in set of illustrations on following pages.

FDX150-FG1: FALL 1971 ROOM LISTING OF COMMITTED ASF BY GRANT NUMBER

GRANT NO. 1-J02-HM-00046-01; HEALTH PROFESSIONS; EXPIRES 03, 1989

<u>BLDG NAME</u>	<u>ROOM NUMBER</u>	<u>TYPE OF ROOM NO. NAME</u>	<u>DEPARTMENT</u>	<u>PROGRAM CODE</u>	<u>ASF</u>	<u>PERCENT PRORATED</u>	<u>COMMITTED ASF</u>
HLTH SCIENCE	0202	212 RESRCH LAB	PATHOLOGY	130100	388	50	194
	0209	310 ACAD OFF	PATHOLOGY	130100	220	50	110
	0216	142 CLS LAB UD	MICROBIOLOGY	130100	488	50	244
	~	~	~	~	~	~	~
BUILDING TOTAL COMMITTED ASF							39,218 <
BUILDING TOTAL ACTUAL ASF							79,350

MED RESEARCH	0104	320 OTHER OFF	RADIOBIOLOGY	130100	255	100	255
	0108	340 CONFERENCE	RADIOBIOLOGY	130100	210	50	105
	~	~	~	~	~	~	~
BUILDING TOTAL COMMITTED ASF							2,340 <
BUILDING TOTAL ACTUAL ASF							24,750

GRANT TOTAL COMMITTED ASF 41,558\*

GRANT AREA CONTRACTUAL COMMITMENT 41,250



GRANT SPACE SUMMARY BY DEPARTMENT AND TYPE-OF-ROOM

GRANT NO. 1-J02-HM-00046-01; HEALTH PROFESSIONS: EXPIRES 03, 1989

<u>DEPARTMENT</u>	<u>PROGRAM CODE</u>	<u>TYPE-OF-ROOM NO. NAME</u>	<u>COMMITTED ASF</u>
MICROBIOLOGY	130100	142 CLS LAB UD	2,200
		150 C LAB SERV	440
		212 RESRCH LAB	4,370
		220 R LAB SERV	692
		DEPARTMENT TOTAL	7,702 <
PATHOLOGY	130100	130 SEMINAR	920
		143 CLS LAB G	735
		150 C LAB SERV	350
		212 RESRCH LAB	7,230
		214 R LAB OFF	3,220
		DEPARTMENT TOTAL	17,125 <
RADIOBIOLOGY	etc		↓
GRANT ASF TOTALS		130 SEMINAR	920
		142 CLS LAB UD	2,200
		143 CLS LAB G	735
		150 C LAB SERV	790
		COMMITTED ASF	41,558*

GRANT SPACE SUMMARY BY BUILDING

<u>GRANT NO.</u>	<u>GRANT EXPIRE DATE</u>	<u>BUILDING NAME</u>	<u>BUILDING COMMITTED ASF</u>	<u>BUILDING TOTAL ASF</u>
1-J02-HM-00046-01	03, 1989	HLTH SCIENCE	39,218	79,350
	03, 1989	MED RESEARCH	2,340	24,750

GRANT TOTAL COMMITTED ASF

41,558

GRANT AREA CONTRACTUAL COMMITMENT

41,250

ROOM NUMBER TYPE CP ROOM NAME DEPARTMENT S NAFT N CODE PROGRAM NAME SPACE A-S.F. STATIONS PRI SEC ACT OTH FLR FED CDE USE LVL GRT

DSD TRAILER CAAN: 692C MP/URC: T/5

0001	320	OTHER	OFF	C	DEEP SEA DR	N	2.1.07.0.0	OR ENGINEERING SCIENCES	NCNCAP	131	2		
0002	320	OTHER	OFF	C	DEEP SEA DR	N	2.1.07.0.0	OR ENGINEERING SCIENCES	NCNCAP	131	1	1	
0003	320	OTHER	OFF	C	DEEP SEA DR	N	2.1.07.0.0	OR ENGINEERING SCIENCES	NCNCAP	131	1		
BUILDING TOTALS: # OF ROOMS 3													

EXP AQUARM CAAN: 6331 MP/URC: P/4

0000	212	RESRCH	LAB	C	MBRD	N	2.1.02.0.0	OR GENERAL BIO SCI	NCNCAP	1580			
0001	212	RESRCH	LAB	C	PHYS RES LAB	N	2.1.06.0.0	OR PHYSICAL SCIENCES	NCNCAP	62	1		
0002	212	RESRCH	LAB	C	IMR	N	2.1.01.0.0	OR GEN & UNCLASS-GEN	NCNCAP	62	1		
0003	212	RESRCH	LAB	C	MWRG	N	2.1.01.0.0	OR GEN & UNCLASS-GEN	NCNCAP	62	1		
0004	212	RESRCH	LAB	C	MBRD	N	2.1.02.0.0	OR GENERAL BIO SCI	NCNCAP	62	1		
0005	212	RESRCH	LAB	C	MBRD	N	2.1.02.0.0	OR GENERAL BIO SCI	NCNCAP	62	1		
0007	220	R	LAB	SERV	C	MBRD	N	2.1.02.0.0	NCNCAP	180			
0008	220	R	LAB	SERV	C	MBRD	N	2.1.02.0.0	NCNCAP	103			
0010	220	R	LAB	SERV	C	MBRD	N	2.1.02.0.0	NCNCAP	263			
0100	220	R	LAB	SERV	C	PHYS RES LAB	N	2.1.06.0.0	NCNCAP	147			
0201	213	GRAD	R	LAB	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	1066	16		
0201A	720	STORAGE					N	1.1.01.1.2	NCNCAP	21			
0202	152	L	SERV	CLS	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	36			
0203	152	L	SERV	CLS	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	52			
0204	152	L	SERV	CLS	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	192			
0205	152	L	SERV	CLS	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	36			
0206	213	GRAD	R	LAB	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	111		4	
0207	152	L	SERV	CLS	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	115			
0208	310	ACAD	OFF	C	PHYS RES LAB	N	2.1.06.0.0	OR PHYSICAL SCIENCES	NCNCAP	134	1	1	
0209	213	GRAD	R	LAB	C	SIO DEPT	N	1.1.01.1.2	NCNCAP	941	16		
BUILDING TOTALS: # OF ROOMS 20													

GEO DOME E CAAN: 6355 MP/URC: T/5

0001	212	RESRCH	LAB	C	MPL	N	2.1.06.0.0	OR PHYSICAL SCIENCES	NCNCAP	450	1		
BUILDING TOTALS: # OF ROOMS 1													

GEO DOME W CAAN: 6356 MP/URC: T/5

0001	212	RESRCH	LAB	C	MPL	N	2.1.06.0.0	OR PHYSICAL SCIENCES	NCNCAP	450	1		
BUILDING TOTALS: # OF ROOMS 1													

GYMNASIUM CAAN: 6510 MP/URC: P/1

1103	310	ACAD	OFF	C	PHYS ED	N	1.1.21.0.0	1&R PHYSICAL EDUCATION	NCNCAP	105		1	
1105	520	ATHLETICS		N	PHYS ED	N	1.1.21.0.0	1&R PHYSICAL EDUCATION	NCNCAP	592			
1107	730	LOCKER		C	PHYS ED	N	1.1.21.0.0	1&R PHYSICAL EDUCATION	NCNCAP	186			
1108	730	LOCKER		C	PHYS ED	N	1.1.21.0.0	1&R PHYSICAL EDUCATION	NCNCAP	50			
1109	730	LOCKER		C	PHYS ED	N	1.1.21.0.0	1&R PHYSICAL EDUCATION	NCNCAP	71			

BUILDING	ASSET NO.	TYPE OF ROOM #	NAME	N	C	# OF ROOMS	A-S-F.	STATIONS PRI	SEC
APPLIED SCI	7194	110	CLASSROOM	C		1	634	30	
		130	SEMINAR	C		1	333	16	
		141	CLS LAB LD	C		3	3,531	86	
		142	CLS LAB UD	C		4	3,449	77	
		143	CLS LAB G	C		1	358	5	
		150	C LAB SERV	C		4	3,694		
		152	L SERV CLS	C		3	1,332		
		212	RESRCH LAB	C		17	8,070	45	14
		214	R LAB OFF	C		1	166	1	
		220	R LAB SERV	C		4	954		
		310	ACAD OFF	C		26	5,010	30	
		320	CTHER OFF	C		43	18,002	114	
		330	OFF SERV	C		3	1,194		
		340	CCNFERENCE	C		3	3,089	236	
		630	COMMONS	C		1	380	15	
		670	EDP CMPTUR	N		3	7,781		
		720	STORAGE	C		3	24,882		
		752	UNFINISHED	N		3	24,354		
			BUILDING TOTALS			124	107,213	655	14 *
ASTRON SHOPA	7171	320	OTHER OFF	C		2	270	3	
		710	SHOP	C		6	5,142	14	
		720	STORAGE	C		2	223		
			BUILDING TOTALS			10	5,635	17	0 *
ASTRON SHOPB	7172	320	OTHER OFF	C		4	1,001	6	
		710	SHOP	C		6	4,275	10	
		720	STORAGE	C		2	366		
			BUILDING TOTALS			12	5,642	16	0 *
BLKSMTH SHOP	7114	212	RESRCH LAB	C		1	1,175	2	
			BUILDING TOTALS			1	1,175	2	0 *
CARRIAGE HSE	7106	320	CTHER OFF	C		17	5,063	47	
		330	OFF SERV	C		3	658	4	
		340	CCNFERENCE	C		1	250	16	
		720	STORAGE	C		1	137		
			BUILDING TOTALS			22	6,108	67	0 *
CENTRAL SERV	7115	320	OTHER OFF	C		61	16,790	129	
		330	OFF SERV	C		9	4,246	14	
		340	CCNFERENCE	C		2	682	22	
		630	COMMONS	C		1	311	20	
		720	STORAGE	C		1	370		
			BUILDING TOTALS			74	22,399	185	0 *
CCMMO BLDG	7175	141	CLS LAB LD	C		2	1,864	25	
		142	CLS LAB UD	C		1	1,030	15	
		144	SPC LAB LD	C		5	3,308	134	
		145	SPC LAB UD	C		1	1,148	15	



AGE	YEAR	MO-YR	LVLS	COORINATES	*F	GSF-BAS	GSF-UNF	GSF-COV	A.S.F.	GSF-MNTD	GSF-JAN
31	1940	3190	MP/UBC: P/3	C 010	C	209,722	0	1,032	163,906	210,754	181,163
OWNER: UC (OWNED, UC CONSTRUCTED)											
6	1965	3841	MP/UBC: P/3	U 036	F	16,624	0	13,887	83.5	16,624	15,597
OWNER: UC (OWNED, UC CONSTRUCTED)											
20	1951	3443	MP/UBC: P/1	E 051	F	6,698	0	0	10	6,698	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
43	1928	3251	MP/UBC: P/1	C 008	F	6,080	0	0	10	6,080	5,885
OWNER: UC (OWNED, UC CONSTRUCTED)											
4	1967	4049	MP/UBC: P/1	E 067	F	10,299	0	0	10	10,299	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
8	1963	4313	MP/UBC: P/1	D 054	F	700	0	0	10	350	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
1971	1971	4280	MP/UBC: P/1	E 096	F	4,339	0	0	0	4,339	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
41	1930	3739	MP/UBC: P/1	H 241	F	1,000	0	0	320	1,000	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
1971	1971	4396	MP/UBC: P/1	C 009	F	3,850	0	13,775	0	17,625	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
5	1966	3842	MP/UBC: P/1	C 043	F	91,720	0	1,960	67,023	93,680	80,241
OWNER: UC (OWNED, UC CONSTRUCTED)											
16	1955	3460	MP/UBC: P/1	B 016	F	134,749	0	2,496	76,743	137,245	111,920
OWNER: UC (OWNED, UC CONSTRUCTED)											
5	1966	3970	MP/UBC: P/1	C 009	F	18,000	0	2,103	11,235	20,103	17,239
OWNER: UC (OWNED, UC CONSTRUCTED)											
63	1908	3274	MP/UBC: P/5	B 008	F	17,000	0	670	9,115	17,670	14,897
OWNER: UC (OWNED, UC CONSTRUCTED)											
8	1963	3803	MP/UBC: P/1	C 005	F	55,872	0	1,596	30,037	57,468	48,459
OWNER: UC (OWNED, UC CONSTRUCTED)											
4	1967	4172	MP/UBC: T/5	H 008	F	345	0	0	295	345	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
4	1967	4159	MP/UBC: T/5	H 112	F	966	0	0	870	966	0
OWNER: UC (OWNED, UC CONSTRUCTED)											
19	1952	3425A	MP/UBC: P/5	Q 037	F	665	0	0	648	665	0
OWNER: UC (OWNED, UC CONSTRUCTED)											

11





\*\* PHYSICAL PLANNING RETAIN 5 YEARS \*\*

DEPARTMENT S SPACE S GEN AC  
 NAME N STD  
 I.I.CI.I.I.I IER GEN & UNCLASS-GEN

TYPE OF ROOM C # CF ROOMS A.S.F. STATIONS PRI SEC

COLLEGE 5	S	GEN AC	110 CLASSROOM	C	2	1,820	132	
			130 SEMINAR	C	3	1,023	54	
			145 SPC LAB UD	C	6	3,177	94	
			148 IND LAB UC	C	3	443	3	
			310 ACAD OFF	C	41	4,757	46	
			320 OTHER OFF	C	1	104	1	
			662 MEDIA GEN	C	3	686		
			DEPARTMENT TOTAL		59	12,010	330	*
CORNELL COLL	S	GEN AC	110 CLASSROOM	C	4	1,527	92	
			130 SEMINAR	C	4	1,344	87	
			144 SPC LAB LD	C	1	627	25	
			147 IND LAB LD	C	1	306		
			310 ACAD OFF	C	32	4,173	35	
			340 CONFERENCE	C	1	809	24	
			616 KNETTE	C	1	50		
			720 STORAGE	C	1	175		
			DEPARTMENT TOTAL		45	9,011	263	*
CRCNN CCLL	S	GEN AC	310 ACAD OFF	C	1	124	2	
			DEPARTMENT TOTAL		1	124	2	*
HUMANITIES	S	GEN AC	212 RESRCH LAB	C	13	653	13	
			310 ACAD OFF	C	8	533	8	
			DEPARTMENT TCTAL		21	1,186	21	*
MEFRILL COLL	S	GEN AC	110 CLASSROOM	C	1	1,057	70	
			130 SEMINAR	C	9	3,089	156	
			144 SPC LAB LD	C	2	466	28	
			145 SPC-LAB UC	C	1	909	30	
			154 L SERV SPC	C	1	153		
			310 ACAD OFF	C	27	3,078	27	
			320 OTHER CFF	C	3	342	3	
			DEPARTMENT TOTAL		44	9,094	314	*
NATURAL SCI	S	GEN AC	220 R LAB SERV	C	12	4,361	5	
			340 CONFERENCE	C	3	880	46	
			630 CCMPCNS	C	2	846		
			71C SHOP	C	2	1,462	2	
			720 STORAGE	C	10	3,307	1	
			DEPARTMENT TOTAL		29	10,856	54	*
SOCIAL SCI	S	GEN AC	212 RESRCH LAB	C	19	994	19	



#	TYPE OF ROOM NAME	KCOM CAP	CCODE	PROGRAM CATEGORY NAME	STDD	ASSIGNABLE SQUARE FEET		TOTAL
						STDD CEPTS	N-STDD	
(CONT.) 215	GRAD OFF	C	1.1.06 1.1.09	I&R PHYSICAL SCIENCES I&R SOCIAL SCIENCES TYPE OF RCCM TCTALS	1,177 64 1,483*			1,177 64 1,483*
320	CITER CFF	C	1.1.01 1.1.02 1.1.04 1.1.06 1.1.09 1.1.10 1.1.21 1.1.99 1.2.02	I&R GEN & UNCLASSIFIED I&R BIO SCIENCES I&R MATHEMATICAL SCIENCE I&R PHYSICAL SCIENCES I&R SOCIAL SCIENCES I&R ARTS I&R PHYSICAL EDUCATION I&R ADMIN SUPPT-GEN I&R EDUCATION TYPE OF RCCM TCTALS	620 133 133 384 460 122  1,740 3,602*	130 227 11,320		620 133 133 384 460 227 11,320 1,740 15,279*
330	CFF SEFV	C	1.1.10 1.1.21 1.1.99	I&R ARTS I&R PHYSICAL EDUCATION I&R ADMIN SUPPT-GEN TYPE OF RCCM TCTALS	109  109*	236 1,573		109 236 1,573 1,918*
340	CONFERENCE	C	1.1.01 1.1.99	I&R GEN & UNCLASSIFIED I&R ADMIN SUPPT-GEN TYPE OF ROOM TCTALS	2,108 2,108*	671 671*		2,108 671 2,779*
510	ASSEMBLY	C	1.1.10	I&R ARTS TYPE OF ROOM TOTALS		16,327 16,327*		16,327 16,327*
520	ATHLETICS	N	1.1.21	I&R PHYSICAL EDUCATION TYPE OF ROOM TOTALS		9,291 9,291*		9,291 9,291*
616	KNETTE	C	1.1.01	I&R GEN & UNCLASSIFIED TYPE OF ROOM TCTALS	50 50*			50 50*
630	COMMONS	C	1.1.01 1.1.99	I&R GEN & UNCLASSIFIED I&R ADMIN SUPPT-GEN TYPE OF RCCM TCTALS	846 846*	331 331*		846 331 1,177*
662	MEDIA GEN	C	1.1.01 1.1.99	I&R GEN & UNCLASSIFIED I&R ADMIN SUPPT-GEN TYPE OF RCCM TCTALS	686 686*	3,744 3,744*		686 3,744 4,430*
664	MEDIA TV	C	1.1.99	I&R ADMIN SUPPT-GEN TYPE OF ROOM TCTALS		4,397 4,397*		4,397 4,397*
670	EDP CMPLTR	N	1.1.05 1.1.99	I&R COMPLTER SCIENCE I&R ADMIN SUPPT-GEN TYPE OF RCCM TCTALS		7,781 7,781*		7,781 2,732 10,513*
710	SHCP	C	1.1.01 1.1.06	I&R GEN & UNCLASSIFIED I&R PHYSICAL SCIENCES TYPE OF RCCM TOTALS	1,462 374 1,836*			1,462 374 1,836*



TYPE OF ROOM #	DEPARTMENT	PROGRAM CCDE	BUILDING	CAAN	RCGM NO.	A.S.F.		STATIONS		PAGE	
						PRIM	SEC	PRIM	SEC		
110 CLASSROOM	GEN ACAD	1.1-99.1.1	APPLIED SCI	7194	0165	634		30			
	GEN ACAD	1.1-99.1.1	NATURAL SCI1	7116	0101	356		25			
	GEN ACAD	1.1-99.1.1	NATURAL SCI1	7116	0125	800		50			
	GEN ACAD	1.1-99.1.1	NATURAL SCI1	7116	0185	787		49			
	GEN ACAD	1.1-99.1.1	NATURAL SCI1	7116	0391	656		48			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0319	438		23			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0383	967		49			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0389	1,028		49			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0419	438		23			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0486	505		30			
	GEN ACAD	1.1-99.1.1	NATURAL SCI2	7179	0488	505		30			
	GEN ACAD	1.1-99.1.1	SCI LEC HALL	7117	0001	1,000		100		*	
	GEN ACAD	1.1-99.1.1	SCI LEC HALL	7117	0003	2,200		250		**	
DEPARTMENT TOTALS: NUMBER OF ROOMS					13	10,314		756		*	
TYPE OF ROOM TOTALS: NUMBER OF ROOMS					13	10,314		756		**	
130 SEMINAR	GEN ACAD	1.1-99.1.1	APPLIED SCI	7194	0169	333		16		*	
	DEPARTMENT TOTALS: NUMBER OF ROOMS					1	333		16		**
	TYPE OF ROOM TOTALS: NUMBER OF ROOMS					1	333		16		**
141 CLS LAB LD	ART	1.1-10.1.1	COMMO BLDG	7175	0039	600		10		*	
	ART	1.1-10.1.1	COMMO BLDG	7175	0149	1,264		15		*	
	ART	1.1-10.1.1	NATURAL SCI2	7179	0221	1,200		20		*	
	ART	1.1-10.1.1	UNIV LIBRARY	7145	0493	794		20		*	
	DEPARTMENT TOTALS: NUMBER OF ROOMS					4	3,858		65		*
	TYPE OF ROOM TOTALS: NUMBER OF ROOMS					4	3,858		65		*
142 CLS LAB UD	BIOLOGY	1.1-02.1.1	APPLIED SCI	7194	0268	1,100		28		*	
	BIOLOGY	1.1-02.1.1	APPLIED SCI	7194	0295	1,139		28		*	
	BIOLOGY	1.1-02.1.1	NATURAL SCI1	7116	0203	1,100		24		*	
	BIOLOGY	1.1-02.1.1	NATURAL SCI1	7116	0289	883		20		*	
	DEPARTMENT TOTALS: NUMBER OF ROOMS					4	4,222		100		*
	TYPE OF ROOM TOTALS: NUMBER OF ROOMS					4	4,222		100		*
	CHEMISTRY	1.1-06.1.1	NATURAL SCI1	7116	0249	820		20		*	
	CHEMISTRY	1.1-06.1.1	NATURAL SCI1	7116	0257	850		20		*	
	CHEMISTRY	1.1-06.1.1	NATURAL SCI1	7116	0271	945		24		*	
	CHEMISTRY	1.1-06.1.1	NATURAL SCI2	7179	0261	1,007		24		*	
CHEMISTRY	1.1-06.1.1	NATURAL SCI2	7179	0267	1,007		24		*		
CHEMISTRY	1.1-06.1.1	NATURAL SCI2	7179	0273	1,007		24		*		
CHEMISTRY	1.1-06.1.1	NATURAL SCI2	7179	0279	546		24		*		
CHEMISTRY	1.1-06.1.1	NATURAL SCI2	7179	0283	1,004		24		*		
DEPARTMENT TOTALS: NUMBER OF ROOMS					8	7,186		184		*	
TYPE OF ROOM TOTALS: NUMBER OF ROOMS					8	7,186		184		*	
142 CLS LAB UD	EARTH SCI	1.1-06.1.1	APPLIED SCI	7194	0113	1,292		30		*	
	EARTH SCI	1.1-06.1.1	NATURAL SCI2	7179	0369	950		24		*	
	DEPARTMENT TOTALS: NUMBER OF ROOMS					2	2,242		54		**
	TYPE OF ROOM TOTALS: NUMBER OF ROOMS					18	17,508		403		**
142 CLS LAB UD	ART	1.1-10.1.1	APPLIED SCI	7194	0285	931		12		*	
	ART	1.1-10.1.1	COMMO BLDG	7175	0117	1,030		15		*	
	ART	1.1-10.1.1	PA GRAPHICS	7315	E0100	1,261		20		*	



PROGRAM	NAME	TYPE OF RUCM	N	C	A.S.F.
1-0-00-0-0	16R INSTAUCTICN				
		02G UNFINISHED	N		2,727
		110 CLASSRGM	C		16,262
		130 SEMINAR	C		6,533
		141 CLS LAB LC	C		11,521
		142 CLS LRB UC	C		23,150
		143 CLS LAB G	C		356
		144 SPC LAB LC	C		4,001
		145 SPC LAB UC	C		2,577
		148 IND LAB UD	C		1,231
		150 C LAB SERV	C		4,619
		152 L SERV CLS	C		4,734
		154 L SERV SPC	C		1,333
		212 RESRCP LAB	C		39,891
		213 GRAD A LAE	C		6,828
		214 R LAB CFF	C		1,249
		220 R LAB SERV	C		8,190
		230 AN QTR LAB	C		1,090
		235 AN QTR RLS	C		150
		240 GRMSE LAB	N		1,476
		310 ACAD CFF	C		37,402
		315 GRAD GFF	C		1,360
		320 OTHER CFF	C		19,712
		330 OFF SERV	C		1,804
		340 CCNFRNCE	C		2,320
		510 EDF CMFUTR	N		12,594
		520 ATHLETICS	N		14,604
		562 MEDIA GEN	C		8,238
		564 MEDIA TV	C		4,397
		616 KNETTE	C		50
		630 CCMCNS	C		846
		650 ASSEMBLY	C		20,874
		710 SHOP	C		2,287
		720 STORAGE	C		6,586
					280,074 *
	PROGRAM TCIAL				
2-0-00-0-0	ORGANIZED RESEARCH UNITS				
		212 RESRCP LAB	C		2,163
		220 R LAB SERV	C		2,136
		310 ACAD CFF	C		1,519
		320 OTHER CFF	C		2,304
		340 CCNFRNCE	C		220
		710 SHOP	C		5,417
		720 STORAGE	C		770
					18,929 *
	PROGRAM TCIAL				
4-0-00-0-0	PUBLIC SERVICE				
		030 ALTERATION	N		277
		320 OTHER CFF	C		9,632
		330 OFF SERV	C		51
					10,000 *
	FCCGRAP TCIAL				

PROGRAM CATEGORY NAME	TYPE OF PCGM N	A-S-F
	NAME	
1-1-55-6-C IGR ADMIN SUPPI-GEN	110 CLASSGCM C	17,205
	130 SEMINAR C	8,533
	144 SPC LAB LC C	1,086
	154 L SERV SPC C	1,333
	310 ACAD CFF C	387
	320 OTHER OFF C	14,669
	330 OFF SERV C	1,459
	340 CCNFERENCE C	1,277
	510 ECP CMPTA N	3,733
	562 MEDIA GEN C	7,552
	564 MEDIA TV C	4,397
	616 KNETTE C	50
	720 STORAGE C	710
		64,391
		276,354
	PROGRAM CATEGORY TOTAL	
	SUBPROGRAM TOTAL	
1-2-02-0-0 IGR EDUCATION	142 CLS LAB UD C	1,030
	143 CLS LAB G C	358
	310 ACAD CFF C	1,604
	320 OTHER OFF C	720
		3,720
		3,720
		280,074
	PROGRAM CATEGORY TOTAL	
	SUBPROGRAM TOTAL	
2-1-66-6-0 OR PHYSICAL SCIENCES	212 RESRCH LAB C	2,030
	220 R LAB SERV C	2,134
	310 ACAD CFF C	1,520
	320 OTHER CFF C	2,030
	340 CCNFERENCE C	220
	710 SHOP C	9,417
	720 STORAGE C	770
		18,131
	PROGRAM CATEGORY TOTAL	
2-1-05-0-0 OR SOCIAL SCIENCES	212 RESRCH LAB C	133
	310 ACAD CFF C	399
	320 OTHER OFF C	266
		798
		18,929
		18,929
	PROGRAM CATEGORY TOTAL	
	SUBPROGRAM TOTAL	
	PROGRAM TOTAL	
4-1-00-0-0 PUBLIC SERVICE-GENERAL	030 ALTERATION N	277
	320 OTHER CFF C	3,038
	330 OFF SERV C	91
		3,406
		3,406
	PROGRAM CATEGORY TOTAL	
	SUBPROGRAM TOTAL	
4-2-00-0-0 PUBLIC SERVICE-UC EXT	320 OTHER OFF C	6,594
		6,594
		6,594
	PROGRAM CATEGORY TOTAL	
	SUBPROGRAM TOTAL	
	PROGRAM TOTAL	

