ED 071 642   HE 003 843

AUTHOR   Romney, Leonard C.
TITLE   Higher Education Facilities Inventory and
                Classification Manual.
INSTITUTION   National Center for Educational Statistics (DHEW/OE),
                Washington, D.C.
REPORT NO   WICHE-TR-36
PUB DATE   Dec 72
NOTE   163p.

EDRS PRICE   MF-$0.65 HC-$6.58
DESCRIPTORS   *Educational Facilities; Educational Research;
                *Facility Guidelines; *Facility Inventory; *Higher
   Education; *Institutional Research; Space
                Utilization

ABSTRACT

          This manual describes procedures for collecting
higher education building data and room data for use at the
institutional level, and for compiling these data for
interinstitutional exchange and reporting. The intent is to present
procedures that can be uniform in all institutions and are compatible
with data collection efforts in other areas. Section 2 of the report
outlines general procedures, data collection formats, and data
categories for both building data and room data. Section 3 is
concerned with the formats of reports to external agencies and with
the compacting and aggregating of institutional building data and
room data to manageable proportions for system, state, and national
purposes. Section 4 deals with the use of facilities inventory data
at the institutional, state, and national levels and discusses
possible linkages of the facilities inventory data with other data to
enhance decisionmaking. Section 5 is treatment of special problems
and answers a series of typical questions that were asked during the
field review of this document. Section 6 is the Appendix to the
manual, containing codes and definitions for the categories of
building and room data, and Section 7 is the index to the manual.
(HS)

HIGHER EDUCATION FACILITIES

INVENTORY

AND

CLASSIFICATION MANUAL

Technical Report 36
Final Review Edition

Leonard C. Romney

National Center for Higher Education Management Systems
at the Western Interstate Commission for Higher Education

December

1972

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Elliot L. Richardson, Secretary

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
S. P. Marland, Jr., Assistant Secretary for Education

Office of Education
John R. Ottina, Acting Commissioner of Education

National Center for Educational Statistics
Dorothy M. Gilford, Assistant Commissioner for
Educational Statistics

Room Use Categories for Facilities Inventory Data
(See Appendix 6.2 for Definitions)

100   Classroom Facilities
110 Classroom
115 Classroom Service

200   Laboratory Facilities
210 Class Laboratory
215 Class Laboratory Service
220 Special Class Laboratory
225 Special Class Laboratory Service
230 Individual Study Laboratory
235 Individual Study Laboratory Service
250 Non-Class Laboratory
255 Non-Class Laboratory Service

300   Office Facilities
310 Office
315 Office Service
350 Conference Room (Office Related)
355 Conference Room Service (Office Related)

400   Study Facilities
410 Reading/Study Room
420 Stack
430 Open Stack Reading Room
440 Processing Room
455 Study Service

500   Special Use Facilities
510 Armory
515 Armory Service
520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service
530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service
540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)
550 Demonstration
555 Demonstration Service
560 Field Building
570 Animal Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other

600   General Use Facilities
610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facilities
635 Food Facilities Service

650 Lounge
655 Lounge Service
660 Merchandising Facilities
665 Merchandising Facilities Service
670 Recreation
675 Recreation Service
680 Meeting Room
685 Meeting Room Service
690 Locker Room

700   Supporting Facilities
710 Data Processing/Computer
715 Data Processing/Computer Service
720 Shop
725 Shop Service
730 Storage
735 Storage Service
740 Vehicle Storage Facility
745 Vehicle Storage Facility Service
750 Central Food Stores
760 Central Laundry

800   Health Care Facilities
810 Patient Bedroom
820 Patient Bath
830 Nurse Station
840 Surgery
850 Treatment
860 Service Laboratory
870 Supplies
880 Public Waiting
895 Health Care Service

900   Residential Facilities
910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath
920 Sleep/Study with Toilet/Bath
935 Sleep/Study Service
950 Apartment
955 Apartment Service
970 House

000   Unclassified Facilities
050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Nonassignable Area
WWW Circulation Area
XXX Custodial Area
YYY Mechanical Area
ZZZ Structural Area

HIGHER EDUCATION FACILITIES

INVENTORY

AND

CLASSIFICATION MANUAL.

Technical Report 36
Final Review Edition

Leonard C. Romney

December

1972

i

The Facilities Inventory and Classification Procedures Manual represents a revision of USOE's Higher Education Facilities Inventory and Classification Procedures Manual and was prepared by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) under contract No. OEC-0-71-3669 with the U. S. Department of Health, Education, and Welfare, Office of Education. The project was funded in June 1971 and terminated in December 1972. This document has been developed by NCHEMS staff, 12 persons comprising a task force, and selected consultants.

This manual was reviewed and approved by NCHEMS staff, the task force, the NCHEMS Technical Council, and by qualified reviewers selected by members of the task force. In addition, an early edition of the manual was sent for review to 2500 institutions of higher education and to the facilities commission in each state. The document is now being released by NCHEMS for implementation by institutions and federal and state agencies for facilities data exchange and reporting purposes. Although the document includes suggestions, it is not designed specifically for complete, detailed management of institutional facilities.

The terminology in this document is intended to be used as a standard to be included in the communication base of the higher education community. Should questions arise concerning the manual, contact the National Center for Educational Statistics (NCES) in the U. S. Office of Education.

The manual will be sent by NCES to all institutions of higher education, state facilities commissions and related agencies, appropriate federal agencies, and to selected individuals.

Finally, some cautions regarding the manual: First, the manual is not intended to describe procedures for a total facilities inventory. Rather, the manual includes procedures for inventorying only buildings and rooms within those buildings. Second, the manual does not include procedures for utilization studies or facilities projection techniques. Third, the manual pertains to floor areas of buildings and rooms and not to dollar equivalencies of those areas. Fourth, the proration procedures included in Appendix 6 are designed only for interinstitutional exchange and reporting purposes.

TABLE OF CONTENTS

Table of Contents (Continued)

ILLUSTRATIONS

ACKNOWLEDGMENTS

This document represents the composite efforts of many individuals. It builds upon the work of those who prepared the <u>Higher Education Facilities Classification and Inventory Procedures Manual</u>, first printed in 1968. The lion's share of the sometimes tedious task of reviewing and recommending changes to be incorporated in this manual fell to the members of the project task force.

PREFACE

This manual constitutes a revision of the Higher Education Facilities Inventory and Classification Procedures Manual, published by the U. S. Office of Education in 1968. The first edition of the manual was used in 1968 by state facilities commissions throughout the country as a guideline for a facilities inventory of all institutions of higher education. Most states have continued to update these inventory data annually since that time. At the time of the implementation of those procedures, most institutions lacked an adequate system of accounting for facilities in any meaningful way. Thus, the procedures contained in the first edition of the manual served as a common prototype inventory system for states and institutions with the pleasant result that most facilities data are reasonably comparable, and many institutions have similar inventory systems.

A number of events following the publication and distribution of the first edition of the facilities manual have combined to create a need for revisions. Among the most significant developments are these:

1. Requests have been made for clarification of some details in the first edition of the manual.

2. The Taxonomy of Instructional Programs in Higher Education has been developed by the National Center for Educational Statistics (NCES) in the U. S. Office of Education and incorporated into the Higher Education General Information Survey (HEGIS).

3. The Program Classification Structure (1972) has been developed by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) to provide a better tool with which to clarify management concepts pertaining to higher education. The elements of the Program Classification Structure (PCS) are being incorporated in other NCHEMS products that deal with students and staff and also will be incorporated in other NCHEMS products. The use of the PCS as a common structure is particularly important since it enhances the opportunity to establish the relationships between resources and activities. Compatibility requires that the facilities manual be revised accordingly.

In response to these developments, the U. S. Office of Education has contracted with NCHEMS at WICHE to revise the manual. The following revisions to the Higher Education Facilities Inventory and Classification Procedures Manual have been made:

1. In recognition of the need to obtain information on projected costs of replacing and remodeling facilities, the manual now provides for gathering data on ownership, gross area, condition, estimated replacement cost, assignable area, and year of construction for campus buildings. These building data are important to all agencies that provide or allocate capital funds for space acquisition. Although this mechanism was available in the first edition, it was not required by USOE nor used by many states. It is recognized that the procedures outlined in this manual are not sufficient, alone, to estimate or to project space needs by program, programm category (discipline category), or room use versus age, ownership, condition, or any of the other building data. The additional step required is to conduct the inventory and maintain the data so that the room-by-room records are cross-linked to the building data through the building identification codes and to the program and program category (discipline category) codes. In this manner, a projection process can be supported. Practically speaking, the only way this could be done is through a highly integrated, computerized inventory system.

2. Room data are categorized by room use and program. The codes for room use are essentially those of the first edition. The standard codes and definitions of programs conform to those of the Program Classification Structure (PCS) developed by the National Center for Higher Education Management Systems (NCHEMS). Some programs are further subdivided in terms of the standard disciplines (referred to as program categories in this manual) of the Taxonomy of Instructional Programs in Higher Education. Room use and program codes and definitions are provided in Appendices 6.2, 6.3, and 6.4. Comparisons between the former organizational unit codes and the present program codes are provided in Appendices 6.8, 6.9, and 6.10.

3. Room use (formerly "room type") codes have been altered in only a selected number of cases, such as dining facilities, health care facilities, and residential facilities. All former categories labeled "Other" have been supplanted by only one "Other" (590) category. The hope is that this category will be used minimally if at all. Categories for animal care, greenhouse, locker, and meeting room facilities have been added. All other codes and definitions remain essentially the same. A few other changes have been made for the purpose of clarification, rather than to alter the meaning. A comparison between the previous room type codes and the codes for room use categories in this manual is provided in Appendix 6.8.

4. Subject field codes and categories have been converted to the HEGIS discipline categories as defined in the Taxonomy of Instructional Programs in Higher Education. A comparison between the two structures is provided in Appendix 6.10.

5. Sample building and room inventory data collection and report formats are included in Sections 2.0 and 3.0.

6. A glossary of terms and an index have been added and are included in Appendix 6.6 and Section 7.0 respectively.

In making these revisions to the manual, the project staff and task force have been guided by the following principles:

1. Make the necessary changes to reflect the most recent developments in the field without destroying the intent of the first edition.

2. Construct the data categories and codes in such a way that further subdivisions for institutional purposes are possible. Many institutions, for example, inventory offices and classrooms in greater detail than is outlined in this manual. The coding is designed to permit this coding in greater detail.

3. Devise comparisons between the previous codes and the revised codes.

4. Gather only that information which is significant for the planning and management of facilities.

5. Design the data categories to be compatible with institutional facilities information needs while at the same time conforming to requirements for interinstitutional comparability and reporting.

The reader should note that, although the title of this document includes the words "Facilities Inventory," the procedures described pertain to collecting data on buildings and rooms. Other types of institutional facilities, such as playing fields and parking lots, are not included. The project task force suggests that individual institutions may wish to expand their own procedures to include these other kinds of facilities.

SECTION 1.0:   INTRODUCTION

1.1   General

Institutions of higher education, like most complex organizations and
agencies, need to coordinate a variety of personnel, financial, physical
plant, and equipment resources in order to achieve selected goals and
objectives. This manual is concerned with the classification systems,
codes, and definitions necessary for describing and quantifying building
areas in terms of statistical aggregations that are meaningful and
useful for planning at all levels of resource allocation. Although
buildings do not represent the most important resource, they play an
important role in achieving the purposes of higher education. Good
planning and management of this resource is of significant value for
a number of reasons:

1. Buildings house the programs of colleges and universities. The
    amount of available building space partially defines not only
    the activities to which the institution may commit itself, but
    also the educational environment of the institution's instruction,
    research, and public service programs. The suitability of the
    facilities for the use to which they are being put directly
    affects the quality of institutional programs.

2. Physical facilities consume most of the institution's capital
    dollars and a portion of its operating dollars. Inappropriate
    facilities thus may be a disproportionate drain on the institution's
    financial resources.

3. Acquisitions of physical facilities represent a major commitment
    of current and projected financial resources. Decisions to
    construct or acquire new facilities not only represent major,
    long term, financial commitments, but may also define or constrain
    program offerings for a significant period of time.

4. College and university buildings are a highly visible resource.
    Architectural quality, building usage, campus accessibility, and
    prudent usage of capital strongly influence an institution's image.

For these and a number of other reasons, physical facilities are one of
the critical and central considerations in the higher education decision-
making process. Planning and management decisions regarding current
operations and future directions of the institution, if made without
the benefit of accurate and comprehensive information concerning physical
facilities, can only lead to undesirable operating constraints.

1

1.2 Purposes of the Inventory

A building inventory, which is a tabulation and description of all buildings and rooms at an institution, can provide information that will be useful for many purposes. The most valuable application of a building inventory comes at the institutional level where the data may be used in at least the following ways:

1. Building and room data are useful for scheduling and assigning space and in accounting for the types of space available to the institution for different purposes.

2. Building and room data are essential for performing the institutional management functions of allocating resources, analyzing the use of resources, and planning for future resource needs. Such information is particularly useful when the management of the institution is engaged in program budgeting. In such cases building and room data are essential for determining program costs, as well as for establishing the facilities implications of altering the mix of programs offered by the institution. Room data are also useful when they indicate the amount of floor area of each room use category used by each program at the institution.

3. Another significant use for building and room data is in capital budgeting. Current, accurate inventories of buildings and rooms are essential to planners concerned with predicting needs for facilities for the foreseeable future. A well-conceived inventory should make available to the planner such building characteristics information as gross areas, assignable areas, estimated replacement costs, building condition, buildings that should be demolished, and buildings whose use is to be terminated for a variety of reasons. Even in a situation where continued expansion is an unlikely option, the need remains for capital expenditures to renovate and replace outmoded buildings. The building inventory is a useful tool for maintaining a current tabulation of such information.

4. An additional benefit to institutions is the ability to compare their own data with those of other comparable institutions.

Building information also has its appropriate applications at state and national levels that in many ways reflect institutional uses. Among the more obvious uses of such data at these levels are the following:

1. Building and room data have extensive administrative uses in both state and federal agencies. For example, criteria for construction grants and loans under Title VII of the Higher Education Act of 1965 (formerly Higher Education Facilities Act) include factors involving the available facilities and calculated indices derived from building information. College housing programs administered by the U. S. Department of Housing and Urban Development (HUD) may depend on the availability of information obtained through inventories.

2. Building and room data play an important role in state and national planning for resource requirements. Room data categorized by programs indicate to planners at these levels the facilities implications of supporting specific higher education programs.

3. Building data provide planners and decision makers with indicators of the general condition of higher education facilities. Knowledge of replacement costs and gross areas by condition of space can be helpful in giving a general idea of the capital requirements for maintaining the quality of the currently available space.

4. Summaries of building and room data enable high level agencies to generate recommendations in terms of broad policies regarding the kinds of facilities that should receive priority attention.

1.3 Organization of the Manual

The subsequent sections of this manual describe procedures for collecting higher education building data and room data for use at the institutional level, and for compiling these data for interinstitutional exchange and reporting. The intent is to present procedures that can be uniform in all institutions and are compatible with data collection efforts in other areas, e.g., staff, students, and finances. The following paragraphs summarize the content of the subsequent sections of the manual.

Section 2 outlines general procedures, data collection formats, and data categories for both building data and room data. Six categories of building data are recommended for collection by all institutions. Recommended procedures for collecting room data for institutional purposes are in terms of room use categories and institutional organizational units. For their own management purposes, some institutions may wish to subdivide some of the room use categories (e.g., offices) into more specific subcategories. For exchanging and reporting information on building inventories, Section 2 describes procedures for translating institutional room data into standard program and program category (discipline category) structures.

Section 1.0:   Introduction (Continued)

Section 3 is concerned with the formats of reports to external agencies, and with the compacting and aggregating of institutional building data and room data to manageable proportions for system, state, and national purposes.   The building data remain in. essentially the same format as in Section 2, whereas both dimensions of the room data categories (room use and program) are aggregated significantly.

Section 4 deals with the use of facilities inventory data at the institutional, state, and national levels and discusses possible linkages of the facilities inventory data with other data to enhance decision making.

Section 5 is Treatment of Special Problems and answers a series of typical questions which were asked during the field review of this document.

Section 6 is the Appendix to the manual, containing codes and definitions for the categories of building and room data discussed in Sections 2 and 3. A glossary is included, as well as a series of drawings illustrating the various categories of floor areas.   Also, comparisons are presented between the categories of the first edition of the facilities manual and this edition.

Section 7 is the Index to the manual.

SECTION 2.0:   THE INVENTORY PROCESS

2.1 General

The contents of this section are designed to assist the institution in
collecting building and room data that will be useful for institutional
planning and management and that can be aggregated and condensed for
interinstitutional reporting. Note that the codes and definitions of
room use vary only in minor details from the room type codes and
definitions in the first edition of the facilities manual.

Categories, codes, and definitions for two types of building inventory
data are discussed:

1.   Building Data

2.   Room Data

2.2 Building Data Collection Procedures

2.21 Definition of "Building"

A "building" is defined as a roofed structure for permanent
or temporary shelter of persons, animals, plants, or equipment.

2.22 Uses of Building Data

1.   To identify the buildings included in the inventory.

2.   To provide tabulations of gross and total assignable areas
by building.

3.   To provide a means of analyzing other important building
characteristics.

2.23 Buildings to Be Included and Excluded

Included in such inventories are buildings under the jurisdiction
or control of the institution's governing board, whether owned
or not, and whether in active use or not. The following kinds
of buildings usually are excluded:

1.   Those buildings located on remote institutional properties
and/or used by relatively small portions of the student
body for only a short period of time each year.

2. Investment properties.

3. Hospitals not owned by the institution, even though some limited research and instruction may be carried on in them.

4. Public schools not owned by the institution but used for practice teaching.

5. Federal contract research centers.

2.24 Building Characteristics

There are a number of building characteristics about which data may be useful for institutional planning and management. The following warrant collection by all institutions:

1. Gross Area
2. Assignable Area
3. Estimated Replacement Cost
4. Condition
5. Year of Construction
6. Ownership

Each of these elements is defined in Appendix 6.1.

Figure 1 illustrates a suggested collection form that may be used to gather the building data listed above. Example data are included on the form.

2.25 Other Building Data

Institutions may wish to collect other building data for internal management purposes, perhaps to provide links with room inventory data, financial data, personnel data, etc. Other building data that may be useful to the institution are the following:

1. Exact location
2. Number of floors
3. Equipment information
4. Original building cost
5. Year of initial occupancy
6. Year of latest improvements
7. Year of occupancy termination
8. Type of construction
9. Custodial area
10. Structural area
11. Circulation area
12. Mechanical area
13. Major building use.

Section 2.0: The Inventory Process (Continued)

Figure 1. Building Data Collection Form.

INSTITUTION: _Cosmopolitan College_   _009999_

                Name   F.I.C.E. Number*

DATE OF INVENTORY: _12 / 17 / 72_   COMPLETED BY: _John Doe_

                Mo.   Day   Year

Line	Building No. or Abbrev.	Building Name	Owner-ship Code (a)	Year of Con-struc.	Condi-tion Code (b)	Estimated Replacement Cost $	Assign-able Area (ASF)	Gross Area (GSF)
1	100	Withers Hall	1	1946	4	1,881,800	37,636	56,762
2	110	Phys Sciences Bldg	1	1947	3	1,500,000	70,010	47,600
3	121	Jordan Life Sci	1	1948	2	2,580,400	51,618	78,705
4	200	Larsen Bldg.	3	1965	1	7,180,800	143,616	221,000
5	300	Cosmop. Library	3	1963	2	1,997,000	39,840	63,200
6	331	Physical Ed.Center	1	1947	3	1,005,500	21,111	28,690
7	332	Kennedy Stu. Cntr.	1	1957	1	1,434,800	28,695	41,210
8	333	Julian Residences	3	1965	1	3,716,000	74,320	120,606
9								

a. OWNERSHIP CODES
(See Appendix 6.1)
(1) Owned Fee Simple
(2) Institutional Amortization
(3) Hold. Comp. Amortization
(4) Leased or Rented
(5) Nominal Rate
(6) Not Owned, Shared (Below College)
(7) Not Owned, Shared (College)
(8) Other

b. CONDITION CODES
(See Appendix 6.1)
(1) Satisfactory   (4) Remodeling-C
(2) Remodeling-A   (5) Demolition
(3) Remodeling-B   (6) Termination

*Federal Interagency Committee on Education

**Whatever number or abbreviation the institution wishes to use to identify uniquely each separate building. That identification must agree with the identification recorded on the room data forms for that building.

Section 2.0: The Inventory Process (Continued)

2.3 Room Data Collection Procedures

   2.31 Overview

      Basic to devising an inventory system for collecting room data is
      the development of criteria for classifying, defining, and measuring
      room areas. Several kinds of square footage exist in buildings and
      it is imperative that the users of the data have a common understanding
      of these types of space when utilizing the room data for managing
      space, planning future facilities, and making comparative space
      studies.

      In analyzing the space within a given building, three different building
      area measurements may be determined. These are gross area, assignable
      area, and nonassignable area. Figure 2 below and the brief discussion
      following indicate the relationship of these terms to each other and
      to other space classification terms. Detailed definitions and examples
      of these terms are given in Appendix 6.1 and 6.5.

Figure 2. Types of Building Space

Gross Area	
Assignable Area	Non-Assignable Area
The Categories of Assignable Area Are:	The Categories of Non-Assignable Area Are:

Classroom,   · Custodial,
Laboratory,   Circulation,
Office,   Mechanical,
Unclassified,   Structural
Etc.
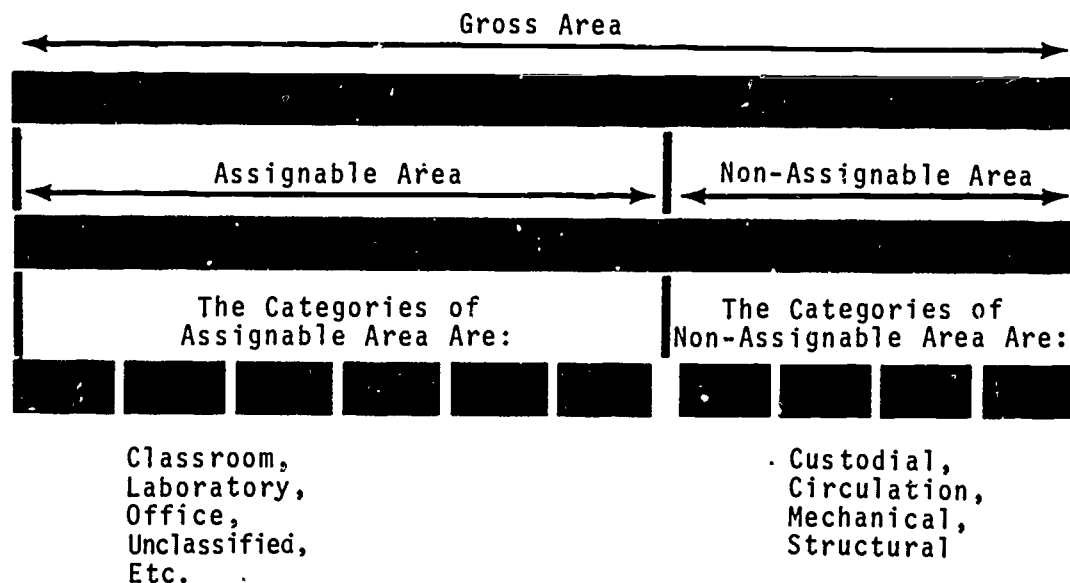
*Source: Adapted from Indiana Higher Education Facilities Study: Facilities
Inventory Manual, by Paul C. Bayless and Frederick H. Wolf. Office of
Schedules and Space, Purdue University, Lafayette, Indiana, November 1971.

8

Section 2.0:   The Inventory Process (Continued)

As indicated in Figure 2,

Gross Area = Assignable Area + Nonassignable area

where

Gross Area = the sum of all floor areas of a building
based on exterior dimensions;

Assignable Area = the sum of the areas in all rooms that can
be used by the building occupants to carry
out their functions;

Nonassignable Area = the sum of the circulation, custodial,
mechanical, and structural areas.

It is the assignable area that may be further classified for analytical
purposes according to room use, institutional organizational unit
assignment, and standard programs and program categories (discipline
categories). Nonassignable areas may be described in more detail in
terms of custodial area, circulation area, mechanical area, and
structural area. (See Appendix 6.5 for exact definitions and
illustrations of these areas.)

2.32 Basic Data Required

Minimal requirements for an <u>institutional</u> room inventory include
the ability to distinguish rooms on the basis of at least the
following characteristics:

1.   Type of Room Use
2.   Institutional Organizational Unit
3.   Area

For a selected number of room use types, it is useful also to record

4.   Number of Stations

2.33 Room Use Categories

The codes and definitions for the categories of room use have been
developed to reflect the following principles:

1.   The categories should encompass all types and uses of assignable
area found in buildings on the campus. Although some spaces
may be of less interest than others, the omission of any space
may lead to the inadvertent omission of appropriate data.

9

Section 2.0:   The Inventory Process (Continued)

2.   Terms associated with organizational units or programs should
      be avoided in the classification of room use. This principle
      has led to the introduction of some relatively unfamiliar
      terminology in this manual. In order to avoid such terms as
      "instruction," "research," and "library," for example, the terms
      "class laboratory," "non-class laboratory," and "study facilities"
      have been employed to designate rooms frequently referred to as
      teaching laboratories, research laboratories, and library
      reading rooms.

3.   The proposed classification scheme is not included necessarily
      to replace existing institutional systems of classifying rooms,
      but should, to the degree possible, be compatible with existing
      inventory methods. The categories of room use are intentionally
      broad for the purpose of collecting statistical information at
      all levels of resource allocation.

4.   The structure should allow finer categorizations of space use
      to serve variious institutional purposes. Many institutions
      require information on classrooms, offices, and residential
      facilities, for example, in greater detail than the categories
      specified by this manual.

5.   The system should provide meaningful and comparable summary
      data. Thus, for example, the definitions of room uses should
      be sufficiently specific to give reasonable assurance that
      all institutions will record comparable rooms in the same
      category.

6.   The system should be compatible with procedures for projecting
      space needs. (For example, the Higher Education Facilities
      Planning and Management Manuals, written by H. Dahnke, et al.,
      and published by NCHEMS at WICHE.)

The reader should note that the room use definitions in Appendix 6.2
are in terms of room use. "Room use" is a better descriptor of this
dimension of the room data than "room type" because most of the
definitions are descriptions of use. The actual physical characteristics
of many of the room type categories are the same or similar even though
the uses vary markedly. For example, the physical characteristics of
an office, a small conference room, a seminar room, and even a dormitory
room are very similar, if not identical. The use of the room is the
distinguishing characteristic. This modification of the original
manual involves little more than a change in the titles because most
of the original definitions were in terms of room use. Few changes

10

Section 2.0:   The Inventory Process (Continued)

have been made in the definitions of the various categories. Moreover,
most of the changes that have been made are intended to clarify the
terminology, rather than to alter the meaning. However, some categoriees
have been added and the categories of health care and residential
facilities have been changed because the original categories were a
mixture of room uses and functions, programs, or institutional
activities.

2.34 Measuring and Identifying Rooms

The floor area of each room is measured in terms of assignable
square feet as defined iin Appendix 6.5. Capacity records in terms
of stations are most meaningful for classrooms (chairs), class
laboratories, special class laboratories, individual study labora-
tories (work stations), open stack reading rooms and reading/study
rooms (study stations, carrels, etc.), assembly facilities (chairs),
and residential facilities (beds).

In some cases individual rooms or groups of rooms have a number of
uses (offices and art studios) and may serve more than one insti-
tutional activity (instruction and research). In the first case,,
these pprocedures direct that a room use category should be selected
for each room on the basis of the primary use of the room. Thus,
no proration techniques are described for rooms that may fit more
than one room use category. In the case of multiple activities,
proration procedures are described in Appendix 6.7

2.35 Room Data Inventory Procedures

A suggested procedure for collecting room data in terms of categories
of room use and institutional organizational units is outlined below.
These procedures are designed to be performed manually at a small
institution. Institutions that have access to computing capability
may desire to design machine readable collection formats and computer
programs to collect and compile the room data electronically. The
use of electronic data processing (EDP) equipment for manipulating
inventory data is increasing and many state facilities commissions
are providing EDP services to institutions in their states. However,
the procedure illustrated in the following pages uses a 3" X 5" card
format that incorporates the basic data required for institutional
management as well as exchanging and reporting purposes. The intent
is to display the essential data requirements and then to encourage
institutions either to use the 3" X 5" format or to design collection
and output forms compatible with locally available equipment.

Section 2.0: The Inventory Process (Continued)

STEP 1. Conduct a room-by-room inventory of all assignable space
at the institution.

Figure 3 illustrates a format for a 3" X 5" card that can be used to
collect the data manually. Institutions with computer capabilities
available might wish to develop work sheets or other appropriate EDP
variations. The card includes space for entering program and program
category (discipline category) codes in a later step. Generally,
these codes should not be entered on the card at the time the inventory
is conducted. As suggested in the figure, one card is to be completed
for each room. Room use categories and codes should be selected
on the basis of primary use of the room. For example, a dining
room which is used as a class laboratory (210) for students to
receive training in a food service instructional program, as well as
a food facility (630) for students and/or the public at large, should
be coded 210 if its primary use is for instructional purposes. Note
the shaded portion of the card illustrated in Figure 3. The program
and program category codes are the only portion of the card and
inventory that differs from the procedures in the first edition of
the original facilities manual.

Figure 3. A Minimum Space Survey Record

ONE 3" X 5" CARD PER ROOM
FOR MANUAL COMPLETION AND TABULATION
BY A SMALL INSTITUTION

Section 2.0: The Inventory Process (Continued)

Description of items:

a. Room Use: Words or abbreviations as in standard room use categories (class laboratories, classroom, etc.) (See Appendix 6.2.)

b. Comments: Notes concerning special facilities, condition, dimensions, etc.

c. Date: "As of" date of the inventory.

d. Stations: Number of stations (classrooms, class laboratories, study facilities, assembly ffacilities, and residential facilities).

e. Prepared by: Name or initials.

f. Institutional Organizational Unit: Name or abbreviation and/or code of the institution's designation (Biology Department, Office of the President, General, etc.).

g. Building Identifier: Name or abbreviation and/or code of the building in which thee room is located.

h. Room Number: Name or number of the room represented by this card.

i. Room Use: Standard code of the room use in (a). (See Appendix 6.2; also inside front cover.)

j. Program: Standard code for the program(s) and program categories (where appropriate) being served by this room. (See Appendix 6.3; also inside back cover.)

k. Program Category: Standard code for the program categories and program subcategories (where appropriate) (HEGIS discipline(s)) being served by this room. (See Appendix 6.4; also inside back cover.)

l. Area (ASF): Assignable square feet to the nearest whole number (for each program and each program category, if more than one).

Figure 4 represents a card that may be completed as a result of thi step. Note that the program and program category codes have not been entered. These entries are the subject of Step 3.

13

Section 2.0: The Inventory Process (Continued)

Figure 4: A Completed Room Data Record Card

Physics Dept.		*722186*	*Phy. Sci*	*309*	*215*
Name		Code	Name	Code	
Institutional Organizational Unit			Bldg. Identifier		Room Number

Room Use: _Class Laboratory_

Comments: _Special fume hoods; satisfactory condition;_
2 entrances; 45' X 32'

Stations: _32_

Date: _12/17/72_   Prepared By: _John Doe_

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210			*1440*

The card format illustrated and completed in Figure 4 for
an example room is useful for compiling listings and summaries
of room data. The cards are designed so that a number of them
can be "shingled," stapled together, and copied to produce the
desired listing. This technique is illustrated in Figure 5 and
may be used to compile the various reports suggested in Step 2.

Figure 5. Use of the Space Survey Record To Compile Listings and Summaries.

Physics Dept.	722186	Phy.Sci.	309	215
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: _Class Laboratory_

Comments: _Special fume hoods; satisfactory condition;_

2 entrances; 45' X 32'

Stations: 32

Date: 12/17/71   Prepared By: John Doe

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210			1440

Room Use	Program	Prog. Category	Area (ASF)
210			1410

Room Use	Program	Prog. Category	Area (ASF)
310			120

Room Use	Program	Prog. Category	Area (ASF)
215			45

216

Room Number

217

Room Number

218

Room Number

n Doe   ition

Data

hn Doe

Data

, good

hn Doe

X 10'

Doe

Data

This particular arrangement of the cards shows rooms in the
Physical Sciences Building that are assigned to the Physics
Department. A similar set would be prepared for rooms in
other buildings assigned to the Physics Department. For
this type of listing, the procedure would be duplicated for
each institutional organizational unit.

Section 2.0:   The Inventory Process (Continued)

STEP 2:   Assemble the data in appropriate output formats for
institutional use.

The following kinds of summaries have proved to be useful for
internal facilities planning and management:

1.   Building Detail: A room-by-room listing within each building.

      This listing will answer such questions as:

      1)   What is the room use of each room?
      2)   What is the floor area of each room?
      3)   To which institutional organizational unit is each room
            assigned?

2.   Institutional Organizational Unit Detail: A room-by-room
      listing within each institutional organizational unit.

      This listing is designed to answer such questions as:

      1)   What individual rooms are assigned to which institutional
            organizational units?

3.   Room Use Detail: A room-by-room listing within each room use
      category.

4.   Building Summaries:

      1)   A summary by room use category within each building.

      2)   A summary by institutional organizational unit within
            each building.

      These summaries are designed to answer such questions as:

      1)   How many rooms of each room use category are in each
            building?

      2)   How many square feet of each room use category are
            assigned to which departmmments in each building?

Section 2.0: The Inventory Process (Continued)

5.   Institutional Organizational Unit Summaries:

   1)   A summary by room use category within each institutional
        organizaticnal uniit.

   2)   A summary by building within each institutional organizational
        unit.

   These summaries are designed to answer the following questions:

   3)   How many rooms and square feet of each room use category
        are assigned to eaach institutional organizational unit?

   4)   In which buildings does each institutional organizational
        unit have space?

2.36 Program Classifications

The term, "program," as used in this manual, refers to those
identifiable sets of related activities that can be grouped
together because of common, broadly defined goals and objectives.
The program classificattions of this manual are essentially
an outgrowth of the function categories of the first edition of
the facilities manual. Program classifications provide a frame-
work to organize and analyze data on the activities of an
institution in order to determine how facilities are distributed
among different kinds of activities. This categorization follows
the well-established practice of classifying operating expenditures
in a similar manner and is useful in deeveloping meaningful projection
models.

The program classifications used in this manuall are listed in
Apppendix 6.3. Imbedded in these program classifications is the
HEGIS Taxonomy of Instructional Programs in Higher Education as
listed in Appendix 6.4. These standard program and program
category (discipline category) codes and definitions are designed
to promote comparability of facilities data between and aamong
institutions of higher education.

Section 2.0: The Inventory Process (Continued)

Figure 6 depicts the nomenclature, organization, and hierarchy of the program classification structure. This structure has been adapted to the facilities inventory procedures described in this manual. Unless an institution is operating in a program budgeting mode, it is not recommended that the proogram and program category codes be used for internal purposes. In such cases, internal facilities planning and management should be conducted in terms of the standard room use categories and the institution's own organizational structure.

The reader should note that the program dimension of the room data (room use categories and program classifications) allows any of the room use categories to appear under any of the program listings. For example, an office (room use category 310) may be assigned to the physical sciences (code 1.1.19900) or it may be assigned to the library (code 4.1). Storage areas (room use category 730) may appear in any institutional organizational unit and program. In geeneral any room use category may be assigned to any program classification.

For the purposes of assigning standard program and program category codes to the rooms, continuation of the room data inventory procedures outlined in Section 2.35 beginning on page 11 would involve the following step.

STEP 3: Translate the institutional organizational unit name and/or code into the approopriate program and program category (discipline) code as listed and defined in Appendices 6.3 and 6.4.

If the institution is operating in a program budgeting mode, or if the institution is not so operating but desires to exchange data with another institution, using a progrram budget format for comparability, then there remains the task of linking the floor areas with the program(s) and (where appropriate) program categories served by those floor areas. For purposes of comparison and reporting, programs and program categories should be recorded in terms of the standard categories listed in Appendices 6.2 and 6.3 respectively. In most cases there will be a one-to-one correspondence between the institutional organizational unit to which

18

Figure 6.   Program Classification Structure[a]

Figure 6.   Program Classification Structure[a]
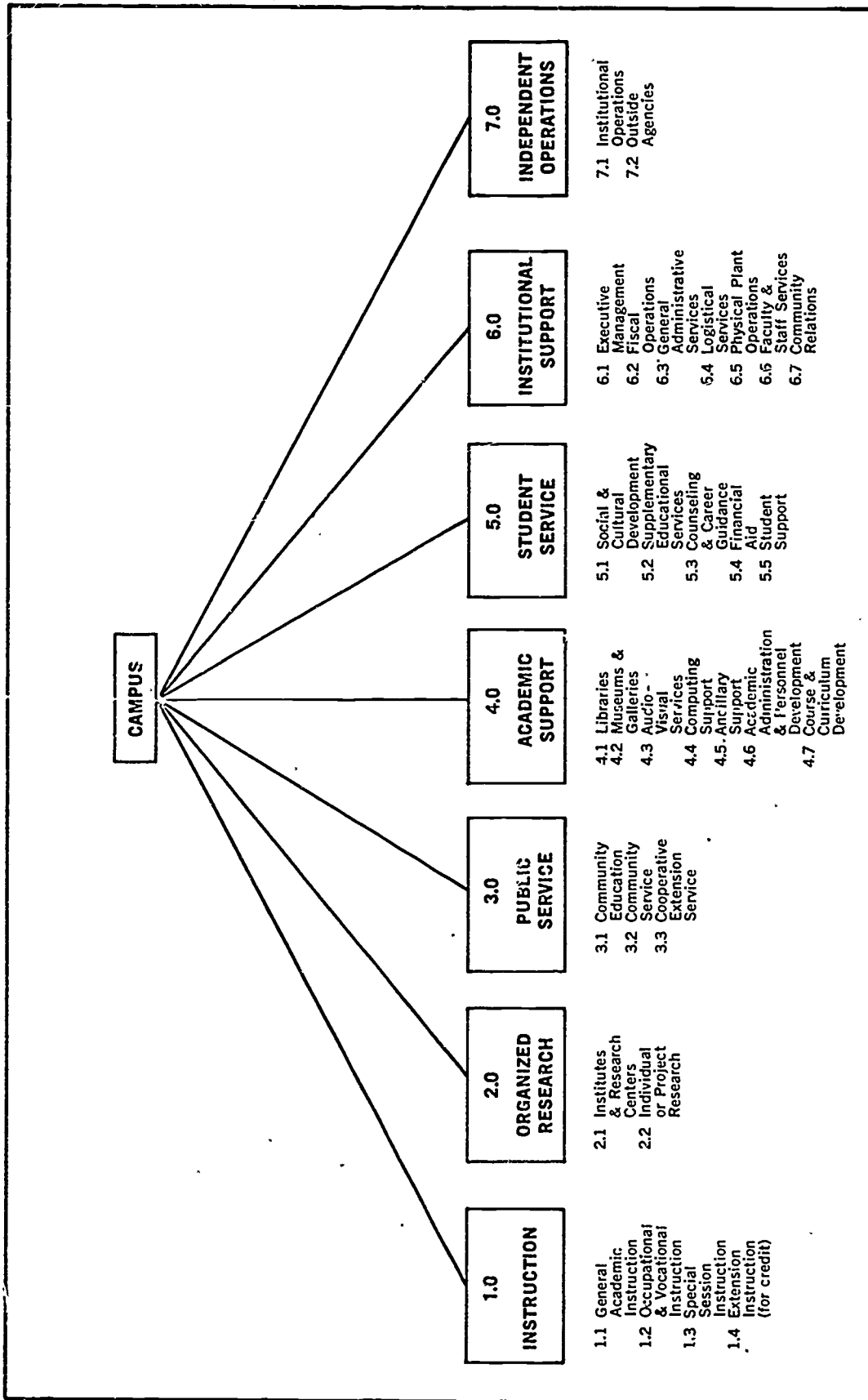
[a]For a complete explanation of the structure, see Warren W. Gulko, Program Classification Structure (Boulder: Western Interstate Commission for Higher Education, 1972). See Figures 8 and 9, pages 26 and 27, for the recommended facilities data reporting categories that derive from this structure.

Section 2.0: The Inventory Process (Continued)

the space is assigned and a standard program listed in Appendix
6.4. Entries on the 3" X 5" room data record card should be made
in items j and k·as indicated in Figure 3, page 14. The room
data record card shown as Figure 7 illustrates this procedure.

Figure 7. Sample Space Survey Record
Showing Room Use Categories by Program Classification

Physics Dept.		*722186*	*Phy.Sci.*	*309*	*215*
Name		Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier			Room Number

Room Use: _Class Laboratory_

Comments: _Special fume hoods; satisfactory condition;_

2 entrances; 45' X 32'

_____ Stations: _32_

Date: _12/17/72_   Prepared By: _John Doe_

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	1.1	1800	1440

The reader should note two important items:

1. All classrooms are to be coded with program category code 0000,
    but may be assigned to an appropriate program code (e.g., 1.1,
    1.2, 5.1, etc.) based on primary use of the room.

2. There are cases in which a given room serves more than one
    activity and therefore must be prorated to the appropriate
    program categories and/or distributed to the appropriate
    program classifications. Distribution and proration to
    multiple programs and/or multiple program categories, respec-
    tively, should be performed only when a room cannot be
    assigned on the basis of primary use. Distribution and
    proration procedures are outlined in Appendix 6.7.

Section 2.0:   The Inventory Process (Continued)

This step presupposes a room-by-room coding of programs and
program categories (discipline categories) and is designed only
for the smallest of institutions. For larger colleges and
universities, an alternative method that is more compatible
with modern data processing capabilities would be to
summarize the information on the basis of room use categories
for each institutional organizational unit and then assign
thhe appropriate program and program category codes to each
group of rooms, applying any appropriate prorations and/or
distributions to these aggregate amounts of floor area.

SECTION 3.0:   THE REPORTING PROCESS

3.1 General

The purpose of this section is to suggest possible ways in which the
various data categoriess could be aggregated to facilitate interinsti-
tutional data exchange and reporting.

3.2 Suggested Interinstitutional Exchange and Reporting Formats

The procedures contained in this manual are designed to promote exchange
of building and room data as well as to assist in collecting such data
for internal management and planning purposes. One guideline of this
manual has been that exchange and reporting will occur with respect to
the following kinds of data:

1.   Building Data:

     1)   Gross Area
     2)   Assignable Area
     3)   Estimated Replacement Cost
     4)   Condition
     5)   Year of Construction
     6)   Ownership

2.   Room DData:

     1)   Assignable Area
     2)   Stations (where appropriate)
     3)   Room Use Classification
     4)   Standard Program Classification
     5)   Standard Program Category Classification
          (HEGIS Discipline Categories and Others, Where Appropriate)

3.21 Levels of Detail

     Given that tthese building data and room data categories are
     relevant to planning requirements of higher level agencies, the
     question becomes one of determining the appropriatte level of
     detail so as to not exceed the limits of manageability. In
     this regard, it is recommended that data of the following levels
     of detail be collected for purposes of exchange and reporting:

     1.   Building Data: A campus-by-campus summary of gross and
          assignable areas and estimated replacement cost for each
          category, i.e., condition, ownership, and year of con-
          struction. Figure 8 illustrates an example.

23

Figure 8. Building Data Summary Report.

INSTITUTION:	Cosmopolitan College		F.I.C.E. CODE:	009999

LOCATION: Sometown — Astate — 00000
City — State — Zip

DATE OF INVENTORY: 12 / 22 / 72
Mo.   Day   Year

DATA CATEGORY	ESTIMATED REPLACEMENT COST	ASSIGNABLE AREA (ASF)	GROSS AREA (GSF)
Condition: Satisfactory	12,331,500	246,631	382,816
Remodeling A	4,572,900	91,458	141,905
Remodeling B	2,556,000	51,121	76,290
Remodeling C	1,881,800	37,636	56,762
Demolition			
Termination			
Total	21,342,200	426,846	657,773
Ownership: Owned Fee Simple	8,493,500	169,870	252,967
Inst. Amor.	–	–	–
Holding Co. Amor.	12,848,700	256,976	404,806
Leased or Rented	–	–	–
Nominal Rate	–	–	–
Not Owned, Shared	–	–	–
Not Owned, Shared, (Col)	–	–	–
Other	–	–	–
Total	21,342,200	426,846	657,773
Year of Construction:			
Pre-1900			
1900-1930	–	–	–
1931-1950	–	–	–
1951-1960	7,014,700	140,375	211,757
1961-1965	1,434,700	28,695	41,210
1966-Present	12,882,800	257,776	404,806
	–	–	–
Total	21,342,200	426,846	657,773

Section 3.0: The Reporting Process (Continued)

2. Room Data: A campus-by-campus summarization off assignable area distributed to programs and prorated to program categories where the following aggregations have occurred: .

1) Room use categories aggregated to the following program categories:

(1) 100 Classroom Facilities
(2) 210 Class Laboratory
(3) 220 Special Class Laboratory
(4) 230 Individual Study Laboratory
(5) 250 Non-Class Laboratory
(6) 300 Office Facilities
(7) 400 Study Facilities
(8) 500 Special Use Facilities
(9) 600 Geeneral Use Facilities
(10) 700 Supporting Facilitties
(11) 800 Health Care Facilities
(12) 900 Residential Facilities
(13) 0000 Unclassified Facilities

2) HEGIS taxonomy in programs 1.0 instruction, 2.0 organized research, and 3.0 public service aggregated to at least the program category level (e.g., physical sciences - 1900, fine and applied arts - 1000, etc.).

3) Programs aggregated to the items listed below:

(1) 1.0 Instruction
(2) 2.0 Organized Research
(3) 3.0 Public Service
(4) 4.0 Academic Support
(5) (4.1.0000) (Libraries)
(6) (4.5.1200) (Teaching Hospitals)
(7) (4.6.0000) (Academic Support and Personnel Development)
(8) 5.0 Student Services
(9) (5.1.7200) (Intercollegiate Athletics)
(10) (5.5.7320) (Health Services [Student])
(11) (5.5.7330) (Housing Services [Student])
(12) 6.0 Institutional Support
(13) (6.5.0000) (Physical Plant Operations)
(14) (6.6.7330) (Housing Services [Faculty and Staff])
(15) 7.0 Independent Operations
(16) 8.0* Unassigned

*Program 8.0 unassigned is not a Program Classification Structure category, but has been created exclusively for facilities inventory purposes.

Figure 9. Assignable Square Feet by Room Use Categories in Each Program.

(Example of report format with columns here compressed for brevity.)

INSTITUTION: _____

LOCATION: _____

"AS OF" DATE OF THIS INVENTORY: _____

PREPARED BY: _____ DATE: _____

Programs	100 Classroom	210 Class Lab	Special Class Lab	230 Indiv. Study Laboratory	250 Non-Class Laboratory	300 Office Facilities	400 Study Facilities	500 Special Use Facilities	600 General Use Facilities	700 Supporting Facilities	800 Health Care Facilities	900 Residential Facilities	000 Unclassified Facilities	Total
Room Use Categories														
1.0 INSTRUCTION PROGRAM														
2.0 ORGANIZED RESEARCH														
3.0 PUBLIC SERVICE														
4.0 ACADEMIC SUPPORT														
4.1.0000* Libraries	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
4.5.1200* Teaching Hospitals	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
4.6.0000* Academic Support and Persnl. Dev.	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.0 STUDENT SERVICES														
5.1.7200* Intercoll. Athletics	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.5.7320* Health Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.5.7330* Housing Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
6.0 INSTITUTIONAL SUPPORT														
6.5.0000* Phys. Plant Operations	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
6.6.7330* Housing Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
7.0 INDEPENDENT OPERATIONS														
8.0 UNASSIGNED														
Total														

*Included in the respective program subtotal; not duplicated in the total.

Figure 10. Assignable Square Feet by Room Use Categories
in Each Program Category (Discipline).

(Example of report format with columns here compressed for brevity.)

INSTITUTION:_____
LOCATION:_____
"AS OF" DATE OF THIS INVENTORY:_____
PREFARED BY:_____ DATE:_____

Program:_____ (1.0 Instruction, 2.0 Organized Research, or 3.0 Public Service) HEGIS Disciplines	Room Use Categories								
	100 Classroom	210 Class Lab	220 Special Class Lab	230 Indiv Study Laboratory	250 Non-Class Laboratory	300 Office Facilities	400 Study Facilities	All Other Facilities*	Total
0000 General									
0100 Agriculture & Natural Resources									
0200 Architecture & Environmental Design									
0300 Area Studies									
0400 Biological Sciences									
0500 Business & Management									
0600 Communication									
0700 Computer & Information Sciences									
0800 Education (Incl. Physical Education)									
0835 Physical Education**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
0900 Engineering									
1000 Fine & Applied Arts									
1100 Foreign Languages									
1200 Health Professions									
1201 General Health Professions**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1203 Nursing**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1204 Dentistry**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)
1206 Medicine**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)
1209 Optometry**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)
1211 Pharmacy**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1214 Public Health**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1218 Veterinary Medicine**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1299 Other Health Professions**	( )(	)( )(	)( )(	)(	)( )(	)(	)( )(	)(	)( )
1300 Home Economics									
1400 Law									
1500 Letters									
1600 Library Science									
1700 Mathematics									
1800 Military Science									
1900 Physical Sciences -									
2000 Psychology									
2100 Public Affairs & Services									
2200 Social Sciences									
2300 Theology									
4900 Interdisciplinary Studies									
5000 Business & Commerce Technologies									
5100 Data Processing Technologies									
5200 Health Services & Paramedical Tech.									
5300 Mechanical & Engineering Technologies									
5400 Natural Sciences Technologies									
5500 Public Service Related Technologies									
Total Program									

*Room use codes 500-900 and 000.
**Included in the respective program categories subtotals; not duplicated in the total.

Section 3.0: The Reporting Process (Continued)

At least two report formats are necessary to display this
amount of information. The first, illustrated in Figure 9,
displays room data by the major room use categories and
programs listed above but excludes program categories
(discipline categories). Figure 10 illustrates report
format displaying room data by the major room use cate-
gories and program categories. One of these reports
(Figure 10) would be prepared for each program-1.0 instruc-
tion, 2.0 organized research, and 3.0 public service.

SECTION 4.0: USES OF THE DATA

4.1 General

The purpose of this section is to describe uses for building and room data and to suggest possible ways in which the various data categories could be aggregated to facilitate data exchange and reporting at the national, regional, state, and institutional levels.

4.2 Uses at the National, Regioonal and State Levels

Higher educational facilities information, as provided by the National Center for Educational Statistics, is used by numerous government agencies at the national, regional, and state level: agencies that provide funds for educational facilities, administrators of federal programs for higher educattion, and planners and policy makers for education at all levels of government. The needs to fulfill these diverse requirements on a consistent basis range from attempts to predict long-range facility requirements to the understanding of the rehabilitation and service needs of the existing physical plants devoted to programs for higher education.

4.3 Uses at the Institutional Level

4.31 General Overview

Large and small institutions, both public and private, are confronnted with problems of measuring current program capacitty, estimating future physical facility needs, establishing priorities for new construction, allocating existing spaces to meet ongoing needs, and delineatting present and future problems with regard to the maintenance of the physical plant. The data requested for the facilities inventory can be used by institutions to answer some of these problems. With additional effort many institutions can convert their facilities inventory effort into an active physical planning, allocation, and operations guide.

4.32 Planning and Allocation Uses

Because of the many overlapping uses of facilities data for both planning and allocation purposes, the two uses can be considered together. A list of these uses, although not exhaustive, follows:

1. Description of space by function, organizational unit, and type.

29

Section 4.0: Uses of the Data (Continued)

2. Identification of space appropriate to the accomplishment of specific programs, i.e., reassignment of offices.

3. Conversion of space from one use to another.

4. Description of space, qualitatively and quantitatively.

5. Projections of long-range building needs.

6. Determination of capital budget requests.

7. Determination of indirect cost rates for sponsored projects.

8. Remodeling requirementss.

9. Comparison with other institutions.

10. Interpretations of needs to alumni and public groups alike.

Briefly summarized, a carefully devised space inventory provides useful information in the process of making decisions which are of both immediate and long-range interest to the college or university.

4.33 Operational Uses

Decisions about the operations of the physical plant range from the day-to-day cleaning and maintenance programs to such long-term considerations as painting and-renovation programs. Such decisions are based upon two simple pieces of data for each space in the facilities inventory:

1. The last date at which a specific operational task occurred, such as the date that a room was last painted or the windows last cleaned or tthe light bulb replaced.

2. The estimated optimum time to elapse before the same operational task must be repeated.

By adding the replacement cycle (2) to the date of the last occurrence (1), the actual date at which the replacement or refurnishing task should occur is simply derived. This cycling technique, for example, would allow one to know the total area of wall surfaces to be painted in the next fiscal year if one

Section 4.0: Uses of the Data (Continued)

choses to repaint each space once during every eight years. Con-
versely, if a facilities manager wanted to know the dollar impact
of providing a freshly painted environment every three years, the
cycling technique could also provide that data, including the
specific identification of those spaces that are to be painted.

Some examples of the operational uses of facilities data, along
with the specific data elements required on a room-by-room
inventory, follow:

Operational Uses	Required Data by Room
Room painting	Date last painted
Window blind cleaning	Date last cleaned
Light bulb replacement	Date last replaced
Floor covering replacement	Date last installed
Acoustical ceiling tile replacement	Date last installed
Fire extinguisher and safety equipment serviced or replaced	Date last checked
Air conditioning filter replacement	Date last replaced
Door lock change, for security	Date last changed

To summarize, any item with a finite life and an associative
cost for recycling should be tracked so that a facilities
manager can plan ahead for the necessary budgetary requirements.

4.4 Implementation Alternatives

4.41 General Overview

There are primarily three levels of implementation techniques to
store and retrieve the building and room data elements as outlined
in this manual. In an ascending order of technical sophistication,
these techniques are (1) the hand posting and the manual sorting
of room data records, (2) simple computer tabulations of machine

Section 4.0:   Uses of the Data (Continued)

recorded room data records, and (3) the use of management information
systems designed specifically for comprehending the physical
resources of the college or university. The selection of the
appropriate implementation level of the facilities data for any
institution should largely depend upon the institution's desire
as well as capability.

4.42 Hand-Posted Room Data Records

This technique is quite adequate for meeting the basic inventory
requirements of colleges and universities that neither require
an automated approach nor have the automation equipment to
provide a different approach. The specific details of this
technique have been outlined step-by-step in Section 2.0:   The
Inventory Process.

4.43 Computer Tabulations

The simplest technique for implementing computer tabulations
of facilities inventory data is to key punch the data elements
outlined in Section 2.0 on tab·cards, thereby creating an
inventory file made up of individual room data records for each
space. This effort can be accomplished either during the initial
data collection phase or, if hand-posted room data records already
exist, by converting the existing data.

The next step is to have the key-punched room records processed
by a computer to provide the same data listings, sorting, and
subtotaling routines that were recommended for the hand-posted
records described in Section 2.0.

·The benefits to be derived by automating room data records and using
computer tabulations to provide inventory reports are significant.
They include such noteworthy items as the elimination of simple ·
errors of addition, the flexibility of reporting, the timeliness
of the reports, and the ease with which the inventory can be
maintained.

4.44 Management Information Systems

The differences between this approach and the computer tabulation
approach are twofold: the level of technical sophistication that
is required, and the level of use of the captured data. To put
it simply, colleges and universities that desire to make more
effective use of facilities inventory data require more advanced
information systems to increase the utility of the data.

Section 4.0:   Uses of the Data (Continued)

Although most managers will define people, dollars, and facilities
as the three basic resources available to meet the academic goals
of any college or university, few have devoted the same level of
energy and expertise to applying computer techniques to their
facilities resources as they have to the other two.

Many colleges and universities, unfortunately, lack either the
funds required to develop such systems or the computer equipment
required to support the system. Such systems do exist, however,
and frequently smaller institutions can look to consortium
arrangements to provide themselves with either the equipment
or the system they may need to serve their purposes. Several
such consortiums have appeared recently. Such arrangements are
presently underway on the east coast with M.I.T., Harvard Medical
Schools, Brown University, and Syracuse University all participating
in the use of a facilities management information system at M.I.T.,
called INSITE II.

Similarily, the ICHE-2 System provides an institutionally oriented
space management tool designed to record detail internal management
data as well as summary information required by state and federal
authorities. As used by the Indiana Commission for Higher Education,
both public and private institutions are provided the opportunity
to participate voluntarily in updating their annual facilities
data and are relieved of the time consuming task of preparing
their own inventory reports and completing state and federal space
related forms. Furthermore, this system provides the capability
of projecting future academic-administrative space needs which
reflects each institution's unique program needs and operational
policies. Thus it is possible to go beyond the mere collection
of inventory data, and the institutions and the state commission
are provided with an important management tool for planning and
administering capital resources.

The growth of such arrangements should bring to many smaller
institutions the capability of using data gathered in the facilities
inventory, for a broader range of institutional management purposes.

SECTION 5.0: TREATMENT OF SPECIAL PROBLEMS

The following are answers to typical questions that were posed to the NCHEMS staff and task force during the review process of the draft of the revised Higher Education Facilities Inventory and Classification Manual.

1.   Question: How does the coding scheme account for such spaces as offices in residential, study, and health care spaces?

Answer: One of the key principles of the manual is that the coding scheme is a two dimensional matrix and that summaries of spaces assigned to activities such as residence halls can be achieved by summing the appropriate column of the matrix. The authors have attempted to keep the room use categories free from activity connotations. Therefore, the room use category office (310) may be found under any number of program classifications. For example, all spaces assigned to housing students can be found by summing the column under 5.5.7330 housing services (student). All student health care facilities can be found by summing the column under 5.5.7320 health services (student). All spaces assigned to library activities can be found by summing the column under 4.1 libraries.

2.   Question: Why does the manual not treat the various kinds of offices (faculty, administrative, secretarial, double occupancy) and classrooms (lecture, seminar)?

Answer: The authors of the facilities inventory manual believe that excessive detail in coding various room use categories would be counterproductive. That such detailed information is institutionally useful is recognized and, therefore, allowances have been made in the room use codes to permit entering such detail. For example, office (310) could be disaggregated for institutional use to (311) faculty office, (312) administrative office, and (313) clerical office.

3.   Question: How should facilities such as parking lots, tennis courts, playing fields, open swimming pools, and tracks be treated?

Answer: The manual deals only with procedures for describing buildings and rooms. The authors recognize that these do not constitute the full range of facilities of most institutions. It is recommended that where such additional facility information is required, the institution develop its own codification scheme. The manual suggests such action rather than discourages it.

Section 5.0: Treatment of Special Problems (Continued)

4. Question: How are classrooms that typically house activities of
    a number of programs and disciplines to be coded?

    Answer: All classrooms, regardless of use, are to be coded 0000
    as far as the program category (discipline category) code is concerned.
    Classrooms may be coded with one of several program codes (e.g., 1.1,
    1.2, 3.1) depending on the primary use of the room.

    Note that the following room use codes are normally not used with
    instruction program codes. This has been a common error in the past
    and it is suggested that the definitions for each code be reviewed.
    If the various facilities listed below are legitimately part of an
    instruction program, then the room type codes included in the
    parentheses are the proper ones to use.

    530 Audio/Visual, Radio, TV Facilities (becomes laboratory 210,
         220, 230)
    610 Assembly Facilities (becomes classroom 110)
    710 Data Processing/Computer Facilities (becomes laboratory 210,
         220, 230)
    720 Shop Facilities (becomes laboratory service 215, 225, 235, or 255)
    730 Storage Facilities (becomes classroom or laboratory service 115, 215,
         225, etc.)

5. Question: How are heating plants to be coded?

    Answer: The assignable areas in heating plants should be coded in
    the appropriate room use category; i.e., office (310), conference
    room (350), locker room (690). All such rooms that are part of
    heating plant operations should be given a program classification
    code of 6.5 physical plant operations. Note that the major portion
    of heating plants is nonassignable area.

6. Question: How are interview rooms to be treated?

    Answer: Interview rooms may be classified as office (310) or
    office service (315) depending upon the nature of the space. The
    program classification of interview rooms depends upon the type of
    activities conducted therein. Some possible program classification
    codes are 5.3 counseling and career guidance, 5.4 financial aid,
    6.3 general administrative services, or 6.7 community relations.

Section 5.0: Treatment of Special Problems (Continued)

7. Question: How are areas used for "departmental research" to be coded?

    Answer: According to the conventions and definitions in the Program
    Classification Structure, spaces used for "departmental research"
    are to be coded under the 1.0 instruction program (or one of the
    categories under instruction) and the appropriate program category
    code. Please refer to Appendix 6.32 of the manual.

8. Question: How are library study rooms assigned only to faculty
    to be treated?

    Answer: Faculty study rooms in libraries are to be coded 4.1
    libraries, even though they are restricted to faculty use. However,
    if a faculty member has been assigned such a room as his main office,
    its room use should be office (310), and it is to be coded under the
    appropriate instruction (1.0) and/or organized research (2.0) and/or
    public service (3.0) program and program category classification(s).

9. Question: How are "departmental libraries" to be coded?

    Answer: The library program designation, 4.1, is for those libraries
    that are centrally operated, staffed, and controlled. No departmental
    library is to be so designated, no matter how formal or rigid its
    operation, unless the staffing and administration is under the control
    of the main library and/or its major branches. If not so staffed,
    departmental libraries should be coded with the appropriate instruction
    program code (e.g., 1.1 or 1.2) and program category code (e.g., 0100
    or 0800).

10. Question: How are spaces assigned to alumni associations to be
    treated?

    Answer: Spaces assigned to alumni associations should be given
    the appropriate room use designation and coded 6.7 community
    relations for the program classification.

11. Question: How are fraternity and sorority houses to be treated?

    Answer: Fraternity houses and rooms that are part of university
    facilities and are not separately organized and controlled are to
    be classified as 5.5.7330 housing services (student) and with the
    appropriate room use code; (970) house, or one of the sleep/study
    categories. However, if the fraternities are not budgeted through
    or controlled by the university, then their facilities should not
    be included in the inventory.

Section 5.0: Treatment of Special Problems (Continued)

12. Question. How are "student unions" and similar student activity centers to be treated?

Answer: In general, the recreational spaces for student activities are classified with room use categories in the (300) office facilities and (600) general use facilities series. Social and cultural development (5.1) is the appropriate program code for student organizations, recreational activities, and cultural activities.

13. Question: How are "campus publications" to be coded?

Answer: If the control and/or direct supervision of "campus publication" activities is under the institutional administration (i.e., The University Press), 6.4 logistical services is the appropriate program code. If the activities are under the auspices of a journalism department, then the appropriate instruction code is proper. Typical student newspaper spaces are to be coded 5.1 social and cultural development.

14. Question: Offices serve many clients. How are they to be coded?

Answer: Any and all offices are coded 310 regardless of the occupant. Distinctions among types of clients and activities are made by the program classification dimension of the inventory framework. This is a principle that applies to all room use categories. Food facilities are another example. Any and all food facilities should be coded (630 - 635) food facilities. Snack bars and eating rooms not open to the public, but operated by the institutional administration, should be coded 5.5 student support and/or 6.6 faculty and staff support. Teaching hospital dining facilities are 4.5.1200.

15. Question: How should custodial areas, elevators, lifts, and dumbwaiters be coded?

Answer: Custodial areas, whether in dormitories or in any other buildings on campus, should be coded XXX custodial area. Most elevator shafts are part of the circulation areas and are properly coded WWW. However, an elevator that is really a booklift for a library should be coded (455) study service. In some recording offices there is a lift or dumbwaiter to bring files and records from one floor to another. Such a device should be considered part of the office facilities and should be coded 3.15. In a bookstore, an elevator that is not open to the public, even though occasionally a member of the staff may ride in it, but instead serves almost solely for hauling books and merchandise should be considered a merchandising facilities service and should be coded 665. A sidewalk elevator that serves the mechanical areas (hauling up cinders, rubbish, bales of paper, etc.) should be coded YYY.

Section 5.0: Treatment of Special Problems (Continued)

16. Question: Lounges serve many clients. How are they to be coded?

Answer: Any and all lounges are coded 650 regardless of the activity. Distinctions among occupants and activities are made by the program classification code. Lounges may house instruction activities (1.0), library activities (4.1), student recreation (5.1), or administrative activities (6.3).

17. Question: How should receiving areas be treated?

Answer: Generally, receiving areas should be treated as circulation space. However, if the receiving area is used as storage space also, then it should be regarded as assignable area and coded (730) storage.

18. Question: How is spectator seating to be treated?

Answer: Spectator seating, if permanent, is properly coded 523 and given a program code of 5.1.7200. If the seating is of the fold-up type, the space should not be separately inventoried.

19. Question: How should chapels be coded?

Answer: A chapel meets the definition of a "devotional" facility and should be given a room coding of (610) assembly along with all other devotional purposes facilities. The usual program coding is 5.1 if under university control. If the chapel is not under university control, it should not be inventoried.

20. Question: How are day care centers to be coded?

Answer: If day care centers are institutionally controlled, they should be coded 5.5 student support or 6.6 faculty and staff services. With regard to the room use code, (550) demonstration or (590) other may be used.

SECTION 6.0: APPENDICES

Appendix 6.1

BUILDING DATA DEFINITIONS AND CODES

1. Gross Area (See Appendix 6.5, Item 1)

2. Assignable Area (See Appendix 6.5, Item 2)

3. Estimated Replacement Cost

    1. <u>Definition</u>: The estimated cost to replace the building at the time of the inventory.

    2. <u>Basis for Measurement</u>: Determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution. The <u>Engineering News Record</u> is one frequently used source of information for determining construction cost indices.

    3. <u>Description</u>: The replacement cost of fixed equipment in the building should be included.

4. Condition

    1. <u>Definition</u>: The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development.

    2. <u>Description</u>: This building characteristic has the following categories:

        1) Satisfactory

            Suitable for continued use with normal maintenance.

        2) Remodeling - A

            Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25% of the estimated replacement cost of the building.

        3) Remodeling - B

            Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.

Appendix 6.1: Building Data Definitions and Codes (Continued)

4) Remodeling - C

Requires major remodeling of the building. The approximate cost of "Remodeling C" is greater than 50% of the replacement cost of the building.

5) Demolition

Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.

6) Termination

Planned termination or relinqu'shment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

5. Year of Construction

1. Definition: The calendar year in which the original building was completed regardless of any later date of occupancy, as in case of leased or rented buildings.

6. Ownership

1. Definition: The agency with which the title to the building rests.

2. Description: Use the following categories:

1) Owned in fee simple.

2) Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).

Appendix 6.1: Building Data Definitions and Codes (Continued)

3) Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

4) Not owned by the institution, but leased or rented to the institution at a typical local rate.

5) Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.

6) Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.

7) Not owned by the institution, but shared with another postsecondary educational institution.

8) Other (e.g., not owned by the institution, but shared with a noneducational institution).

Appendix 6.2

ROOM DATA DEFINITIONS AND CODES/

STANDARD ROOM USE CATEGORIES

Summary

ASSIGNABLE AREA

100   CLASSROOM FACILITIES

110   Classroom
115   Classroom Service

200   LABORATORY FACILITIES

210   Class Laboratory
215   Class Laboratory Service

220   Special Class Laboratory
225   Special Class Laboratory Service

230   Individual Study Laboratory
235   Individual Study Laboratory Service

250   Non-Class Laboratory
255   Non-Class Laboratory Service

300   ICE FACILITIES

310   Office
315   Office Service

350   Conference Room (Office Related)
355   Conference Room Service (Office Related)

400   STUDY FACILITIES

410   Reading/Study Room

420   Stack

430   Open Stack Reading Room

440   Processing Room

455   Study Service

ASSIGNABLE AREA (Continued)

500 SPECIAL USE FACILITIES

510 Armory
515 Armory Service

520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service

530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service

540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)

550 Demonstration
555 Demonstration Service

560 Field Building

570 Animal Quarters
575 Animal Quarters Service

580 Greenhouse
585 Greenhouse Service

590 Other (All Purpose)

600 GENERAL USE FACILITIES

610 Assembly
615 Assembly Service

620 Exhibition
625 Exhibition Service

630 Food Facilities
635 Food Facilities Service

650 Lounge
655 Lounge Service

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

ASSIGNABLE AREA (Continued)

    660 Merchandising Facilities
    665 Merchandising Facilities Service

    670 Recreation
    675 Recreation Service

    680 Meeting Room (See also 350)
    685 Meeting Room Service

    690 Locker Room

700 SUPPORTING FACILITIES

    710 Data Processing/Computer
    715 Data Processing/Computer Service

    720 Shop
    725 Shop Service

    730 Storage
    735 Storage Service

    740 Vehicle Storage Facility
    745 Vehicle Storage Facility Service

    750 Central Food Stores

    760 Central Laundry

800 HEALTH CARE FACILITIES

    810 Patient Bedroom

    820 Patient Bath

    830 Nurse Station

    840 Surgery

    850 Treatment

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

ASSIGNABLE AREA (Continued)

   860 Service Laboratory

   870 Supplies

   880 Public Waiting

   895 Health Care Service

  900 RESIDENTIAL FACILITIES*

   910 Sleep/Study Without Toilet/Bath
   919 Toilet/Bath

   920 Sleep/Study with Toilet/Bath

   935 Sleep/Study Service

   950 House

   970 Apartment
   975 Apartment Service

  000 UNCLASSIFIED FACILITIES

   050 Inactive Area**

   060 Alteration or Conversion Area

   070 Unfinished Area

*In the coding of individual rooms and thus in tabulations at the 3-digit
level of detail, 910 does not include 919, and 970 does not include 975.
In reports tabulated at the 2-digit level, however, 910 would include 919,
and 970 would include 975, just as all other xx0 codes would then include
the here-unlisted service categories coded xx5. (Note that the here-
listed service categories coded 455, 895, and 935 are deliberately so
coded, so that they will appear separately as additive items in reports
tabulated at the 2-digit level of detail.)

**Note that an unused room which is clearly an office but not assigned to
any program could be coded 310 with program code 8.1.

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

NONASSIGNABLE AREA

Note: The following categories are included to complete the list of
room use categories but are not recommended for collection purposes.
Institutions collecting nonassignable area data may find them useful
for plant management purposes. See Appendix 6.5 for complete definitions,
descriptions, and illustrations of these categories.

WWW   CIRCULATION AREA

XXX   CUSTODIAL AREA

YYY   MECHANICAL AREA

ZZZ   STRUCTURAL AREA

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Discussion

ASSIGNABLE AREAS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes that do not require· special-
purpose equipment for student use.

Description: Included in this category are rooms generally used
for scheduled instruction requiring no special equipment and
referred to as lecture rooms, lecture-demonstration rooms, seminar
rooms, and general purpose classrooms. A classroom may be equipped
with tablet arm chairs (fixed to the floor, joined together in
groups, or flexible in arrangement), tables and chairs (as in a
seminar room), or similar types of seating. A classroom may be
furnished with special equipment appropriate to a specific area of
study if this equipment does not render the room unsuitable for use
by classes in other areas of study.

Limitations: This category does not include conference rooms (350),
meeting rooms (680), auditoriums (610), or class laboratories (210).
Conference rooms and meeting rooms are distinguished from seminar
rooms on the basis of primary use; rooms with tables and chairs that
are used primarily for meetings (as opposed to classes) are confer-
ence rooms or meeting rooms. (See categories 350 and 680 for the
distinction between conference rooms and meeting rooms.) Auditoriums
are distinguished from lecture rooms on the basis of primary use; a
large room with seating oriented toward some focal point which is
used for dramatic or musical productions, or for general meetings
is an assembly facility (i.e., an auditorium normally used for purposes
other than scheduled classes). A class laboratory is distinguished
from a classroom on the basis of equipment in the room and by its
limited use. A room with specialized equipment such as laboratory
benches, typewriters, desk calculators, drafting tables, musical
equipment (instructional), shop equipment, etc., that is used for
instructional purposes is a class laboratory, a special class
laboratory, or an individual study laboratory.

115 Classroom Service

Definition: A room that directly serves one or more classrooms as
an extension of the activities in such a room.

52

Description: Included in this category are projection rooms,
cloak rooms, preparation rooms, closets, and storage if they
serve classrooms.

Limitations: This category does not include projection rooms,
cloak rooms, preparation rooms, closets, or storage if such
rooms serve laboratories, conference rooms, meeting rooms,
assembly facilities, etc. A projection booth in an auditorium
(not used primarily for scheduled classes) is classified as
assembly facility service.

200 LABORATORY FACILITIES

210 Class Laboratory

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

Description: A class laboratory is designed for and/or furnished
with equipment to serve the needs of a particular discipline for
group instruction in regularly scheduled classes. The design of
and/or equipment in such a room normally limits or precludes its
use for other disciplines. Included in this category are rooms
generally referred to as teaching laboratories, instructional
shops, typing laboratories, drafting rooms, band rooms, choral
rooms, (group) music practice rooms, language laboratories, (group)
studios, and similar specially designed and/or equipped rooms if
they are used primarily for group instruction in regularly sched-
uled classes. Computer processing rooms used primarily to instruct
students in the use of EDP equipment are classified as class labora-
tories if that instruction is conducted primarily in regularly
scheduled classes.

Limitations: This category does not include laboratory rooms
that serve as individual (or independent) study rooms (230 or
410). It does not include laboratories used for group instruc-
tion that are informally or irregularly scheduled (220). This
category does not include rooms generally referred to as research
(non-class) laboratories (250). It does not include gymnasiums,
pools, drill halls, laboratory schools, teaching clinics, demon-
stration houses, and similar facilities that are included under
special use facilities (500). Computer processing facilities
used jointly for instruction and/or research and/or administra-
tion are coded data processing/computer (710).

215 Class Laboratory Service

Definition: A room that directly serves one or more class
laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold
rooms, stock rooms, dark rooms, equipment issue rooms, and
similar facilities that serve a class laboratory, except animal
rooms and greenhouses.

Limitations: This category does not include balance rooms, cold
rooms, stock rooms, dark rooms, etc., that serve special class
laboratories (225), individual study laboratories (235), or non-
class laboratories (255). Rooms that provide housing for
laboratory animals are classified as animal quarters (570).
Greenhouses are separately categorized (580).

220 Special Class Laboratory

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

Description: A special class laboratory is designed for and/or
furnished with equipment to serve the needs of a particular area
of study for group instruction in informally (or irregularly)
scheduled classes. The design of and/or equipment in such a room
normally limits or precludes its use for other areas of study.
Special class laboratories typically (but not necessarily or
exclusively) include such rooms as language laboratories, (group)
music practice rooms, (group) studios, etc., if they are used
primarily for group instruction in informally (or irregularly)
scheduled classes. Note that the criteria for differentiating
between special class laboratories and class laboratories is the
irregular or informal nature of the scheduling, and not the
specialization of the equipment or instruction.

Limitations: This category does not include class laboratories
(210), individual study rooms (230 or 410), and research (non-
class) laboratories (250). It does not include gymnasiums, pools,
drill halls, laboratory schools, teaching clinics, demonstration
houses, and similar facilities that are included under special
use facilities (500). Computer processing facilities used jointly
for instruction and/or research and/or administration are coded
data processing/computer (710).

225 Special Class Laboratory Service

Definition: A room that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

235 Individual Study Laboratory Service

Definition: A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.

Description: Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an individual study laboratory facility, except animal rooms and greenhouses.

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Limitations: This category does not include rooms that serve
class laboratories (215), special class laboratories (225), or
non-class laboratories (255). Rooms that provide housing for
laboratory animals are classified as animal quarters (570).
Greenhouses are separately categorized (580).

250 Non-Class Laboratory

Definition: A·room used for laboratory applications, research,
and/or training in research methodology that require special-
purpose equipment for staff and/or student experimentation or
observation.

Description: Included in this category are rooms generally re-
ferred to as research laboratories and research laboratory-offices.

Limitations: This category does not include rooms generally re-
ferred to as teaching laboratories, such as class laboratories
(210), special class laboratories (220), or individual study
laboratories (230).

255 Non-Class Laboratory Service

Definition: A room that d˙ ectly serves one or more non-class
laboratories as an extension of the activities in·those rooms.

Description: Included in this category are balance rooms, cold
rooms, stock rooms, dark rooms, etc., that serve a non-class
laboratory, except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold
rooms, stock rooms, dark rooms, etc., that serve a class
laboratory (215), a special class laboratory (225), or an
individual study laboratory (235). Rooms that provide housing
for laboratory animals are classified as animal quarters (570).
Greenhouses are separately categorized (580).

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working
at a desk (or table).

Description: An office typically is equipped with one or more
desks, chairs, tables, bookcases, and/or filing cabinets. Included
in this category are rooms generally referred to as faculty offices,
administrative offices, clerical offices, graduate assistant
offices, teaching assistant offices, student offices, etc. Included
in this category is a studio (music, art, etc.) if that room also
serves as the office of a staff member.

Limitations: Special note should be taken of rooms which are
equipped both as office and "research laboratory." A room
equipped with laboratory benches, specialized scientific equip-
ment, and/or such utilities as gas, water, steam, air, etc., is
classified as a non-class laboratory (250). Note that this
distinction rests on equipment rather than function. It is
recommended that those rooms that have office-type equipment
and fixed laboratory-type equipment (primarily in the biological
and physical sciences) within the same room be classified as
non-class laboratories (250). Large rooms, such as glass shops,
printing shops, reading rooms, research laboratories, etc.,
that incidentally contain a desk space for a technician or staff
member are classified according to the primary purpose of the
room, rather than as offices.

315 Office Service

Definition: A room that directly serves an office or group of
offices as an extension of the activities in those rooms.

Description: Included in this category are file rooms, mimeo-
graph rooms, vaults, waiting rooms, interview rooms, closets,
private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are
campus-wide in scope should be classified as shop facilities (720).

350 Conference Room (Office Related)

Definition: A room serving an office complex and used primarily
for staff meetings and departmental activities other than
instructional activities.

Description: A conference room may be equipped with tables and
chairs, lounge-type furniture, straight-back chairs, and/or tablet
arm chairs. Normally it is used by a specific organizational
unit, whereas meeting rooms (680) are used for general purposes
such as community group meetings. It is distinguished from
facilities such as seminar rooms, lecture rooms, and general
classrooms (110) because it is used primarily for activities
other than scheduled classes. Rooms that serve both as confer-
ence rooms and meeting rooms should be classified according to
their principal use.

Limitations: This category does not include classrooms (110),
seminar rooms (110), lecture rooms (110), auditoriums (610),
interview rooms (315), or lounge facilities (650).

355 Conference Room Service (Office Related)

Definition: A room that directly serves one or more conference
rooms as an extension of the activities in those rooms.

Description: Included in this category are such rooms as kitchen-
ettes, chair storage rooms, projection rooms, sound equipment
rooms, etc.

Limitations: This category does not include kitchens, dining
rooms, and similar facilities in a centralized conference-type
building (685). Dining rooms open to the student body at large
and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

Note: Offices that serve library activities are coded 310. Therefore,
a tabulation of all facilities dedicated to library activities
may be obtained by summing all room use categories for subprogram
4.1.0000, as in Figure 9, page 26.

410 Reading/Study Room

Definition: A room used by individuals to study books or audio/
visual materials.

Description: Included in this category are rooms generally re-
ferred to as library reading rooms, carrels, study rooms, indi-
vidual study stations, study booths, and similar rooms that are
intended for general study purposes. Study stations may be
grouped (as in a library reading room) or individualized (as
in a carrel). Study stations in a reading room may include
typewriters, remote terminals of a computer, electronic display
equipment, etc. (See also 430.) Reading rooms need not be
located only in libraries but also may be found in residence
halls or academic buildings.

Limitations: This category does not include individual study
laboratories (230) that are limited in use to a particular area
of study. This category does not include classrooms (110),
class laboratories (210), special class laboratories (220), non-
class laboratories (250), offices (310), sleep/study rooms in
residence halls or other housing units (910 or 920), waiting
rooms (315), or lounge facilities (650).

420   Stack

Definition: A room (or portion of a room) used to provide
shelving for library or audio/visual materials.

Description: Included in this category are rooms generally re-
ferred to as library stacks. (See also 430.)

Limitations: This category does not include bookshelf space in
classrooms, laboratories, or offices. Audio/visual film and
tape libraries that generally serve groups (rather than indi-
viduals) are classified as audio/visual, radio, TV facilities
(530).

Separate tape storage rooms for language laboratories should
be classified as special class laboratory service (225) or
individual study laboratory service (235). Separate rooms
containing musical scores, records, and tapes are classified
as stack space if the primary purpose of the materials is
for instruction or research (as in a library or music building).
Rooms containing such materials and intended for listening
enjoyment (as in a student union) should be classified as
recreation facility service (675).

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

430 Open Stack Reading Room .

Definition: A room that is a combination of a reading room
and stack, generally without physical boundaries between the
stack and reading areas.

Description: Included in this category are rooms generally
referred to as open stack reading rooms.

Limitations: This category is not used if the area of an
open stack reading room can be prorated to reading room (410)
and stack (420) at the time the physical inventory is made.
This category might be used as a "working-purposes" category
if proration on some appropriate basis is anticipated. Further
limitations are defined under reading room (410) and stack (420).

440 Processing Room

Definition: A room which serves a reading/study room, stack,
or open stack reading room as a supporting service to such rooms.

Description: Included in this category are areas generally used
to house card catalogs, circulation desks, bookbinding, microfilm
processing, and audio/visual record-playback equipment for dis-
tribution to individual study stations.

Limitations: This category does not include such library space
as offices for staff (310); acquisition's work areas that are
to be classified as offices (310); campuswide or centralized
audio/visual preparation areas, bookbinding, and microfilm
processing areas that are to be classified as shop facilities
(720); instructional facilities for library science staff that
are to be classified as classrooms (110), class laboratories
(210), special class laboratories (220), offices (310), or
other appropriate designations.

455 Study Service

Definition: A room which directly serves reading/study rooms,
stacks, open stack reading rooms, or processing rooms as a direct
extension of the activities in those rooms.

60

Description: Other categories in these definitions have provided
a "service" category for each type of room. Because such facilities
are minimal in library-type spaces this one category of study
facility service space is provided for all types of study facilities.
Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does not include card catalogs,
circulation desks, and other areas designated as processing rooms
(440).

500 SPECIAL USE FACILITIES

510 Armory

Definition: A room or area used by Reserve Officer Training
Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor
rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms (110), class laboratories (210), and
offices (310) in an armory facility are designated as such, even
though they are located in an armory building.

515 Armory Service

Definition: A room that directly serves an armory facility as
an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms,
coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory
ser ice rooms (215), and office service rooms (315) are so
classified even though they are located in an armory building.

520 Athletic/Physical Education

Definition: A room (or area) used by students, staff, or the
public for athletic/physical education activities.

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: Included in this category are rooms generally re-
ferred to as gymnasiums, basketball courts, handball courts,
squash courts, wrestling rooms, swimming pools, ice rinks, in-
door tracks, indoor "fields," and fieldhouses.

Limitations: No·distinction by room use category is made on
the basis of instructional versus intramural or intercollegiate
use of gymnasiums, swimming pools, etc. The program dimension
of this classification structure provides the capability of
ᵐaking those distinctions.

Institutions that wish to study the utilization of such facilities
will need to further subdivide this category. 'This category
does not include classroom facilities (100), laboratory
facilities (200), or office facilities (300), even though they
may be located in an athletic building. This category does
not include the spectator seating area associated with athletic
facilities (523). It does not include outside fields, tennis
courts, archery ranges, etc. This category does not include
rooms used for recreational purposes (670) such as bowling
alleys, billiards rooms, ping pong rooms, ballrooms, chess
rooms, card playing rooms, or hobby rooms.

523   Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the
public to watch athletic events.

Description: Included in this category are permanent seating
areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or move-
able seating areas. Stadium seating by definition is structural
area.

525   Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical edu-
cation facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally re-
ferred to as physical education locker rooms, shower rooms, coaches'
rooms, ticket booths, dressing rooms, equipment supply rooms, first
aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and
distribution of audio/visual, radio, and TV materials, and for the
operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred
to as TV studios, radio studios, sound studios, graphics studios,
and similar rooms.

Limitations: Studios used primarily as part of an instructional
program to train students in communication techniques should
be classified as class laboratories (210) if scheduled, or as
special class laboratories (220) if not scheduled.

535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio,
or TV facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally
referred to as film library, tape library, control room, videotape
recorder room, property storage, recording rooms, engineering
maintenance rooms, darkrooms, preparation rooms, and equipment
storage rooms.

Limitations: Control rooms, recording rooms, and similar facil-
ities used primarily to train students in communication techniques
should be classified as class laboratory service (215) or special
class laboratory service (225).

540 Clinic (Non-Health Professions)

Definition: A room used for the diagnosis and/or the treatment
of patients in a program other than medicine (human or veterinary),
dentistry, and student health care.

Description: Included in this category are rooms generally re-
ferred to as patient examination rooms, testing rooms, consultation
rooms.   Clinics are typically associated with such educational
areas as psychology, speech and hearing, remedial reading, and
remedial writing.

Limitations: This category does not include clinics associated
with student health care.   It does not include clinics for the
medical or dental treatment of humans or animals.

545 Clinic Service (Non-Health Professions)

Definition: A room that directly services a clinic facility as
an extension of the activities in that facility.

Description: Included in this category are waiting rooms, obser-
vation rooms, control rooms, records rooms, and similar supporting
rooms.

Limitations: This category does not include rooms which serve
health care facilities (800).

550 Demonstration

Definition: A room (or group of rooms) used to practice the
principles of certain disciplines such as teaching and home
economics.

Description: This category includes demonstration schools,
laboratory schools, pre-school nurseries, etc., if the facilities
support the training of the college-level students as teachers.
This category includes home management houses that serve to
train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, pre-
school nurseries, and home management houses in which the
students serve as the subjects for a research study are clas-
sified as non-class laboratories (250).   Rooms that serve
nursery, elementary, or secondary schools students (in a labora-
tory school or pre-school nursery) will not be classified as
classrooms, class laboratories, or offices, etc., but rather as
demonstration facilities.   However, classrooms (110) or class
laboratories (210) in such facilities used primarily for college-
level students should be so classified.   Offices (310), conference
rooms (350), and meeting rooms (680) used by college-level
staff should be so classified.

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

555   Demonstration Service

Definition: A room that directly serves a demonstration facility
as an extension of the activities in that facility.

Description: Included in this category are facilities generally
referred to as storerooms, laundry, etc., in a home demonstration
facility, and as kitchen, lockers, shower rooms, etc., in a lab-
oratory school.

Limitations: The distinction between a demonstration facility
and demonstration facility service is somewhat arbitrary.   'n
general, the primary activity areas such as kitchen, dining room,
living room (in a home demonstration house), or classrooms, labo-
ratories, gymnasiums that serve nursery, elementary, or secondary
school students (in a laboratory school) should be designated as
demonstration facilities.

560   Field Building

Definition: A barn or similar structure for animal shelter or
the handling, storage, and/or protection of farm products, sup-
plies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal
shelters, sheds, silos, feed units, hay storage, and seedhouses.
Greenhouses related to farm operations are included in this
category.   Structures are typically of light frame construction
with unfinished interiors, usually but not exclusively related
to argicultural field operations, and are frequently located
outside the central campus area.   Also included are such
facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justifi-
cation for classification as a field-service facility.   Finished
rooms such as endocrine research laboratories, dairy research
laboratories, etc., should be classified as non-class labora-
tory facilities (250).

570   Animal Quarters

Definition: A room that houses laboratory animals maintained for
the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to
as animal rooms, cage rooms, stalls, wards, and similar rooms
that are used to house animals intended for use in class labo-
ratories, non-class laboratories, special class laboratories, or
individual study laboratories.

Limitations: Does not include areas for treatment of patient
animals. See health care facilities (800).

575 Animal Quarters Service

Definition: A room that directly serves an animal care facility
as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as
feed storage rooms, feed mixing rooms, cage washing rooms, and
similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas
used for the treatment of patient animals. See health care
facilities (800).

580 Greenhouse

Definition: A building or room, usually composed chiefly of glass
or other light transmitting material, for the cultivation and/or
protection of plants.

Description: Includes rooms generally referred to as greenhouses.

Limitations: Does not include greenhouses related to farm
operations. (See 560.)

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility
as an extension of the activities in that facility.

Description: Includes rooms generally referred to as headhouses.

Limitations: Does not include greenhouses related to farm
operations. (See 560.)

590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last
resort to be used to account for and classify those facilities
that cannot be described, even approximately, with other codes
and definitions.

Limitations: This category should have very limited use if it
is used at all.

600 GENERAL USE FACILITIES

610 Assembly

Definition: A room designed and equipped for the assembly of
large numbers of persons for such events as dramatic, musical,
devotional, livestock judging, or commencement activities.

Description: This category includes rooms generally referred
to as theaters, auditoriums, concert halls, arenas, chapels,
and livestock judging pavilions. Seating area, stage,
orchestra pit, chancel, arena, and aisles are included in
assembly facilities. Assembly facilities may also serve
instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for
instructional purposes are classified as classrooms (110).

615 Assembly Service

Definition: A room that directly serves an assembly facility
as an extension of the activities in that facility.

Description: This category includes check rooms, coat rooms,
ticket booths, dressing rooms, projection booths, property
storage, make-up rooms, costume storage, green rooms, control
rooms, etc.

Limitations: Lobbies are nonassignable space classified as
circulation area (WWW).

620 Exhibition

Definition: A room used for exhibition of materials, works of
art, artifacts, etc., and intended for general use by students
and the public.

Description: This category includes museums, art galleries,
and similar exhibition areas.

Limitations: Collections not primarily for general exhibition,
such as departmental displays of anthropological, botanical, or
geological specimens, should be classified under an appropriate
laboratory category.

625 Exhibition Service

Definition. A room that directly serves an exhibition facility
as an extension of the activities in that facility. .

Description: This category includes work rooms for the preparation
of materials and displays, vaults or other storage for works of
art, check rooms, etc.

Limitations: Research areas in museums are classified as non-
class laboratories (250) or non-class laboratory service (255).

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias,
snack bars, restaurants, and similar eating areas, including
such areas in residence halls, faculty clubs, etc. This category
includes facilities which are open to the student body and/or
the public at large. Areas intended primarily as food facilities,
even though containing vending machines rather than serving
counters, are included in this category. Rooms with vending
machines other than for regular meal or snack service are
classified as lounge facilities (650) or merchandising facilities
(660).

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

635 Food Facilities Service

Definition: A room that directly serves a food facility as
an extension of the activities in that facility.

Description: This category includes such areas as kitchens,
refrigeration rooms, freezers, dishwashing rooms, cafeteria
serving, preparation, cleaning, etc., including such areas in
residence halls.

650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with
upholstered furniture, draperies, and/or carpeting, and may
include vending machines.

Limitations: A lounge facility is distinguished from a confer-
ence room (350) and a meeting room (680) by its more informal
atmosphere and its general public availability. A lounge
area associated with a toilet is nonassignable space and clas-
sified as mechanical area (see Appendix 6.5, Section 3.3). A
room devoted wholly to vending machines is classified as a
merchandising facility (660). Vending machine areas in food
facilities are classified 630.

655 Lounge Service

Definition: A room that directly serves a lounge facility, such
as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products
or services.

Description: This category includes such rooms as bookstores,
barber shops, post offices, dairy stores, student union "desks,"
and vending machine areas devoted wholly to vending machines.

69

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Limitations: This category does not include dining rooms,
restaurants, snack bars, and similar food facilities (630), or
vending machine areas associated with food facilities or
lounges (650). It does not include meeting rooms (680) which
are classified as conference facilities. Hotel and motel rooms.
are classified in the appropriate category of residential
facilities (900).

665 Merchandising Facilities Service

Definition: A room that directly serves a merchandising facility
as an extension of the activities in that facility.

Description: Included in this category are rooms generally re-
ferred to as supply closets, sorting rooms, freezers, telephone
rooms, and private toilets.

670 Recreation

Definition: A room used by students, staff, and/or the public
for recreational purposes.

Description: This category includes such rooms as bowling alleys,
pool and billiards rooms, ping pong rooms, ballrooms, chess rooms,
card-playing rooms, (noninstructional) music listening rooms, and
hobby rooms.

Limitations: This category does not include gymnasiums, basketball
courts, handball courts, squash courts, wrestling rooms, swimming
pools, ice rinks, indoor tracks, indoor fields, or fieldhouses
that should be classified as athletic/physical education facilities
(520). It does not include outdoor facilities such as tennis courts,
archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

Definition: A room that directly serves a recreation facility as
an extension of the activities in that facility.

Description: This category includes storage closets, equipment
issue rooms, cashiers' desks, and similar rooms.

Limitations: This category does not include kitchens, short-
order kitchens, snack bars, or other food facilities. It does
not include athletic/physical education facility service (525)
such as locker rooms, shower rooms, ticket booths, dressing
rooms, and other similar service areas.

680   Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and
chairs, lounge-type furniture, straight-back chairs, and/or
tablet arm chairs. Although it may be assigned to a specific
organizational unit, it is used primarily by groups for general
purposes such as student senate, student government, community
groups, and short term meetings conducted by an extension division.
A meeting room is distinguished from a conference room (350)
because conference rooms are considered part of an office complex
and are generally used for staff meetings or other departmental
non-class activities.

Limitations: Rooms serving an office complex and used primarily
for staff meetings are classified as conference rooms (350).
Seminar rooms used primarily for scheduled classes are classified
as classrooms (110).

685   Meeting Room Service

Definition: A room that serves a meeting room as an extension
of the activities in that room.

Description: Included in this category are such rooms as kitchen-
ettes, chair storage rooms, projection rooms, sound equipment
rooms, etc.

Limitations: This category does not include such rooms as
kitchenettes and chair storage rooms that serve conference
rooms (355).

690   Locker Room

Definition: A room used for changing clothes and/or storing
personal materials.

Description: Includes service rooms intended for student and/or
staff use principally for storage of clothing and/or individual
materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate
athletics locker rooms and areas. (See 525).

700 SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data
by computers.

Description: This category includes keypunch rooms, electronic
data processing rooms, electronic computer rooms, and similar
data processing areas.

Limitations: This category does not include rooms containing desk
calculators, post-billing machines, check-writing machines, and
similar office or office service rooms. It is recommended that
the area occupied by a keypunch machine, sorter, or other Electronic
Data Processing (EDP) equipment in a room otherwise classifiable
as an office (310) not be prorated to this category. A data
processing facility used only for instruction should be classified
as a class laboratory (210), special class laboratory (220), or
individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to
contain a keypunch machine, sorter, or other small EDP equipment,
do not prorate the area in that room, but rather classify the
entire room as office (310).

715 Data Processing/Computer Service

Definition: A room that directly serves a data processing
computer facility as an extension of the activities in that
facility.

Description: This category includes such rooms as card storage,
paper form storage, tape storage, control rooms, plugboard
storage, wiring rooms, equipment repair rooms, observation rooms,
and similar service areas.

Limitations: This category does not include rooms for data
processing personnel. These rooms should be classified as
offices (310).

720 Shop

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

Description: This category includes such rooms as carpenter
shops, plumbing shops, electrical shops, painting shops, and
similar physical plant maintenance facilities. It also includes
central printing and duplicating shops and campuswide or central-zed
audio/visual preparation areas.

Limitations: This category does not include instructional shops;
industrial arts and vocational-technical shops used for instruc-
tion should be classified as class laboratories (210).   Materials
preparation areas in audio/visual, radio stations, and TV studios
should be so classified (535). Maintenance and repair areas of
vehicles, airplanes, boats, etc., should be so classified (745).
Engineering drafting rooms serving the physical plant operation
are classified as offices (310). Blueprint storage rooms are
classified as office service (315).

725 Shop Service

Definition: A room that directly serves a shop facility as an
extension of the activities in that facility.

Description: Included in this category are tool supply-storage
rooms, materials storage rooms, and similar equipment or material
supply and/or storage rooms. Locker rooms, shower rooms, lunch
rooms, and similar non-public areas that serve the shop facility
should be included.

Limitations: This category does not include service areas related
to class laboratories (215) or non-class laboratories (255). It
does not include vehicular repair facilities (garages) that are
classified as vehicle storage facility service (745). Blueprint
storage rooms should be classified as office service (315).

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

730 Storage

Definition: A room used to store materials.

Description and Limitations:__Classification of a room as a
storage facility is limited by definition to a central storage
facility (warehouse) and inactive departmental storage. Storage
related to other types of space follow the classification of that
type of space with a "service" designation. For example, a
storage.closet for office supplies is classified as office service
(315). The distinction between the "service" and "storage" clas-
sifications rests on the possibility of physical separation of
the materials stored. If the materials being stored could be
placed in a warehouse, implying only occasional demand for the
materials, then storage facility is the appropriate classification.
Storage that must be close at hand because of the nature of the
materials stored and the demands placed upon them by the program
should be classified in the appropriate "service" category.

735 Storage Service

Definition: A room that directly serves a storage facility.

740 Vehicle Storage Facility

Definition: A room or structure that is used to house and/or
store vehicles.

Description: This category includes parking structures and other
rooms and buildings generally referred to as garages, boat houses,
airport hangars, and other storage areas for vehicles (broadly
defined).

Limitations: This category does not include portions of barns
or similar field building facilities that are used to house farm
implements.   Uncovered exterior parking areas are excluded.

745 Vehicle Storage Facility Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area asscciated with a
vehicle storage facility that is used for the maintenance and
repair of automotive equipment, boats, airplanes, and similar
vehicles.

Limitations: This category does not include service areas that
serve building maintenance and repair, and that are classified as
shop facilities (720).

750   Central Food Stores

Definition: A central facility for the processing and storage
of foods used in food facilities.

Description: This category includes food storage areas, lockers,
cold rooms, refrigerators, meat processing areas, and similar
facilities located in a central food stores building.

Limitations: Offices (310) located in a central food stores
building are so classified. Food storage areas, freezers,
lockers, etc., not located in a central food stores building
are classified as food facility service (635).

760   Central Laundry

Definition: A central facility used for cleaning, washing,
drying, and ironing linens, uniforms, etc.

Description: This category includes laundry rooms, drying rooms,
ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so
classified. Laundry rooms, drying rooms, ironing rooms, etc.,
not located in a central laundry are classified as residential
facilities or as service space to whatever type of facility they
serve.

800   HEALTH CARE FACILITIES

Note: This category includes the room uses listed below that are
located in student health facilities and in health professions
clinics and in hospitals. The codes and definitions in this
series (800) are designed to describe health care facilities
for humans as well as animals requiring health care. This
category does not include non-medical clinic facilities.
Note also that offices that serve in health care activities
are classified as offices (310). Therefore, a tabulation
of all facilities dedicated to student health care may be
obtained by summing all room use categories for program
subcategories 5.5.7320, as in Figure 9, page 26.

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute
care, semiconvalescent/rehabilitative adult or pediactric bed-
rooms, intensive care units, progressive coronary care units,
emergency bed care units, observation units, infant care nurseries,
incubator units, wards, etc. Connected clothes closets are included.
Stalls for animal patients are also included.

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities
adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A room or area used by nurses who are supervising
and/or administering health care facilities.

Description: Included in this category are areas devoted to
records charting, reception desks, admissions desks, and
areas adjoining nurses stations, such ; utility rooms, work-
storage areas, formula preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be
classified 310.

840 Surgery

Definition: A roc.. used for surgery.

Description: Included in this category are major and minor
surgery rooms, delivery rooms, special procedures operating
rooms, and rooms used in conjunction with and as a direct
extension of the activities of a surgery room such as 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.

850   Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy,
angiography, physical therapy, dialysis, cardiac catherization,
pulmonary function/vascular testing, EEG, ECG, EMG, combined
doctor's office and examination/treatment rooms, and rooms
which support treatment rooms as a direct extension of the
activities of such a facility such as dressing rooms, film
processing and viewing rooms, work preparation rooms, special
equipment storage.

860   Service Laboratory

Definition: A room used to provide diagnostic support services
to health care facilities.

Description: Includes rooms generally referred to as pathology
labs, pharmacy labs, autopsy labs, etc., such as hematology,
chemistry tissue, bacteriology, serology, blood bank, basal
metabolism, isotope, and rooms which serve service laboratories
as a direct extension of the activities of such a facility,
such as rooms generally referred to as cadaver storage/morgue,
autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories
(210), special class laboratories (220), or other facilities
used primarily for organized instruction.

870   Supplies

Definition: A room used to store supplies for health care
facilities.

Description: Central supply, pharmacy supplies/storage and
dispensary, miscellaneous storage of a relatively inactive
nature, other than that included in other primary and service
room types.

880   Public Waiting

Definition: A room used by the public to await admission,
treatment, or information.

Appendix 6.2:   Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

895   Health Care Service

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.

Limitations: Nonassignable areas are explicitly excluded from this category.   Excludes mechanical and equipment areas.

900   RESIDENTIAL FACILITIES

Note: Offices that serve residential activities are coded 310. Likewise, food facilities that serve student and faculty housing activities are coded 630 and 635.   Therefore, a tabulation of all facilities dedicated to student and faculty hc⁻ .ng may be obtained by summing all room use categories for program subcategories 5.5.7330 and 6.6.7330, respectively, as in Figure 9, page 26.

910   Sleep/Study Without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category includes single or multiple sleep/ study rooms.   A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410).   Residential quarters equipped with cooking facilities are coded as apartment (950).   Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food service (635).

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only
by the occupants of the residential facilities, rather than by
the general public.

Description: This category includes common or shared bathroom
facilities which may consist of full or half-baths, showers,
or toilet and shower combinations, used by the residents, and
accessible from a corridor or other general circulation area.

Limitations: This category does not include public rest rooms.
Bathrooms internal to a sleep/study room (920), apartment (950),
or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically
furnished with bed(s), wardrobe(s), desk(s), and chair(s), with
an internally connected bath.

Description: This category includes single or multiple sleep/
study rooms with bath facilities internal to the suite and not
separately coded 919. A sleep/study facility may be a room
for combined sleep/study, a room exclusively for sleeping, or
a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open
to the dormitory residents at large, and not part of bedroom
or sleeping room suites, should be classified as reading/study
(410). Residential quarters equipped with cooking facilities
are coded as apartment (950). Separate food preparation rooms
serving sleep/study areas, including small kitchens used by the
occupants, are coded as food facilities service (435).

935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the
occupants of an individual sleep/study room with or without toilet/
bath (910 and 920).

Description: This category includes mail rooms, laundry and
pressing rooms, linen closets, maid rooms, serving rooms,
trunk storage rooms, and telephone rooms which serve the
occupants of sleep/study facilities.

Limitations: This category does not include food facilities
(see 630 and 635), central laundry (see 760), or central food
stores (see 750), toilet/bath (see 919), lounge facilities
(see 650), recreation or activity areas (see 670, 675), or
nonassignable building service areas.

950 Apartment

Definition: A complete living unit that is not a separate
structure.

Description: This is the basic module or group of rooms designed
as a complete housekeeping unit, i.e., contains bedroom(s), living
room(s), kitchen, and toilet facilities. It is not intended that
individual rooms be specifically identified within the apartment,
but only that the total interior space be accounted for. This
category includes apartments provided for faculty, staff, or
students. Apartments need not be located in a residential
building.

955 Apartment Service

Definition: A room or area that directly serves an apartment
or group of apartments as an extension of the activities in
that facility.

Description: This category includes laundry rooms, mail rooms,
linen closets, maid rooms, trunk storage rooms, and telephone
rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed
as a complete housekeeping unit, i.e., contains bedroom(s), living
room(s), kitchen, and toilet facilities. It is not intended that
individual rooms be specifically identified within the structure,
but only that the total interior area be accounted for. This
category includes houses provided for faculty, staff, or students.

000 UNCLASSIFIED FACILITIES*

050 Inactive Area

Definition: Rooms that are available for assignment to an
organizational unit or activity but are unassigned at the time
of the inventory.

Limitations: Rooms that are being modified or are not completed
at the time of the inventory are so classified (060 or 070).

060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because
they are being altered, remodeled, or rehabilitated at the
time of the inventory.

Limitations: Rooms that are inactive or are not completed
at the time of the inventory are classified 050 or 070,
respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings
or additions to existing buildings that are not completely
finished at the time of the inventory.

Limitations: This category is intended only for the unfinished
part of a building or addition. The parts that are in use
should be classified elsewhere.

*Note that an unused room which is clearly an office but not assigned to any
program code could be coded 310 with program code 8.1.

NONASSIGNABLE AREA

Note: The following categories are included for purposes of completing
the list of room use categories, but are not recommended for
collection purposes.   Institutions ollecting nonassignable area
data may find them useful for plan. management purposes. See
Appendix 6.5 for complete definitions, descriptions, and illustrations
of these categories.

WWW   CIRCULATION AREA

XXX   CUSTODIAL AREA

YYY   MECHANICAL AREA

ZZZ   STRUCTURAL AREA

Appendix 6.3

ROOM DATA DEFINITIONS AND CODES/

STANDARD PROGRAM CLASSIFICATION CATEGORIES*

Summary

1.0 Instruction

1.1 General Academic Instruction**

1.1.0000	General
1.1.0100	Agriculture and Natural Resources
1.1.0200	Architecture and Environmental Design
1.1.0300	Area Studies
1.1.0400	Biological Sciences
1.1.0500	Business and Management
1.1.0600	Communications
1.1.0700	Computer and Information Sciences
1.1.0800	Education
(1.1.0835)	(Physical Education)***
1.1.0900	Engineering
1.1.1000	Fine and Applied Arts
1.1.1100	Foreign Languages
1.1.1200	Health Professions
1.1.1300	Home Economics
1.1.1400	Law
1.1.1500	Lette' .
1.1.1600	Library Science
1.1.1700	Mathematics
1.1.1800	Military Sciences
1.1.1900	Physical Sciences
1.1.2000	Psychology
1.1.2100	Public Affairs and Services
1.1.2200	Social Sciences
1.1.2300	Theology
1.1.4900	Interdisciplinary Studies
1.1.5000	Business and Commerce Technologies
1.1.5100	Data Processing Technologies
1.1.5200	Health Services and Paramedical Technologies
1.1.5300	Mechanical and Engineering Technologies
1.1.5400	Natural Science Technologies
1.1.5500	Public Service Related Technologies

*Warren W. Gulko, Program Classification Structure (Boulder: Western Interstate Commission for Higher Education, 1972).

**See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

***0800 includes 0835 Physical Education

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

1.2 Occupational and Vocational Instruction

(1.2.0000 through 1.2.5500 as in 1.1 above)*

1.3 Special Session Instruction

(1.3.0000 through 1.3.5500 as in 1.1 above)*

1.4 Extension Instruction

(1.4.0000 through 1.4.5500 as in 1.1 above)*

2.0 Organized Research

2.1 Institutes and Research Centers

(2.1.0000 through 2.1.5500 as in 1.1 above)*

2.2 Individual or Project Research.

(2.2.0000 through 2.2.5500 as in 1.1 above)*

3.0 Public Service

3.1 Community Education

(3.1.0000 through 3.1.5500 as in 1.1 above)*

3.2 Community Service

(3.2.0000 through 3.2.5500 as in 1.1 above)*

3.3 Cooperative Extension

4.0 Academic Support

4.1 Libraries

4.2 Museums and Galleries

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

4.3   Audio/Visual Services

4.4   Computing Support

4.5   Ancillary Support

    4.5.1200   Teaching Hospitals

4.6   Academic Administration and Personnel Development

4.7   Course and Curriculum Development

5.0   Student Services

    5.1   Social and Cultural Development

        5.1.7200   Intercollegiate Athletics

    5.2   Supplementary Educational Service

    5.3   Counseling and Career Guidance

    5.4   Financial Aid

    5.5   Student Support

        5.5.7320   Health Services (Student)

        5.5.7330   Housing Services (Student)

6.0   Institutional Support

    6.1   Executive Management

    6.2   Fiscal Operations

    6.3   General Administrative Services

    6.4   Logistical Services

    6.5   Physical Plant Operations

    6.6   Faculty and Staff Services

        6.6.7330   Housing Services (Faculty and Staff)

    6.7   Community Relations

7.0   Independent Operations

   7.1   Institutional Operations

   7.2   Outside Agencies

8.0* Unassigned (For Assignable Areas Only)

   8.1   Capable of Use

   8.2   Incapable of Use

9.0* Building Service (For Nonassignable Areas Only)

*Programs 8.0 Unassigned and 9.0 Building Service are not Program Classification
Structure categories but have been created exclusively for facilities inventory
purposes.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Discussion

1.0 Instruction Program

Definition: The instruction program consists of those activities whose
outputs are eligible for credit in meeting specified curricular require-
ments leading toward a particular postsecondary degree or certificate
granted by the institution.

Facilities Application: Areas that house activities of the instruction
program are to be classified here if they serve the entire program, or
under one of the subprogram classifications listed subsequently if they
house specific portions of the instruction program. All classrooms
are to be coded with the program code 1.0 and with a descriptive category
code of 0000.

Limitations: Areas that house activities established to provide
instructional services that are not creditable toward degrees should
be assigned to an appropriate category under the student service
program (5.0) if the primary intent is to provide supplemental or
remedial educational services for matriculated students, or to the
public service program (3.0) if the primary intent is to offer
instructional services for members of the community.

Coding Detail: Four subprograms listed below.

1.1 General Academic Instruction

Definition: This subprogram consists of instructional program
elements operating during the standard academic term (as defined
by the institution) that are part of a formal degree or certificate
curriculum and are managed by the regular academic departments.

Facilities Application: Areas that house instructional elements
operating during the standard academic term are classified here.
Typically, faculty offices, laboratories, and classrooms are
classified under this subprogram. Areas that house elements
of the general academic instruction subprogram may be further
classified under the program categories (HEGIS discipline
categories) listed below.

87

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Confusion may arise in cases where an academic discipline is
offered primarily for instruction to vocational students, e.g.,
math for auto mechanics. In such cases, it is appropriate to
identify the facilities with the associated academic discipline
having management responsibility for the activities and code them
within the occupational and vocational instruction subprogram,
e.g., 1.2.1700 if offered by the math department. The same
community college may offer a mathematics program for transfer
students. That program would be appropriately coded 1.1.1700.

Limitations: Areas that house subprograms and/or activities
typically associated with two-year (or less) vocational
certification should be included under subprogram 1.2. Areas
that house special session instruction (1.3) and extension
instruction (for credit) (1.4) are also excluded. All class-
rooms are to be coded with the program code 1.0.0000.

Coding Detail: Program categories as listed below.*

1.1.0000   General
1.1.0100   Agriculture and Natural Resources
1.1.0200   Architecture and Environmental Design
1.1.0300   Area Studies
1.1.0400   Biological Sciences
1.1.0500   Business Management
1.1.0600   Communications
1.1.0700   Computer and Information Sciences
1.1.0800   Education
(1.1.0835) (Physical Education)**
1.1.0900   Engineering
1.1.1000   Fine and Applied Arts
1.1.1100   Foreign Languages
1.1.1200   Health Professions
1.1.1300   Home Economics
1.1.1400   Law
1.1.1500   Letters
1.1.1600   Library Science
1.1.1700   Mathematics
1.1.1800   Military Sciences
1.1.1900   Physical Sciences
1.1.2000   Psychology
1.1.2100   Public Affairs and Services
1.1.2200   Social Sciences
1.1.2300   Theology

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

**0800 Education includes 0835 Physical Education.

Appendix 6.3:   Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

    1.1.4900   Interdisciplinary Studies
    1.1.5000   Business and Commerce Technologies
    1.1.5100   Data Processing Technologies
    1.1.5200   Health Services and Paramedical Technologies
    1.1.5300   Mechanical and Engineering Technologies
    1.1.5400   Natural Science Technologies
    1.1.5500   Public Service Related Technologies

1.2 Occupational and Vocational Instruction

Definition: This subprogram consists of those activities established
primarily to provide instruction in nonacademic disciplines.   This
subprogram is intended primarily for use by institutions offering
two-year (or less) terminal degree programs for vocational certification
in the trades and paraprofessional areas.

Facilities Application: Areas that house instructional elements serving
two-year (or less) terminal degree programs for vocational certification
are classified here.   Typically, faculty offices and laboratories that
serve two-year terminal degree programs are classified here.

Confusion may arise where an academic discipline is offered primarily
for instruction to vocational students, e.g., math for auto mechanics.
In such cases it is appropriate to identify the facilities with the
associated academic discipline having management responsibility for
the activities and code them within the occupational and instruction
subprogram, e.g., 1.2.1700 if offered by the math department.   The
same community college may offer a mathematics program for transfer
students.   The facilities that house the program would be appropri-
ately coded 1.1.1700.

Limitations: Areas that serve special session instruction (1.3) and
extension instruction (for credit) (1.4) are excluded.   All classrooms
are to be coded with program category code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

1.3 Special Session Instruction

Definition: This subprogram consists of those instructional activities
that offer credit toward a formal degree or certificate and are in
operation during summer session, interim session, or other period
that is not common with the institution's regular term.

*See Appendix 6.4 for detailed listing and codes for HEGIS Taxonomy disciplines.

89

Facilities Application: Areas that are assigned specifically to special
session activities are included, e.g., the summer session office that
throughout the year is devoted to arranging admissions, scheduling, and
other matters for summer session. Offices and laboratories devoted
only to special session are also included here.

Limitations: Facilities that serve all elements of the instruction
program regardless of the term are more appropriately coded under
general academic instruction (1.1). All classrooms are to be coded
with program category code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

1.4 Extension Instruction (for credit)

Definition: This subprogram consists of all those instructional
activities that are managed separately by an extension division
(or similar agency within the institution) and are applicable
toward a formal degree or certificate.

Facilities Application: Areas that are assigned to and/or house
extension instruction activities are included, e.g., the extension
offices and associated meeting rooms.

Limitations: Facilities that serve all elements of the instruction
program such as offices and class laboratories are more appropriately
coded under general academic instruction (1.1). Excluded also are
facilities that house activities that may not be credited toward
formal degrees or certificates and are offered by an institution
primarily as a public service, e.g., continuing education, short
courses, etc. All classrooms are to be coded with program category
code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

2.0 Organized Research Program

Definition: The primary objective of an organized research program is
the creation and dissemination of new knowledge. It consists of activities
that have been specifically organized to produce research outcomes
commissioned by an agency either external to the institution or authorized
by an organizational unit within the institution.

Facilities Application: Facilities that house elements of the organized
research program are to be classified here if they serve the entire program,
or under one of the subprogram classifications listed subsequently if they
house specific elements of the organized research program.

*See Appendix 6.4 for detailed listing and codes for HEGIS Taxonomy disciplines.

Limitations: Facilities that house externally funded educational activities
such as workshop, short courses, and training grants would normally be
considered as either instruction or public service. .

Coding Detail: Two subprograms listed below.

2.1   Institutes and Research Centers

Definition: This subprogram consists of all those research-related
activities that are part of formal research organization typically
created to manage a number of research efforts.

Facilities Application: Areas that house formal research organiza-
tions created to manage a number of research efforts within the
institution are classified under this category.

Limitations: Areas that serve research activities that are normally
managed within academic departments are excluded from this category.

Coding Detail: Program categories as listed under 1.1 above.*

2.2   Individual or Project Research

Definition: This subprogram consists of all those research activities
that are normally managed within the academic departments. This
subprogram consists of the various research-related activities that
have been created as a result of a contract, grant, or specific
allocating of institutional resources to conduct a study or
investigation of a specific scope. Generally, such activities may
be identified with the principal investigator and should be coded
within his assigned discipline. Activities within this subprogram
are normally of a temporary nature, i.e., created for a specified
period of time, as contrasted to the more permanent nature of the
research organizations within the institute's and research center's
subprogram.

Facilities Application: Areas that house research-related elements
created as a result of a contract, grant, or specific allocation of
institutional resources are classified here. Typically, faculty
offices and non-class laboratories devoted to project research are
classified here. If the space has multiple uses, primary intent
should be the guiding factor as to where to classify it.

*See Appendix 6.4 for detailed listings and codes of HEGIS Taxonomy disciplines.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Limitations: Areas that house research organizations are not to be
classified here.

Coding Detail: HEGIS taxonomy as listed in 1.1 above.*

3.0 Public Service Program

Definition: Public service activities are established to make available to
the public the various unique resources and capabilities of higher education.
The objective of a public service program is to provide services that are
beneficial to groups external to the institution.

Facilities Application: Areas that house elements of the public service
program are to be classified here if they serve the entire public service
program. Areas that house specific elements of the public service program
are to be classified under one of the subprograms listed below.

Limitations: Areas that house activities established to provide supplemental
or remedial services for matriculated students should be appropriately coded
under the student service program (5.0).

Coding Detail: Three subprograms listed below.

3.1 Community Education

Definition: This subprogram consists of activities that are managed
within the academic departments or elsewhere within the institution
to provide continuing education, i.e., non-credit instructional
services, to members of the community other than matriculated
students. Community education is considered to be those activities
conducted under activities that have been established to provide
an educational service to the various members of the community
and are not part of the degree curriculum, e.g., short courses,
professional review courses, etc.

Facilities Application: Areas that house non-credit instructional
services provided to members of the community other than
matriculated students are classified here, e.g., the continuing
education office or meeting rooms that are used only for con-
tinuing education.

Limitations: Areas that house non-credit instructional services
to provide supplemental or remedial services for matriculated
students are classified under the student service program (5.0).

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Coding Detail: Program categories as listed under 1.1 above.*

3.2 Community Service

Definition: This subprogram consists of those activities that are
established to provide general community services, excluding
instructional activities. Community service activities are managed
either within the academic departments or elsewhere within the
institution and have been established to provide general public
services to the community at large or special sectors within the
community. Community service is concerned with making available
to the public various resources and unique capabilities that exist
within the institution. Examples of community service may be
conferences and institutes, general advisory services and reference
bureaus, urban affairs, international affairs, radio and television,
consultation, and similar activities. Community service activities
are those for which the primary intent for establishing and maintaining
the activity is to provide services that are beneficial to groups and
individuals outside of the institution.

Facilities Application: Areas that house general community services,
excluding instructional activities, are to be classified here, e.g.,
offices devoted entirely to arranging such community services and
meeting rooms where such services are held or provided.

Limitations: Areas that house activities established primarily for the
institution's staff or student body and that house instructional
activities are excluded.

Coding Detail: Program categories as listed in 1.1 above.*

3.3 Cooperative Extension Service

Definition: This subprogram consists of all those activities established
as the result of cooperative efforts between the university and outside
agencies, e.g., agricultural extension, urban extension, and is intended
primarily for land-grant colleges and universities. The distinguishing
feature of these activities is that the programmatic and fiscal control
is shared by the institution with one or more governmental units.
Historically, agricultural extension and, increasingly, certain urban
extension programs represent a significant commitment of resources
that are not necessarily under the control of the institution in terms
of the programmatic direction of the activities. These cooperative
extension programs are often a cross between independent operations
and public service in that they represent a mix of resources belonging
to the institution.

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Facilities Application: Areas that house activities and services
associated with cooperative extension services are to be classified
here, e.g., rooms assigned to agricultural extension or urban extension.

Limitations: These cooperative extension programs are often a cross
between independent operations and public service. Areas under the
control of an agency external to the institution are to be classified
under the independent operations program (7.0).

Coding Detail: No further breakdown required although, for other
purposes, some institutions may wish to utilize the U. S. Department
of Agriculture's Extension Management Information System (EMIS)
Data Definition document categories to further categorize such space.
For aggregation purposes, all EMIS categories should be aggregated
into program category code 0100.

4.0 Academic Support Program

Definition: The objectives of the academic support program are to provide
support services that are an integral part of the operations of the primary
programs through the retention, preservation, and display of materials, or
provide services that directly assist the academic functions of the
institution.

Facilities Application: Areas that house activities of the academic
support program are to be classified here if they serve the entire program,
or under one of the subprogram classifications listed subsequently if they
house specific segments of the academic support program.

Limitations: Excluded are areas that house activities established to
maintain the organization and provide operational support for the day-to-
day functioning of the organization. Such areas are classified under the
institutional support program (6.0).

Coding Detail: Seven subprograms listed below.

4.1 Libraries

Definition: This subprogram consists of all activities that directly
support the operation of a cataloged or otherwise classified collection
of published material.

Facilities Application: Areas that house activities supporting the
operation and maintenance of a collection of published material are
classified here, e.g., the general campus library, law library,
engineering library, etc.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Limitation: Areas that are intended to serve as departmental reading
rooms should be classified under the appropriate category of the
instruction program.

Coding Detail: No further breakdown required.

4.2 Museums and Galleries

Definition: This subprogram consists of all activities established
to provide services related to the collection, preservation, and
exhibition of historical materials, art objects, scientific displays,
etc.

Facilities Application: Areas such as museums, galleries, and
arboretums are included in this category.

Limitations: Research areas in museums or galleries should be
classified under the appropriate category of the organized research
program (2.0).

Coding Detail: No further breakdown required.

4.3 Audio/Visual Services

Definition: This subprogram consists of those activities associated
with providing audio and/or visual materials to support the academic
programs of the institution.

Facilities Application: Areas that house activities established to
provide audio and/or visual materials for use in the academic programs
are classified here.

Limitations: Areas that house activities that use audio/visual
technology as part of the instructional process, e.g., language
laboratories, are excluded. Areas housing dial access centers and
learning resource centers are more appropriately coded under libraries
(4.1).

Coding Detail: No further breakdown required.

4.4 Computing Support

Definition: This subprogram consists of those activities established
to provide computing support to the primary programs.

95

Facilities Application: Areas that house such computing support
activities are classified here.

Limitations: Excluded are areas that house administrative data
processing activities which are included as part of the institutional
support program (6.0). In the case of a centralized center serving
both academic and administrative needs, it is recommended that the
institution attempt to distinguish between the areas required for
supporting the administrative computing activities and those required
for academic computer support activities. Areas housing computer
assisted instruction activities should be handled in the same manner
as closed circuit television areas, i.e., they may be identified
with course activities and should be coded under the appropriate
category of the instruction program.

Coding Detail: No further breakdown required.

4.5 Ancillary Support

Definition: This subprogram consists of those activities that provide
support services to the primary programs and are not appropriately
classified with the previous subprograms. Such ancillary support
activities, when they exist, normally provide joint services to the
instruction, organized research, and public service programs.

Facilities Application: Areas that house ancillary support activities
typically are teaching hospitals, demonstration schools, and special
areas such as general glass blowing shops.

Limitations: Shops and similar areas that serve specifically identi-
fiable program categories should be coded under the appropriate
category of the instruction (1.0), organized research (2.0), or
public service (3.0) programs.

Coding Detail: See 4.5.1200 below.

4.5.1200 Teaching Hospitals

Definition: This category includes activities in
teaching hospitals that provide services to the
instruction, organized research, and public service
program.

Facilities Application: This category is provided to
maintain a separate tabulation of teaching hospital
facilities that support health professions activities
in the instruction, research, and public service programs.

Limitations: Student health centers are excluded.

Coding Detail: No further breakdown required.

4.6 Academic Administration and Personnel Development

Definition: This subprogram consists of all activities that provide
administrative support and management direction for the primary
programs. The intent of this subprogram is to provide a well-defined
identification of the management function.

Facilities Application: Areas that house the activities of department
chairmen, college deans, and associated support staff are included
in this category,

Limitations: Areas that house the activities of the institution's
executive and general administrative officers are more appropriately
coded under the institutional support program (6.0).

Coding Detail: No further breakdown required.

4.7 Course and Curriculum Development

Definition: This subprogram consists of those activities established
to accomplish the planning and developmental activities for future
(i.e., subsequent to the current budget period) instruction programs.
The intent of this subprogram is to separate initially from the
current operational aspects of the instruction program those activities
that may result in instructional offerings at some point beyond the
current budget period. This subprogram may be thought of as reflecting
investment costs for future instruction program elements.

Facilities Application: Areas that are specifically devoted to course
and curriculum development activities are classified here.

Limitations: Areas that cannot be identified separate from the
instruction program should be so coded (1.0).

Coding Detail: No further breakdown required.

5.0 Student Services Program

Definition: The overall objective of the student service program is to
contribute to the student's emotional and physical well-being, outside the
context of the formal academic program.

Facilities Application: Areas that house activities of the student service
program are to be classified here if they serve the entire program, or under
one of the subprogram classifications listed subsequently if they house
specific portions of the student service program.

Limitations: Areas that house activities that are creditable toward degrees
are coded under the appropriate category of the instruction program (1.0).
Areas that house activities whose primary intent is to offer non-degree
instruction to members of the community are coded to the appropriate category
of the public service program (3.0).

Coding Detail: Five subprograms listed below, except in the case of 5.1
and 5.5, which are further detailed to separate intercollegiate sports,
student health, and student housing from other facilities assigned to
those subprograms.

5.1 Social and Cultural Development

Definition: This subprogram consists of all those activities that
have been established to provide for the student's social and cultural
development outside of the degree curriculum.

Facilities Application: Areas to be classified under this category
include those that house activities such as student activities,
cultural events, student organizations, recreation, intramural
athletics, and intercollegiate athletics. Areas such as student unions,
bowling alleys, and sports complexes are included here.

Limitations: Areas that house instructional activities creditable
toward a degree are excluded.

Coding Detail: See 5.1.7200 below.

5.1.7200 Intercollegiate Athletics

Definition: This category includes activities associated
with the performance of intercollegiate athletics. It is
assumed that the primary intent of such activities is to
enhance the student's development.

Facilities Application: This category is provided to
keep a separate tabulation of facilities devoted to
the institution's intercollegiate athletics program
although the total amount of such space is also included
in the social and cultural development category (5.1) above.
Areas such as basketball arenas, team locker rooms, and
coaches offices are to be included in this category if
their primary function is intercollegiate athletics.

Limitations: Areas used primarily for intramural activities
and/or instructional activities are excluded.

Coding Detail: No further breakdown required.

5.2 Supplementary Education Service

Definition: This subprogram consists of those activities that have
been established primarily to provide matriculated students with
supplemental instruction outside of the normal academic program.
Generally, activities within this subprogram are established to
provide remedial education service as contrasted to instructional
activities that are a part of the degree curriculum.

Facilities Application: Areas specifically assigned to providing
supplemental instruction outside the normal academic program to
matriculated students is included here. Some offices and classrooms
may be assigned specifically for this type of usage.

Limitations: Areas that house regular academic programs are excluded.
Areas assigned to non-degree instructional activities to members of
the community are also excluded.

Coding Detail: No further breakdown required.

5.3 Counseling and Career Guidance

Definition: This subprogram consists of those activities established
to provide counseling services, career guidance, and placement services
for the student body.

Facilities Application: Areas that house the activities of placement
bureaus, counseling centers, etc., are included in this category.

Limitations: Areas used by faculty for informal student counseling
are excluded.

Coding Detail: No further breakdown required.

5.4 Financial Aid

Definition: This subprogram consists of those activities established
to provide financial aid and assistance to students.

Facilities Application: Such activities as financial analysis and
counseling, work study and student employment, scholarships, loans,
grants, and records and collections are included here. Typically,
such areas are offices and associated conference rooms.

Limitations: Excluded are placement bureaus for students leaving the
institution.

Coding Detail: No further breakdown required.

5.5 Student Support

Definition: This subprogram consists of those activities established
within the institution to provide convenience services to the student
body or services to special student groups. For many institutions,
it will often be difficult to discriminate between convenience services
provided for the benefit of students and those provided for faculty
and staff, e.g., a central cafeteria for both. In such instances, the
program element will typically be identified to the student support sub-
program unless the primary intent is clearly to provide services for
the faculty and staff.

Facilities Application: Areas that house such activities as student
housing, health services, veterans assistance, disadvantaged assistance,
food services, and retail services and concessions are included here.
Typically, bookstores, student health centers, residential complexes,
and cafeterias are classified under this category.

Limitations: Excluded are areas that house similar activities
specifically for members of the staff.

Coding Detail: See 5.5.7320 and 5.5.7330 below.

5.5.7320 Health Services (Student)

Definition: Health services consists of those activities
that are associated with providing students with medical
services, including dental and psychiatric care.

Facilities Application: Areas designed to manage and
provide health services to students are included in
this category.

Limitations: Faculty and staff health care services
are excluded.

Coding Detail: No further breakdown required.

5.5.7330 Housing Services (Student)

Definition: Housing services consists of those activities
that are associated with the student dormitories and student
housing office.

Facilities Application: Areas that are designed to manage
and to provide residential accommodations to students are
included in this category, including quarters for dorm
counselors and matrons.

Limitations: Faculty and staff accommodations are excluded.

Coding Detail: No further breakdown required.

6.0 Institutional Support Program

Definition: The institutional support program consists of those activities
that provide operational support for the day-to-day functioning of the
organization. The overall objective of the institutional support program
is to maintain the institution's organizational effectiveness and
continuity.

Facilities Application: Areas that house the activities of the institutional
support program are to be classified here if they serve the entire program,
or under one of the subprograms listed subsequently if they house specific
portions of the independent operations program.

Limitations: Areas that house activities associated with management of
specific academic organizational units are excluded.

Coding Detail: Seven subprograms as listed below, except in the case of
6.6 which is further detailed to separate faculty and staff housing services
from other facilities assigned to that subprogram.

Appendix 6.3:   Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

6.1 Executive Management

Definition: This subprogram consists of all central executive level
activities and other activities concerned with the management and
long-range planning of the entire institution, as contrasted to any
one program within the institution.

Facilities Application: Areas that house such central operations
activities as legal services, executive direction (the governing
board, the chief and senior executive officers), analytical studies,
institutional research, long-range planning, etc., are included here.

Limitations: Areas housing administrative data processing activities,
logistical services, and physical plant operations are excluded.

Coding Detail: No further breakdown required.

6.2 Fiscal Operations

Definition: This subprogram consists of those central operations
activities related to fiscal control, investments, and functional
program elements related to the fiscal operations of the institution.

Facilities Application: Areas that house the activities of the fiscal
operations of the institution are included here.

Limitations: Areas housing financial aid and counseling activities
for the student body are excluded.

Coding Detail: No further breakdown required.

6.3 General Administrative Services

Definition: This subprogram consists of those activities established
to provide central administrative services to the institutional support
program, e.g., administrative data processing, and functional program
elements related to student records and staff personnel.

Facilities Application: Areas that house general administrative
activities such as administrative data processing are classified here.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Limitations: Areas housing data processing activities that serve
the primary programs explicitly are more appropriately coded under the
academic support program (4.0).

Coding Detail: No further breakdown required.

6.4 Logistical Services

Definition: This subprogram consists of activities established to
provide procurement services, supply and maintenance of provisions,
and the orderly movement of support materials for the campus operation.
Included within logistical services are central activities related to
the environmental health and safety of the staff and students.

Facilities Application: Areas that house activities such as central
stores, central laundry, and campus enforcement officers are included
in this category.

Limitations: Excluded are areas that house the logistical service
activities of specific organizational units within the institution.

Coding Detail: No further breakdown required.

6.5 Physical Plant Operations

Definition: This subprogram consists of those activities established
to provide services related to the campus grounds and facilities.

Facilities Application: Areas that house activities related to
maintaining existing grounds and facilities, operating utility
services, creating new facilities, and/or modifying existing
facilities are included here.

Limitations: This category includes only those areas that house
the activities of physical plant departments, not the areas
maintained by them.

Coding Detail: No further breakdown required.

6.6 Faculty and Staff Services

Definition: This subprogram consists of those activities established
to provide support services for the faculty and staff, and those
activities for which the primary intent of their establishment is to
provide support and convenience services to the faculty and staff.

Facilities Application: Areas such as faculty clubs are to be included in this category.

Limitations: Areas that house service activities where the primary intent is not obvious, e.g., a central cafeteria, should be classified under the student service subprogram (5.0).

Coding Detail: See 6.6.7330 below.

6.6.7330 Housing Services (Faculty and Staff)

Definition: Housing services consists of those activities that are associated with housing faculty and staff.

Facilities Application: Areas that are designed to manage and to provide residential accommodations to faculty and staff are included in this category.

Coding Detail: No further breakdown required.

6.7 Community Relations

Definition: This subprogram consists of those activities that have been established to maintain relationships with the general community, the institution's alumni, or other constituents, and to conduct activities related to development and fund raising.

Facilities Application: Areas housing community relations activities should be classified here, e.g., the alumni office, the public relations office.

Limitations: Areas that house activities established primarily to provide public service to the community are excluded.

Coding Detail: No further breakdown required.

7.0 Independent Operations Program

Definition: The independent operations program is established to collect those activities that may be viewed as not related directly to the objectives of the institution of higher education.

Facilities Application: Areas that house activities of the independent operations program are to be classified here if they serve the entire program, or under one of the subprograms if they house a specific portion of the independent operations program.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Limitations: Areas that house activities related to the objectives
of the institution are excluded.

Coding Detail: Two subprograms listed below.

7.1 Institutional Operations

Definition: This subprogram includes those activities that represent
operations owned or controlled by the institution and are foreign
to, or independent of, the institution's mission.

Facilities Application: Areas such as commercial rental property
for income, a pancake house, a spaghetti factory, etc., are included
here.

Limitations: Areas that house operations controlled by external
organizations are excluded.

Coding Detail: No further breakdown required.

7.2 Outside Agencies

Definition: This subprogram consists of those activities that are
controlled or operated by outside agencies but are housed or other-
wise supported by the institution.

Facilities Application: Areas that house the activities of outside
agencies are classified here, e.g., the Western Interstate Commission
for Higher Education which has its offices on the campus of the
University of Colorado.

Limitations: Excluded are areas that house operations controlled by
the institution, but that are foreign to the institution's objectives.

Coding Detail: No further breakdown required.

8.0 Unassigned (For Assignable Areas Only)

Definition: This category is limited to classifications of facilities
that are not in use at the time of the inventory.

Coding Detail: Two subprograms listed below.

8.1 Capable of Use

_ Definition: This category is limited to rooms that are not in
use but are capable of use at the time of the inventory.

Coding Detail: No further breakdown required.

8.2 Incapable of Use

Definition: This category is limited to rooms that are not in
use at the time of the inventory because they are incapable of
use.

Coding Detail: No further breakdown required.

9.0 Building Service (For Nonassignable Areas Only)

Definition: This category is limited to classifications of non-
assignable areas.

Facilities Application: This category is included only for purposes
of completing the program classification dimension of the procedures.
The nonassignable areas to be classified here are not necessarily
recommended for collection. Institutions, however, may find them
useful for plant management purposes.

Coding Detail: No further breakdown required.

Appendix 6.4

The HEGIS Taxonomy*

In view of the length and comprehensive nature of the Taxonomy of Instructional Programs, it may sometimes be difficult to locate the appropriate reporting· title for a specific instructional program. To facilitate the location process, a summary list of the program categories (discipline categories) is shown below.

PROGRAM (DISCIPLINE) CATEGORIES

(Conventional academic subdivisions of knowledge and training)

Code

0000 GENERAL
0100 AGRICULTURE and NATURAL RESOURCES
0200 ARCHITECTURE and ENVIRONMENTAL DESIGN
0300 AREA STUDIES
0400 BIOLOGICAL SCIENCES
0500 BUSINESS and MANAGEMENT
0600 COMMUNICATIONS
0700 COMPUTER and INFORMATION SCIENCES
0800 EDUCATION
0900 ENGINEERING
1000 FINE and APPLIED ARTS
1100 FOREIGN LANGUAGES
1200 HEALTH PROFESSIONS
1300 HOME ECONOMICS
1400 LAW
1500 LETTERS
1600 LIBRARY SCIENCE
1700 MATHEMATICS
1800 MILITARY SCIENCES
1900 PHYSICAL SCIENCES
2000 PSYCHOLOGY
2100 PUBLIC AFFAIRS and SERVICES
2200 SOCIAL SCIENCES
2300 THEOLOGY
4900 INTERDISCIPLINARY STUDIES

(Technological and occupational specialties related to curriculums leading to associate degrees and other awards below the baccalaureate)

Code

5000 BUSINESS and COMMERCE TECHNOLOGIES
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
5300 MECHANICAL and ENGINEERING TECHNOLOGIES
5400 NATURAL SCIENCE TECHNOLOGIES
5500 PUBLIC SERVICE RELATED TECHNOLOGIES

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Appendix 6.4: The HEGIS Taxonomy (Continued)

An alphabetical listing of all program subcategories (discipline categories)
follows. Note that a few modifications have been made to adapt this list to
use for facilities inventory. This section is included for purposes of defini-
tion to indicate which specific program subcategories are included in each
program category. Institutions may wish to code at this level of detail for
their own internal management purposes.

PROGRAM (DISCIPLINE) SUBCATEGORIES

0000 GENERAL USE

0100 AGRICULTURE AND NATURAL RESOURCES
- 0101 Agriculture, General
- 0102 Agronomy (Field Crops, and Crop Management)
- 0103 Soils Science (Management and Conservation)
- 0104 Animal Science (Husbandry)
- 0105 Dairy Science (Husbandry)
- 0106 Poultry Science
- 0107 Fish, Game, and Wildlife Management
- 0108 Horticulture (Fruit and Vegetable Production)
- 0109 Ornamental Horticulture (Floriculture, Nursery Science)
- 0110 Agricultural and Farm Management
- 0111 Agricultural Economics
- 0112 Agricultural Business
- 0113 Food Science and Technology
- 0114 Forestry
- 0115 Natural Resources Management
- 0116 Agriculture and Forestry Technologies
- 0117 Range Management
- 0199 Other, Specify

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN
- 0201 Environmental Design, General
- 0202 Architecture
- 0203 Interior Design
- 0204 Landscape Architecture
- 0205 Urban Architecture
- 0206 City, Community, and Regional Planning
- 0299 Other, Specify

0300 AREA STUDIES
- 0301 Asian Studies, General
- 0302 East Asian Studies
- 0303 South Asian (India, etc.) Studies
- 0304 Southeast Asian Studies
- 0305 African Studies
- 0306 Islamic Studies
- 0307 Russian and Slavic Studies
- 0308 Latin American Studies
- 0309 Middle Eastern Studies
- 0310 European Studies, General
- 0311 Eastern European Studies
- 0312 West European Studies
- 0313 American Studies
- 0314 Pacific Area Studies
- 0399 Other, Specify

0400 BIOLOGICAL SCIENCES
- 0401 Biology, General
- 0402 Botany, General
- 0403 Bacteriology
- 0404 Plant Pathology
- 0405 Plant Pharmacology
- 0406 Plant Physiology
- 0407 Zoology, General
- 0408 Pathology, Human and Animal
- 0409 Pharmacology, Human and Animal
- 0410 Physiology, Human and Animal
- 0411 Microbiology
- 0412 Anatomy
- 0413 Histology
- 0414 Biochemistry
- 0415 Biophysics
- 0416 Molecular Biology
- 0417 Cell Biology (Cytology, Cell Physiology)
- 0418 Marine Biology
- 0419 Biometrics and Biostatistics
- 0420 Ecology
- 0421 Entomology
- 0422 Genetics
- 0423 Radiobiology
- 0424 Nutrition, Scientific (exclude Nutrition in Home Economics and Dietetics)

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instruc-
tional Programs in Higher Education (Washington, D. C.: National Center
for Educational Statistics, Office of Education, 1970).

0425 Neurosciences
0426 Toxicology
0427 Embryology
0499 Other, Specify

0500 BUSINESS AND MANAGEMENT
0501 Business and Commerce, General
0502 Accounting
0503 Business Statistics
0504 Banking and Finance
0505 Investments and Securities
0506 Business Management and Administration
0507 Operations Research
0508 Hotel and Restaurant Management
0509 Marketing and Purchasing
0510 Transportation and Public Utilities
0511 Real Estate
0512 Insurance
0513 International Business
0514 Secretarial Studies
0515 Personnel Management
0516 Labor and Industrial Relations
0517 Business Economics
0599 Other, Specify

0600 COMMUNICATIONS
0601 Communications, General
0602 Journalism (Printed Media)
0603 Radio/TV
0604 Advertising
0605 Communication Media
(use of videotape, film, etc.,
oriented specifically toward radio/TV)
0699 Other, Specify

0700 COMPUTER AND INFORMATION SCIENCES
0701 Computer and Information Sciences, General
0702 Information Sciences and Systems
0703 Data Processing
0704 Computer Programming
0705 Systems Analysis
0799 Other, Specify

0800 EDUCATION
0801 Education, general
0802 Elementary education, general
0803 Secondary education, general
0804 Junior high school education
0805 Higher education, general
0806 Junior and community college education
0807 Adult and continuing education
0808 Special education, general
0809 Administration of special education
0810 Education of the mentally retarded
0811 Education of the gifted
0812 Education of the deaf
0813 Education of the culturally disadvantaged
0814 Education of the visually handicapped
0815 Speech correction
0816 Education of the emotionally disturbed
0817 Remedial education

0818 Special learning disabilities
0819 Education of the physically handicapped
0820 Education of the multiple handicapped
0821 Social foundations (history and philosophy
of education)
0822 Educational psychology (include learning
theory)
0823 Pre-elementary education (kindergarten)
0824 Educational statistics and research
0825 Educational testing, evaluation, and
measurement
0826 Student personnel (counseling and guidance)
0827 Educational administration
0828 Educational supervision
0829 Curriculum and instruction
0830 Reading education (methodology and theory)
0831 Art education (methodology and theory)
0832 Music education (methodology and theory)
0833 Mathematics education
(methodology and theory)
0834 Science education (methodology and theory)
0835 Physical education
0836 Driver and safety education
0837 Health education (include family life
education)
0838 Business, commerce, and distributive education
0839 Industrial arts, vocational, and technical
education
0899 Other, specify

0900 ENGINEERING
0901 Engineering, General
0902 Aerospace, Aeronautical, and
Astronautical Engineering
0903 Agricultural Engineering
0904 Architectural Engineering
0905 Bioengineering and Biomedical Engineering
0906 Chemical Engineering (include Petroleum
Refining)
0907 Petroleum Engineering (exclude Petroleum
Refining)
0908 Civil, Construction, and Transportation
Engineering
0909 Electrical, Electronics, and Communications
Engineering
0910 Mechanical Engineering
0911 Geological Engineering
0912 Geophysical Engineering
0913 Industrial and Management Engineering
0914 Metallurgical Engineering
0915 Materials Engineering
0916 Ceramic Engineering
0917 Textile Engineering
0918 Mining and Mineral Engineering
0919 Engineering Physics
0920 Nuclear Engineering
0921 Engineering Mechanics
0922 Environmental and Sanitary Engineering
0923 Naval Architecture and Marine Engineering
0924 Ocean Engineering

0925 Engineering Technologies
0999 Other, Specify

1000 FINE AND APPLIED ARTS
1001 Fine Arts, General
1002 Art (Painting, Drawing, Sculpture)
1003 Art History and Appreciation
1004 Music (Performing, Composition, Theory)
1005 Music (Liberal Arts Program)
1006 Music History and Appreciation
    (Musicology)
1007 Dramatic Arts
1008 Dance
1009 Applied Design
    (Ceramics, Weaving, Textile Design,
    Fashion Design, Jewelry, Metalsmithing,
    Interior Decoration, Commercial Art)
1010 Cinematography
1011 Photography
1099 Other, Specify

1100 FOREIGN LANGUAGES
1101 Foreign Languages, General
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese
1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian Languages
1115 Slavic Languages (other than Russian)
1116 African Languages (non-Semitic)
1199 Other, Specify

1200 HEALTH PROFESSIONS
1201 Health Professions, General
1202 Hospital and Health Care Administration
1203 Nursing
1204 Dentistry
1205 Dental Specialties
1206 Medicine
1207 Medical Specialties
1208 Occupational Therapy
1209 Optometry
1210 Osteopathic Medicine
1211 Pharmacy
1212 Physical Therapy
1213 Dental Hygiene
1214 Public Health
1215 Medical Record Librarianship
1216 Podiatry or Podiatric Medicine
1217 Biomedical Communication
1218 Veterinary Medicine
1219 Veterinary Medicine Specialties
1220 Speech Pathology and Audiology
1221 Chiropractic
1222 Clinical Social Work
1223 Medical Laboratory Technologies
1224 Dental Technologies
1225 Radiologic Technologies
1299 Other, Specify

1300 HOME ECONOMICS
1301 Home Economics, General
1302 Home Decoration and Home Equipment
1303 Clothing and Textiles
1304 Consumer Economics and Home Management
1305 Family Relations and Child Development
1306 Foods and Nutrition (include Dietetics)
1307 Institutional Management and Cafeteria
    Management
1399 Other, Specify

1400 LAW
1401 Law, General
1499 Other, Specify

1500 LETTERS
1501 English, General
1502 Literature, English
1503 Comparative Literature
1504 Classics .
1505 Linguistics (include Phonetics, Semantics,
    and Philology)
1506 Speech, Debate, and Forensic Science
    (Rhetoric and Public Address)
1507 Creative Writing
1508 Teaching of English as a Foreign Language
1509 Philosophy
1510 Religious Studies (exclude Theological
    Professions)
1599 Other, Specify

1600 LIBRARY SCIENCE
1601 Library Science, General
1699 Other, Specify

1700 MATHEMATICS
1701 Mathematics, General
1702 Statistics, Mathematical and Theoretical
1703 Applied Mathematics
1799 Other, Specify

1800 MILITARY SCIENCES
1801 Military Science (Army)
1802 Naval Science (Navy, Marines)
1803 Aerospace Science (Air Force)
1899 Other, Specify

1900 PHYSICAL SCIENCES
1901 Physical Sciences, General
1902 Physics, General (exclude Biophysics)
1903 Molecular Physics
1904 Nuclear Physics
1905 Chemistry, General (exclude Biochemistry)
1906 Inorganic Chemistry
1907 Organic Chemistry
1908 Physical Chemistry
1909 Analytical Chemistry
1910 Pharmaceutical Chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric Sciences and Meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and Seismology
1917 Earth Sciences, General
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, Specify

2000 PSYCHOLOGY
- 2001 Psychology, General
- 2002 Experimental Psychology (animal and human)
- 2003 Clinical Psychology
- 2004 Psychology for Counseling
- 2005 Social Psychology
- 2006 Psychometrics
- 2007 Statistics in Psychology
- 2008 Industrial Psychology
- 2009 Developmental Psychology
- 2010 Physiological Psychology
- 2099 Other, Specify

2100 PUBLIC AFFAIRS AND SERVICES
- 2101 Community Services, General
- 2102 Public Administration
- 2103 Parks and Recreation Management
- 2104 Social Work and Helping Services (other than Clinical Social Work)
- 2105 Law Enforcement and Corrections
- 2106 International Public Service (other than Diplomatic Service)
- 2199 Other, Specify

2200 SOCIAL SCIENCES
- 2201 Social Sciences, General
- 2202 Anthropology
- 2203 Archeology
- 2204 Economics
- 2205 History
- 2206 Geography
- 2207 Political Science and Government
- 2208 Sociology
- 2209 Criminology
- 2210 International Relations
- 2211 Afro-American (Black Culture) Studies
- 2212 American Indian Cultural Studies
- 2213 Mexican-American Cultural Studies
- 2214 Urban Studies
- 2215 Demography
- 2299 Other, Specify

2300 THEOLOGY
- 2301 Theological Professions, General
- 2302 Religious Music
- 2303 Biblical Languages
- 2304 Religious Education
- 2399 Other, Specify

4900 INTERDISCIPLINARY STUDIES
- 4901 General Liberal Arts and Sciences
- 4902 Biological and Physical Sciences
- 4903 Humanities and Social Sciences
- 4904 Engineering and Other Disciplines
- 4999 Other, Specify

5000 BUSINESS AND COMMERCE TECHNOLOGIES
- 5001 Business and Commerce Technologies, General
- 5002 Accounting Technologies
- 5003 Banking and Finance Technologies
- 5004 Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
- 5005 Secretarial Technologies (include Office Machines Training)
- 5006 Personal Service Technologies

(Stewardess, Cosmetologist, etc.)
- 5007 Photography Technologies
- 5008 Communications and Broadcasting Technologies (Radio/TV, Newspapers)
- 5009 Printing and Lithography Technologies
- 5010 Hotel and Restaurant Management Technologies
- 5011 Transportation and Public Utility Technologies
- 5012 Applied Arts, Graphic Arts, and Fine Arts Technologies (include advertising design)
- 5099 Other, Specify

5100 DATA PROCESSING TECHNOLOGIES
- 5101 Data Processing Technologies, General
- 5102 Key Punch Operator and Other Input Preparation Technologies
- 5103 Computer Programmer Technologies
- 5104 Computer Operator and Peripheral Equipment Operation Technologies
- 5105 Data Processing Equipment Maintenance Technologies
- 5199 Other, Specify

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES
- 5201 Health Services Assistant Technologies, General
- 5202 Dental Assistant Technologies
- 5203 Dental Hygiene Technologies
- 5204 Dental Laboratory Technologies
- 5205 Medical or Biological Laboratory Assistant Technologies
- 5206 Animal Laboratory Assistant Technologies
- 5207 Radiologic Technologies (X-Ray, etc.)
- 5208 Nursing, R.N. (less than 4-year program)
- 5209 Nursing, Practical (L.P.N. or L.V.N.—less than 4-year program)
- 5210 Occupational Therapy Technologies
- 5211 Surgical Technologies
- 5212 Optical Technologies (include Ocular Care, Ophthalmic, Optometric Technologies)
- 5213 Medical Record Technologies
- 5214 Medical Assistant and Medical Office Assistant Technologies
- 5215 Inhalation Therapy Technologies
- 5216 Psychiatric Technologies (include Mental Health Aide Programs)
- 5217 Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
- 5218 Institutional Management Technologies (Rest Home, etc.)
- 5219 Physical Therapy Technologies
- 5299 Other, Specify

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES
- 5301 Mechanical and Engineering Technologies, General
- 5302 Aeronautical and Aviation Technologies
- 5303 Engineering Graphics (Tool and Machine Drafting and Design)
- 5304 Architectural Drafting Technologies
- 5305 Chemical Technologies (include Plastics)
- 5306 Automotive Technologies
- 5307 Diesel Technologies
- 5308 Welding Technologies

5309 Civil Technologies
(Surveying, Photogrammetry, etc.)
5310 Electronics and Machine Technologies
(TV, Appliance, Office Machine Repair,
etc.)
5311 Electromechanical Technologies
5312 Industrial Technologies
5313 Textile Technologies
5314 Instrumentation Technologies
5315 Mechanical Technologies
5316 Nuclear Technologies
5317 Construction and Building Technologies
(Carpentry, Electrical Work, Plumbing,
Sheet Metal, Air Conditioning, Heating,
etc.)
5399 Other, Specify

5400 **NATURAL SCIENCE TECHNOLOGIES**
5401 Natural Science Technologies, General
5402 Agriculture Technologies
(include Horticulture)
5403 Forestry and Wildlife Technologies
(include Fisheries)
5404 Food Services Technologies
5405 Home Economics Technologies
5406 Marine and Oceanographic Technologies
5407 Laboratory Technologies, General
5408 Sanitation and Public Health Inspection
Technologies (Environmental Health
Technologies)
5499 Other, Specify

5500 **PUBLIC SERVICE RELATED TECHNOLOGIES**
5501 Public Service Technologies, General
5502 Bible Study or Religion-Related Occupations
5503 Education Technologies (Teacher Aide and
2-year Teacher Training Programs)
5504 Library Assistant Technologies
5505 Police, Law Enforcement, Corrections
Technologies
5506 Recreation and Social Work Related
Technologies
5507 Fire Control Technology
5508 Public Administration and Management
Technologies
5599 Other, Specify

Alphabetical Listing of HEGIS Discipline Specialities

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	Code
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416

Title	Code
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304
Continuing education	0807
Corrections	2105
Counseling, educational	0826
Counseling, psychology for	2004
Creative writing	1507
Criminology	2209
Crop management	0102
Curriculum	0829
Cytology	0417
Dairy sciences	0105
Dance	1008
Danish	1114
Data processing	0703
Debate	1506

113

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302
Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language ....!508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504
Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113

Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 9114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Heatlh care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Japanese	1108
Jewelry	1009
Journalism	0602
Junior college education	0806
Junior high school education	0804
Kindergarten education	0823
Korean	1199
Labor relations	0516
Landscape architecture	0204
Latin	1109
Latin American studies	0308
Law enforcement	2105
Law, general	1401
Learning theory	0822
Liberal arts and sciences (interdisciplinary)	4901
Library science, general	1601
Limnology	0499
Linguistics	1505
Literature, comparative	1503
Literature, English	1502
Management, business	0506
Management, engineering	0913
Marine biology	0418
Marine engineering	0923
Marketing	0509
Materials engineering	0915
Mathematics, applied	1703
Mathematics, education	0833
Mathematics, general	1701
Mathematics, statistics	1702
Mechanical engineering	0910
Medical laboratory technologies	1223
Medical record librarianship	1215
Medical specialties	1207
Medicine, M.D. degree	1206
Metallurgical engineering	0914
Metallurgy	1920
Metalsmithing	1009
Meteorology	1913
Mexican-American cultural studies	2213
Microbiology	0411
Middle Eastern studies	0309
Military science	1801
Mineral engineering	0918
Mining engineering	0918
Molecular biology	0416
Molecular physics	1903
Music (liberal arts program)	1005
Music appreciation	1006
Music, composition	1004
Music education	0832
Music history	1006
Music, performing	1004
Music, theory	1004
Musicology	1006
Natural resources management	0115
Naval architecture	0923
Naval science	1802
Neurosciences	0425
Norwegian	1114
Nuclear engineering	0920

Nuclear physics	1904
Nursery science	0109
Nursing (baccalaureate and higher programs)	1203
Nutrition, scientific	0424
Occupational therapy	1208
Ocean engineering	0924
Oceanography	1919
Operations research	0507
Optometry	1209
Organic chemistry	1907
Ornamental horticulture	0109
Ornithology	0499
Osteopathic medicine, D.O. degree	1210
Pacific area studies	0314
Painting	1002
Paleontology	1918
Parasitology	0499
Park management	2103
Pathology, animal	0408
Pathology, human	0408
Pathology, plant	0404
Personnel management	0515
Petroleum engineering	0907
Petroleum refining	0906
Pharmaceutical chemistry	1910
Pharmacology, animal	0409
Pharmacology, human	0409
Pharmacology, plant	0405
Pharmacy	1211
Philology	1505
Philosophy	1509
Philosophy of education	0821
Phonetics	1505
Photography	1011
Physical chemistry	1908
Physical education	0835
Physical sciences, general	1901
Physical therapy	1212
Physics, general	1902
Physiological psychology	2010
Physiology, animal	0410
Physiology, human	0410
Physiology, plant	0406
Plant pathology	0404
Plant pharmacology	0405
Plant physiology	0406
Podiatry	1216
Political science	2207
Poultry science	0106
Pre-elementary education	0823
Programming, computer	0704
Psychology, clinical	2003
Psychology for counseling	2004
Psychology, developmental	2009
Psychology, education	0822
Psychology, general	2001
Psychology, industrial	2008
Psychology, physiological	2010
Psychology, social	2005
Psychometrics	2006
Public address	1506
Public administration	2102
Public health	1214
Public utilities	0510
Purchasing	0509

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817
Restaurant management 0508
Rhetoric 1506
Russian 1106
Russian studies 0307

Safety education 0836
Sanitary engineering 0922
Sanskrit 1199
Scandinavian languages 1114
Science education 0834
Sculpture 1002
Secondary education, general 0803
Secretarial studies 0514
Securities 0505
Seismology 1916
Semantics 1505
Slavic languages (other than Russian) 1115
Slavic studies 0307
Social foundations of education 0821
Social sciences, general 2201
Social psychology 2005
Social work 2104
Sociology 2208
Soil conservation 0103
Soil management 0103
Soil science 0103
South Asian studies 0303
Southeast Asian studies..0304
·Spanish 1105
Special education, general 0808
Special learning disabilities 0818
Speech 1506
Speech correction 0815
Speech pathology 1220
Statistics, mathematical and theoretical 1702
Statistics in psychology 2007
Student personnel 0826
Swedish 1114
Systems analysis 0705
Systems, information 0702

Teaching of English as a foreign language 1508
Technical education 0839
Television 0603
Textile design 1009
Textile engineering 0917
Textiles, home economics 1303
Theological professions, general 2301
Toxicology 0426
Transportation 0510
Transportation engineering 0908

Urban architecture ....:..0205
Urban studies 2214

Vegetable production 0108
Veterinary medicine, D.V.M. degree 1218
Veterinary medicine specialties 1219
Vietnamese 1199
'Vocational education 0839

Weaving 1009
West European studies 0312
Wildlife management 0107
Writing, creative 1507

Zoology, general 0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	Code
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006

Data processing equipment
   maintenance technologies 5105
Data processing technologies, general 5101
Dental assistant technologies 5202
Dental hygiene technologies 5203
Dental laboratory technologies 5204
Diesel technologies 5307
Distribution technologies 5004
Drafting, architectural 5304

Education technologies 5503
Electrician technologies 5317
Electro diagnostic technologies 5217
Electromechanical technologies 5311
Electronics and machine technologies 5310
Engineering graphics 5303
Engineering technologies, general 5301
Environmental health technologies 5408

Finance technologies 5003
Fine arts technologies 5012
Fire control technology 5507
Fisheries technologies 5403
Food services technologies 5404
Forestry technologies 5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310
Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

APPENDIX 6.5

DEFINITIONS OF BUILDING AREAS

Appendix 6.5

DEFINITIONS OF BUILDING AREAS

1. GROSS AREA:*

    1. <u>Definition</u>: The sum of the floor areas of the building included
        within the outside faces of exterior walls for all stories, or
        areas that have floor surfaces.

    2. <u>Basis for Measurement</u>:. Gross area should be computed by measuring
        from the outside face of exterior walls, disregarding cornices,
        pilasters, buttresses, etc., which extend beyond the wall face.
        Measured in terms of gross square feet (GSF).

    3. <u>Description</u>: In addition to all the internal floored spaces
        obviously covered above, gross area should include basements
        (except unexcavated portions), attics, garages, enclosed porches,
        penthouses, mechanical equipment floors, lobbies, mezzanines, all
        balconies (inside or outside) utilized for operational functions,
        and corridors, provided they are within the outside face lines of
        the building. Roofed loading or shipping platforms should be
        included, whether within or outside the exterior face lines of the
        building. Stairways, elevator shafts, mechanical service shafts,
        and ducts are to be counted as gross area on each floor through
        which the shaft passes.

    4. <u>Limitations</u>: Exclude open courts and light wells, or portions of
        upper floors eliminated by rooms or lobbies that rise above single-
        floor ceiling height.

*Source: Federal Construction Council Technical Report No. 50, <u>Classification
of Building Areas</u>, National Academy of Sciences, Building Research Advisory
Board. Publication 1235.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 11. GROSS AREA
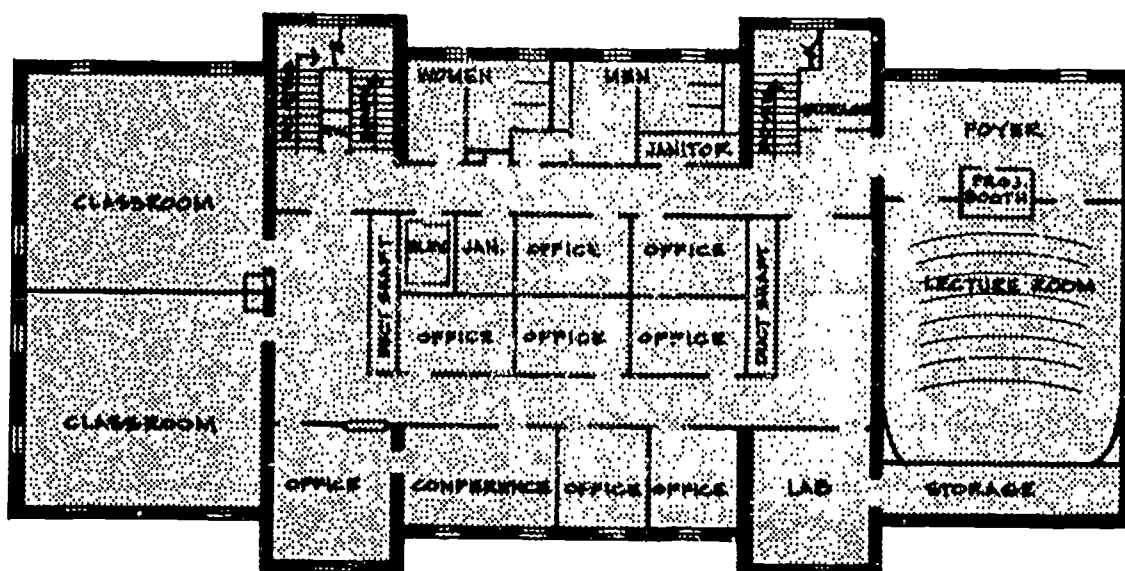
FIRST FLOOR
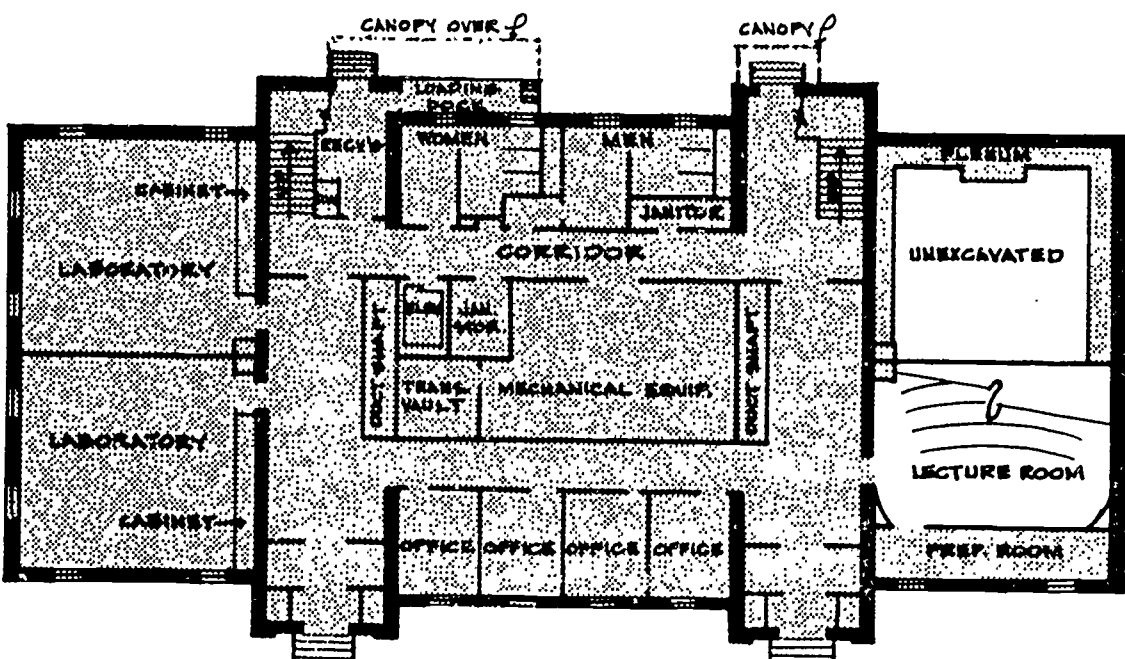
GROUND FLOOR

Appendix 6.5: Definitions of Building Areas (Continued)

2.   ASSIGNABLE AREA:

1.   Definition: The sum of all areas on all floors of a building
      assigned to, or available for assignment to, an occupant,
      including every type of space functionally usable by an occupant
      (excepting those spaces defined in Appendix 6.5 as custodial,
      circulation, mechanical, and structural areas).

2.   Basis for Measurement: All assignable areas should be computed
      by measuring from the inside finishes of surfaces which form the
      boundaries of the designated areas. Do not include unusable areas
      having less than 6'6'' clear head room.

3.   Description: Included should be space subdivisions for offices,
      classrooms, laboratories, seminar and conference rooms, libraries,
      file rooms, storage rooms, etc., including those for special
      purposes (e.g., auditoriums, cafeterias, TV studios, faculty and
      student locker and shower rooms, maintenance and repair shops,
      garages), which can be put to useful purposes in accomplishment
      of the institution's mission.

4.   Limitations: Deductions should not be made for columns and
      projections necessary to the building.

Appendix 6.5:   Definitions of Building Areas (Continued)

Figure 12.   ASSIGNABLE AREA

FIRST FLOOR

GROUND FLOOR
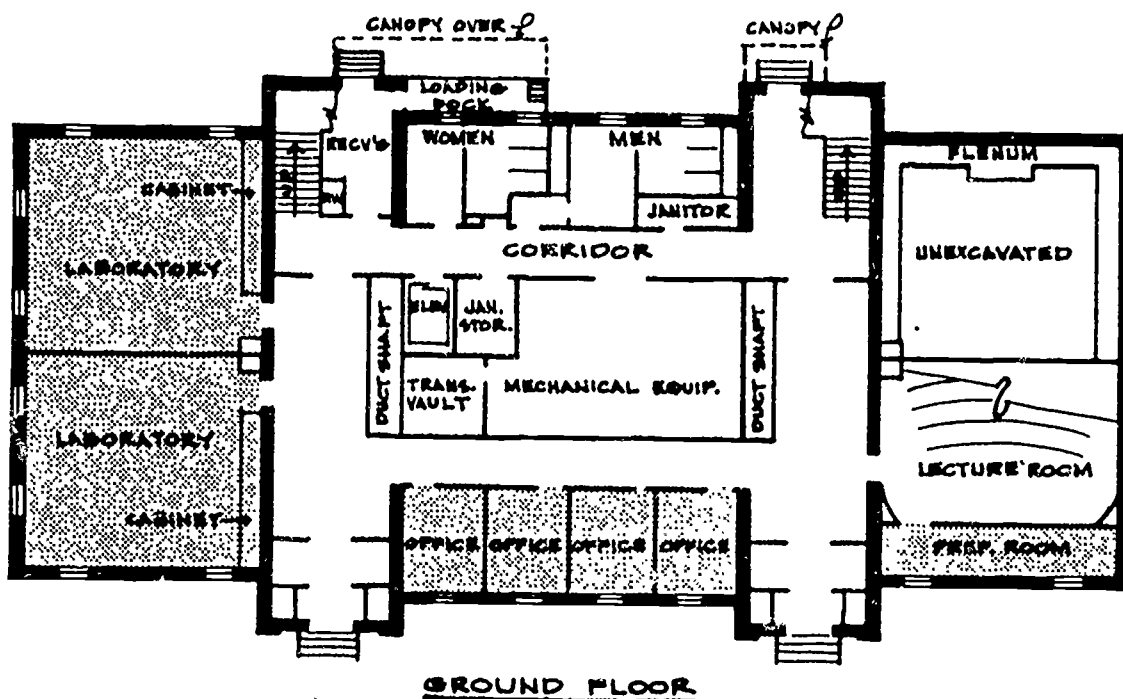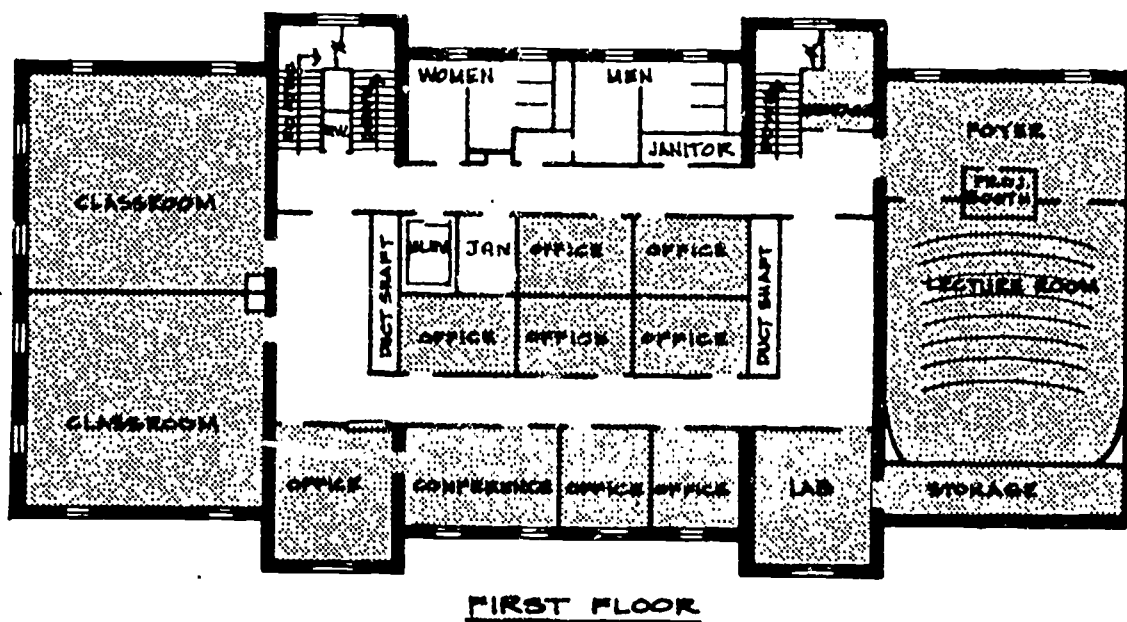
Appendix 6.5: Definitions of Building Areas (Continued)

3.   NONASSIGNABLE AREA: "Nonassignable" area refers to that portion of
     the area of a building which is not available for assignment to building
     occupants but which instead is necessary for the general operation of
     the building. By definition, nonassignable area consists exclusively
     of the following: circulation, custodial, mechanical, and structural
     areas.

     3.1 CIRCULATION AREA:

          1.   Definition: That nonassignable portion of a building which is
               required for physical access to some subdivision of space whether
               directly bounded by partions or not.

          2.   Basis for Measurement: Should be computed by measuring from the
               inner faces of walls or partitions which enclose horizontal spaces
               used for such purposes. Deductions should not be made for columns
               and minor projections necessary to the building. Do not include
               unusable areas having less than 6'6" clear head room.

          3.   Description: Circulation space should include but not be limited
               to corridors, elevator shafts, escalators, fire towers, stairways
               loading platforms, elevator lobbies, and tunnels and bridges.

          4.   Limitations: When determining corridor areas, only horizontal
               spaces required for general access should be included - not
               aisles which are used only for circulation within office suites,
               auditoriums, or other working areas. Deductions should not be
               made for columns and projections necessary to the building.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 13.   NONASSIGNABLE AREA: CIRCULATION AREA

FIRST FLOOR

GROUND FLOOR

125
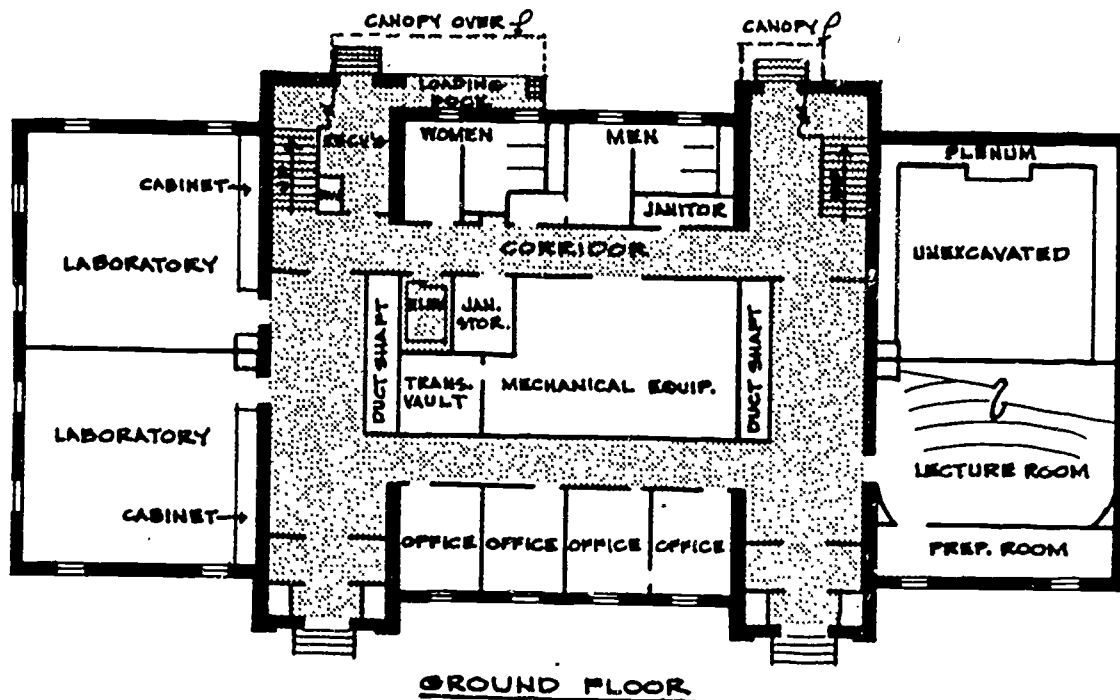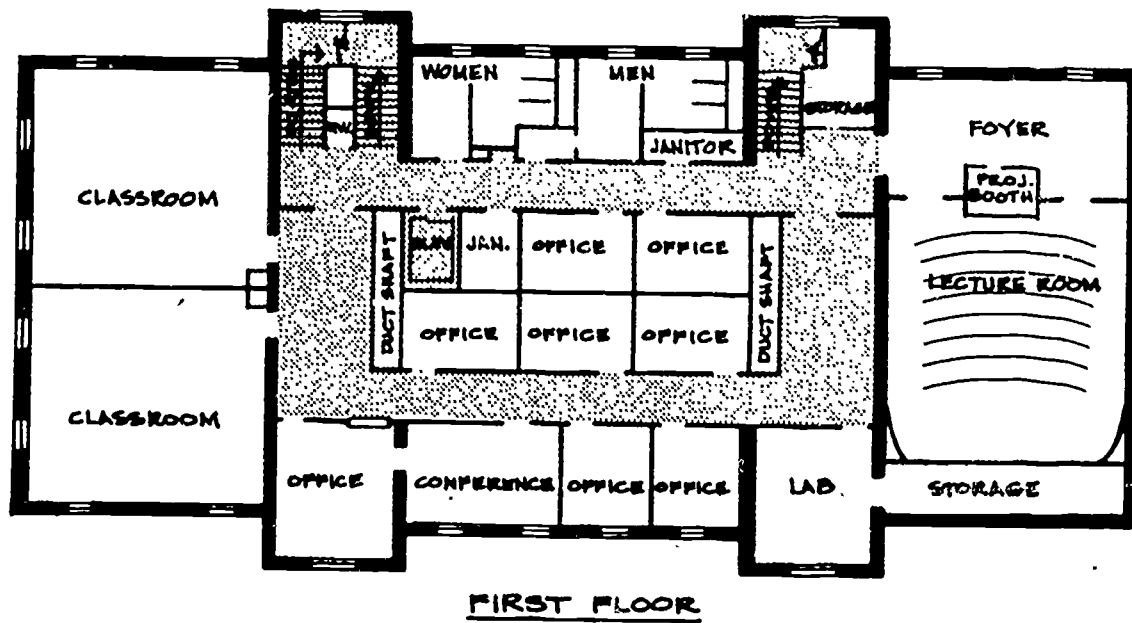
Appendix 6.5: Definitions of Building Areas (Continued)

3.2 CUSTODIAL AREA:

1. <u>Definition</u>: That portion of the nonassignable area which is the sum of all areas of a building used for its protection, care, and maintenance.

2. <u>Basis for Measurement</u>: These areas should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for columns and minor projections necessary to the building. Do not include <u>unusable</u> areas with less than 6'6" clear head room.

3. <u>Description</u>: Included should be such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

4. <u>Limitations</u>: This category should not include central physical plant shop areas, nor should it include special purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 14. NONASSIGNABLE AREA: CUSTODIAL AREA

FIRST FLOOR

GROUND FLOOR
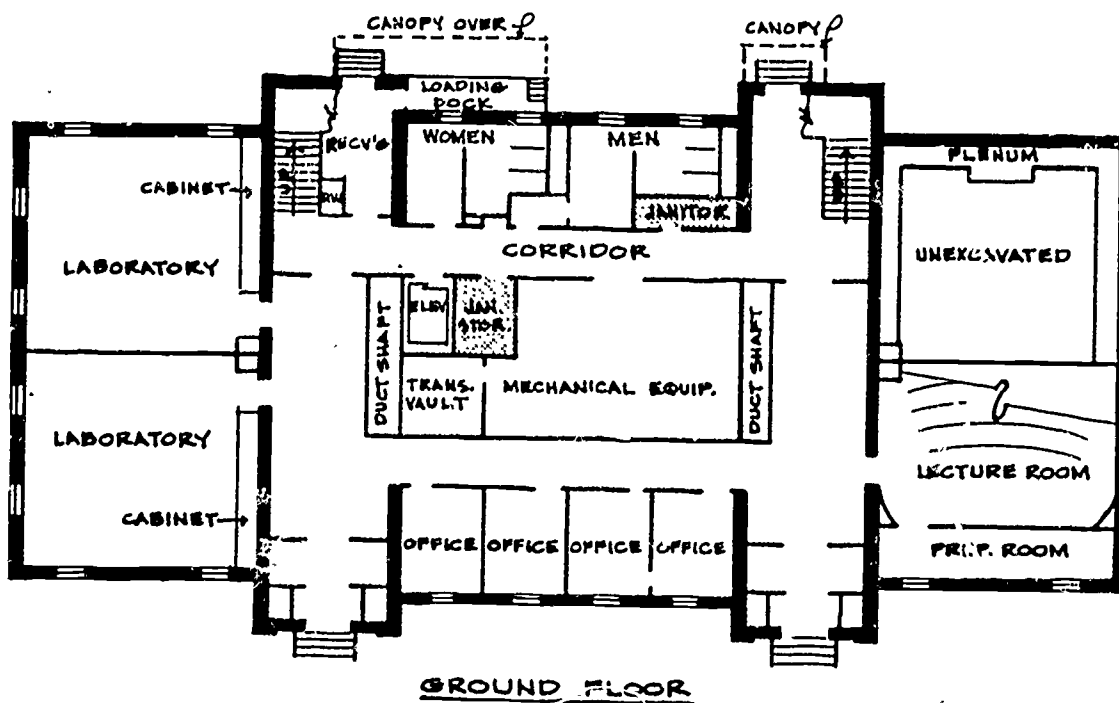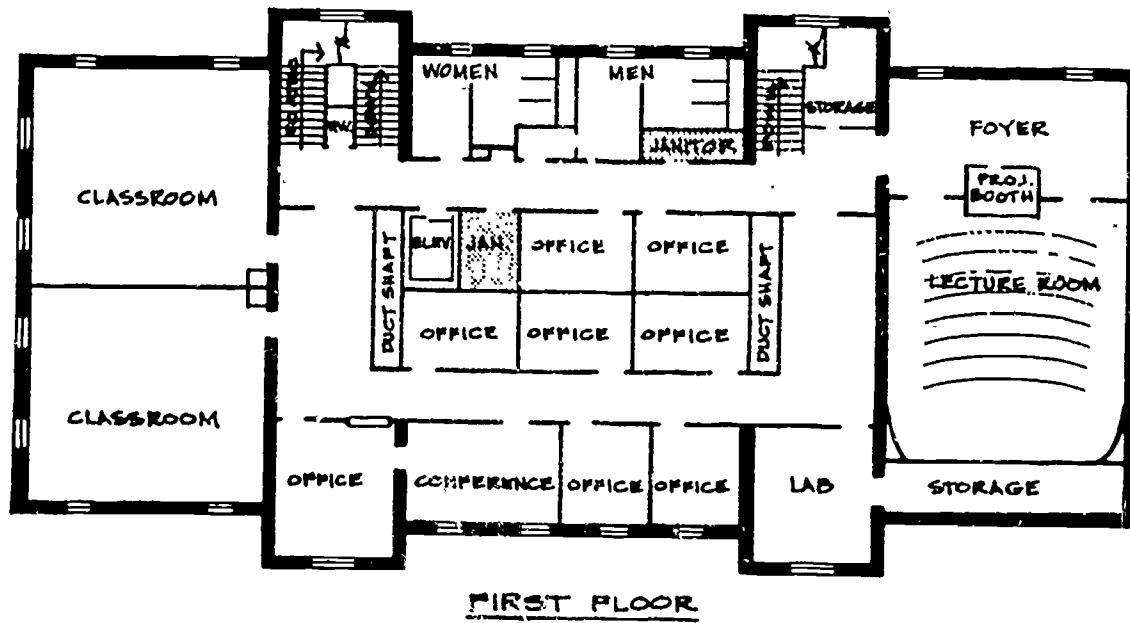
Appendix 6.5: Definitions of Building Areas (Continued)

3.3 MECHANICAL AREA:

1. Definition: That portion of the gross area designed to house
    mechanical equipment, utility services, and nonprivate toilet
    facilities.

2. Basis for Measurement: Mechanical area should be computed by
    measuring from the inner faces of the walls, partitions, or
    screens which enclose such areas. Do not include unusable areas
    with less than 6'6'' clear head room.

3. Description: Mechanical area should include, but not be limited
    to mechanical areas in central utility plants, air-duct shafts,
    boiler rooms, fixed mechanical and electrical equipment rooms,
    fuel rooms, mechanical service shafts, meter and communications
    closets, service chutes, stacks, and nonprivate toilet rooms
    (custodial and public).

4. Limitations: Deductions should not be made for columns and
    projections necessary to the building.

Appendix 6.5:   Definitions of Building Areas (Continued)

Figure 15.   NONASSIGNABLE AREA: MECHANICAL AREA

FIRST FLOOR

GROUND FLOOR
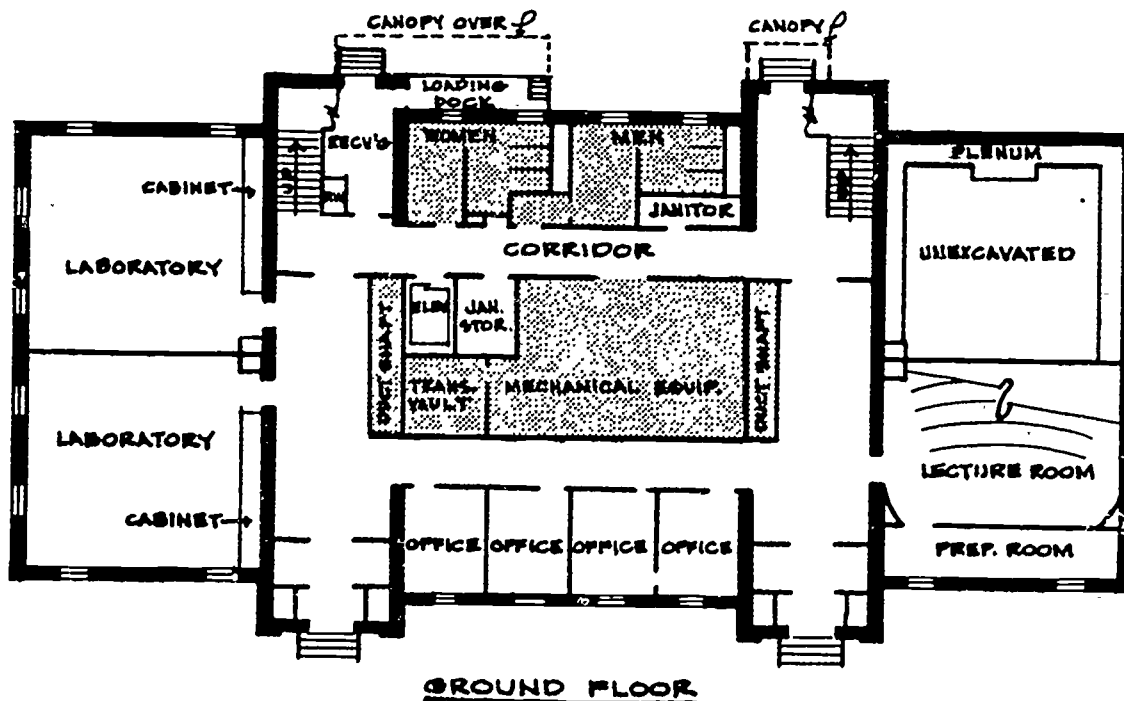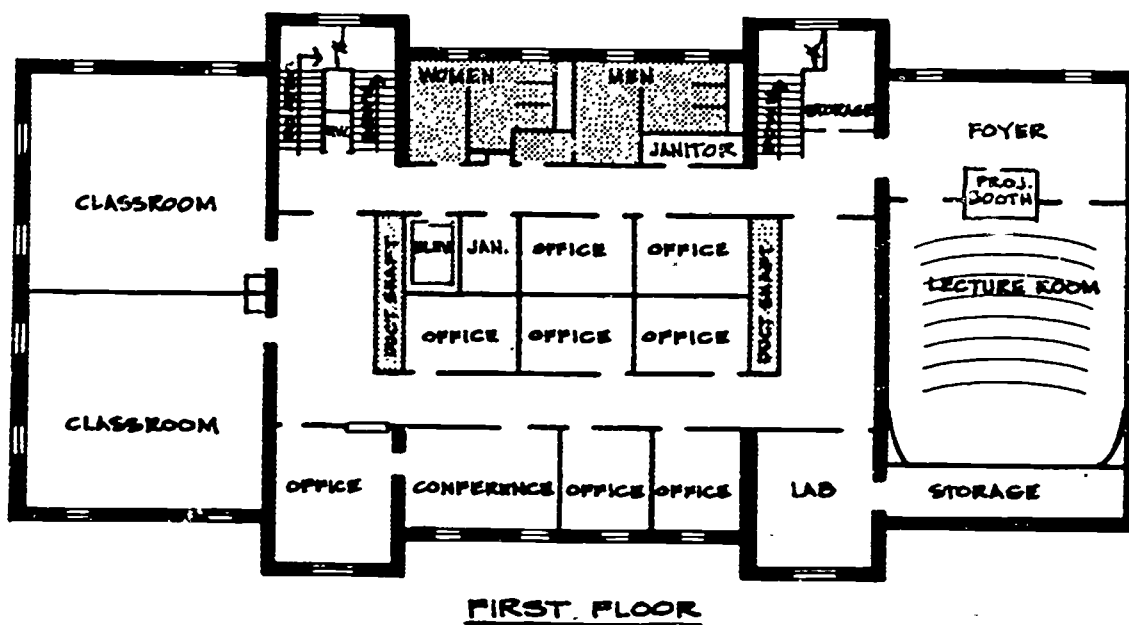
Appendix 6.5: Definitions of Building Areas (Continued)

3.4 STRUCTURAL AREA*:

1. <u>Definition</u>: "Structural Area" should be construed to mean that portion of the gross area which cannot be occupied or put to use because of the presence of structural features of the building.

2. <u>Basis for Measurement</u>: Precise computation of structural area by direct measurement is not contemplated under these definitions. Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.

3. <u>Description</u>: Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

*Referred to as "construction area" in TR-50 (see footnote, page 120).

130

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 16.   NONASSIGNABLE AREA: STRUCTURAL AREA

FIRST FLOOR

GROUND FLOOR
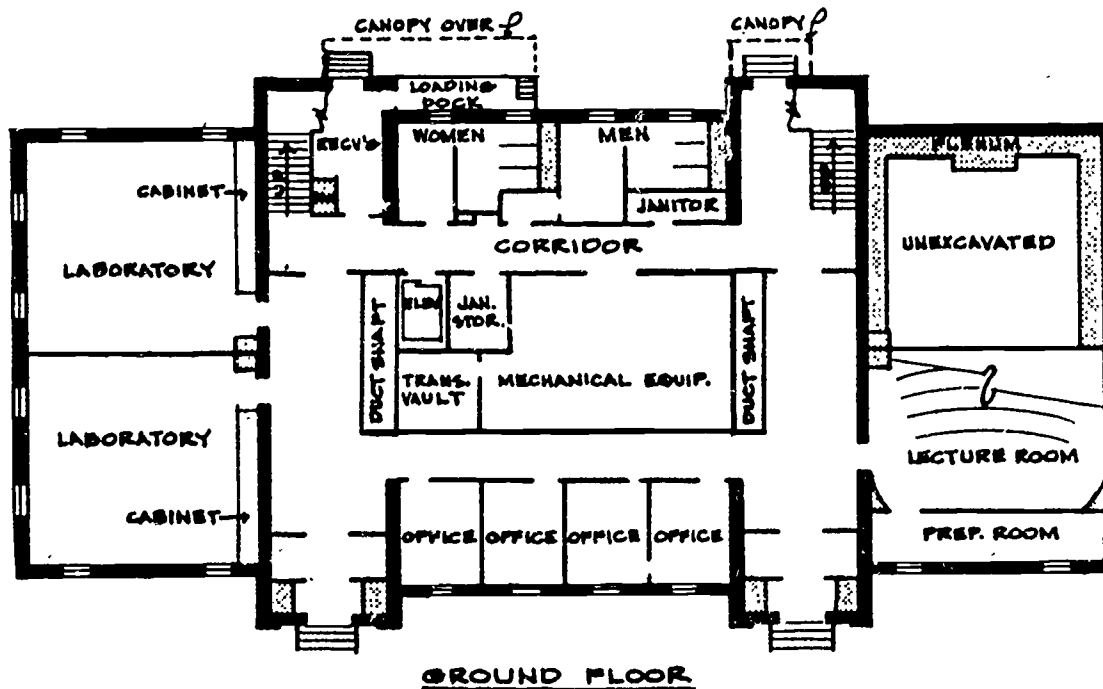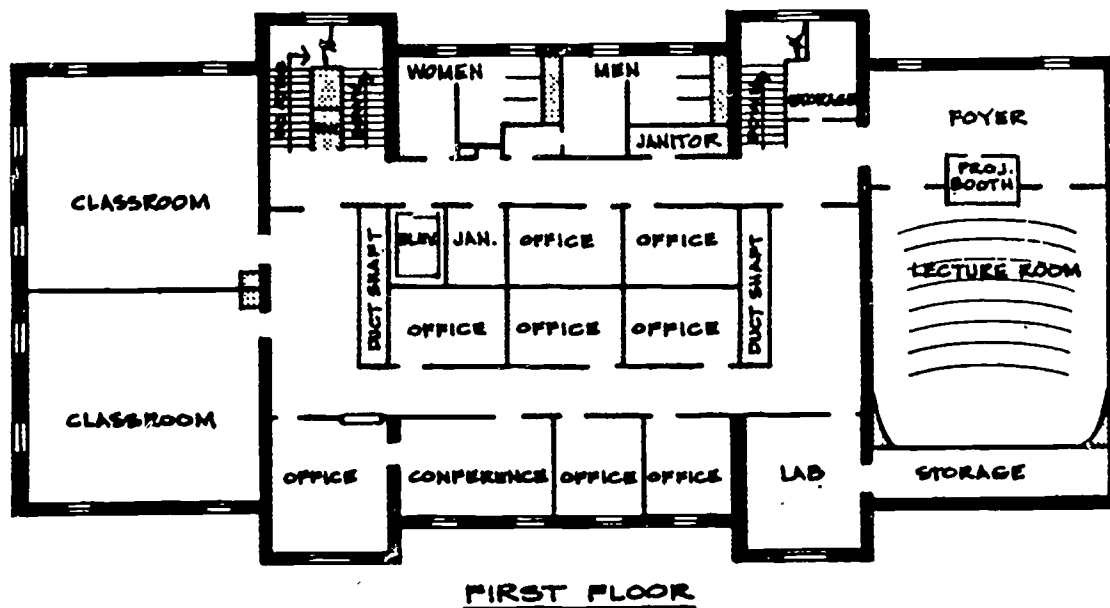
Appendix 6.6

GLOSSARY OF TECHNICAL TERMS NOT ELSEWHERE DEFINED

1. BUILDING: A roofed structure for permanent or tempo;ary shelter of persons, animals, plants, or equipment.

2. BUILDING DATA: Descriptive characteristics of a building such as gross area, assignable area, condition, ownership, estimated replacement cost, and year of construction.

3. BUILDING INVENTORY: A statistical description of buildings including both building and room data as defined below.

4. FACILITIES: Any physical structure or space required by the institution for the performance of its programs and related activities.

5. HEGIS: Higher Education General Information Survey conducted by the National Center for Educational Statistics (NCES) in the Office of Education.

6. ORGANIZATIONAL UNIT: The basic component of the organizational structure of a college or university. Usually referred to as a department but including both academic units (English Dept., Physics Dept., etc.) and administrative units (Office of the President, Registrar, Physical Plant, etc.).

7. PCS: Program Classification Structure developed by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) in Boulder, Colorado.

8. PROGRAM: A set of activities which are collectively designed to achieve a well-defined objective or set of objectives within the institution.

9. PROGRAM CATEGORY: For the purposes of the Facilities Inventory Classification Manual, a classification of similar or related activities by discipline area or major function.

10. ROOM DATA: Descriptive characteristics of assignable interior spaces of a building, including standard room use categories, institutional organizational units, standard programs and program category codes, assignable floor areas, and (in some instances) numbers of stations.

Appendix 6.7

PRORATION AND DISTRIBUTION PROCEDURES

As suggested in section 2.36, there are cases in which a given room has multiple uses and therefore must be prorated to the appropriate program categories (HEGIS discipline categories) and/or distributed to the appropriate program classifications. The following procedure is designed to facilitate this process. Four possible combinations of entries in the program and program category items of the room data card may occur. The procedure that addresses these four combinations follows:

1. The room serves a single program and a single program category.
    The room data record card would appear as follows:

Figure 17: Sample Room Data Record Card
Showing Single Program and Single Program Category

Physics Dept.	722186	Phy.Sci.	309	215
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: _Class Laboratory_

Comments: _Special fume hoods; satisfactory condition;_

2 entrances; 45' X 32'

_____ Stations: _32_

Date: _12/17/72_   Prepared By: _John Doe_

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	1.1	1900	1440

Note that all classrooms are to be assigned the program category code 0000. These kinds of cards are essentially complete and can be laid aside until the remaining three types of cards are processed.

Appendix 6.7: Proration and Distribution Procedures (Continued)

2. The room serves a single program but multiple program categories. The room data record card would appear as follows:

Figure 18: Sample Room Data Record Card
Showing Single Program With Multiple Program Categories

Physics Dept.	*722186*	*Phy.Sci.*	*309*	*217*
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: *Non-Class Laboratory*

Comments: *Satisfactory condition*

_____ Stations:____―____

Date:__*12/17/71*_____ Prepared By: _*John Doe*_____

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
250	*2.1*	*1900* *0400*	*489* *489*

Note that classrooms are not to be prorated but rather are assigned program category code 0000. In this case there is a need to prorate the floor area between the two program categories (disciplines) served, physical sciences and biological sciences. The proration should be made on the basis of course load by program category for scheduled facilities or FTE professional staff by program category for other facilities.

New cards of a color different from that used in 1 above should be prepared for each portion of each room use category prorated to a discipline. These different colored cards may then be added to the stack created in 1 above.

Appendix 6.7: Proration and Distribution Procedures (Continued)

3. The room serves multiple programs and multiple program categories. The room data record card would appear as follows:

Figure 19: Sample Room Data Record Card
Showing Multiple Programs with Multiple Program Categories

Physics Dept.		*722186*	*Phy.Sci.*	*309*	*230*
Name		Code	Name	Code	
Institutional Organizational Unit			Bldg. Identifier		Room Number

Room Use: *Office*

Comments: *Wet connections; good condition*

_____ Stations: ___ − ___

Date: *12/17/72*   Prepared By: *John Doe*

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
310	*1-1* *2-1*	*1900* *0400*	70 72

The floor areas of each room use category should be prorated to program categories (discipline categories) on the basis of use as described in 2 above. Also, new cards of a color different from those used in 1 and 2 above should be prepared for each portion of each room use category prorated to a program category (discipline). The result of this step is a number of cards, one for each room use category, that indicate floor areas serving more than one program. These cards should be combined with those to be processed in 4 which follows.

Appendix 6.7: Proration and Distribution Procedures (Continued)

4. The room serves multiple programs and a single program category.
    The room data record card would appear as follows:

Figure 20: Sample Room Data Record Card
Showing Multiple Programs With Single Program Category

Physics Dept.		722186	Phy.Sci.	309	238
Name		Code	Name	Code	
Institutional Organizational Unit			Bldg. Identifier		Room Number

Room Use: _Class Laboratory_

Comments: _Good Condition_

Stations: _32_

Date:_12/17/72_   Prepared By: _John Doe_

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	1.1 3.2	1900	1100 360

In this case there is a need to distribute the floor area between
the two programs or subprograms served, 1.1 and 3.2. The distribution
should be made on the basis of course load by program for scheduled
facilities and FTE professional staff by program for other facilities.

New cards of a color different from those used in 1, 2, and
3 above should be prepared for each portion of each room use
category distributed to a particular program. These cards then
should be added to the stack created in 1 and 2 above.

Figure 21 is an illustration of the procedure outlined in 1
through 4 above.

Appendix 6.7: Proration and Distribution Procedures (Continued)

Figure 21. Proration and Distribution Procedures.

Completed inventory with floor areas classified by standard room use categories, prorated to standard HEGIS disciplines and distributed to standard program categories.

{ White
  Yellow
  Pink

Appendix 6.8

COMPARISON OF
ROOM TYPE CODES AND CATEGORIES
TO
ROOM USE CODES AND CATEGORIES

ROOM TYPE   ROOM USE

100 Classroom Facilities ────────────────▶ Unchanged

200 Laboratory Facilities ───────────────▶ Portions to 570 Animal Quarters

300 Office Facilities ───────────────────▶ Office Facilities

    310 Office
    315 Office Service ──────────────────────▶ Unchanged
    350 Conference Room ─────────────────────▶ 350 Conference Room (Office
                                                                               Related)
                                                      680 Meeting Room
    355 Conference Room Service ─────────────▶ 355 Conference Room Service
                                                      685 Meeting Room Service

400 Study Facilities ────────────────────▶ Unchanged

    410 Study Room ──────────────────────────▶ Reading/Study Room
    420 Stack
    430 Open Stack Reading Room ─────────────▶ Unchanged
    440 Library Processing Room
    455 Study Facilities Service ────────────▶ Portions to 310 Offices

500 Special Use Facilities

    510 Armory
    515 Armory Service

    520 Athletic/Physical Education
         Facilities
    523 Athletic Spectator
         Seating ─────────────────────────────▶ Unchanged
    525 Athletic/Physical Education
         Service

    530 Audio/Visual, Radio, TV
    535 Audio/Visual, Radio, TV
         Service

    540 Clinic (Non-Health)
    545 Clinic Service (Non-Health)

ROOM TYPE   ROOM USE

550   Demonstration
555   Demonstration Service ─────────────────────► Unchanged

560   Field-Service ──────────────────────────────► Field Building

                                                    ┌─ 570   Animal Quarters
From Laboratories ──────────────────────────────►   │ 575   Animal Quarters Service
                                                    │ 580   Greenhouse
                                                    └─ 585   Greenhouse Service

590   Other Special Use Facilities
595   Other Special Use Facilities Service ─────► 590   Other

600   General Use Facilities

610   Assembly
615   Assembly Service

620   Exhibition
625   Exhibition Service ─────────────────────────► Unchanged

630   Food Facilities
635   Food Facilities Service

640   Health Facilities (Student)
645   Health Facilities Service (Student) ──────► 800   Health Care Facilities

650   Lounge
655   Lounge Service
                                                    Incorporates vending machine
                                                    areas (See Definitions)
660   Merchandising Facilities
655   Merchandising Facilities Service

670   Recreation
675   Recreation Service ───────────────────────► Unchanged

From Conference Rooms ──────────────────────────► ┌─ 680   Meeting Room
                                                    └─ 685   Meeting Room Service

690   Other General Use Facilities
695   Other General Use Facilities Service ─────► 590   Other

Previously Undefined ───────────────────────────► 690   Locker Room

Appendix 6.8:   Comparison of Room Type
to Room Use Codes and Categories (Continued)

ROOM TYPE   ROOM USE

700   Supporting Facilities

   710   Data Processing/Computer   ⟶   Unchanged
   715   Data Processing/Computer Service

   720   Shop
   725   Shop Service

   730   Storage
   735   Storage Service

   740   Vehicle Storage Facility   ⟶   Unchanged
   745   Vehicle Storage Facility Service

   750   Central Food Stores

   760   Central Laundry

   790   Other Supporting Facilities
   795   Other Supporting Facilities   ⟶   590   Other
       Service

800   Medical Care Facilities ⟶   Health Care Facilities

   810   Human Hospital-Clinic   310   Office
   815   Human Hospital-Clinic
       Service   810   Patient Bedroom

   820   Human Hospital-Patient   820   Patient Toilet/Bath
       Care
   825   Human Hospital-Patient Care   830   Nurse Station
       Service
                            840   Surgical
   840   Dental Clinic
   845   Dental Clinic Service   850   Treatment

   850   Veterinary Hospital-Clinic   860   Service Laboratory
       Service
                            870   Supplies
   860   Veterinary Hospital-Animal
       Care   880   Public Waiting
   865   Veterinary Hospital-Animal Care
       Service   890   Service

Appendix 6.8: Comparison of Room Type
to Room Use Codes and Categories (Continued)

ROOM TYPE   ROOM USE

                                              310   Office

900   Residential Facilities   900   Residential Facilities

   910   Non-Dormitory Residence for
         Single Persons

   911   Dormitory or Residence Hall   910   Sleep/Study without
                                                        Toilet/Bath

   920   One-Family Dwelling   919   Toilet/Bath

   930   Multiple-Family Dwelling   920   Sleep/Study with Toilet/Bath

                                                  935   Sleep/Study Service

                                                  950   House

                                                  970   Apartment

                                                  975   Apartment Service

   912   Food Service in Residence Halls→   630   Food Facility

Appendix 6.9

COMPARISON OF
ORGANIZATIONAL UNIT CODES OF FIRST EDITION
TO PROGRAM CODES OF THIS EDITION

ORGANIZATIONAL UNITS (First Edition)		PROGRAMS (This Manual)	
CODE	NAME	CODE	NAME
1000	Departments of Instruction and Research	1.1	General Academic Instruction
		1.2	Occupational and Technical Instruction
		1.3	Special Session Instruction
		1.4	Extension Instruction
		2.2	Individual and Project Research
		4.6	Academic Administration and Personnel Development
		4.7	Course and Curriculum Development
		5.2	Supplementary Educational Service
2000	Organized Activity Units (Related to Instruction and Research)	1.1	General Academic Instruction
		1.2	Occupational and Technical Instruction
		1.3	Special Session Instruction
		1.4	Extension Instruction
		2.1	Institutes and Research Centers
		2.2	Individual and Project Research
		4.5	Ancillary Support
3000	Organized Research Units	2.1	Institutes and Research Centers
4000	Public Service Units	1.4	Extension Instruction
		3.1	Continuing Education
		3.2	Community Service
		3.3	Cooperative Extension
5000	Library	4.1	Libraries
6000	General Administration and Institutional Services	4.3	Audio/Visual Services
		4.4	Computing Support
		4.5	Ancillary Support
		4.6	Academic Administration and Personnel Development
		4.7	Course and Curriculum Development
		5.1	Social and Cultural Development

ORGANIZATIONAL UNITS (First Edition)   PROGRAMS (This Manual)

CODE	NAME	CODE	NAME
6000 (Cont.)	General Administration and Institutional Services (Cont.) ⟶	5.3	Counseling and Career Guidance
		5.4	Financial Aid
		5.5	Student Support
		6.1	Executive Management
		6.2	Fiscal Operations
		6.3	General Administrative Services
		6.4	Logistical Services
		6.5	Physical Plant Operations
		6.6	Faculty and Staff Services
		6.7	Community Relations
7000	Auxiliary Services ⟶	4.2	Museums and Galleries
		5.1	Social and Cultural Development
		5.1.72	Intercollegiate Athletics
		5.5	Student Support
8000	Noninstitutional Agencies ⟶	7.1	Institutional Operations
		7.2	Outside Agencies

Appendix 6.10

COMPARISON OF SUBJECT FIELD CODES OF FIRST EDITION
TO PROGRAM CATEGORY CODES OF THIS EDITION**

FACILITIES CLASSIFICATION	Code	Code	NEW HEGIS TAXONOMY
LIFE SCIENCES			
Biological sciences.	.1210	0400.	Biological sciences
Agricultural sciences.	.1220	0100.	Agriculture and natural resources
Health sciences.	.1230	1200.	Health professions
Medicine	.1231	1206.	Medicine, M.D.
Veterinary medicine.	.1232	1218.	Veterinary medicine, D.V.M.
Dentistry.	.1233	1204.	Dentistry, D.D.S. or D.M.D.
Nursing.	.1234	1203.	Nursing
Pharmacy	.1235	1211.	Pharmacy
Public health.	.1236	1214.	Public health
Other.	.1238	1299.	Health professions, other
General.	.1239	1201.	Health professions, general
General life sciences.	*1299		
MCPE SCIENCES			
Mathematical sciences.	.1310	1700.	Mathematics
Computer sciences.	.1320	0700.	Computer and information sciences
Physical sciences.	.1330	1900.	Physical sciences
Engineering sciences	.1340	0900.	Engineering
General MCPE sciences.	*1399		
BEHAVIORAL SCIENCES			
Psychology	.1410	2000.	Psychology
Social sciences.	*1420	2200.	Social sciences
		0300.	Area studies
General behavioral sciences.	*1499		
HUMANITIES			
Fine arts.	.1510	1000.	Fine and applied arts
Letters.	.1520	1500.	Letters
General humanities	*1599		
PROFESSIONS			
Administrative professions	*1610	0506.	Business management and administration
		0827.	Educational administration
		2102.	Public administration
Education.	.1620	0800.	Education
Environmental design	.1630	0200.	Architecture and environment design
Home economics	.1640	1300.	Home economics
Law.	.1650	1400.	Law
Social work.	.1660	2104.	Social work and helping services
Theology	.1670	2300.	Theology
Other professions.	*1690		
General professions.	*1699		
TECHNICAL-VOCATIONAL			
Agricultural	.1705	5402.	Agricultural technologies
Apparel.	.1710	5405.	Home economics technologies
Business	.1715	5000.	Business and commerce technologies
Construction	.1720	5317.	Construction and building technologies
Engineering and industrial	*1725	5301.	Mechanical and engineering technologies, general
		5312.	Industrial technologies
Graphic arts	*1730	5012.	Applied arts, graphic arts, and fine arts technologies
		5007.	Photography technologies
		5009.	Printing and lithography technologies
Health	.1735	5200.	Health services and paramedical technologies
Public service	.1750	5500.	Public service related technologies
Transportation	*1760	5011.	Transportation and public utility technologies
		5302.	Aeronautical and aviation technologies
		5306.	Automotive technologies
		5307.	Diesel technologies
Other.	*1790		
General.	*1799		
PHYSICAL EDUCATION AND MILITARY SCIENCE			
Physical education	.1810	0835.	Physical education
Military sciences.	.1820	1800.	Military sciences

*Accurate translation will require examination of the program to determine primary emphasis.

**Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

SECTION 7.0: INDEX

A

B

Section 7.0:   Index (Continued)

Section 7.0: Index (Continued)

Program Classification Structure for Facilities Inventory Data
(See Appendixes 6.3 and 6.4 for definitions)

1.0   INSTRUCTION PROGRAM
 1.1 General Academic
 1.1.xx00 HEGIS Disciplines
 1.2 Occupational and Vocational
 1.2.xx00 HEGIS Disciplines
 1.3 Special Session
 1.3.xx00 HEGIS Disciplines
 1.4 Extension
 1.4.xx00 HEGIS Disciplines

2.0   ORGANIZED RESEARCH PROGRAM
 2.1 Institutes and Centers
 2.1.xx00 HEGIS Disciplines
 2.2 Individual or Project

3.0   PUBLIC SERVICE PROGRAM
 3.1 Community Education
 3.2 Community Service
 3.3 Cooperative Extension

4.0   ACADEMIC SUPPORT PROGRAM
*4.1 Libraries
 4.2 Museums and Galleries
 4.3 Audio/Visual Services
 4.4 Computing Support
 4.5 Ancillary Support
*4.5.1200 Teaching Hospitals
 4.6 Acad. Adm. and Personnel Dev.
 4.7 Course and Curriculum Dev.

5.0   STUDENT SERVICES PROGRAM
 5.1 Social and Cultural Dev.
*5.1.7200 Intercoll. Athletics
 5.2 Supplementary Educ. Serv.
 5.3 Counseling and Career Guidance
 5.4 Financial Aid
 5.5 Student Support
*5.5.7320 Health Services
*5.5.7330 Housing Services

6.0   INSTITUTIONAL SUPPORT PROGRAM
 6.1 Executive Management
 6.2 Fiscal Operations
 6.3 Gen. Administrative Serv.
 6.4 Logistical Services
*6.5 Physical Plant Operations·
 6.6 Faculty and Staff Services
*6.6.7330 Housing Services
 6.7 Community Relations

7.0   INDEPENDENT OPERATIONS PROGRAM
 7.1 Institutional Operations
 7.2 Outside Agencies

8.0   UNASSIGNED FACILITIES**
      (Not assigned to any program)
 8.1 Capable of Use
 8.2 Incapable of Use

9.0   BUILDING SERVICE
      (Nonassignable area only)   ·

HEGIS Taxonomy of Disciplines

0000 General
0100 AGRIC. and NATURAL RESOURCES
0300 AREA STUDIES
0400 BIOLOGICAL SCIENCES
0500 BUSINESS and MANAGEMENT
0600 COMMUNICATIONS
0700 COMPUTER and INFORMATION SCI.
0800 EDUCATION (Incl. Phys. Ed.)
      0835 Physical Education
0900 ENGINEERING
1000 FINE and APPLIED ARTS
1100 FOREIGN LANGUAGES
1200 HEALTH PROFESSIONS
      1201 General
      1203 Nursing
      1204 Dentistry
      1206 Medicine
      1209 Optometry
      1211 Pharmacy
      1214 Public Health
      1218 Veterinary Medicine
      1299 Other
1300 HOME ECONOMICS
1400 LAW
1500 LETTERS
1600 LIBRARY SCIENCE
1700 MATHEMATICS
1800 MILITARY SCIENCES
1900 PHYSICAL SCIENCES
2000 PSYCHOLOGY
2100 PUBLIC AFFAIRS and SERVICES
2200 SOCIAL SCIENCES
2300 THEOLOGY
4900 INTERDISCIPLINARY STUDIES
5000 BUSINESS and COMMERCE TECH.
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERV. and PARAMED. TECH.
5300 MECH. and ENGINEERING TECH.
5400 NATURAL SCI. TECHNOLOGIES
5500 PUBLIC SERV. RELATED TECH.

*In programs 4.0 - 7.0, this manual recommends that only these items below the program
 level (first digit) be separately tabulated in HEGIS reports.

**Note that a room which is unclassified (room use code 050, 060, or 070) should not
  be coded 8.1 or 8.2 if it is in fact assigned to an organizational unit in a
  specific program (e.g., 6.0) or program category (e.g., 1.1.xx00).

See back of first title page for room use categories.

FILMED FROM BEST AVAILABLE COPY