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ABSTRACT
               This manual presents the operations of British
Columbia's computerized facilities inventory for post-secondary
institutions. A brief summary describes the kinds of code tables
used, the forms used to feed data into the computer, the types of
printout reports available, and the responsibilities of institutions
using the system. More detailed sections of the manual tell the user
how to set up and maintain the facilities inventory and list the
codes used in the system. (PGD)

POST-SECONDARY INSTITUTIONS

FACILITIES INVENTORY OPERATING MANUAL

Ministry of Education

Province of British Columbia

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Preface

The purpose of the <u>Post-Secondary Institutions Facilities Inventory Operating Manual</u> is to explain the computer system used to make a facilities inventory and to give the system's procedures for both setting up an inventory and keeping it current. The Facilities Services Division of the Ministry of Education, in conjunction with a B.C. Colleges Task Force, compiled the manual. Members of the task force, all with long experience in the planning and management of physical facilities in post-secondary educational institutions, were Richard Smyth, B.C. Institute of Technology; James Whatmore, Pacific Vocational Institute; Alan Smith, Capilano College; and George Gowlland, Okanagan College. The task force received valuable assistance in developing the inventory system from Dr. Walter Wattamaniuk of the office of analytical studies at Simon Fraser University.

The Ministry of education in compiling the <u>Facilities Inventory Operating Manual</u> drew upon information in the <u>Higher Education Facilities Inventory and Classification Procedures Manual</u>, published by the U.S. Office of Education in 1968 and revised by the National Centre for Higher Education Management Systems at the Western Interstate Commission for Higher Education (WICHE), and would like to thank the publishers for permission to reprint from their text. The facilities inventory system became fully operational in B.C. post-secondary institutions on October 1, 1978.

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Ministry of Education.
Government of British Columbia.
Parliament Buildings.
Victoria, B.C.
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SECTION 1 .

Introduction to the Facilities Inventory Computer System

The facilities inventories of all colleges and institutes in B.C. are stored on a computer master file. The computer systems used for (i) coding the facilities information, (ii) feeding the information into the computer and (iii) taking information from the computer are summarized below. The summary gives an overview of the inventory recording system before looking at it in greater detail.

1.1. Code Tables

Facilities information or data must be coded before it can be put into the computer. Two types of Code tables are used to do the coding: Universal Code Tables and Discretionary Code Tables.

Universal Code Tables contain codes for facilities information that is universal or common to all institutions such as types of space or space functions. A table entry consists of a code value (a number, or number-letter combination) and a corresponding clear language description, e.g., 110 Classroom. Universal Code Tables are listed in this manual.

Discretionary Code Tables, contain items that are unique to individual colleges such as the name of a campus, or the particular buildings on that campus. Since Discretionary Code Tables apply only to individual institutions, the institutions themselves must make up these tables. Directions and forms are provided. Once the institution registers their discretionary code tables with the computer, they request a print out of the tables from the computer to use when coding their space inventories.

These two types of code tables must be stored in the computer. Universal Code Tables are the ministry's responsibility; it puts the tables into the computer and notifies the institutions of any changes to them. Discretionary Code Tables, on the other hand, are the responsibility of each institution, which must initially make up the code sheets, send the code sheets to the computer, and keep the codes updated, notifying the computer of any changes to them.

1.2. Data Entry Sheets - Space Data File

Data Entry Sheets are the forms on which coded facilities information is recorded and fed into the computer to create the Space Data File for a given institute. Using the code tables and relevant facilities documents such as building floor plans, institutions list their facilities space by space, floor by floor and building by building on these sheets. The Space Data File is the inventory of all spaces within an institution. The Master File is the inventory of spaces within all the institutions in B.C.

Besides being used to record the initial inventory, Data Entry Sheets are also used for updating. A space inventory, like any inventory, changes and to keep the space file current it must be periodically updated.

Data Entry Sheets consist of lines and headed columns. An individual room or space is put on each line, and the columns or groups of columns give a separate piece of information about that space, for example, it's area, function or use ratio. Detailed procedures are given herein on how to fill out the columns and where to look for the needed information.

When sending Data Entry Sheets to the computer two additional forms must accompany them: a Batch Control Sheet and a Run/Request Sheet. A Batch Control Sheet must be attached to each batch of not more than 10 Data Sheets; its function is to control the number of Data Sheets. A Run Request Sheet gives the keypunch operator details about the job and what the institution is requesting the computer to do.

Each space record on a Data Entry Sheet is edited by the computer. Only those records that pass the edit test are registered in the Master File; those that fail are rejected and must be resubmitted with the mistakes corrected before they will be accepted by the computer. It should be noted that the computer is programmed to detect only some errors; other errors it is unable to catch. Therefore, much of the responsibility for an accurate Master File rests with the institutions taking care to correctly code their facilities data.

After the institutions have submitted a batch(es) of Data Entry Sheets, they will receive back from the computer (i) a pre-edit, the key-punched list of all the space records they have submitted, (ii) an edit-update, a list pointing out which records have been rejected and the reason, and (iii) a post edit, a check to see if prorated spaces (discussed later) add up to 100%. Rejected records must be corrected and resubmitted on a new Data Entry Sheet. The computer will again send back to the institution the three edit printouts on the resubmissions letting them know if everything is now correct.

1.3. Printout Reports

The code tables (the Universal Code Tables from the ministry and the Discretionary Code Tables from the institutions) and the Data Entry Sheet space records make up the input into the computer. Output is produced from this input in the form of printouts which detail, correlate and summarize the facilities information. Two main categories of printouts are available: Detail Reports and Summary Reports. Requests for reports are made on Run Request Sheets.

Detailed Reports are intended primarily as a working tool for institutions and will not normally be required by the ministry. These reports can be very useful in the day to day administration of the institution furnishing detailed information that will aid in scheduling spaces and in managing telephones, maintenance and security. Detailed reports can also be useful in analysing the use and allocation of facilities and in planning for future facilities needed. There are four Detail Reports:

Report A: gives a complete list of the institutions space file

Report B: is a simplified version giving only the information relevant to the management of space

Report C: lists separately the spaces attributed to each administrative unit

Report D: groups all similar spaces within each separate building.

Summary Reports are intended primarily for the ministry and its Advisory Councils to provide them with information to help make financial decisions on a consistent and equitable basis. Institutions, however, may also find summaries useful. The summaries are divided into two series, an E-Series and an F-Series.

The E-Series relates space types to the functions which they serve, giving the number of spaces and their total square footage. The F-Series relates space types to the educational programs which they accommodate, giving the number of spaces and their total square footage.

1.4. Institutions Inventory Responsibilities

Reviewing the introduction, this is what the computer inventory system requires of the individual institution:

1.4.1. The institution should be thoroughly familiar with the facilities inventory computer system as it is explained in this manual, knowing what has to be put into the computer and what can be taken from it.

1.4.2. Most institutions in B.C. have initially recorded their facilities inventories on the Master File. The main job, therefore, will be to maintain or keep the inventory current. Besides major changes to the inventories such as adding or deleting buildings or sections of buildings, changes in a space's size, user or function or in any other of its information categories on the Data Entry Sheet must be registered with the computer.

When should inventories be updated? As an absolute minimum the facilities inventory must be brought completely up to date at least once every year. November 30th is recommended. It is strongly recommended, however, that inventory taking will be much simplified if it is performed as an ongoing routine. Major additions to or deletions from the inventory should be passed to the Master File at regular intervals, for example, monthly or quarterly.

1.4.3. What is required to record facilities information:

(a) The manual for directions

(b) Code Tables
    -- Universal Code Tables in this manual
    - Discretionary Code Tables (computer printout Tables List)
    If additions, deletions, or changes are being made to the tables you will need the appropriate code table sheets.

(c) Data Entry Sheets and to send in with them Batch Control Sheets and Run Request Sheets

(d) Printout Report A showing the originals record of the spaces is required if space records are being deleted or changed.

(e) Building floor plans as well as using agency records, and any other facilities related documents are required to supply inventory information.

1.4.4. Respond promptly to the computer's rejection of any incorrectly coded space records that have been sumitted. Make the necessary corrections and resubmit the records.

1.4.5. Know what printouts are available and request the ones most useful for managing, and for making decisions.

SECTION 2

SETTING UP AND MAINTAINING

FACILITIES INVENTORY

SECTION 2

Setting up and Maintaining Facilities Inventory

2.1. Using and Maintaining Universal Code Tables

Universal Code Tables, as was mentioned in the introduction, have been formulated by the ministry. They contain codes for the seven informational fields listed below that are used when filling out Data Sheets. Accompanying the codes and clear language descriptions are discussions that clearly set out what the code applies to.

Universal Code Applications:

- Institution   - each institution in B.C. is given a unique code

- Portability   - facilities can be either permanent, demountable, relocatable or mobile

- Ownership   - facilities can be either owned, leased, shared or temporary

- Space Type   - the many types of spaces are summarily listed by code and clear language description. Following the summary each space is detailed in terms of its definition, description, and limitations so that there is no doubt as to what a particular space type refers to.

- Function   - all the different functions that spaces are used for are summarily listed by code and clear language description. Subsequently, each function is detailed.

- Program   - all programs in colleges in B.C. are listed by code and clear language description.

- Station Type - all types of work stations are coded, for example, tables and chairs, carrels, lab. benches, and so on.

The Universal Code Tables are found in the appendix.

Universal Code Tables are updated by the ministry when existing codes and descriptions are no longer appropriate. The ministry, however, will rely on the colleges to recommend changes when they find inadequacies in the tables. The chart which follows summarizes the changes that may be made to the seven universal codes.

CODE TABLE CHANGES

Code Table	Data element	Col.	What has to be changed and when	By whom	What institutions must do
UNIVERSAL CODE TABLES	Institution (COSIINST)	1, 2	New code value and clear language description to be provided for each new institution added to the inventory	Ministry see appendix 3.1.	Nothing
	Port-ability (COSIPORT) Ownership (COSIOWNR)	8, 9	Unlikely to change but always possible	Ministry see appendix 3.2. and 3.3.	Notify the Ministry, Facilities Services Division, as soon as it becomes apparent that current codes and descriptions are inappropriate to:
	Space type (GOSISPTY)	16, 17, 18	A new code value and clear language description to be added to the code table for any new space type which is acquired or created to meet new educational needs or programs and for which there is no appropriate code or description in the existing tables.	Ministry see appendix 3.4.	-A new type of building -New leasing or occupancy arrangements -An unusual or innovative type of space. Provide a description of the new situation indicating specifically why it is "different" so that the Ministry may raise a new code and associated descriptions and inform all colleges of an amendment to the manual.
	Using Agency Function (COSIFUNC)	38, 39	Unlikely to change but will be subject to review periodically by the Ministry. Changes will only be made after discussion with all institutions.	Ministry see appendix 3.5.	Notify the Ministry, Facilities Services Division if it becomes apparent that the current code and descriptions are misleading or inappropriate.
	Using Agency Program (COSIPROG)	40, 41, 42, 43	Program code tables will be reviewed periodically by Ministry, Facilities Services Div. with Educational Data Services, and amendments to the manual will be issued.	Ministry see appendix 3.6.	Notify the Ministry, Facilities Service Division if existing tables are found to be inappropriate.
	Station Type	49	Space type tables will be reviewed periodically by the ministry.	Ministry see appendix 3.7.	

2.2. Coding Conventions

Before discussing the Discretionary Code Tables and the space data file it would be appropriate to become familiar with the conventions used when filling out the report forms.

2.2.1. Coding Repeating Fields

Each line coded on a table or data sheet is a separate entry and must contain all the fields of information necessary to it. This recording method can lead to code fields being repeated line after line. For ease of coding, a form of ditto mark shown below can be used to simplify the recording of such repetitions.

NC15	0142	110
NC15	0143	115
NC15	0144A	210
NC15	0144B	215
NC15	0144C	220

is coded

NC15	0412	110
	0143	115
	0144A	210
	B	215
	C	220

2.2.2. Similar Numbers and Letters

Coding is always done in PRINTED BLOCK CAPITALS.

Some letters and numbers are similar and can potentially be confused by key-punch operators. To avoid any confusion, the following conventions have been established.

(a)   the letter O (oh) and the number 0 (zero)
"ohs" are crossed, "zeros" are not.

(b)   the letter Z (zed) and the number 2 (two)
"zeds" are crossed, "twos" are not.

(c)   the letter I (eye) and the number 1 (one)
"eyes" are crossed tops and bottoms, "ones" are simply a vertical stroke.

(d)   sevens should not be crossed.

(e)   there is no convention for S (ess) and 5 (five). They must therefore be written particularly carefully.

Thus: Space Designation: S3 275Z
       Space Type: 110
       Clear Language Description: Class Room Physics

is coded: S 275B 110 CLASS ROOM PHYSICS

2.2.3. Alpha-numeric vs. numeric fields:

On the Table Definition coding Sheets as well as on the Data Entry Sheets each item of information to be recorded is separately identified and allocated a "field" of one or more columns to carry the appropriate code. Thus the field for the code for Building, Ownership or Portability has one column, and those for Institution and Campus has two columns each. The field for Space Type has three columns and so forth.

The fields are of two types, alpha-numeric and numeric, and are determined by what the computer has been programed to accept. The instructions for setting up the space data file which follows (2.4.1) indicates which field type is to be used.

For a numeric field the computer will accept only numbers and blanks. A blank wherever it occurs will automatically have a value to the computer and forms part of the field identification. The numeric fields are right-justified (see below).

For an alpha-numeric field the computer will accept alphabetic characters, numbers and symbols that appear on the standard typewriter. As in the numeric field the blank has a value like any other character used to code and forms part of the field identification. The alpha-numeric fields are left-justified (see below).

(a) Right-justified (numeric fields) means that the last character of information to be put in this field must occupy the space to the immediate left of the dark line at the right extreme of the field.

For example:
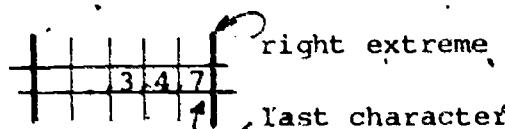
In right-justified numeric fields blanks lead.

(b) Left-justified (alpha-numeric fields) means that the first character of information to be put in this field must occupy the space to the immediate right of the dark line at the left extreme of the field.

For example:
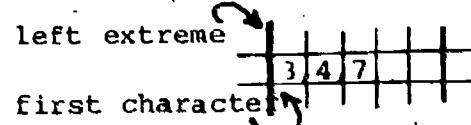
In left-justified alpha-numeric fields blanks trail.

2.3. Filling Out Discretionary Code Table Sheets

There are 3 Discretionary Code Tables, Campus Code, Building Code, and using Agency Unit, and each table has a separate coding sheet. These tables are originally compiled by the colleges and are also updated by them. When creating new codes fill all the columns provided for each code.

2.3.1. Setting Up

(a) CAMPUS CODE (COSICAMPTE) See sample Campus Coding Sheet.

A table entry or record is required for each campus within each institute or college. This record is comprised of a Code and a Clear Language name for each campus. Colleges with only one campus will have a table with only one entry. The most common method of constructing the Campus Code table is by numbering the main campus 01 and then sequentially numbering the other campuses 02, 03, etc.

To ensure that the Campus Code identifies a specific campus the College Code, taken from the Universal Code Tables, must also be recorded in Columns 13 and 14 of the Campus Coding Sheet. The Campus Code is entered

in Columns 15 and 16, and is alpha-numeric. The Campus Name is entered in Columns 43 to 72.

(b)   BUILDING CODE (COSIBLDGTE) See sample Building Code Sheet.

Each building must have a unique code. Thus, on the Building Code Sheet, to the College Code and Campus Code repeated as above, is added a Building-ing Code in Columns 17 to 19. A clear language description of the build-ings is also required in Columns 43 to 72.

The most common method of constructing the Building Code Table is by sequentially numbering the buildings within a campus starting with 001. This method does not allow for defining sectors within a campus and therefore the college may find it useful to use one of the first two spaces of the Building Code to designate a sector.

Some examples:

Building Code		Description
01A	–	sector 01 building A
A11	–	sector A building 11
	or	sector A1 building 1

By repeating the College and Campus Codes along with the Building Code it is possible to repeat building codes. For example, "Building 001 Administration" will be identified by the computer for College 31 on Campus 01 as being different from "Building 001 Administration" for the same college on Campus 03. The Building Code is alpha-numeric.

(c)   USING AGENCY UNIT (COSIUNITTE) See sample Using Agency Unit Coding Sheet

The College Code is repeated here and to it is added a code and clear language description for each separate using unit. Using units are the administrative units that are assigned space and are responsible for it. Using Agency Unit Codes are alpha-numeric filling all of Columns 15 to 19. A clear language description of each using agent is given in columns 44 to 72.

The construction of the Using Unit Code Table is generally determined by the numbering system currently used in the financial system of the college. If a Using Unit Code is not presently in use then any alpha-numeric code may be constructed. It is advisable that the college use a purely alphabet code only if it is sure that it will not require more than ten using units during its life. Abbreviated word codes soon become too cumbersome to use as the quantity of code values increase.

2.3.2. Updating

Code Table Sheets are also used for updating any of the Discretionary Code tables. The instructions for updating Campus, Building and Using Agency Code Tables are the same:

(a) Table Deletions

    (i)   Enter "y" in column 12.

    (ii) Enter the existing code values up to the "DO NOT USE" section. Take these from a printout of the existing code tables but do not transfer the clear language description in columns 43 to 72.

        NOTE: When deleting a code table entry (such as removing a building)

        (i)   first delete the associated space data file entries (i.e. remove all the individual spaces)

        (ii) then delete the code table entry

(b) Table Additions

    (i)   leave column 12 blank.

    (ii) enter the new code values up to the DO NOT USE section.

    (iii) enter a description of the new table item in columns 43 to 72.

        NOTE: When adding a code table entry (such as adding a new building)

        (i)   first add the new code table entry

        (ii) then submit the detailed space records

(c) Table Changes

In order to change any portion of a table entry it is necessary to

    (i)   complete a Table Deletion for the existing table entry

    (ii) complete a Table Addition for the revised entry.

NOTE: A change requires two lines.

A RUN REQUEST Sheet only must accompany the Table Coding Sheet(s) when the updates are submitted to the computer agency. Request a Table List on the Run Request Sheet. No Batch Control Sheet, however, is required for Code Table updates.

The chart which follows summarizes Discretionary Code Table updating.

CODE TABLE UPDATES

Code Table	Data element	Col.	What has to be changed and when	By whom	What institutions must do
DISCRE-TIONARY CODE TABLES	Campus (COSICAMP)	15-16	Code values and clear language descriptions must be added, deleted, or changed when:	Institution or College	1) Fill out the necessary Code Table Sheets as described above and send them to the computer.
	Building (COSIBLDG)	17-19	a) A campus is added or an existing campus closed		2) Changes to the code tables automatically mean that changes have to be made to the Space File Data.
	Usingy Agency Unit (COSIUNIT)	15-19	b) A new building is acquired or an existing one released c) A change is made in the organization & responsibility for space reallocated		Data Entry Sheets would be filled out as instructed in the following information

TABLE DEFINITION CODING SHEET

TABLE NAME	DEL-ETE	COLL. CODE	CAMP CODE	DO NOT USE	CAMPUS NAME	DO NOT USE
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80
C S I C A M P T E						

COLLEGE SPACE INVENTORY SYSTEM

I CAMPUS CODES

INSTITUTION:

CODED BY:

DATE:

PAGE: of

TABLE DEFINITION CODING SHEET

DISCRETIONARY TABLE: 2 of 3

TABLE NAME	DEL ETE	COLL CODE	CAMP CODE	BLDG CODE	DO NOT USE	BUILDING NAME	DO NOT USE

C A S I B L D G T E

COLLEGE SPACE INVENTORY SYSTEM

2 BUILDING CODES

INSTITUTION:

CODED BY:

DATE:

PAGE: of

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TABLE DEFINITION CODING SHEET

TABLE NAME	DEL-ETE	COL'L CODE	US'G AGENCY UNIT CODE	DO NOT USE	USING AGENCY UNIT	DO NOT USE

| 1 2 3 4 5 6 7 8 9 10 | 11 12 | 13 14 | 15 16 17 18 19 | 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 | 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 | 73 74 75 76 77 78 79 80 |

C Ø S I U N I T T E

COLLEGE SPACE INVENTORY SYSTEM

3 USING AGENCY UNIT CODES

INSTITUTION:

CODED BY:

DATE:

PAGE: of

2.4. Space Data File

2.4.1. Setting up the Space Data File

The Space Data File contains a single record for each unique space in the institution. The records are listed on Data Entry Sheets (see sample). Each record takes one horizontal line and contains a number of separate pieces of information called fields. A field can take up one column or a group of several columns on a Data Sheet. All columns are numbered. Below is a detailed definition of each field and the instructions for filling out or coding the field on the Data Entry Sheet.

Fields in the Space Data File

Column No.

1 & 2   **Institution**

definition: the college or institute that is administratively responsible for the space.

instructions: the code is listed in the Universal Code Tables under Colleges and Institutes. The field type is alpha-numeric.

3 & 4   **Campus**

definition: designates each separate campus/site/satellite under the jurisdiction of the institution.

instructions: the codes are listed in the Discretionary Code Tables under Campus Codes. The field is alpha-numeric.

5 - 7   **Building**

definition: designates the specific building within which the coded space is located.

instructions: the codes are listed in the Discretionary Code Tables under Building Codes. The field is alpha-numeric.

8   **Portability**

definition: describes the degree of permanence of each building.

instructions: the codes are listed in the Universal Code Tables under Building Permanence/Portability.

9   **Ownership**

definition: denotes the ownership status of the building (or part of the building): owned, leased, shared or temporary.

instructions: the codes are listed in the Universal Code Tables under Building Ownership.

10 - 15   **Space Designation**

definition: the distinguishing number, name, or title of the space. It always corresponds to the identifier (room number) found on site. Its purpose is to identify each separate room or space and its location within (or in close proximity to) a building.

Column No.

In a case where there is no visible on-site identifier, reference blue prints should be consulted or an identifier may be assigned for coding purpose by the institute.

Open areas (space types 280 and 287) may not have any association with a specific building. In this case a dummy space designation code "OPA" is used.

instructions: the field is 6 columns, columns 10 thru 15. Columns 10 and 15 are for alpha characters only which may be used as prefix or suffix to columns 11 thru 14 which are for numbers only, with the exception of the letters OPA (which is used for open air instructional areas). Columns 10 and 15 may be left blank. Every space record must have an identifier entered in this field.

The following are examples of how these simple provisions may be used to develop a system for easy identification of spaces.

alpha characters only					
	numbers only				
10	11	12	13	14	15
C	9	0	3	6	
		2	3	6	
			3	6	
			3	6	A
				A	

column numbers

C wing; level 9: room 036

level 2: room 36

room 36

unnumbered room contiguous to room 36
undesignated open area

16 - 18   **Space Type**
definition: the type of space or room as categorized and defined in the Universal Code Tables.

instructions: the codes are listed in the Universal Code Tables under Space Type in both summary and detailed form. The summary gives all the space categories and the detail discusses each category. The field is alpha-numeric.

19 - 26   **Space Length and Width**
definition: if the space is rectangular, the length refers to the long dimension measured between inner wall surfaces. If the space is not rectangular, the field is left blank. See Space Area and Space Shape for further instructions.

Column No.

instructions: units are feet and a decimal is assumed between the third and fourth digits of the field. It is suggested that the length be measured to the nearest one half foot (under the metric system length and width will be measured to the nearest one-fifth metre). In areas of whole feet, no inches - a zero must be entered in the extreme right hand column. This field is numeric and therefore is right-justified.

N.B. In some instances areas are available from earlier existing records but not dimensions. In this case the dimension columns may be left blank and the area filled in Columns 27-31.

27-31   Space Area
definition: the area of the space in square feet.

instructions: when dimensions are available for rectangular rooms, this field is left blank. The space area will be calculated by machine at the computer agency. For irregular rooms, the area is calculated at the time of the inventory to the nearest square foot and coded with the decimal assumed after the last digit of the field. (Under the metric system areas of irregular rooms will be calculated to the nearest one quarter of a square metre with the decimal assumed between the fourth and fifth digits of the field.) This field is numeric and right-justified. For space types 280 and 287 leave the width and length blank and put a 0 in the extreme right hand column of Area.

32   Space Shape
definition: denotes whether the space is rectangular or not.

instructions: if the space is rectangular the field is left blank; if the space is irregular the field is coded "I".

33 - 37   Using Agency Unit
definition: the administrative unit that is assigned the space and is responsible for it. This data element is used to identify administrative units responsible for designated blocks or groups of spaces. Making such units cost control centres has obvious advantages.

instructions: the codes are listed in the Discretionary Code Tables under Using Agency Unit Code. The field is alpha-numeric. All columns are to be filled in.

38 - 39   Using Agency Function
definition: identifies the types of activities that the Using Agency uses the space for; e.g. instruction, administration.

instructions: the codes are listed in the Universal Code Tables under Using Agency Function in both a summary and detail form. This field is numeric.

Column No.

40 - 43   Using Agency Program
           definition: the educational programs to which dedicated spaces are
                          allocated.

           instructions: the codes are listed in the Universal Code Tables under
                          Using Agency Program in both a summary and detail form. The
                          field is numeric.

44 - 45   Use Ratio
           definition: used only when a space is physically shared and therefore
                          must be attributed to more than one Space Type, Using
                          Agency Unit Function, or Program.

           instructions: a second and if necessary a third record is struck for each
                          unique combination of the above data elements. The field is
                          numeric and is therefore right-justified. The percentage of
                          space attributed to each of the sharers is recorded to the
                          nearest 5%.

                          Example:
                          A space shared by two different programs, Health Care
                          Management and Health Data Technology, requires two records
                          or lines on the Data Entry Sheet. Use Ratio is recorded as:

                              45% - 1060 Health Care Management
                              55% - 1070 Health Data Technology

                          Note that the sum of the prorated percentages must equal
                          100%.

                          Not more than three prorations should be entertained. If a
                          space is subdivided into more than three Space Types,
                          and/or Using Agency Units, Functions or Programs it should
                          be attributed to the predominant users. The total area must
                          be entered each time for each separate prorated space. The
                          computer will do the calculations.

                          When a space is attributed to one user or a predominant
                          user these columns are left blank.

           Possible Problems:

           Prorating Constraint:

           Is the constraint of not more than 3 prorations absolute? NO. It is inten-
           ded to avoid the complications which arise from almost unlimited permuta-
           tions if this technique is used excessively.

           The rule was broken, for example, in the case of a tool room serving four
           instructional shops concurrently and equally as at Okanagan College.

           Note, however, that time sharing will not be prorated. Time-shared spaces
           should be attributed to the predominant user, program or function.

Column No.

46 - 48   Scheduled Capacity
          definition: The number assumed by the institution as the maximum
                         scheduled capacity for that particular room.

          instructions: figures are to be provided by the institutions. The field
                         is numeric and is right-justified.

                         Scheduled capacity must be completed for the following
                         space types, and only for these. The computer edit program
                         will reject records for these space types if it is not
                         filled in, or where a capacity has been entered but is NOT
                         called for.

                         110   classrooms
                         210   class laboratory
                         220   special class laboratory
                         230   individual study laboratory
                         250   non-class laboratory
                         260   instructional shop fixed equipment
                         270   instructional shop movable equipment
                         350   conference rooms (office related)
                         410   reading study room
                         430   open stack reading room
                         610   assembly
                         630   food facilities - cafeteria seating

49   Station Type
          definition: the type of student station according to the given classi-
                         fication.

          instructions: the codes are listed in the Universal Code Tables under
                         Station Type. The field is alpha-numeric.

50 - 53   For Institute Use
          definition: these four columns have been reserved for use by the insti-
                         tutes and colleges at their own descretion.

          instructions: Notify the Ministry, Facilities Services Division, of the
                         proposed use of these columns so that good ideas can be
                         shared.

54 - 75   Space Description
          definition: a clear language description of the space's use or special
                         attributes. A space designated by code simple as "office"
                         might here be termed general office, or the name it actual-
                         ly goes by. Another space coded as office service might be
                         termed reception and waiting.

          instructions: the field is alpha-numeric and is supplied by the institu-
                         tion. The field is left-justified.

76   Transaction
          definition: denotes whether the line recorded is an addition, deletion
                         or change.

Column No.

instructions: the codes are as follows: A-add, D-delete; C-change. The field is alpha-numeric. Each record must have a transaction code.

77 - 80   Inventory Date
           definition: the year (two columns) and month (two columns) in which the current transaction is being done.

           instructions: the field type is numeric. Each record must have a date.

Institution	Campus	Building	Portability	Ownership	Space					Shape	Using		Agency		Use Ratio	Scheduled Capacity	Stn. Type	For Institute Use	Space Description	Transaction	Inventory Date		
					Designation	Type	Length	Width	Area		Unit		Function	Program							Y	Y M M
1 2	3 4	5 6 7	8	9	10 11 12 13 14 15	16 17 18	19 20 21 22	23 24 25 26	27 28 29 30 31	32	33 34 35 36 37		38 39	40 41 42 43	44 45	46 47 48	49	50 51 52 53	54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	76	77 78 79 80		

Key Fields

COLLEGES FACILITIES INVENTORY COMPUTER FILE DATA ENTRY SHEET

SURVEYOR: DATE: INSTITUTION: CAMPUS: BUILDING: SHEET   OF

31   32

2.4.2. Updating

Changes to the Space Data File may be made necessary by:

- adding new spaces: new buildings, new floors of existing buildings, extensions.
- vacating spaces
- changing
    (a) space contents to make a new space type; e.g., labs to classrooms
    (b) partition layouts
    (c) function or program for which the space was used.

Before looking at the instructions for updating the Space File, a distinction must be made between key fields and non-key fields. Fields that control the addition, deletion and change of records in the Space Data File are called key fields. The key fields are:

Data Entry Sheet Column	Code
1	Institute
	Campus
	Building
to	Portability
	Ownership
	Space Designation
18	Space Type
33	Using Agency Unit
	Using Agency Function
to	
43	Using Agency Program (only when shown in the Report A otherwise it is not, part of the key field.)

All other fields on the Data Entry Sheet are called non key fields. Non key fields are:

Data Entry Sheet Column	Code
19	Length
	Width
to	Area
32	Shape
44	Use Ratio
	Scheduled Capacity
	Station Type
to	For Institute Use
	Language Description
	Transaction
80	Inventory Date

Instructions for Updating the Space Data File

Space File Addition

a) raise a complete new record. Code all key fields and other relevant columns on the Data Entry Sheet.

b)   enter A in column 76.

c)   enter the date of the transaction YY (year) MM (month) in columns 77-80.

Space File Deletion

(a) copy from Report A onto the Data Entry Sheet all key fields (but not the non-
     key fields) relevant to the space being deleted.

(b) enter D in column 76.

(c) enter the date of the transaction in columns 77-80.

Space File Changes to Key Fields

(a) complete a Space File Deletion for the existing entry.

(b) complete a Space File Addition for the revised entry.

NOTE: a change requires two lines.

Space File Changes to Non-Key Fields

(a) copy from Report A all the key fields of the space being changed.

(b) on the same line enter only the non-key field information that you are chang-
     ing. Columns in a non-key field that are left blank will cause no change to the
     record. Do not use N/A (not applicable) - simply leave a blank.

(c) enter C in column 76 and the date of the transaction in columns 77-80.

Caveat

When changing a Discretionary Code item, e.g. deleting or adding a building for
example, in order to bring the detailed space record file into line with this
change, remember:

(a) old records to be deleted must be submitted to the computer BEFORE the building
     is removed from the Code Table.

(b) new records to be added must be submitted AFTER the new building has been
     entered in the Code Table.

(c) The correct sequencing of this process is of paramount importance.

(d) A Batch Control Sheet (one for every ten or less Data Entry Sheets) and a Run
     Request Sheet must accompany the Data Entry Sheet updates when they are
     submitted to the computer agency.

(e) at no time use N/A as an input value.

2.5. Input Sheet Processing

A Batch Control Sheet must be attached to each batch of not more than 10 Data Entry
Sheets. NO Batch Control sheet is required for code table updates.

The Batch Control Sheet is completed as below: (see example Batch Sheet following)

(a) Batch Control Serial No. - supplied by the Institution to identify each batch.

(b) College Code - codes for all colleges in B.C. are listed in the Universal Code Tables under Colleges and Institutes.

(c) Batch Name - the initials of the person coding the information.

(d) Batch number - used to indicate a particular batch within a series of "n" batches. The total number of batches is recorded at the bottom of the Batch Control Sheet.

(e) Card Count - the number of records in the batch. The edit program will count the number of records entered and compare its figure with the Card Count. If the figures are not the same, the computer will printout a warning.

(f) Ignore the row of numbers, they are for keypunch operators.

(g) Special Instructions - for Ministry use only.

(h) No. of Batches - helps the keypunch operators insure that all batches have been punched.

(i) Date Submitted - the date the batch was sent.

(j) Date Required - the date by which the institution wants the batches punched and returned.

2.6. Batch Control Log

The Batch Control Log is used by the institution to keep track of the flow of material to and from the computer centre. This log is retained by the institution and is not forwarded with other forms. An example is given.

COLLEGE BATCH
CONTROL SERIAL NO.

CONTROL DATA TO BE PUNCHED INTO:
BATCH HEADER CARD

IDENT	SYSTEM	COLLEGE CODE	BATCH NAME		CARD COUNT
@HDR@	EDCS				

| 1 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 21 | 22 | 23 | 24 |

SPECIAL INSTRUCTIONS (IF ANY)

ROUTING INFORMATION

COLLEGE SPACE INVENTORY SYSTEM
MASTER FILE UPDATE

JOB NAME: EDCS010
DATA TYPE: I01
NO. OF BATCHES:
DATE SUBMITTED:
DATE REQUIRED:

COLLEGE NAME:
COLLEGE POSTAL ADDRESS:

COLLEGE PHONE NUMBER:

COLLEGE SPACE INVENTORY SYSTEM
BATCH CONTROL SHEET

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BATCH CONTROL NO.	COLLEGE CODE	BATCH NUMBER	BATCH NAME	CARD COUNT	DATE SUBMITTED	DATE REQUIRED	DATE RETURNED	TABLES				DATA			CONTROL SHEET: 1 of 3
								UPDATE	ADDITION	DELETION	ERROR CORRECTED	UPDATE	ADDITION	DELETION	ERROR CORRECTED

COLLEGE SPACE INVENTORY SYSTEM
BATCH CONTROL LOG

2.7. Run Request Sheet

    2.7.1. Completing a Run Request Sheet

        A Run Request Sheet is sent to the computer with batches of Data Sheets and revised Discretionary Code Table Sheets to indicate which program is to be run. The Run Request Sheet is also used to request computer printouts:

        (a)   when submitting Discretionary Code Table Input Sheets, request a Tables List.

        (b)   when submitting Space Data File Entry Sheets request a Pre-Edit, Edit-Update and Post-Edit.

        (c)   request the Detail Reports and the Summary Reports you desire.

    2.7.2. The Run Request Sheet is completed as follows: (see example Request Sheet following)

        (a)   CHECK IF REQ'D: indicates the code of the job to be run.

        (b)   JOB NUMBER/NAME/DESCRIPTION: describe in clear language the particular job(s) to be run.

        (c)   INPUT: indicates whether new data input is required to run the job.

        (d)   CONTROL CARD AND COLLEGE CODE NUMBER: insert the college code in the appropriate boxes of the job(s) to be run.

        (e)   NUMBER OF COPIES: insert the number of copies of each job required.

        (f)   DATE SUBMITTED: enter the date the request is submitted.

        (g)   DATE REQUIRED: enter the date by which the job is to be returned.

        (h)   enter the institution's name and code at the bottom of the form.

        Since the Table Update and Table List apply to all institutions, no institution code is necessary when requesting either of these two jobs. Of the above items; items a, d, e, f, g, and h must have entries; b, and c require no entries.

CONTROL SHEET: 3 of 3

CHECK IF REC'D	JOB NUMBER	JOB NAME	DESCRIPTION	INPUT	CONTROL CARD AND COLLEGE CODE NUMBER	NO. COPIES	DATE SUBMITTED	DATE REQUIRED
	EDCS001	TABLE UPDATE	UPDATE THE SYSTEM TABLES	YES	NONE			
	EDCS002	TABLE LIST	LIST SYSTEM TABLES/DEFNS	NO	NONE			
	EDCS010	EDIT/UPDATE	PRE-EDIT	YES	COSIO10 COLLEGE:			
			EDIT-UPDATE	NO	COSIO20 COLLEGE:			
			POST-EDIT	NO	COSIO30 COLLEGE:			
	EDCSO40	REPORT — A	DETAIL MASTER FILE LIST G	NO	COSIO40 COLLEGE:			
	EDCSO45	REPORT — BCD	DETAIL LISTING (SORTED)	NO	COSIO45 COLLEGE:			
	EDCSO60	REPORT — E1	AGG. SP-TYPE VS FUNCTION	NO	COSIO60 COLLEGE:			
	EDCSO55	REPORT — E2	SP-TYPE VS FUNCTION	NO	COSIO55 COLLEGE:			
	EDCSO60	REPORT — F1	AGG. SP-TYPE VS PROGRAM	NO	COSIO60 COLLEGE:			
	EDCSO65	REPORT — F2	SP-TYPE VS PROGRAM SUM	NO	COSIO65 COLLEGE:			

COLLEGE NAME: COLLEGE CODE:

COLLEGE SPACE INVENTORY SYSTEM
RUN REQUEST SHEET

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2.8. Computer Editing

2.8.1. Editing the Data Entry Sheets

The inventory computer system has an editing process that points out some coding errors. The types of editing and a chart explaining the computer's error messages are given below. Before looking at these, however, it should be stressed that although the computer catches some coding errors, it does not catch them all. For example, the computer has no way of verifying the code for a space's area or its clear language description. If initially the wrong area of a space is recorded or the wrong language description, the computer will catalogue this information as valid when in fact it is incorrect. Also, the computer has no editing process to check the validity of the coding on Code Table Sheets. It is obvious, then, that the facilities inventory system depends on the institutions to pay close attention to coding correctly their space file information.

2.8.2. Computer Editing Program

(a) Pre-Edit: Checks to see that the number of records put into the computer is the same as the number of records stated on the Batch Control Sheet. If the numbers are different, the error message "BATCH COUNT BAD" will be printed at the end of each batch listing. The college, when it receives the list, must check its Data Entry Sheets (they are returned as well) against the list and find the inconsistencies. (see sample)

(b) Edit: Checks to see that each record is complete and correct in accordance with predetermined rules, (see sample), such as:

(i) each space is unique. No space is to be duplicated.

(ii) the code values for the institution, campus, building and using unit entered on the Data Entry Sheet must be consistent with the values recorded in the code tables.

(iii) certain space types such as a classroom must have a figure recorded for scheduled capacity.

Records that pass the edit test are sent to the Master File; records that fail are rejected and printed out on the "EDIT UPDATE-ERROR LISTING". The computer marks rejections with an asterisk, underlining the incorrectly coded field, and prints a message describing the mistake. The rejected records are sent back to the institution who must then resubmit a complete new record with the error eliminated.

To help institutions make corrections, a chart follows that gives the meaning of the rejection messages and states what action the institution must take to correct the mistake.

(c) Post Edit: after the records have gone to the Master File the Post Edit checks to see that prorated spaces have been correctly apportioned (i.e., the prorations add up to 100%). If an error is found a warning is printed out on the "POST EDIT WARNING LIST" indicating that the mistake should be corrected next time updates are submitted. (see sample.) This does not mean that this or these records have been rejected but that there is a proration error. These errors could cause other errors which would appear on the "EDIT UPDATE-ERROR LISTING" printout.

Institutions must request Pre-Edit, Edit, and Post Edit printouts on the Run
Request Sheet everytime they send space file information to the computer. The
Edit Program Rejection Message table follows.

EDIT PROGRAM REJECTION MESSAGES

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
CONTROL EDIT CARD (checks <u>Batch Control Sheet</u>)	INVALID PROGRAM ID	Program number on Control Card does not match computer program which was run.	Job cancelled. Check correct Control Card was selected.	NIL
	INVALID COLLEGE CODE	College Code cannot be found in Universal Code table COSI INST	Job cancelled. Check Batch Control Sheet for Punching Error. Refer to institution if wrong code entered in col. 10-11.	NIL Resubmit Batch Control Sheet corrected.
PRE-EDIT SIOIO (Audit Listings) (Checks <u>Header Card</u>)	INVALID BATCH NAME	Batch name on the Batch Control Sheet (col 12-13) has not been completed or was not punched correctly	Batch rejected. Refer to institution.	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	BAD COLLEGE CODE	College code on Header Card does not match code on the computer program Control Card.	Batch rejected. Check Batch Control Sheet and refer to institution if necessary	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	INVALID HEADER COUNT	Batch number on the Header Card is not numeric.	Batch rejected. Check Header Card punching, refer to institution if necessary.	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	BATCH COUNT BAD	Actual number of cards read into the computer does not match the card count (col. 21-24) on Batch Control Sheet.	Nil action by system which proceeds with update and simply notifies the institution of the discrepancy.	Checks Collection Sheet counts number of records/ transactions, checks Batch Control Sheet and resubmits any record which may have been missed.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (01) SI020. (Checks each line record on the Colleges Inventory Data Collection Sheet) against:	INVALID TRANS-ACTION CODE	This particular record: Col: 76 has no entry or something other than: A. Add B. Change C. Delete	Single record is rejected, listed on the error report and referred to institution for resubmission.	Prepares new correct record on Data Collection Sheet and resubmits to the next update run.
(02)	INVALID INSTITUTE CODE	Cols. 1 & 2 have a numeric code not found in the Universal Table COSIINST	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(03) i. UNIVERSAL CODE TABLES ON THE MASTER FILE	INVALID PORTA-BILITY CODE	Col. 8 has an Alpha code not found in the Universal Table COSIPORT	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(04)	INVALID OWNER-SHIP CODE	Col. 9 has an Alpha code not found in the Universal Table COSIOWNR	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(05)	INVALID SPACE TYPE CODE	Cols. 16-18 have a numeric code not found in the Universal Code Table COSISPTY	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(06)	INVALID FUNCTION CODE	Cols 38 & 39 have a numeric code not found in the Universal Code Table COSIFUNC	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (07) S1020	INVALID PROGRAM CODE	Cols. 40-43 have a numeric code not·found in the Universal.Code Table COSIPROG on the Master file.	Single record is rejected, listed and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(08)	INVALID STATION TYPE CODE	Col. 49 has a numeric code not found in the Universal Code Table COSISTTY on the Master file.	Single record is rejected, listed and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(10) ii. DISCRETIONARY CODE TABLES ON THE MASTER FILE	INVALID CAMPUS CODE	Cols. 3 & 4 have a numeric code not found in this particular College's Discretionary Code Table COSICAMP.	Single record is rejected, listed and referred to institution for resubmission.	i. Check code used against own listing of Campus Code Table. ii. If a new campus, then check that procedure has been followed to update code table.
(11)	INVALID BUILDING CODE THIS MAY BE EXPECTED AS A FAIRLY COMMON PROBLEM	Cols. 5-7 have a numeric code not found in this particular institution's Discretionary Code table COSIBLDG.	Single record is rejected, listed and referred to institution for resubmission.	i. Checks code used against own listing of building and codes. ii. Checks, if a new building, that procedure has been followed to update code table.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (12) S1020	INVALID USING UNIT CODE	Cols. 33-37 have a code not found on this particular institution's Discretionary Code Table COSIUNIT	Single record is rejected, listed and referred to institution for resubmission.	i. Check code used against own listing of Using Units. ii. Check there has not been a failure to update the Master file code table to take account of a new using unit or a change.
(13) Checks that each line/record on the College's Inventory Data Correction Sheet is complete and correct per se:	AREA FIELD INVALID	Cols. 27-31 contain a character other than numeric or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
(14)	LENGTH FIELD IS MISSING	Area field Cols. 27-31 is blank and length field Cols. 19-22 are also blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
(15)	LENGTH FIELD IS INVALID	Length field, Cols. 19-21 contains a character which is not numeric or a leading blank (trailing blank are valid).	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
(16)	WIDTH FIELD IS MISSING	Cols. 23-26, same as for length field.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (17) SI020	WIDTH FIELD IS INVALID	Cols. 23-26, same as for length field.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(18)	SPACE DESIGNATION IS BLANK	Record is incomplete in Cols. 10-15. (No space on room number entered.)	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(19)	1ST CHARACTER IS NOT ALPHA	Cols. 10-15 first and last characters of space designation are not Alpha or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(20)	LAST CHARACTER IS NOT ALPHA	Cols. 10-15 first and last characters of space designation are not Alpha or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(21)	BAD SPACE TYPE versus CAPACITY	This is a common omission. For space types 110, 210, 220, 230, 250, 260, 270, 350, 410 & 430, 610 & 630, capacity Cols. 46 to 48 must be entered.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(22)	DATE IS NOT NUMERIC	Date must be entered numeric. No Alpha or blanks.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(23)	INVENTORY YEAR LESS THAN 1978	Date is less than 78.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (24) SI020	INVENTORY MONTH INVALID	Month characters are not between 01 and 12.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a <u>new</u> record.
Add finally (50) checks all KEY FIELDS to-gether to ensure that the whole transaction is valid.	MASTER RECORD NOT FOUND	A "change" or "delete" was attempted on a record which was not already on the Master file.	Single record is rejected, listed on the error list and returned to the institution for correction.	i. Check that correct record was called up by the transaction, ie, that the up-date entry is identical to the original in <u>all</u> <u>key fields. (Col.</u> <u>1-18 and 33-43)</u> and then either; a) Correct the transaction entry for delete or change; or b) amend it to an add tran-saction if a new item is being added rather than an old one changed.
(51)	RECORD ALREADY ON MASTER	An attempt was made to <u>add</u> a re-cord identical in all key fields to an existing record on the Master file.	Single record is rejected and returned for correction.	Check again and if appropriate, alter transation to "C" (change).
EDIT/UPDATE (52) SI020	FIELD ATTRIBUTES INVALID	Pre-defined field attributes have been violated but have <u>not</u> been picked up by the edit program (such as a field which must be nu-meric but con-tains an Alpha character.	Single record is rejected and re-turned for correction.	Check the coding instructions and resubmit.

30 OCT 1979   C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M   PAGE 1
PRE-EDIT AUDIT LISTING
PROGRAM - COSI010

SEQUENCE NUMBER	CARD IMAGE				MESSAGE
	8HDRBEDCS76 JS	42			HEADER CARD: OK
1	760241OPO 001 660	864	41643		BOOK STORE PRINT SHOP D7910 PASSED TO EDIT
2	760241OPO 001 660	1008	41643		BOOK STORE PRINT SHOP A7910 PASSED TO EDIT
3	760241OPO 001H730	162	27241		STORAGE D7910 PASSED TO EDIT
4	760241OPO 105B310	84	41771	J	BLDG SERVICE D7910 PASSED TO EDIT
5	760241OPO 105B310	84	41756	J	OFFICE A7910 PASSED TO EDIT
6	760241OPO 107C310	160	43912	J	INSTRUCTOR D7910 PASSED TO EDIT
7	760241OPO 107C310	200	43912	J	INSTRUCTOR A7910 PASSED TO EDIT
8	760241OPO 107Z220	256	43912	4K	REFRIGERATION D7910 PASSED TO EDIT
9	760241OPO 108 YYY	1671	27200		BOILER ROOM D7910 PASSED TO EDIT
10	760241OPO 108HYYY	351	27271	K	FAN RM D7910 PASSED TO EDIT
11	760241OPO 108K760	275	41757	K	LAUNDRY D7910 PASSED TO EDIT
12	760241OPO 108K760	619	41757	K	LAUNDRY A7910 PASSED TO EDIT
13	760241OPO 108L760	124	41757	K	LAUNDRY STORAGE D7910 PASSED TO EDIT
14	760241OPO 110D730	114	41751	K	RECEIVER STOCK RM D7910 PASSED TO EDIT
15	760241OPO 110D310	114	41771	J	BLDG SERVICE A7910 PASSED TO EDIT
16	760241OPO 111H730	1086	41700	K	LOADING DOCK D7910 PASSED TO EDIT
17	760241OPO 111LWWW	74	27200		CORRIDOR AUTO BODY D7910 PASSED TO EDIT
18	760241OPO 114 260	47841	432134040	12K	AUTOBODY REPAIR D7910 PASSED TO EDIT
19	760241OPO 114 260	50221	432134040	12K	AUTOBODY REPAIR A7910 PASSED TO EDIT
20	760241OPO 114E265	164	43221		AUTOBODY WELDING D7910 PASSED TO EDIT
21	760241OPO 117B215	20	46212	K	STOCK ROOM D7910 PASSED TO EDIT
22	760241OPO 117CWWW	445	46212		PUBLIC WAITING D7910 PASSED TO EDIT
23	760241OPO 210FYYY	191	27200		MECHANICAL D7910 PASSED TO EDIT
24	760241OPO 210FYYY	91	27100		MECHANICAL A7910 PASSED TO EDIT
25	760241OPO 219B215	127	46521		STOCK D7910 PASSED TO EDIT
26	760241OPO 219B215	195	46521		STOCK A7910 PASSED TO EDIT
27	760241OPO 219B265	180	46521		TOOL RM D7910 PASSED TO EDIT
28	760241OPO 219CYYY	40	46312		JANITORS CLOSET D7910 PASSED TO EDIT
29	760241OPO 221 530	128	23924	B	AUDIOVISUAL D7910 PASSED TO EDIT
30	760241OPO 222 210	4202	463122000	80K	HAIR DRESSING D7910 PASSED TO EDIT
31	760241OPO 222 210	4292	463122000	80K	HAIR DRESSING A7910 PASSED TO EDIT
32	760241OPO 222C310	59	46312		D7910 PASSED TO EDIT
33	760241OPO 222C310	89	46312		A7910 PASSED TO EDIT
34	760241OPO 222F760	120	41757		CENTRAL LAUNDRY D7910 PASSED TO EDIT
35	760241OPO 304 215	107	43812		BLUEPRINT ROOM D7910 PASSED TO EDIT
36	760241OPO 308A215	80	48621		STOCK ROOM D7910 PASSED TO EDIT
37	760241OPO 314A210	900	468122190	20K	CLASS D7910 PASSED TO EDIT
38	760241OPO 314A210	900	468122090	20K	CLASS A7910 PASSED TO EDIT
39	760241OPO 323CWWW	193	27200		FAN ROOM D7910 PASSED TO EDIT
40	760241OPOC 001 730	310	27200	K	STAIRWELL STORAGE D7910 PASSED TO EDIT
41	760241OPOC 001 730	322	27241		STAIRWELL STORAGE D7910 PASSED TO EDIT
42	760241OPOC 001 730	84	27241		STAIRWELL A7910 PASSED TO EDIT
					* END OF BATCH *
					BATCH COUNT: OK
	8HDRBEDCS76 JS	26			HEADER CARD: OK
1	7603001POA 061 731 150 135	513LG56			STORAGE HAZARDOUS SUBSD7910 PASSED TO EDIT
2	7603001POA 097 731 140 160	513LG56			STORAGE HAZARDOUS SUBSA7910 PASSED TO EDIT
3	7603001POA 097 745 140 160	513LG71			GROUNDS CREW D7910 PASSED TO EDIT
4	7603001POA 061 735 150 135	513LG71			GROUNDS CREW SERVICE A7910 PASSED TO EDIT
5	7603001POA 225 665	11831513LG43			BOOKSTORE STORAGE D7910 PASSED TO EDIT

BATCH#	SEQ.									ERROR MESSAGE
		123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890								
07010	121	070101APL	168NYYY		166 I	00	PIPE SPACE ALONG CORR A7906	(12):INVALID USING UNIT CODE		
		070101APL	168NYYY		166 I	00	PIPE SPACE ALONG CORR A7906	(13):AREA FIELD IS INVALID		
07810	122	070101APL	170 110 570 300		110000		LECTURE THEATRE	A7906	(12):INVALID USING UNIT CODE	
		070101APL	170 110 570 300		110000		LECTURE THEATRE	A7906	(21):BAD SP-TYPE VS. CAPACITY	
07810	123	070101APL	170PZZZ		140 I	00	LEC THEATRE DEAD SPACEA7906	(12):INVALID USING UNIT CODE		
		070101APL	170PZZZ		140 I	00	LEC THEATRE DEAD SPACEA7906	(13):AREA FIELD IS INVALID		
07810	124	070101APL	171 115 290 110		21		THEATRE PROJ ROOM	A7906	(12):INVALID USING UNIT CODE	
07810	125	070101APL	172 WWW 230 40		00		HALLWAY	A7906	(12):INVALID USING UNIT CODE	
07810	126	070101APL	173 110 540 300		110000	130D	LECTURE THEATRE	A7906	(12):INVALID USING UNIT CODE	
07810	127	070101APL	173PZZZ		140 I	00	LEC THEATRE DEAD SPACEA7906	(12):INVALID USING UNIT CODE		
		070101APL	173PZZZ		140 I	00	LEC THEATRE DEAD SPACEA7906	(13):AREA FIELD IS INVALID		
07810	128	070101APL	160 WWW 80 40		00		VESTIBULE	A7906	(12):INVALID USING UNIT CODE	
07810	129	070101APL	180AXXX 80 60		21		JANITOR	A7906	(12):INVALID USING UNIT CODE	
07810	130	070101APL	180BXXX 80 70		21		JANITOR	A7906	(12):INVALID USING UNIT CODE	

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POST-EDIT WARNING LISTING

SPACES WHICH HAVE A TOTAL USAGE NOT EQUAL TO 1.00

SPACE DESIGNATION	TOTAL USAGE
070101APL 101	.42
070101APL 101A	.75
070101APL 101B	.85
070101APL 101C	.85
070101APL 101D	.85
070101APL 101F	.85
070101APL 101G	.53
070101APL 101T	.84
070101APL 101V	.46
070101APL 101W	.11
070101APL 190G	2.00
070101APLC 371	.70
070101APLC 377	.40
070102APL 211	2.00
070102BPL 006	2.00
070102DPL 137	2.00
070104APL 134A	2.00

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2.9. Using Printout Reports

Colleges should know what each Printout Report contains so that they can request the reports most useful for them.

2.9.1. Detailed Reports

(a) Report A   Space File: Lists the complete contents of the computer space file for a college, room by room, building by building, giving a clear language description for each space. The spaces are listed in the order that they are numbered or designated.

(b) Report B   Simplified Space File: lists all the spaces building by building as does Report A, but simplifies the information about each space, giving only the data elements that would be useful for day to day management of the college.

(c) Report C   Using Unit Lists: is a separate listing of the spaces under the control of the various Administrative units in the institution.

(d) Report D   Space Type Analysis for the Whole Institution: groups together, building by building, all the similar spaces in institution; for example, all the classrooms, all the laboratories, offices and so on.

Examples of Reports A, B, C, and D follow.

Note on access to Computer Information

Although the data for all institutions is stored in one Master file, access to the file is limited to a single institution at any given run and is controlled by a Selection Control Card bearing the particular institution's code.

2.9.2. Summary Reports

As was mentioned earlier there are two series of summary reports. The E-series correlates the space type with the function that the space is used for, and the F-series correlates the space type with the educational program that uses the space (see example summary reports following). Within each series the information is summarized in a number of different permutations. The pattern of the permutations can be seen in the analysis below of the E-series.

(a) E-series Permutations

E.1   Totals and correlates the main categories of space types with the main categories of space functions at the first level of detail; e.g.:

Labs & shops in general	with	Instruction in general
General Use Facilities	with	Student Support

E.2   Identifies specific space types within the main space categories
and correlates them with specific space functions within the main
function categories at the second level of detail; e.g.:

   650 Lounge   with   32 Social Cultural and
                                        Recreational Development

And further still:

E1.1   Provides the information <u>building by building</u>.

E1.2   Provides the same information in total for each campus.

Finally, in each subsection E1.1, E1.2:

E1.1   **Part 1** Identifies <u>first</u> the <u>Function</u> category
                                  and
            Lists <u>second</u> the <u>Space Type</u> categories attributed to it.

E1.2   **Part 2** Identifies <u>first</u> the <u>Space Type</u> category
                                  and
            Lists <u>second</u> the one or more <u>Functions</u> to which it has been
            applied.

The "F" series is similarly structured to correlate space types and the educational
programs which they accommodate. It does not include classrooms.

The matrix which follows will help to identify which summary is most appropriate to
answer any particular question. Examples of the Computer print-outs will be found in
Appendix A.

The following chart lists the various E and F Series Summaries showing the informa-
tion each summary contains and the questions that the summary will answer. Note that
both Detail Reports and Summary Reports may be changed if they are found to be un-
satisfactory. Colleges should notify the ministry of any proposed changes.

DATA ELEMENT COMBINATIONS PRESENTED BY SUMMARIES
(In all cases total number of spaces and total area in square feet are reported)

SUMMARY CODE	SPACE TYPE FIRST LEVEL	SPACE TYPE SECOND LEVEL	FUNCTION FIRST LEVEL	FUNCTION SECOND LEVEL	EDUCATIONAL PROGRAM FIRST LEVEL	EDUCATIONAL PROGRAM SECOND LEVEL	BUILDING BY BUILDING	CAMPUS TOTAL	ANSWERS THE QUESTION
E.1.1. Part 1.	2* *2 = Data Element Listed Against It		1* *1 = Data Element Identified				Yes		What are the main functions accommodated in a particular building and which main space types are attributed to them?
E.1.1. Part 2.	1			2.			Yes		What are the main space types in a particular building and to which main functions are they allocated?
E.1.2. Part 1.	2		1					Yes	As E.1.1.1. - Total for all buildings on a particular Campus.
E.1.2. Part 2.	1			2				Yes	As E.1.1.2.- Total for all buildings on a particular Campus.
E.2.1. Part 1.		2		1			Yes		What are the individual functions accommodated in a particular building and which individual space types are attributed to them?
E.2.1. Part 2.		1		2			Yes		What are the individual space types in a particular building and to which individual functions are they allocated?
E.2.2. Part 1.		2		1				Yes	As E.2.1.1. - Total for all buildings on a particular Campus.
E.2.2. Part 2.		1		2				Yes	As E.2.1.2. - Total for all buildings on a particular Campus.
F.1.1. Part 1.	2				1		Yes		Which main program categories are accommodated in a particular building and in which main categories of space type are they accommodated?
F.1.1. Part 2	1					2	Yes		What are the main space types in a particular building and in which main categories of space type are they accommodated?

SUMMARY CODE	SPACE TYPE FIRST LEVEL	SPACE TYPE SECOND LEVEL	FUNCTION FIRST LEVEL	FUNCTION SECOND LEVEL	EDUCATIONAL PROGRAM FIRST LEVEL	EDUCATIONAL PROGRAM SECOND LEVEL	BUILDING BY BUILDING	CAMPUS TOTAL	ANSWERS THE QUESTION
F.1.2. Part 1.	2				1			Yes	As F.1.1.1. - Total for all buildings on a particular Campus
F.1.2. Part 2.	1					2		Yes	As F.1.1.2. - Total for all buildings on a particular Campus
F.2.1. Part 1		2				1	Yes		Which individual programs are accommodated in a particular building and which individual space type do they use?
F.2.1. Part 2.		1				2	Yes		Which individual space types are located in a particular building and to which individual programs are they applied?
F.2.2. Part 1.		2				1		Yes	As F.2.1.1. - Total for all buildings on a particular Campus.
F.2.2. Part 2.		1				2		Yes	As F.2.2.1. - Total for all buildings on a particular Campus.

MAIN FUNCTIONS ARE:

1x. Instructional
2x. Instructional Support
3x. Student Support
4x. General Support
5x. Management and Administration
6x. Special
7x. Building and Campus Service
8x. Research
9x. Unassigned
0x. Non-Assignable

MAIN SPACE TYPES ARE:

1xx. Classroom Facilities
2xx. Lab and Shop Facilities
3xx. Office Facilities
4xx. Study Facilities
5xx. Special Use Facilities
6xx. General Use Facilities
7xx. Supporting Facilities
8xx. Health Care Facilities
9xx. Residential Facilities
0xx. Unclassified Facilities
WWW. Circulation Areas
XXX. Custodial Areas
YYY. Mechanical Areas
ZZZ. Structural Areas

MAIN PROGRAM CATEGORIES ARE:

01. Managerial and Administrative Related
02. Secretarial, Clerical Related
03. Medicine and Health Related
04. Teaching and Related
05. Art, Lit., Perf. Arts Related
06. Services Related
07. Farm, Agric. Horticultural & Dairy Related
08. Renewable Resources Related
09. Mining, Quarrying, Oil, Gas and Polution Control Related
10. Construction (Building/Housing) Related
11. Engineering, Heavy Construction Related

12. Drafting
13. Electrical Electronics Related
14. Metal Trades Related
15. Mechanics Related (light and heavy equipment)
16. Transport Equipment Operative
17. Humanities and Social Sciences
18. Natural Sciences (Biological, Physical and Life Sciences)
19. Religion
20. Basic Skills Orientation and Related

Detailed codes for individual items under each of these Main Categories are as listed in Section 3 of this Manual.

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                                         DETAIL MASTER FILE LISTING - REPORT A
                                      SUMMARIZED BY BUILDING, CAMPUS & COLLEGE

                              COLLEGE

     CAMPUS:   (ITE)
     BUILDING:  (ADM)   ADMINISTRATION BUILDING
     PORTABILITY:(P)    PERMANENT
     OWNERSHIP:  (C)    OWNED
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SPACE NUMBER	SP-TYPE CODE	SPACE TYPE	LENGTH (FT)	WIDTH (FT)	AREA (SQ.FT)	SPACE SHAPE	UNIT CODE	FUNCTION CODE	USING FUNCTION
	PROGRAM CODE	USING PROGRAM	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY	STN-TYPE CODE	INST. USE	SPACE DESCRIPTION	INVENTORY DATE
B 113	(210) CLASS-LABORATORY		30.5	23.5	716	( )	(STUDS)	(13)	OCCUPATIONAL & VOCATIONAL INST
	(0610) BUS. OFF TRAINING/BUS. CAREERS	1.00		716	020	(K)		LAB BUSINESS MACHINES	78/07
B 113A	(215) CLASS-LABORATORY SERVICE		22.5	12.0	270	( )	(STUDS)	(21)	INSTRUCTIONAL SUPPORT GENERAL
	(0610) BUS. OFF TRAINING/BUS. CAREERS	1.00		270	N/A	( )		LAB STORAGE	78/07
B 170C	(WWW) CIRCULATION AREA		23.0	11.0	253	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		253	N/A	( )		CORRIDOR	78/07
B 170E	(WWW) CIRCULATION AREA		11.0	8.0	88	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		88	N/A	( )		ENTRY	78/07
B 170M	(WWW) CIRCULATION AREA		19.0	11.0	209	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		209	N/A	( )		MUD ROOM	78/07
B 171	(WWW) CIRCULATION AREA		177.5	11.5	2,041	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		2,041	N/A	( )		CORRIDOR	78/07
B 172	(WWW) CIRCULATION AREA		14.0	11.5	161	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		161	N/A	( )		CORRIDOR	78/07
B 172E	(WWW) CIRCULATION AREA		11.5	8.0	87	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		87	N/A	( )		ENTRY	78/07
B 173	(WWW) CIRCULATION AREA		31.5	11.5	362	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		362	N/A	( )		CORRIDOR	78/07
B 181	(WWW) CIRCULATION AREA		15.5	11.0	170	( )	(MAINT)	(00)	NON-ASSIGNABLE
	( ) UNIDENTIFIED PROGRAM	1.00		170	N/A	( )		STAIRWAY	78/07

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DETAIL SPACE FILE LISTING BY BUILDING
SUMMARIZED BY BUILDING, CAMPUS & COLLEGE - REPORT B

——————————— COLLEGE

CAMPUS: (TE)
BUILDING: (ADM)   ADMINISTRATION BUILDING

SPACE NUMBER	SP-TYPE CODE	SPACE TYPE	AREA (SQ.FT)	USE RATIO	NET SQ. FT.	STR-TYPE CCDE	SCHEDULED CAPACITY	UNIT CCDE	SPACE DESCRIPTION
A 1A	(660)	MERCHANDISING FACILITIES	748	1.00	748	( )	N/A	(BURSA)	BOOKSTORE
A 1B	(YYY)	MECHANICAL AREA	49	1.00	49	( )	N/A	(MAINT)	MACHINE RCCM ELEVATOR
A 1E	(WWW)	CIRCULATION AREA	15	1.00	15	( )	N/A	(MAINT)	ELEVATOR
A 2	(XXX)	CUSTODIAL AREA	335	1.00	335	( )	N/A	(MAINT)	JANITORIAL STORAGE
A 3	(315)	OFFICE SERVICE	568	1.00	568	( )	N/A	(STLDS)	XEROX RCCM
A 3A	(310)	OFFICE	115	1.00	115	(J)	N/A	(STUDS)	OFFICE COUNSELLING
A 3B	(730)	STORAGE	2.109	1.00	2.109	( )	N/A	(MAINT)	BULK STORAGE GENERAL
A 4	(440)	PROCESSING ROOM	762	1.00	762	(K)	N/A	(STUDS)	LIB PROCESSING AND AV
A 4A	(310)	OFFICE	138	1.00	138	(J)	N/A	(STUDS)	OFFICE LIBRARIAN
A 5	(YYY)	MECHANICAL AREA	2.419	1.00	2.419	( )	N/A	(MAINT)	MECHANICAL ROOM
A 6	(430)	OPEN-STACK READING ROOM	2.912	1.00	2.912	(A)	050	(STUCS)	LIBRARY OPEN STCK STUD
A 7	(310)	OFFICE	1.082	1.00	1.082	(J)	N/A	(STLDS)	OFFICE FACULTY CPN PLN
A 8	(YYY)	MECHANICAL AREA	580	1.00	580	( )	N/A	(MAINT)	ELECTRICAL ROOM
A 10	(YYY)	MECHANICAL AREA	270	1.00	270	( )	N/A	(MAINT)	TELEPHONE ROOM
A 12	(730)	STORAGE	273	1.00	273	( )	N/A	(MAINT)	ELECTRICAL STORAGE
A 071C	(WWW)	CIRCULATION AREA	2.400	1.00	2.400	( )	N/A	(MAINT)	CORRIDOR
A 072	(WWW)	CIRCULATION AREA	239	1.00	239	( )	N/A	(MAINT)	STAIRWELL
A 081	(WWW)	CIRCULATION AREA	165	1.00	165	( )	N/A	(MAINT)	STAIRWELL
A 091	(YYY)	MECHANICAL AREA	186	1.00	186	( )	N/A	(MAINT)	MECHANICAL ACCESS
B 100	(310)	OFFICE	965	1.00	965	(J)	N/A	(BURSA)	GENERAL OFFICE
B 100A	(310)	OFFICE	156	1.00	156	(J)	N/A	(BURSA)	OFFICE
B 100B	(310)	OFFICE	192	1.00	192	(J)	N/A	(STLDS)	OFFICE STLD SVCS COORD
B 100C	(310)	OFFICE	144	1.00	144	(J)	N/A	(BURSA)	OFFICE STUD COUNSELLNG

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C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M
DETAIL FILE LISTING BY ADMINISTRATIVE UNIT
SUMMARIZED BY BUILDING, CAMPUS, UNIT & COLLEGE — REPORT C

_____ COLLEGE

UNIT: (DIRVO) DIRECTOR VOCATIONAL TRAINING
CAMPUS: (TE)

SPACE NUMBER	SP-TYPE CODE	SPACE TYPE	AREA (SQ.FT)	USE RATIO	NET SQ. FT.	STN-TYPE CODE	SCHEDULED CAPACITY	SPACE DESCRIPTION
BUILDING: (ADM) ADMINISTRATION BUILDING								
B 1C0E	(310) OFFICE		138	1.00	138	(J)	N/A	OFFICE CHIEF VCC INST.
BUILDING TOTAL				1.00	138		0	
BUILDING: (GOS) GAS OIL STORE								
A 101	(731) STORAGE, HAZARDOUS MATERIAL		56	1.00	56	( )	N/A	GAS OIL STORAGE
A 102	(731) STORAGE, HAZARDOUS MATERIAL		120	1.00	12C	( )	N/A	GAS OIL STORAGE
BUILDING TOTAL				2.00	176		0	
BUILDING: (STO) STORAGE BUILDING								
A 10	(265) INSTR. SHOP-FIXED EQUIP. SER.		105	1.00	105	( )	N/A	DOCKING AREA
A 101	(730) STORAGE		1,269	1.00	1,269	( )	N/A	OPEN STORAGE
A 102	(265) INSTR. SHOP-FIXED EQUIP. SER.		697	1.00	697	( )	N/A	STEEL STORAGE
A 103	(731) STORAGE, HAZARDOUS MATERIAL		91	1.00	91	( )	N/A	OXYGEN STORAGE
A 104	(731) STORAGE, HAZARDOUS MATERIAL		91	1.00	91	( )	N/A	ACETYLENE STORAGE
BUILDING TOTAL				5.00	2,253		0	
BUILDING: (WKS) WORKSHOPS								
OPA1	(280) OPEN AIR INSTRUCTIONAL YARD			1.00		( )	N/A	CARPENTRY AREA OUTDOOR
OPA2	(287) INSTR. SHOP-YARD-OPEN AIR SER.			1.00		( )	N/A	RADIAL ARM SAW SHED
OPA3	(280) OPEN AIR INSTRUCTIONAL YARD			1.00		( )	N/A	OPEN AIR INSTRUCTIONAL

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DETAIL FILE LISTING BY SPACE TYPE WITHIN BUILDING
SUMMARIZED BY BUILDING, CAMPUS & COLLEGE - REFCRT, D

_____ COLLEGE

CAMPUS: (ITE)
BUILDING: (ACM) ADMINISTRATION BUILDING

SPACE NUMBER	AREA (SO.FT)	USE RATIO	NET SQ. FT.	STN-TYPE CCDE	SCHEDULED CAPACITY	UNIT CODE	UNIT	SPACE DESCRIPTION
SP-TYPE: (218) CLASS-LABORATORY SERVICE								
B 109A	120	1.00	120	( )	N/A	(STLOS)	STUDENT SERVICES CCCRDINATCR	LAB STORAGE
B 111A	230	1.00	230	( )	N/A	(STLOS)	STUDENT SERVICES CCORDINATON	LAB STORAGE
B 113A	270	1.00	270	( )	N/A	(STUDS)	STUDENT SERVICES COCRDINATCR	LAB STORAGE
C 210A	178	1.00	178	( )	N/A	(STUDS)	STUDENT SERVICES COORDINATOR	STORAGE LAB
C 210B	184	1.00	184	( )	N/A	(STUDS)	STUDENT SERVICES CCCRDINATCR	STORAGE HAZRD MAT CHEM
SP-TYPE TOTAL		6.00	1.094		0			
SP-TYPE: (310) OFFICE								
A 3A	115	1.00	115	(J)	N/A	(STLOS)	STUDENT SERVICES CCORDINATCR	OFFICE COUNSELLING
A 4A	138	1.00	138	(J)	N/A	(STUOS)	STUDENT SERVICES COORDINATOR	OFFICE LIBRARIAN
A 7	1,082	1.00	1,082	(J)	N/A	(STLOS)	STUDENT SERVICES CCCRDINATCR	OFFICE FACULTY CPN PLN
B 100	965	1.00	965	(J)	N/A	(BURSA)	BURSAR	GENERAL OFFICE
B 100A	156	1.00	156	(J)	N/A	(BURSA)	BURSAR	OFFICE
B 100B	192	1.00	192	(J)	N/A	(STLOS)	STUDENT SERVICES CCCRDINATCR	OFFICE STUD SVCS COCRD
B 100C	144	1.00	144	(J)	N/A	(BURSA)	BURSAR	OFFICE STUD COUNSELLING
B 100D	192	1.00	192	(J)	N/A	(BURSA)	BURSAR	OFFICE CASHIER
B 100E	138	1.00	138	(J)	N/A	(DIRVC)	CIRECTOR VOCATIONAL TRAINING	OFFICE CHIEF VOC INST
B 100F	138	1.00	138	(J)	N/A	(BURSA)	BURSAR	GENERAL OFFICE
B 100G	138	1.00	138	(J)	N/A	(BURSA)	BURSAR	OFFICE BURSAR
B 100H	210	1.00	210	(J)	N/A	(BURSA)	BURSAR	OFFICE PRINCIPAL
B 100J	138	1.00	138	(J)	N/A	(BURSA)	BURSAR	OFFICE SECRET TO PRINC

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SUMMARY REPORT E1.1 - PART 1 CF 2
SPACE TYPE TOTALS WITHIN FUNCTION
BREAKDOWN BY BUILDING

_____ COLLEGE

CAMPUS: (TE)
BUILDING: (ADM)   ADMINISTRATION BUILDING

		SP-TYPE CODE	SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
	(0X) NON-ASSIGNABLE					
SP-TYPE TOTAL		(0XX)	NON-ASSIGNABLE AREA	40.00	14,045	0
FUNCTION TOTAL				40.00	14,045	0
	(1X) INSTRUCTIONAL					
SP-TYPE TOTAL		(1XX)	CLASSROOM FACILITIES	11.00	7,659	275
SP-TYPE TOTAL		(2XX)	LAB & INSTR. SHOP FACILITIES	8.00	7,189	151
SP-TYPE TOTAL		(3XX)	OFFICE FACILITIES	5.00	1,896	0
FUNCTION TOTAL				24.00	16,749	426
	(2X) INSTRUCTIONAL SUPPORT					
SP-TYPE TOTAL		(1XX)	CLASSROOM FACILITIES	3.00	436	0
SP-TYPE TOTAL		(2XX)	LAB & INSTR. SHOP FACILITIES	6.00	1,094	0
SP-TYPE TOTAL		(3XX)	OFFICE FACILITIES	1.00	138	0
SP-TYPE TOTAL		(4XX)	STUDY FACILITIES	2.00	3,674	50
FUNCTION TOTAL				12.00	5,342	50
	(3X) STUDENT SUPPORT					
SP-TYPE TOTAL		(3XX)	OFFICE FACILITIES	1.00	115	0
FUNCTION TOTAL				1.00	115	0
	(4X) GENERAL SUPPORT					
SP-TYPE TOTAL		(3XX)	OFFICE FACILITIES	3.00	724	0
SP-TYPE TOTAL		(6XX)	GENERAL-USE FACILITIES	5.00	1,517	0
FUNCTION TOTAL				8.00	2,241	0

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SUMMARY REPORT E1.1 - PART 2 CF 2
FUNCTION TCTALS WITHIN SPACE TYPE
BREAKDOWN BY BUILDING

_____ CCLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

	FUNCTION CODE	FUNCTION GROUPING	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(WXX) NCN-ASSIGNABLE AREA					
FUNCTION TCTAL	(0X)	NCN-ASSIGNABLE	40.00	14.045	0
FUNCTION TCTAL	(7X)	BUILDING & CAMPUS SERVICE	3.00	576	0
SP-TYPE TCTAL			43.00	14,621	0
(1XX) CLASSROOM FACILITIES					
FUNCTION TOTAL	(1X)	INSTRUCTIONAL	11.00	7,659	275
FUNCTION TCTAL	(2X)	INSTRUCTIONAL SUPPORT	3.00	436	0
SP-TYPE TOTAL			14.00	8,095	275
(2XX) LAB & INSTR. SHCP FACILITIES					
FUNCTION TCTAL	(1X)	INSTRUCTIONAL	8.00	7,189	151
FUNCTION TOTAL	(2X)	INSTRUCTIONAL SUPPORT	6.00	1,094	0
SP-TYPE TOTAL			14.00	8,283	151
(3XX) OFFICE FACILITIES					
FUNCTION TCTAL	(1X)	INSTRUCTIONAL	5.00	1,896	0
FUNCTION TOTAL	(2X)	INSTRUCTIONAL SUPPORT	1.00	138	0
FUNCTION TOTAL	(3X)	STUDENT SUPPORT	1.00	115	0
FUNCTION TOTAL	(4X)	GENERAL SUPPORT	3.00	724	0
FUNCTION TCTAL	(5X)	MANAGEMENT	14.00	3,619	25
SP-TYPE TCTAL			24.00	6,492	25
(4XX) STUDY FACILITIES					
FUNCTION TCTAL	(2X)	INSTRUCTIONAL SUPPORT	2.00	3,674	50

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SUMMARY REPORT E1.2 - PART 1 OF 2
SPACE TYPE TOTALS WITHIN FUNCTION
BREAKDOWN BY CAMPUS

_____ COLLEGE

CAMPUS: (TE) _____

	SP-TYPE CODE	SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(0X) NON-ASSIGNABLE					
SP-TYPE TOTAL	(9XX) NON-ASSIGNABLE AREA		137.00	45.476	0
FUNCTION TOTAL			137.00	45.476	0
(1X) INSTRUCTIONAL					
SP-TYPE TOTAL	(1XX) CLASSROOM FACILITIES		17.05	12.196	393
SP-TYPE TOTAL	(2XX) LAB & INSTR. SHOP FACILITIES		22.00	56.292	368
SP-TYPE TOTAL	(3XX) OFFICE FACILITIES		12.00	3.808	0
FUNCTION TOTAL			51.05	72.296	761
(2X) INSTRUCTIONAL SUPPORT					
SP-TYPE TOTAL	(1XX) CLASSROOM FACILITIES		5.00	927	0
SP-TYPE TOTAL	(2XX) LAB & INSTR. SHOP FACILITIES		22.00	7.837	0
SP-TYPE TOTAL	(3XX) OFFICE FACILITIES		1.00	138	0
SP-TYPE TOTAL	(4XX) STUDY FACILITIES		2.00	3.674	50
SP-TYPE TOTAL	(7XX) SUPPORTING FACILITIES		5.00	1.627	0
FUNCTION TOTAL			35.00	14.203	50
(3X) STUDENT SUPPORT					
SP-TYPE TOTAL	(3XX) OFFICE FACILITIES		1.00	116	0
SP-TYPE TOTAL	(6XX) GENERAL-USE FACILITIES		1.00	2.695	0
FUNCTION TOTAL			2.00	2.810	0
(4X) GENERAL SUPPORT					
SP-TYPE TOTAL	(3XX) OFFICE FACILITIES		5.00	812	0

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                                SUMMARY REPORT E1.2 - PART 2 CF 2
                                FUNCTICN TCTALS WITHIN SFACE TYFE
                                    BREAKDCWN BY CANPUS

_____ CCLLEGE

CANPUS: (TE) _____

	FUNCTION CCDE	FUNCTICN GRCUFING	USE RATIC	NET SG. FT.	SCHEDULED CAPACITY
(WXX) NON-ASSIGNABLE AREA					
FUNCTICN TCTAL	(0X)	NON-ASSIGNABLE	137.00	45.476	0
FUNCTION TOTAL	(7X)	BUILCING & CAMPUS SERVICE	19.00	1.518	0
SP-TYPE TOTAL			156.00	46.994	0
(1XX) CLASSROOM FACILITIES					
FUNCTION TOTAL	(1X)	INSTRUCTIONAL	17.05	12.196	393
FLACTION TCTAL	(2X)	INSTRUCTIONAL SUPPORT	5.00	927	0
SP-TYPE TOTAL			22.0S	13.123	393
(2XX) LAB & INSTR. SHOP FACILITIES					
FUNCTICN TCTAL	(1X)	INSTRUCTIONAL	22.00	56.292	368
FUNCTICN-TOTAL	(2X)	INSTRUCTICNAL SUPPCRT	22.00	7.837	0
SP-TYPE TCTAL			44.00	64.129	368
(3XX) OFFICE FACILITIES					
FUNCTION TCTAL	(1X)	INSTRUCTIONAL	12.00	3.808	0
FUNCTICN TOTAL	(2X)	INSTRUCTIONAL SUPPORT	1.00	138	0
FUNCTICN TOTAL	(3X)	STUDENT SUPPCRT	1.00	115	0
FUNCTICN TCTAL	(4X)	GENERAL SUPPORT	5.00	812	0
FUNCTION TOTAL	(5X)	MANAGEMENT	19.00	4.559	25
FLNCTICN TCTAL	(7X)	BUILDING & CANPUS SERVICE	2.00	350	0
SP-TYPE TOTAL			40.00	9.782	25
(4XX) STUCY FACILITIES					

SUMMARY REPORT E2.1 - PART 1 CF 2
SPACE TYFE TOTALS WITHIN FUNCTION
BREAKDOWN BY BUILDING

_____ CCLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ACMINISTRATION EUILOING

		SF-TYPE CCDE	SFACE TYPE	USE RATIO	NET SG. FT.	SCHEDULED CAPACITY
(21) INSTRUCTIONAL SUPPORT GENERAL						
(22) LIBRAFIES						
SP-TYPE	TCTAL	(210)	OFFICE	1.00	138	0
SP-TYPE	TOTAL	(430)	CPEN-STACK READING ROOM	1.00	2.912	50
SP-TYPE	TOTAL	(440)	PROCESSING RCCM	1.00	762	0
FUNCTION TCTAL				3.00	3.812	50
(33) COUNSELLING & CAREER GUIDANCE						
SF-TYPE	TCTAL	(210)	OFFICE	1.00	115	0
FUNCTION TOTAL				1.00	115	0
(41) GENERAL SUPPORT						
SF-TYPE	TCTAL	(315)	CFFICE SERVICE	1.00	568	0
SP-TYPE	TOTAL	(650)	LCLNGE	2.00	230	0
FLACTICN TOTAL				3.00	798	0
(43) BOOK STORES						
SP-TYPE	TOTAL	(660)	MERCHANDISING FACILITIES	1.00	748	0
FUNCTION ICTAL				1.00	748	0
(45) FACULTY & STAFF SERVICES						
SP-TYPE	TCTAL	(315)	OFFICE SERVICE	2.00	156	0
SP-TYPE	TOTAL	(650)	LCUNGE	1.00	457	0
SP-TYPE	TOTAL	(685)	LCUNGE SERVICE	1.00	82	0

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SUMMARY REPORT E2.1 – PART 2 OF 2
FUNCTION TOTALS WITHIN SPACE TYPE
BREAKDOWN BY BUILDING

_____ COLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

	FUNCTION CODE	FUNCTION	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(350) CONFERENCE RM (OFFICE RELATED)					
FUNCTION TOTAL	(51)	MANAGEMENT	1.00	537	25
SP-TYPE TOTAL			1.00	537	25
(430) OPEN-STACK READING ROOM					
FUNCTION TOTAL	(22)	LIBRARIES	1.00	2,912	50
SP-TYPE TOTAL			1.00	2,912	50
(440) PROCESSING ROOM					
FUNCTION TOTAL	(22)	LIBRARIES	1.00	762	0
SP-TYPE TOTAL			1.00	762	0
(650) LOUNGE					
FUNCTION TOTAL	(41)	GENERAL SUPPORT	2.00	230	0
FUNCTION TOTAL	(45)	FACULTY & STAFF SERVICES	1.00	457	0
SP-TYPE TOTAL			3.00	687	0
(655) LOUNGE SERVICE					
FUNCTION TOTAL	(45)	FACULTY & STAFF SERVICES	1.00	82	0
SP-TYPE TOTAL			1.00	82	0
(660) MERCHANDISING FACILITIES					
FUNCTION TOTAL	(43)	BOOK STORES	1.00	748	0
SP-TYPE TOTAL			1.00	748	0

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SUMMARY REPORT E2.2 - PART 1 GF 2
SPACE TYPE TOTALS WITHIN FUNCTION
BREAKDOWN BY CAMPUS

COLLEGE

CAMPUS: (PR)

	SP-TYPE CCDE	SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(00) NON-ASSIGNABLE					
SP-TYPE TOTAL	(bbb)	CIFCULATICN AREA	3.00	672	0
SP-TYPE TCTAL	(YYY)	MECHANICAL AREA	2.00	144	0
FUNCTION TOTAL			5.00	816	0
(11) INSTRUCTIONAL					
SP-TYPE TOTAL	(110)	CLASSROOM	2.00	1.503	57
FUNCTION TOTAL			2.00	1.503	57
(12) GEN. ACADEMIC/TECHNICAL INST.					
SP-TYPE TOTAL	(210)	CLASS-LABORATCRY	2.00	1.538	55
FUNCTION TOTAL			2.00	1.538	55
(21) INSTRUCTICNAL SUFFCRT GENERAL					
SP-TYPE TOTAL	(215)	CLASS-LABORATORY SERVICE	1.00	22	0
FUNCTION TCTAL			1.00	22	0
(31) STUDENT SUPPORT					
SP-TYPE TCTAL	(410)	READING/STUDY ROCM	1.00	306	19
FUNCTION TOTAL			1.00	306	19
(51) MANAGEMENT					
SP-TYPE TCTAL	(210)	OFFICE	2.00	297	0
FUNCTION TOTAL			2.00	297	0
(52) EXECUTIVE MANAGEMENT					

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SUMMARY REPORT E2.2 - PART 2 CF 2
FUNCTICN TOTALS WITHIN SPACE TYPE
BREAKCCWN EY CAMPUS

_____ CCLLEGE

CAMPUS: (TE) _____

	FUNCTION CCOE	FUNCTION	LSE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(210) CLASS-LABORATORY					
(215) CLASS-LABORATORY SERVICE					
FUNCTION TCTAL	(21)	INSTRUCTIONAL SUPPORT GENERAL	12.00	3.343	0
SF-TYPE TCTAL			12.00	3.343	0
(260) INSTR. SHOP. FIXEC EQUIPMENT					
FUNCTION TOTAL	(13)	OCCUPATIONAL & VOCATIONAL INST	6.00	087	146
SF-TYPE TCTAL			6.00	43.087	146
(265) INSTR. SHOP-FIXED EQUIP. SER.					
FUNCTICN TCTAL	(21)	INSTRUCTIONAL SUPPORT GENERAL	5.00	3.337	0
SP-TYPE TCTAL			8.00	3.337	0
(270) INSTR. SHOP MOVEABLE EGUIP.					
FUNCTION TOTAL	(13)	OCCUPATIONAL & VOCATIONAL INST	2.00	3.987	25
SP-TYPE TOTAL			2.00	3.987	25
(275) INSTR. SHCP-MOVABLE EQUIP.-SER					
FUNCTION TCTAL	(21)	INSTRUCTICNAL SUPPORT GENERAL	3.00	581	0
SP-TYPE TOTAL			3.00	581	0
(280) OPEN AIR INSTRUCTIONAL YARC					
FUNCTION TCTAL	(13)	CCCUPATIONAL & VOCATIONAL INST	2.00		0
SF-TYPE TCTAL			2.00		0

COLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

		SP-TYPE CODE	SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
( ) UNIDENTIFIED PROG-GRP						
SP-TYPE	TOTAL		(NXX) NCN-ASSIGNABLE AREA	43.00	14,621	0
SP-TYPE	TOTAL		(3XX) OFFICE FACILITIES	24.00	6,492	25
SP-TYPE	TOTAL		(4XX) STUDY FACILITIES	2.00	3,674	50
SP-TYPE	TOTAL		(6XX) GENERAL-USE FACILITIES	5.00	1,517	0
SP-TYPE	TOTAL		(7XX) SUPPORTING FACILITIES	2.00	2,382	0
PROG-GRP TOTAL				76.00	28,686	75
(00) GENERAL USE						
SP-TYPE	TOTAL		(1XX) CLASSROOM FACILITIES	7.00	4,131	165
PROG-GRP TOTAL				7.00	4,131	165
(01) MANAGERIAL, ADMIN. & RELATED						
SP-TYPE	TOTAL		(2XX) LAB & INSTR. SHOP FACILITIES	3.00	2,284	40
PROG-GRP TOTAL				3.00	2,284	40
(02) SECRETARIAL CLERICAL & RELATED						
SP-TYPE	TOTAL		(2XX) LAB & INSTR. SHOP FACILITIES	7.00	3,488	80
PROG-GRP TOTAL				7.00	3,488	80
(04) TEACHING & RELATED						
SP-TYPE	TOTAL		(1XX) CLASSROOM FACILITIES	1.00	588	18
SP-TYPE	TOTAL		(2XX) LAB & INSTR. SHOP FACILITIES	1.00	701	16
PROG-GRP TOTAL				2.00	1,259	34

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SUMMARY REPORT F1.1 - PART 2 OF 2.
PROGRAM TOTALS WITHIN SPACE TYPE
BREAKDOWN BY BUILDING

_____ COLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

	PROGRAM GROUP	PROGRAM GROUP DESCRIPTION	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(WXX) NON-ASSIGNABLE AREA					
PROG-GRP TOTAL	( )	UNIDENTIFIED PROG-GRP	43.00	14,621	0
SP-TYPE TOTAL			43.00	14,621	0
(1XX) CLASSROOM FACILITIES					
PROG-GRP TOTAL	(00)	GENERAL USE	7.00	4,131	165
PROG-GRP TOTAL	(04)	TEACHING & RELATED	1.00	858	18
PROG-GRP TOTAL	(20)	BASIC SKILL ORIENTATION & REL.	6.00	3,406	92
SP-TYPE TOTAL			14.00	8,095	275
(2XX) LAB & INSTR. SHOP FACILITIES					
PROG-GRP TOTAL	(01)	MANAGERIAL, ADMIN. & RELATED.	3.00	2,284	40
PROG-GRP TOTAL	(02)	SECRETARIAL CLERICAL & RELATED	7.00	3,488	80
PROG-GRP TOTAL	(04)	TEACHING & RELATED	1.00	701	16
PROG-GRP TOTAL	(18)	NAT SCI(BIOL/PHYS & LIFE SCI)	3.00	1,810	15
SP-TYPE TOTAL			14.00	8,283	151
(3XX) OFFICE FACILITIES					
PROG-GRP TOTAL	( )	UNIDENTIFIED PROG-GRP	24.00	6,492	25
SP-TYPE TOTAL			24.00	6,492	25
(4XX) STUDY FACILITIES					
PROG-GRP TOTAL	( )	UNIDENTIFIED PROG-GRP	2.00	3,674	50
SP-TYPE TOTAL			2.00	3,674	50

SUMMARY REPORT F1.2 - PART 1 OF 2
SPACE TYPE TOTALS WITHIN PROGRAM
BREAKDOWN BY CAMPUS

_____ COLLEGE

CAMPUS: (TE) _____

SP-TYPE CODE		SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
( ) UNIDENTIFIED PROG-GRP					
SP-TYPE TOTAL		(BXX) NON-ASSIGNABLE AREA	156.00	46.994	0
SP-TYPE TOTAL		(1XX) CLASSROOM FACILITIES	2.00	491	0
SP-TYPE TOTAL		(3XX) OFFICE FACILITIES	40.00	9.782	25
SP-TYPE TOTAL		(4XX) STUDY FACILITIES	2.00	3.674	50
SP-TYPE TOTAL		(6XX) GENERAL-USE FACILITIES	29.00	8.992	11
SP-TYPE TOTAL		(7XX) SUPPORTING FACILITIES	14.00	9.632	0
SP-TYPE TOTAL		(8XX) HEALTH-CARE FACILITIES	2.00	359	0
SP-TYPE TOTAL		(9XX) RESIDENTIAL FACILITIES	156.00	24.468	0
PROG-GRP TOTAL			401.00	104.392	86
(00) GENERAL USE					
SP-TYPE TOTAL		(1XX) CLASSROOM FACILITIES	11.00	7.100	237
SP-TYPE TOTAL		(6XX) GENERAL-USE FACILITIES	.95	3.316	283
PROG-GRP TOTAL			11.95	10.416	520
(01) MANAGERIAL, ADMIN. & RELATED					
SP-TYPE TOTAL		(2XX) LAB & INSTR. SHOP FACILITIES	3.00	2.284	40
PROG-GRP TOTAL			3.00	2.284	40
(02) SECRETARIAL CLERICAL & RELATED					
SP-TYPE TOTAL		(2XX) LAB & INSTR. SHOP FACILITIES	7.00	3.488	80
PROG-GRP TOTAL			7.00	3.488	80
(04) TEACHING & RELATED					

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SUMMARY REPORT F1.2 - PART 2 CF 2
PROGRAM TOTALS WITHIN SFACE TYPE
BREAKDOWN BY CAMPUS

_____ COLLEGE

CAMPUS: (PR)   _____

	PROGRAM GRCUP	PROGRAM GRCUP DESCRIPTION	USE RATIO	NET SQ. FT.	SCHEDULED CAFACITY
(WXX) NON-ASSIGNABLE AREA					
PROG-GRP TCTAL	( )	UNIDENTIFIED PRCG-GRF	5.00	816	0
SP-TYPE TCTAL			5.00	816	0
(IXX) CLASSRCOM FACILITIES					
PROG-GRP TCTAL	(OG)	GENERAL USE	2.00	1.503	57
SP-TYPE TCTAL			2.00	1.503	57
(2XX) LAB & INSTR. SHOP FACILITIES					
PROG-GRP TOTAL	(1E)	IRANSPORT EQUIPMENT CPERATING	3.00	1.560	55
SP-TYPE TCTAL			3.00	1.560	55
(3XX) OFFICE FACILITIES					
PROG-GRP TCTAL	( )	UNIDENTIFIED PROG-GRP	3.00	407	0
SP-TYPE TOTAL			3.00	407	0
(4XX) STUDY FACILITIES					
PROG-GRP TOTAL	( )	UNIDENTIFIED PROG-GRP	1.00	306	19
SF-TYPE TOTAL			1.00	306	19
(7XX) SUPPORTING FACILITIES					
PROG-GRP TOTAL	( )	UNIDENTIFIED FRCG-GRP	2.00	152	0
SP-TYPE TCTAL			2.00	152	0
CAMPUS TCTAL			16.00	4.744	131

C U L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M   PAGE 4
SUMMARY REPORT F2.1 - PART 1 CF 2
SPACE TYPE TOTALS WITHIN PROGRAM
BREAKDOWN BY BUILDING

_____ COLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

		SP-TYPE CCDE	SPACE TYPE	USE RATIC	NET SC. FT.	SCHEDULED CAPACITY
(0400) BOOKKEEPING						
(0430) INDUSTRIAL RECORDS & FIRST AID						
SP-TYPE	TOTAL		(210) CLASS-LABORATORY	1.00	1,448	20
PROGRAM	TCTAL			1.00	1,448	20
(0610) BUS. OFF TRAINING/BUS. CAREERS						
SP-TYPE	TOTAL		(210) CLASS-LABORATORY	3.00	2,160	60
SP-TYPE	TCTAL		(215) CLASS-LABORATORY SERVICE	2.00	382	0
PROGRAM	TCTAL			5.00	2,542	60
(0650) TYPEWRITING						
SP-TYPE	TOTAL		(210) CLASS-LABORATORY	1.00	716	20
SP-TYPE	TCTAL		(215) CLASS-LABORATORY SERVICE	1.00	230	0
PROGRAM	TOTAL			2.00	946	20
(1210) TEACHER TRAIN. (ELEM & 2NDARY)						
SP-TYPE	TCTAL		(110) CLASSROOM	1.00	558	18
PROGRAM	TOTAL			1.00	558	18
(1230) EARLY CHILCH PRESCH TEACHER TR						
SP-TYPE	TOTAL		(210) CLASS-LABORATORY	1.00	701	16
PROGRAM	TCTAL			1.00	701	16
(4980) CHEMISTRY.						

SUMMARY REPORT F2.1 - PART 2 OF 2
PROGRAM TOTALS WITHIN SPACE TYPE
BREAKDOWN BY BUILDING

_____ COLLEGE

CAMPUS: (TE)
BUILDING: (ADM) ADMINISTRATION BUILDING

	PROGRAM CODE	USING PROGRAM	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
(210) CLASS-LABORATORY					
PROGRAM TOTAL	(0430)	INDUSTRIAL RECORDS & FIRST AID	1.00	1.448	20
PROGRAM TOTAL	(0610)	BUS. OFF TRAINING/BUS. CAREERS	3.00	2.160	60
PROGRAM TOTAL	(0650)	TYPEWRITING	1.00	716	20
PROGRAM TOTAL	(1230)	EARLY CHILDH PRESCH TEACHER TR	1.00	701	16
PROGRAM TOTAL	(4980)	CHEMISTRY	1.00	1.448	15
SP-TYPE TOTAL			8.00	7.189	151
(215) CLASS-LABORATORY SERVICE					
PROGRAM TOTAL	(0400)	BOOKKEEPING	1.00	120	0
PROGRAM TOTAL	(0610)	BUS. OFF TRAINING/BUS. CAREERS	2.00	382	0
PROGRAM TOTAL	(0650)	TYPEWRITING	1.00	230	0
PROGRAM TOTAL	(4980)	CHEMISTRY	2.00	362	0
SP-TYPE TOTAL			6.00	1.094	0
(310) OFFICE					
PROGRAM TOTAL	( )	UNIDENTIFIED PROGRAM	19.00	5.109	0
SP-TYPE TOTAL			19.00	5.109	0
(315) OFFICE SERVICE					
PROGRAM TOTAL	( )	UNIDENTIFIED PROGRAM	4.00	846	0
SP-TYPE TOTAL			4.00	846	0
(350) CONFERENCE RM (OFFICE RELATED)					
PROGRAM TOTAL	( )	UNIDENTIFIED PROGRAM	1.00	537	25

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SUMMARY REPORT #2.2 - PART 1 OF 2
SPACE TYPE TOTALS WITHIN PROGRAM
BREAKDOWN BY CAMPUS

_____ COLLEGE

CAMPUS: (TE) _____

		SP-TYPE CODE	SPACE TYPE	USE RATIO	NET SQ. FT.	SCHEDULED CAPACITY
( ) UNIDENTIFIED PROGRAM						
SP-TYPE	TOTAL	(WWW)	CIRCULATION AREA	85.00	31.776	0
SP-TYPE	TOTAL	(XXX)	CUSTODIAL AREA	19.00	1.518	0
SP-TYPE	TOTAL	(YYY)	MECHANICAL AREA	52.00	13.700	0
SP-TYPE	TOTAL	(115)	CLASSROOM SERVICE	2.00	491	0
SP-TYPE	TOTAL	(310)	OFFICE	33.00	8.181	0
SP-TYPE	TOTAL	(315)	OFFICE SERVICE	6.00	1.064	0
SP-TYPE	TOTAL	(350)	CONFERENCE RM (OFFICE RELATED)	1.00	537	25
SP-TYPE	TOTAL	(430)	OPEN-STACK READING ROOM	1.00	2.912	50
SP-TYPE	TOTAL	(440)	PROCESSING ROOM	1.00	762	0
SP-TYPE	TOTAL	(630)	FOOD FACILITIES	1.95	3.589	294
SP-TYPE	TOTAL	(635)	FOOD-FACILITIES SERVICE	7.00	727	0
SP-TYPE	TOTAL	(650)	LOUNGE	17.00	6.762	0
SP-TYPE	TOTAL	(655)	LOUNGE SERVICE	1.00	82	0
SP-TYPE	TOTAL	(660)	MERCHANDISING FACILITIES	2.00	1.081	0
SP-TYPE	TOTAL	(690)	LOCKER ROOM	1.00	67	0
SP-TYPE	TOTAL	(720)	SHOP	2.00	636	0
SP-TYPE	TOTAL	(725)	SHOP SERVICE	1.00	702	0
SP-TYPE	TOTAL	(730)	STORAGE	10.00	7.228	0
SP-TYPE	TOTAL	(745)	VEHICLE-STORAGE-FACILITY SERV	1.00	1.066	0
SP-TYPE	TOTAL	(810)	PATIENT BEDROOM	1.00	72	0
SP-TYPE	TOTAL	(855)	FIRST AID ROOM	1.00	287	0
SP-TYPE	TOTAL	(910)	SLEEP/STUDY W/O TOILET/BATH	120.00	19.572	0

SUMMARY REPORT F2.2 - PART 2 CF 2
PROGRAM TOTALS WITHIN SPACE TYPE
BREAKDOWN BY CAMPUS

_____ CCLLEGE

CAMPUS: (TE) _____

		PROGRAM CCCE	USING PROGRAM	LSE RATIO	NET Q. FT.	SCHECULED CAPACITY
		(280) OPEN AIR INSTRUCTIONAL YARD				
PROGRAM	TCTAL		(2960) CARPENTRY	1.00		0
PROGRAM	TCTAL		(3000) BENCHWORK & JOINERY	1.00		0
SP-TYPE	TOTAL			2.00		0
		(285) OPEN AIR INSTA. YARD - SERVICE				
PROGRAM	TCTAL		(4060) AUTOMOTIVE MECHANICAL REPAIR	1.00	576	0
SP-TYPE	TOTAL			1.00	576	0
		(287) INSTR SHOP-YARD-CPEN AIR SER.				
PROGRAM	TOTAL		(2960) CARPENTRY	1.00		0
SF-TYPE	TCTAL			1.00		0
		(310) OFFICE				
PROGRAM	TOTAL	( )	UNIDENTIFIED PRCGRAM	33.00	8.181	0
SP-TYPE	TCTAL			33.00	8.181	0
		(315) OFFICE SERVICE				
PFOGRAM	ICTAL	( )	UNIDENTIFIED PROGRAM	6.00	1.064	0
SP-TYPE	TOTAL			6.00	1.064	0
		(350) CONFERENCE RM (OFFICE RELATED)				
PROGRAM	TCTAL	( )	UNIDENTIFIED PROGRAM	1.00	537	25
SF-TYPE	TCTAL			1.00	537	25
		(430) GPEN-STACK READING RCGM				

2.9.4. Sample Reports. MINISTRY OVERALL SUMMARIES

From these computer Reports two overall summaries are prepared by the Ministry to provide an overview picture of the whole post-secondary system, and useful comparisons between institutions. These are updated annually and pubished for the benefit of all institutions as well as for Ministry staff.

Samples of these two summaries follow. The figures are typical but any resemblance to a particular facility is purely accidental.

(a)   Sets out total net square feet attributed, at each institution, to each of the principal types of instructional use, and also to the supporting functions identified by the general grouping codes for using agency.

         Function e.q. Student Support
                        General Support
                        Management and Administration
                        Special
                        Building and campus service
                        Research
                        Unassigned
                        Nonassignable

      It also sets out (in brackets) the total scheduled capacity student stations in classrooms, labs and shops.

(b)   Makes use of the same figures to indicate:

      (i)   (in brackets) the average density of occupancy e.g., average square feet per student station in classrooms, labs and shops.

      (ii)   The relative distribution of instructional space as between classrooms, labs, shops, gymn, and faculty offices in terms of the percentage of total instructional space (=100%) attributed to each of these principal space types.

      (iii) The overall amount of space attributed to instruction as a percentage of TOTAL assignable space at the institution.

      (iv)   The relative amount of space attributed to each supporting function as a %.of total instructional space, e.g., instructional support is equal to x% of instructional space.

Samples of these two summaries follow:

2.9.4(a) POST-SECONDARY FACILITIES INVENTORY SUMMARY : FUNCTIONAL DISTRIBUTION OF TOTAL NET SQUARE FEET.

INSTITUTE OR COLLEGE	NET SQUARE FEET ATTRIBUTED TO INSTRUCTION						NET SQUARE FEET ATTRIBUTED TO SUPPORT FUNCTIONS									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	CLASS ROOMS	LABS	SHOPS	GYM ONLY (EX.SUPP. SPACES)	FACULTY OFFICES	TOTAL INSTRNL. SPACE	INSTRN. SUPPORT	STUDENT SUPPORT	GENERAL SUPPORT	MANAGEMT AND ADMIN.	SPECIAL	CAMPUS SERVICE	NOT ASSIGNED	TOTAL ASSIGN- ABLE	NON ASSIGN- ABLE	TOTAL NET SQ.FT.
A. (Student Stations)	(1286)	(1088)	(209)													
A. Sq. Ft.	42,158	47,761	45,281	16,840	19,875	171,915	49,273	18,410	43,296	17,544	4,815	12,227	5,400	322,890	68,430	391,320
B. (Student Stations)	(2568)	(978)														
B. Sq. Ft.	54,814	51,400	-	-	14,815	121,029	38,208	16,194	18,293	15,108	-	3,180	1,200	213,212	61,421	274,633
B. (Student Stations)	(982)	(615)	(131)													
B. Sq. Ft.	24,980	36,415	47,821	17,820	11,402	138,438	31,216	7,821	12,315	10,840	5,141	6,128	-	211,899	75,416	287,315

2.9.4(b) POST-SECONDARY FACILITIES INVENTORY SUMMARY: ANALYSIS AND COMPARISON OF SPACE DISTRIBUTION

INSTITUTE OR COLLEGE	DISTRIBUTION OF INSTRUCTIONAL SPACE					6 TOTAL INSTRNL. SPACE AS % OF ASSIGN- ABLE	SUPPORT SPACE AS % OF TOTAL INSTRUCTIONAL SPACE							14
	1	2	3	4	5		7	8	9	10	11	12	13	
	CLASS ROOMS	LABS	SHOPS	GYM ONLY (EX.SUPP. SPACES)	FACULTY OFFICES		INSTRN. SUPPORT	STUDENT SUPPORT	GENERAL SUPPORT	MANAGEMT AND ADMIN.	SPECIAL	CAMPUS SERVICE	NOT ASSIGNED	RATIO ASSIGNABLE TO TOTAL NET SQUARE FEET
A. (Av.Station) Sq. Ft.	(33)	(44)	(217)			$\frac{6}{14} \times 100$	$\frac{7}{6} \times 100$	$\frac{8}{6} \times 100$ etc.						$\frac{14}{16} \times 100$
A. %'s	25	28	26	10	11	53	29	11	25	10	3	7	-	83
B. (Av.Station) Sq. Ft.	(21)	(53)												
B. %'s	45	42	-	-	13	57	32	13	15	12	-	3	-	78
C. (Av.Station) Sq. Ft.	(25)	(59)	(365)											
C. %'s	18	26	34	13	9	65	23	6	9	8	4	4	-	74

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SECTION 3

APPENDIX - UNIVERSAL CODES

SECTION 3

APPENDIX - UNIVERSAL CODES

3.1. Colleges and Institutes

LISTED ALPHABETICALLY			LISTED NUMERICALLY	
NAME	CODE	CODE	NAME	
B.C. Institute of Technology	07	07	B.C. Institute of Technology
Camosun College	15	13	Pacific Vocational Institute
Capilano College	21	15	Camosun College
Cariboo College	24	21	Capilano College
College of New Caledonia	45	24	Cariboo College
Douglas College	27	27	Douglas College
E. Kootenay Community College	30	30	E. Kootenay Community College
Emily Carr College of Art	70	33	Fraser Valley College
Fraser Valley College	33	37	Justice Institute
Justice Institute	37	39	Malaspina College
Malaspina College	39	42	Pacific Marine Training Inst.
North Island College	51	45	College of New Caledonia
Northern Lights College	48	48	Northern Lights College
Northwest Community College	54	51	North Island College
Okanagan College	57	54	Northwest Community College
Pacific Marine Training Inst.	42	57	Okanagan College
Pacific Vocational Institute	13	61	Selkirk College
Selkirk College	61	70	Emily Carr College of Art
Vancouver Community College	76	76	Vancouver Community College

3.2. Building Portability

COLUMN NO.
8   Codes   P   =   Permanent
                                        D   =   Demountable
                                        R   =   Relocatable
                                        M   =   Mobile

Discussion:

Permanent: a fixed, built-on-site structure that is non-demountable.

Demountable: a portable structure that is not easily taken apart in units and re-
                  located, i.e.: with considerable inter-connections between the origi-
                  nal units and complex internal configurations.

Relocatable: a portable structure designed in modular units that has not had com-
                  plex internal interconnections and configurations and the units of
                  which can be easily taken apart and reconnected into a structure
                  similar to the original.

Mobile: a trailer or highly portable unit of dimensions not exceeding those
                  permitted by the Ministry of Highways.

3:3. Building Ownership

COLUMN NO.
9   Codes   O   =   Owned
                                      L   =   Leased
                                      S   =   Shared
                                      T   =   Temporary

Discussion:

Owned: A building or part-building, the title of which is held by the insti-
                tution or by some other public body (see note) without rental
                arrangements. Responsibility for maintenance of structure and protec-
                tion of capital investment is generally that of the institute or
                college but may be that of the public body.

Leased: A building or part-building, the title to which is held by the land-
                lord or owner, who agrees to the use of the building by the institu-
                tion - for a specified term, usually at a defined rental rate.
                Responsibility for maintenance of structure and protection of the
                capital investment is that of the lessor.

Shared: A building or part-building, the title to which is held by another
                agency which is used in whole or part by the institution under some
                arrangement other than as in owned or leased buildings mutually
                agreed with the agency. Responsibility for maintenance of structure
                and routine preventative maintenance and repair and general admini-
                stration is normally the responsibility of the other agency which
                will list the building in its own inventory.

                This only includes space which for the term of the arrangement is
                under full-time administrative control of the institution.

                The agency concerned should be shown in the description column, e.g.
                (B.C.I.T. Bldg.).

Temporary: A building or part-building (i.e. rooms or spaces) not owned or
                leased by or on behalf of an institution, but used on a limited time
                basis with considerable fluctuations - week by week, semester by
                semester or year by year.

(NOTE: Public Body - a Ministry of the Provincial Government or a local authority.)

3.4. Space Type

3.4.1. Definition of building areas.

(a) Gross Area

Definition: the sum of the floor areas of the building included within the outside faces of exerior walls for all stories, or areas that have floor surfaces.

Basis for Measurement: 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. Measure in terms of gross square feet (GSF).

Gross area is not recorded in the inventory and is mentioned here for information purposes only.

Description: in addition to all the internal floored spaces 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. Unfinished areas at least 6'0" in height are also included.

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

(b) Net Assignable Area

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 as custodial, circulation, mechanical, or structural areas).

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 6'0" clear head room.

Description: included should be space subdivisions for offices, class-rooms, 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 accompanying the institution's mission.

Limitations: deductions should not be made for necessary building columns and projections.

(c) <u>Nonassignable Area</u>

That portion of the building area not available for assignment to building occupants, but necessary for general operation. By definition, nonassignable area consists exclusively of: circulation, custodial and mechanical area. These are coded XXX, YYY and ZZZ as explained in the section dealing with space types.

(d) <u>Area Definition Summary</u>

MAJOR SPACE TYPES	NET ASSIGNABLE AREA	NET AREA	GROSS AREA
CLASSROOM LABORATORY OFFICE STUDY SPECIAL USE SUPPORT HEALTH CARE RESIDENTIAL UNCLASSIFIED	NET ASSIGNABLE AREA		
CIRCULATION CUSTODIAL MECHANICAL	NON-ASSIGNABLE AREA	NET AREA	GROSS AREA
STRUCTURAL AREA			

GROSS AREA = NET AREA + STRUCTURAL AREA

NET AREA = NET ASSIGNABLE AREA + NONASSIGNABLE AREA

NONASSIGNABLE AREA = CIRCULATION + CUSTODIAL + MECHANICAL

GROSS AREA (NOT RECORDED)
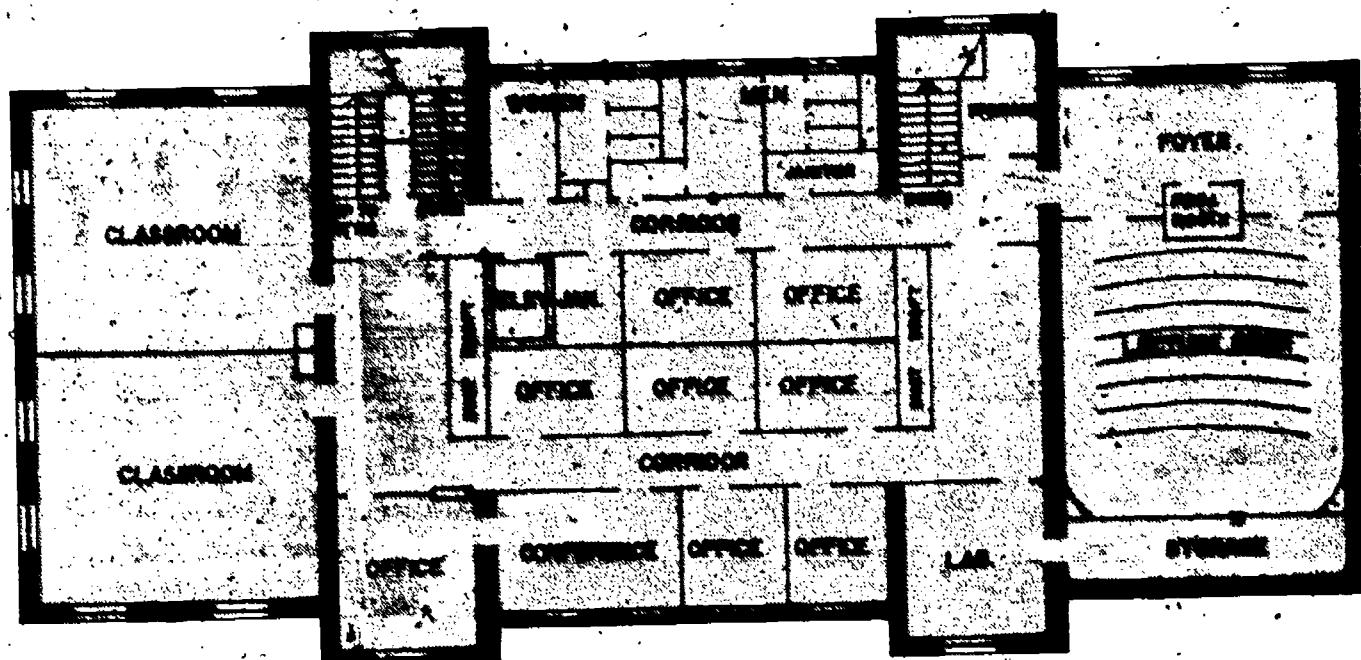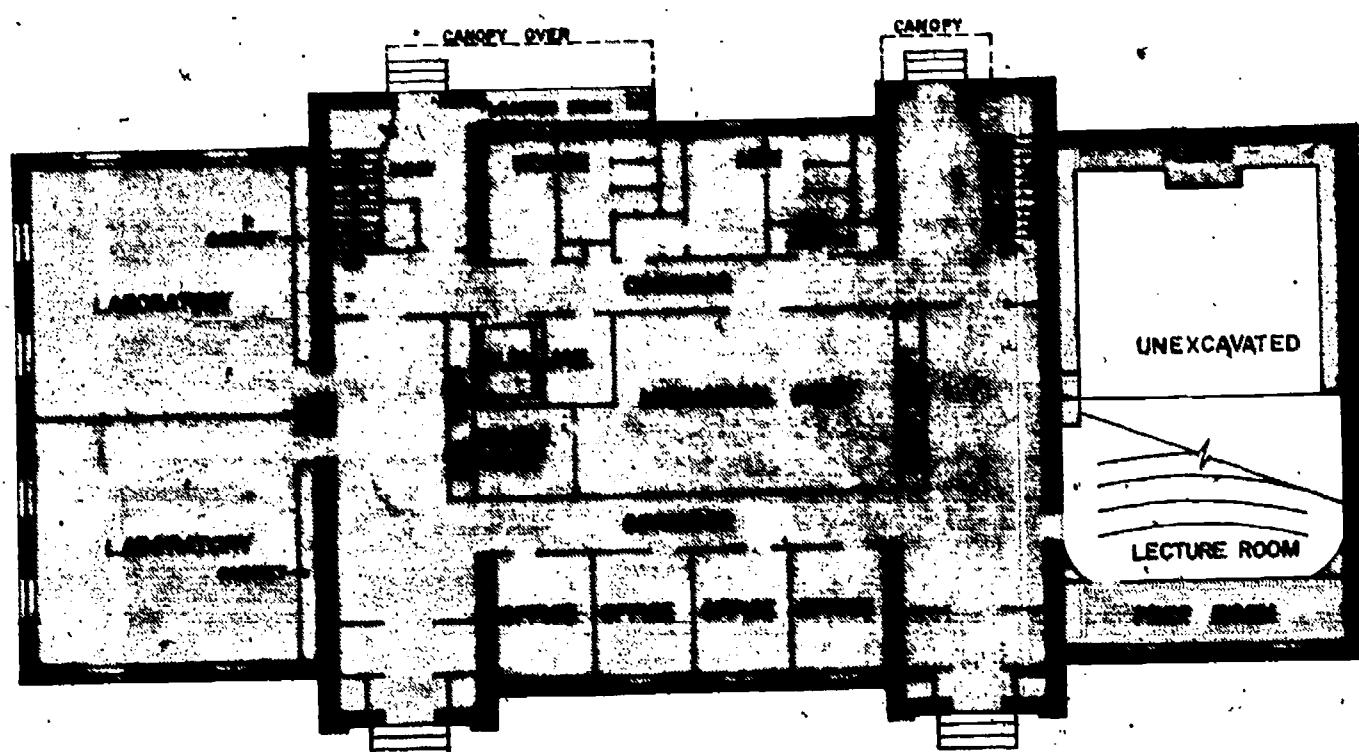
FIRST FLOOR

GROUND FLOOR

NET ASSIGNABLE
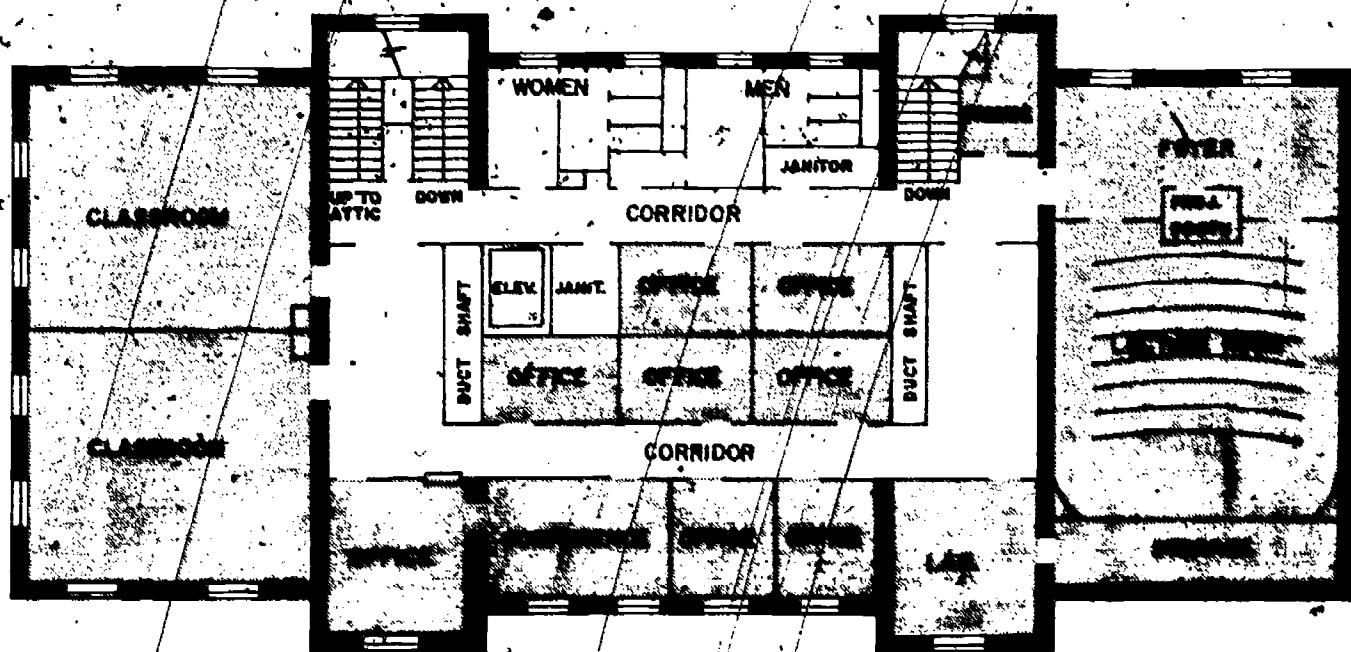
FIRST FLOOR
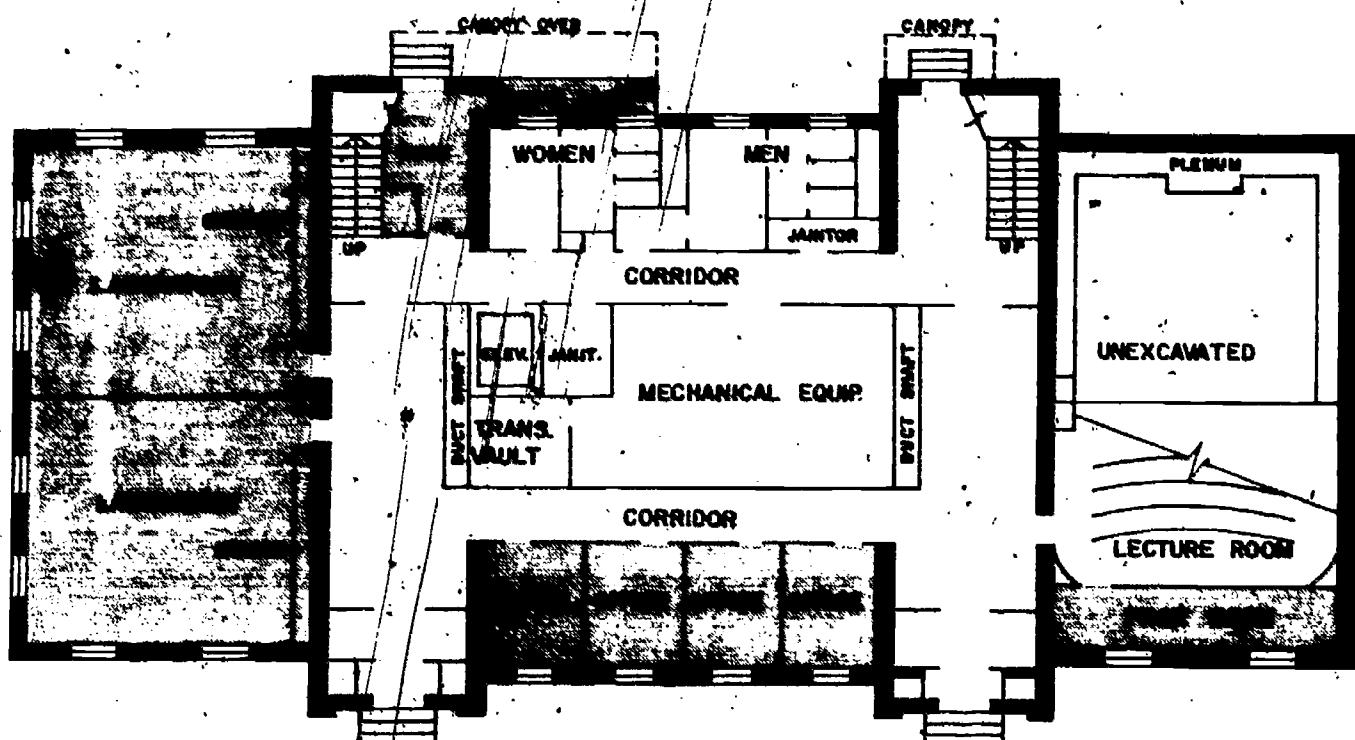
GROUND FLOOR

NONASSIGNABLE CUSTODIAL

FIRST FLOOR

CLASSROOM

UP TO ATTIC | DOWN

WOMEN | MEN | STORAGE

CORRIDOR

FOYER

PROJ. BOOTH

DUCT SHAFT | ELEV. | OFFICE | OFFICE | DUCT SHAFT

OFFICE | OFFICE | OFFICE

LECTURE ROOM

CLASSROOM

CORRIDOR

OFFICE | CONFERENCE | OFFICE | OFFICE | LAB. | STORAGE

GROUND FLOOR

CANOPY OVER

LOADING DOCK

CANOPY

RECV. | WOMEN | MEN | PLENUM

CABINET | UP | UP

LABORATORY

CORRIDOR

DUCT SHAFT | ELEV. | MECHANICAL EQUIP. | DUCT SHAFT

UNEXCAVATED

TRANS. VAULT

LABORATORY

CORRIDOR

LECTURE ROOM

CABINET

OFFICE | OFFICE | OFFICE | OFFICE

PREP. ROOM

NONASSIGNABLE · CIRCULATION

FIRST FLOOR

GROUND FLOOR

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NONASSIGNABLE·MECHANICAL
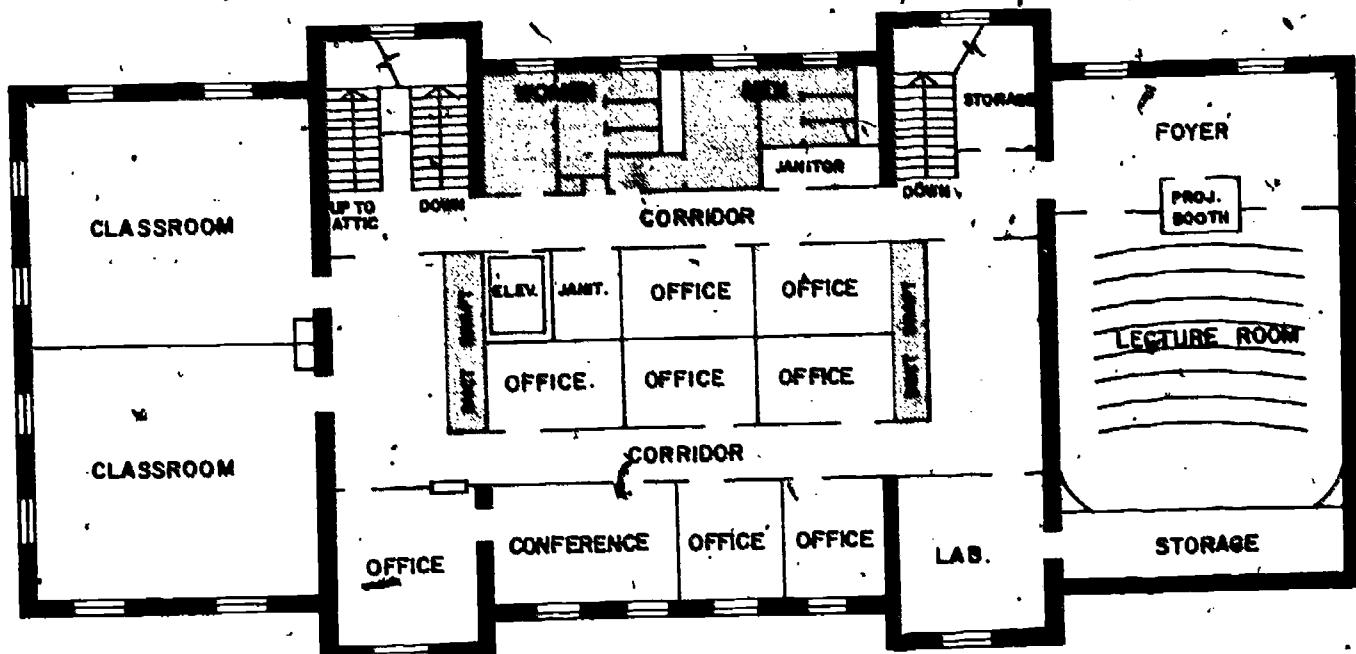
FIRST FLOOR
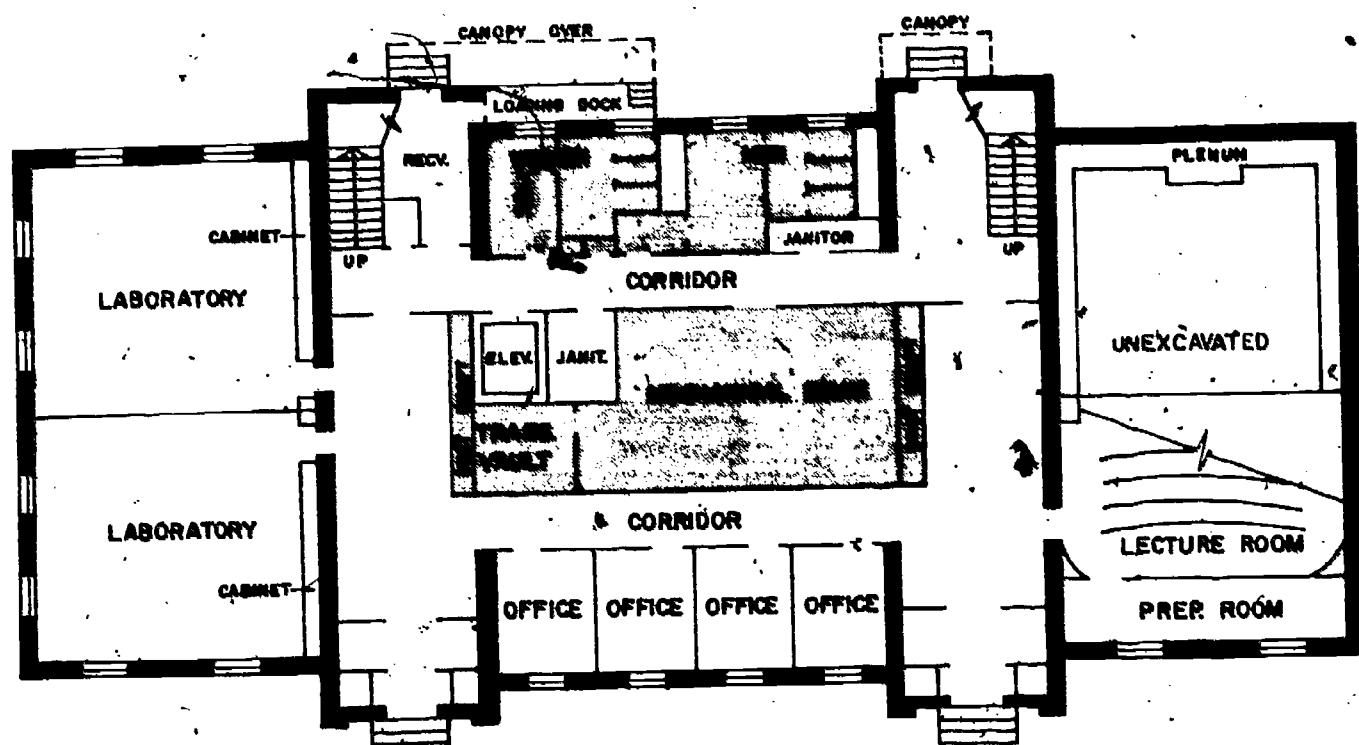
GROUND FLOOR

STRUCTURAL AREA (NOT RECORDED)

FIRST FLOOR

- CLASSROOM
- CLASSROOM
- UP TO ATTIC
- DOWN
- WOMEN
- MEN
- STORAGE
- JANITOR
- CORRIDOR
- FOYER
- PROJ. BOOTH
- DUCT SHAFT
- ELEV.
- JANIT.
- OFFICE
- OFFICE
- DUCT SHAFT
- OFFICE
- OFFICE
- OFFICE
- LECTURE ROOM
- CORRIDOR
- OFFICE
- CONFERENCE
- OFFICE
- OFFICE
- LAB.
- STORAGE

GROUND FLOOR

- CANOPY OVER
- LOADING DOCK
- CANOPY
- RECV.
- WOMEN
- MEN
- JANITOR
- UP
- UP
- CABINET
- LABORATORY
- CORRIDOR
- DUCT SHAFT
- ELEV.
- JAN.
- MECHANICAL EQUIP.
- DUCT SHAFT
- UNEXCAVATED
- TRANS. VAULT
- LABORATORY
- CORRIDOR
- CABINET
- OFFICE
- OFFICE
- OFFICE
- OFFICE
- LECTURE ROOM
- PREP. ROOM

3.4.2. Space Type Categories

(a) Summary (Column No. 16-18)

CODE ASSIGNABLE AREA

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY AND INSTRUCTIONAL SHOP 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 Nonclass-Laboratory
255 Nonclass-Laboratory Service
260 Instructional Shop, Fixed Equipment
265 Service to above
270 Instructional Shop, Moveable Equipment
275 Service to above
280 Open Air Instructional Yard
285 Open Air Instructional Yard Service
287 All Instructional Shops and Yards - Open Air 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 Space
420 Stack
430 Open-Stack Reading Space
440 Processing Space
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   Audiovisual, Radio, TV
    535   Audiovisual, Radio, TV Service
    540   Clinic (Nonhealth Professions)
    545   Clinikc Service (Nonhealth 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)
    591   Daycare
    592   Educational Support Special Facilities

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   Merchanising 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
    731   Storage, Hazardous Materials
    735   Storage Service
    740   Vehicle-Storage Facility
    745   Vehicle-Storage Facility Service
    750   Central Foods Stores
    760   Central Laundry

800   HEALTH CARE FACILITIES

810   Patient Bedroom
820   Patient Bath
830   Nurse Station
840   Surgery
850   Treatment
855   First Aid Centre
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   Alternation or Conversation Area
070   Unfinished Area

CODE NONASSIGNABLE AREA

WWW   CIRCULATION AREA

XXX   CUSTODIAL AREA

YYY   MECHANICAL AREA

ZZZ   STRUCTURAL AREA

Possible Problems

The following are cases in which there has been some doubt as to the most appropriate coding. The codes which were recommended as being the most suitable are listed hereafter to provide a useful precidence and to ensure consistancy.

Space Description	Recommended Space Type
Av. Media Production Centre	530
Av. local storage serving classrooms or labs	115/215
Archives: Live bulk file storage space	315
Public Accessible Archives	410
Dead file storage (central)	730
Coffee lounge for Faculty and staff	650
Data processing space serving administration	710
Data processing space - multi use service	710
Day-Care facilities	592
Grounds Maintenance shop (includes garden sheds)	720
Loading dock serving central stationery store	735
Loading dock serving a particular instructional shop (e.g. Woodwork)	265
NB. The clear language description identifies both these as loading docks.	
Learning Assistance space	592
Lockers and washroom adjacent to an instructional shop and specifically for use by the occupants of the shop	265
Mail room (a function of administration)	315
Office (faculty) serving an instructional shop (e.g. Woodwork)	310
Open-plan areas adjacent to "Humanities" & "Social Sciences" (Capilano)	650
Photocophying: Central multi-use	720
Local-depending on users	115/215/315
Printing central campus-wide service	720
Reception areas adjoining lobbies	310
Registration space (office)	310
Student society (office)	310
Typing - central campus-wide service	720
Women's Resource Centre	592

(b) Detail

110 CLASSROOM FACILITIES

110 Classroom

N.B.
This space has been left blank
for notes to be made in the event
any difficulty is expressed in
selecting the most appropriate
space type. Thus the reason for
the decision that is arrived at
will be paced on record.

Definition: A space used by classes that does not
require special-purpose equipment for student use.

Description: Included are spaces 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 appropri-
ate to a specific area of study, if this does not
render the room unsuitable for use by classes in
other areas of study.

Limitations: 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; spaces with tables
and chairs that are used primarily for meetings
(as opposed to classes) are conference 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 space
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
space with specialized equipment, such as labora-
tory benches, typewriters, desk calculators,
drafting tables, musical equipment (instruction-
al), shop equipment, etc., that is used for
instructional purposes is a class laboratory, a
special class laboratory, or an individual study
laboratory.

Possible Problems:

Distant Class Rooms:

How are classrooms coded which for distance or
other reasons are not available for campus-wide
scheduling?

All classrooms must be coded: Space type 110, function 11 and program 0000.

In principal the user unit will be the nominated central scheduling authority — in most cases. However, classrooms not available in practice for campus-wide scheduling can be identified by attributing them to a different user-unit, e.g., one in the immediate vicinity. The "campus" data element will also identify such classrooms as being on a site other than the main campus.

Several Space Types in one physical space:

How is a lab at one end of a space and a classroom at the other end of the same space coded?

Assume an imaginary dividing line and prorate accordingly - 110-210 space types.

115 Classroom Service

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

Description: Included are projection rooms, cloakrooms, preparation rooms, closets, and storage, if they serve classrooms.

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

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A space 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 space normally limits or precludes its use for other disciplines. Included in this category are spaces generally referred to as teaching laboratories, typing laboratories, drafting rooms, band rooms, choral rooms (group)

music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped spaces, if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories, if that instruction is conducted primarily in regularly scheduled classes.

Limitations: Does not include laboratory spaces that serve, as individual (or independent) study (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include spaces generally referred to as research (nonclass) 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 administration are coded data processing/computer (710).

215 Class Laboratory Service

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

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

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

220 Special-Class Laboratory

Definition: A space 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 space normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such spaces 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 is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: Does not include class laboratories (210), individual study rooms (230 or 410), and research (nonclass) 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 space that directly serves one or more special-class laboratories as an extension of the activities in those rooms.

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

Limitations: Does not include spaces that serve class laboratories (215), individual-study laboratories (235), or nonclass laboratories (255). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual-Study Laboratory

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

Description: Included are music practice rooms, individual-study laboratories, and similar spaces 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: Does not include individual-study facilities 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 space that directly serves one or more individual-study laboratories as an extension of the activities in those rooms.

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

Limitations: Does not include spaces that serve class laboratories (215), special-class laboratories (225), or nonclass laboratories (255). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Nonclass Laboratory

Definition: A space 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 are spaces generally referred to as research laboratories and research laboratory-offices.

Limitations: Does not include spaces generally referred to as teaching laboratories, such as class laboratories (210), special-class laboratories (220), or individual-study laboratories (230).

255 Nonclass Laboratory Service

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

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a nonclass laboratory, except animal rooms and greenhouses.

Limitations: 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). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

260 Instructional Shops - Fixed Equipment

Definition: A workshop primarily used for instructional purposes in which fixed special purpose machinery or equipment is installed to provide for the development of related practical skills in trade, technical or artistic fields.

Description: Equipped to provide for specific trade, technical or artistic disciplines. Instruction will focus on the development of individual skills of high quality. Such shops are generally suitable only for instruction in such skills or in specialized related fields such as the organization of production which requires the skills and equipment.

Examples include welding, millwork, pottery, textile machinery shops, using, respectively, fixed welding benches and generators, machine tools, kilns, or other such static equipment requiring permanent location due to weight, structure, exhaust or service provisions.

Limitations: Does not include workshops used for maintenance or production purposes (720), individual art studios which provide a service and private work areas for an instructor (265 or 275), or workshops in which most of the equipment used for instruction is by nature portable and must be moved from place to place (270).

265 Instructional Shop - Fixed Equipment - Service

Definition: A space that serves an Instructional shop directly by providing support without which the shop could not function.

Description: Spaces such as equipment and material storage, tool storage, stripping, and de-greasing spaces, changing and washrooms, instructor's individual and studio or work areas adjacent to and supporting related instructional shops.

Limitations: Excludes classroom or laboratory service spaces within the same instructional shop building or apparently related to the shop (115, 215, 225) and vehicle storage areas (745) other than for individual material moving vehicles solely committed to use in the particular shop.

270 Instructional Shops - Movable Equipment

Definition: A workshop primarily used for instruc-
tional purposes in which movable special purpose
machinery or equipment is used to provide for the
development of related practical skills in trade,
technical or artistic fields.

Description: In such shops, work stations may be
located according to the size, shape, lighting or
other condition affecting the work to be done.
Machinery or equipment is not normally permanently
installed although items such as band-saws,
grinders or vertical drills may be in fixed loca-
tions for use as required. Such shops are general-
ly suitable only for the specific trade, technical
or artistic and instructional purposes intended
because of space figuration and mode of use.

Examples include bricklayers, sculpture, tele-
vision repair shops. The feature which particular-
ly distinguishes this category from 260 is that
the equipment can be moved quickly, cheaply and
easily.

Limitations: Excludes workshops used for mainten-
ance or production purposes (720), instructor's
individual art studios or work areas (265 or 275);
shops in which the bulk of instructional equipment
is permanently located (260).

275 Instructional Shop - Movable Equipment - Service

Definition: A space that serves an Instructional
shop directly by providing support without which
the shop could not function.

Description: Space such as equipment and material
storage, tool storage, stripping and de-greasing
spaces, changing and washrooms, instructor's in-
dividual and studio or work areas adjacent to and
supporting related instructional shops.

Limitations: Excludes classroom or laboratory ser-
vice spaces within the same instructional shop
building or apparently related to the shop (115,
215, 225) and vehicle storage areas (745) other
than for individual material moving vehicles sole-
ly committed to use in the particular shop.

280 Open Air Instructional Yards (No net assignable
square feet)

Definition: A workshop area outside a building
structure primarily used for instructional pur-
poses in which special purpose fixed or mobile

machinery or equipment is used to provide for the
development of related practical skills in trade,
technical or artistic fields.

Description: Characteristically buildings con-
strain and prevent full development of relevant
skills. Specialized machinery or installations may
be required; erection of materials to form struc-
tures may require spaces and heights not available
in closed shops.

Examples include landscape and horticulture areas,
steel trades construction yards, pipe welding
yards, heavy duty equipment operating training
areas, stone mason and sculpture yards.

Limitations: Excludes agricultural production or
horticultural production acreage, work areas for
the development of permanent structures, driving
practice areas and storage areas for equipment,
track ways between storage areas and training
areas, areas used for training purposes whilst
producing a permanent facility.

285 Open Air Instructional Yard.- Service

Definition: A space that serves an Open Air
Instructional yard directly by providing support
without which the yard could not function.

Description: Space such as equipment and material
storage, tool stores, stripping and de-greasing
spaces, changing and washrooms. Includes storage
buildings, areas for vehicles and equipment used
for instructional purposes in the open air yards.

Limitations: Excludes classrooms or laboratory
service spaces adjacent to or apparently related
to the areas (115, 215, 225) and vehicle and
equipment storage areas other than those used for
instructional purposes in the open air yards.

287 All Instructional Shops and Yards - Open Air Ser-
vice (No net assignable square feet.)

Definition: Ancillary spaces, adjacent to enclosed
shops or open air instructional yards, not com-
pletely enclosed by walls although frequently
roofed, (e.g. an open fronted lean-to) providing
essential support facilities.

Description: Outside storage for working equipment
materials and machinery, space for preparation of
equipment for instructional purposes, spaces such
as welding generator shelter, fertilizer and hor-
ticultural equipment storage, steam cleaning
areas.

Limitations: Structurally open at least on one face to the elements, not used for primary practical work by students.

300 OFFICE FACILITIES

310 Office

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

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

Limitations: Special note should be taken of spaces equipped both as office and "research laboratory". A space equipped with laboratory benches specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a nonclass laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those spaces that have office-type equipment and fixed laboratory-type equipment (primarily in the biological and physical science) within the same space be classified as nonclass laboratories (250). Large spaces, 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 space, rather than as offices.

Possible Problems:

Coding Open Plan Office:

How are large open-plan office areas coded?

Two issues arise:

(a) The overall space may be occupied by different functions or activities and call for separate records appropriate to each. Dividing lines to separate the several different areas should be assumed and the total space prorated into its components for each of which a separate record is raised.

(b) Main circulation space should not be coded as
assignable space but recorded separately under
space type code WWW. Main circulation corri-
dors can usually be readily identified by one
or more of their characteristics:

    i)   they are usually 5'0" or more wide
    ii) they provide main thoroughfares for
         through traffic
    iii) they lead to/from main entrance points,
         exits, fire exits, etc.

and are clearly distinguishable from the
narrower feeder routes (3'0" wide) which pro-
vide access to work group and work stations.
The latter should be included in office space.

315 Office Service

Definition: A space that directly serves an office
or group of offices as an extension of the activi-
ties in those spaces.

Description: Included are file rooms, mimeograph
rooms, vaults, waiting rooms, interview rooms,
closets, private toilets, mail room, 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 space 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 by any
group or groups. It is distinguished from facili-
ties such as seminar rooms, lecture rooms, and
general classrooms (110) because it is used pri-
marily for activities other than scheduled
classes. Spaces that serve both as conference
rooms and meeting rooms should be classified
according to their principal use.

Limitations: Does not include classrooms (110),
seminar rooms (110), lecture rooms (110), auditor-
iums (610), interview rooms (315), or lounge
facilities (650).

355 Conference Room Service (Office Related)

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

Description: Included are kitchenettes, chair storage rooms, projection rooms, sound equipment, etc.

Limitations: 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

410 Reading/Study Space

Definition: A space used by individuals to study books or audiovisual materials.

Description: Included are library reading rooms, carrels, study rooms, individual-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 space may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430). Reading space need not be located only in libraries, but may be found also in residence halls or academic buildings.

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

Possible Problems:

How are study carrels in a corridor coded?

Study carrels, in use, may be found in a wide corridor simply because there is no other place for them. Likewise lockers. In both cases they are free-standing.

The space is prorated on a square foot basis and attributed:

    % to corridor coded WWW. Function 00
    % to carrels coded 410. Function 21

420 Stack

Definition: A space (or portion of a space) used to provide shelving for library or audiovisual materials.

Description: Included are library stacks (See also 430).

Limitations: Does not include bookshelf space in classrooms, laboratories, or offices. Audiovisual film and tape libraries that generally serve groups (rather than individuals) are classified as audiovisual radio, TV facilities (530).

Separate tape-storage spaces for language laboratories should be classified as special-class laboratory service (225) or individual-study laboratory service (235). Separate spaces 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). Spaces containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open-Stack Reading Space

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

Description: Included are open-stack reading rooms.

Limitations: Not used if the area of an open-stack reading space 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 Space

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

Description: Included are areas generally used to
house card catalogues, circulation desks, book-
binding, microfilm processing, and audiovisual
record-playback equipment for distribution to
individual-study stations.

Limitations: Does not include such library space
as offices for staff (310); acquisitions work
areas that are to be classified as offices (310);
campuswide or centralized audiovisual 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 class-
rooms (110), class laboratories (210), special-
class laboratories (220), offices (310), or other
appropriate designations.

455 Study Service

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

Description: Other categories in these definitions
have provided a "service" category for each type
of space. 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: Does not include card catalogues,
circulation desks, and other areas designed as
processing rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory

Definition: A space (or area) used by Reserve Offi-
cer Training Corps (ROTC) units.

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

Limitations: Classroom (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 space 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 service 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 space (or area) used by students, staff or the public for athletic/physical education activities.

Description: Included are gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields", and fieldhouses.

Limitations: No distinction by space-use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The programme 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 subdivide this category further; it 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); outside fields, tennis courts, archery ranges, etc., and rooms used for recreational purposes (670), such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, or hobby rooms.

Possible Problems:

Which function code should be used for the spaces accommodating physical education or athletic activities? For example, gymnasium, squash court, handball court, with space type codes 520 and 523.

Such activities may be part of a scheduled instructional program or they may simply be providing recreational opportunities for all students, or for students and staff in general.

The appropriate functional codes to be applied would therefore appear to be:

1.0 <u>Instruction</u>: when these spaces accommodate instructional activities.

3.0 <u>Student Support</u>: when they provide recreational opportunities for all students.

4.0 <u>General Support</u>: when they provide for students and staff.

Strictly speaking this is correct. However, to do this creates three unacceptable problems.

(a) It leads to inconsistencies and confusion in summaries and across-the-board comparisons between institutions. Athletic spaces attributed to instruction are readily identified; those attributed to student support or general support are lost within the larger totals in which they have been assimilated.

(b) When one space is attributable to two or even three different functions at different times of the day it becomes tempting to prorate the space on a time-sharing basis which is contrary to the policy which is universally applied in all other cases.

(c) Differences between institutions in the selection of the most appropriate function code distort comparative analysis at the summary level.

Therefore to overcome these difficulties:

<u>In All Cases:</u>

Space types 520 Athletic/Physical Ed.
            523 Athletic/Physical Ed. Spectator Seating

                together with:

Space type 310 Offices used by Athletic/Physical Education faculty members.

are allocated   <u>FUNCTION CODE 1.9 Athletic Instruction</u>.

All other space types accommodating supporting activities within an athletics building are coded with the appropriate supporting function code in the 2.0, 3.0, 4.0, 7.0, 00 series.

523 Athletic Facilities Spectator Seating

<u>Definition</u>: The seating areas used by students, staff, or the public to watch athletic events.

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

Limitations: Does not include temporary or movable
seating areas. Stadium seating by definition is
structural area.

525 Athletic/Physical Education Service

Definition: A space that directly serves an
athletic/physical education facility as an exten-
sion of the activities in that facility.

Description: Included are 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: Does not include public toilet rooms.

530 Audiovisual, Radio, TV

Definition: A space (or group of spaces) used for
the production and distribution of audiovisual,
radio, and TV materials, and for the operation of
equipment for the communication of these
materials.

Description: Includes spaces 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 com-
munication techniques should be classified as
class laboratories (210) if scheduled, or as
special-class laboratories (220) if not scheduled.

535 Audiovisual, Radio, TV Service

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

Description: Included are film libraries, tape
libraries, control rooms, videotape recorder
rooms, property storage, recording rooms, engi-
neering maintenance rooms, darkrooms, preparation
rooms, equipment storage rooms and editing spaces.

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

540 Clinic (Nonhealth Professions)

Definition: A space 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 are 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: Does not include clinics associated with student health care or clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Nonhealth Professions)

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

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include spaces which serve health care facilities (800).

550 Demonstration

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

Description: Includes demonstration schools, laboratory schools, preschool 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, preschool nurseries, and home management houses in which the students serve as the subject for a research study are classified as nonclass laboratories (250). Spaces that serve nursery, elementary, or secondary school students (in a laboratory school or preschool 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.

555 Demonstration Service

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

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

Limitations: The distinction between a demonstration facility and demonstration-facility service is somewhat arbitrary. In general, the primary activity areas - such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, 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, supplies, 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 agricultural field operations, and are frequently located outside the central campus area. Also included are meteorological field test stations.

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

570 Animal Quarters

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

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms used to house animals intended for class laboratories, nonclass 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 space that directly serves an
animal-care facility as an extension of the
activities in that facility.

Description: Includes 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 ani-
mals. (See health care facilities [800].)

580 Greenhouse

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

Description: Includes greenhouses.

Limitations: Does not include greenhouse related
to farm operations. (See 650).

585 Greenhouse Service

Definition: A space that directly serves a green-
house facility as an extension of the activities
in that facility.

Description: Includes spaces 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: 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: Should have very limited use, if at
all.

591 Daycare

Definition: Spaces used wholly for the minding or caring of children.

Description: Includes all spaces used for a government certified Day Care program or child-minding operation, eg.: also includes washrooms, kitchens, storage rooms, cloakrooms that are used in direct support to and are an integral part of the day care or childminding operations.

592 Educational Support Special Facilities

Definition: A space used primarily as a resource type area for student drop-in activities that are support in nature to instruction.

Description: The functions in this kind of space are regarded as direct support to the basic educational program. However, the space is distinguishable from classrooms and labs or from offices in that it is not regularly or irregularly scheduled for classes, or it is in large part a staff area. Rather it functions more as a drop-in area with certain special educational resources both materials/equipment and personnel.

Limitations: Does not include Library/Media Centre study areas, reference/resource areas (400 series), Group Counselling rooms (350), Media Production Centre (530).

600 GENERAL-USE FACILITIES

610 Assembly

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

Description: Includes 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 used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

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

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, control rooms, etc.

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

620 Exhibition

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

Description: 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 space that directly serves an exhibition facility as an extension of the activities in that facility.

Description: Includes workrooms, 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 nonclass laboratories (250) or nonclass-laboratory service (255).

630 Food Facilities

Definition: A space used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to 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.

Spaces with vending machines other than for regu-
lar meal or snack service are classified as lounge
facilities (650) or merchandising facilities
(660).

635 Food Facilities Service

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

Description: Includes kitchens/refrigeration
rooms, freezers/dishwashing rooms, areas for cafe-
teria serving, preparation, cleaning, etc.; and
similar areas in residence halls, also food stor-
age.

Possible Problem

Production and Teaching Kitchens:

How is a kitchen, serving a cafeteria, in which
students are also receiving instruction coded?

Equipment, and especially, layout of a teaching
kitchen is markedly different from that for a
"production" kitchen. The answer to this question
therefore lies in the purpose for which the
kitchen was originally designed.

If the kitchen was primarily designed for teaching
it should be classified as a class laboratory 210
and function 13.

If it was designed as a Production Kitchen it
should be coded 635 and function 42.

650 Lounge

Definition: A space used for rest and relaxation.

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

Limitations: A lounge facility is distinguished
from a conference room (350) and a meeting room
(680) by its more informal atmosphere and its
general public availability. A lounge area associ-
ated with a toilet is non assignable space and
classified as mechanical area (see appendix 6.5,
item 3.3). A space 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 space that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facilities

Definition: A space (or group of spaces) used to sell products or services.

Description: Includes bookstores, barber shops, post offices, dairy stores, student union "desks", and vending-machine areas devoted wholly to vending machines.

Limitations: 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 space that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included are supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

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

Description: Includes bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non instructional) music-listening rooms, and hobby rooms.

Limitations: Does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses 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 space that directly serves a recreation facility as an extension of the activities in that facility.

Description: Includes storage closets, equipment-
issue rooms, cashiers' desks, and similar rooms.

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

680 Meeting Room

Definition: A space used for a variety of nonclass
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 organi-
zational unit, it is used primarily by groups for
general purposes such as student senate, student
government, community groups, and short-term meet-
ings 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 nonclass
activities.

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

685 Meeting-Room Service

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

Description: Included are kitchenettes, chair
storage rooms, projection rooms, sound-equipment
rooms, etc.

Limitations: Does not include kitchenettes and
chair storage rooms that serve conference rooms
(355).

690 Locker Room

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

Description: Includes service spaces 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 space (or group of spaces) used for
processing of data by computers.

Description: Includes keypunch rooms, electronic
data-processing rooms, electronic computer rooms,
and similar data-processing.

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

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

715 Data Processing/Computer Service

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

Description: Includes card-storage, paper-form
storage, tape storage, and control rooms, plug-
board storage and wiring rooms; and equipment re-
pair rooms, observation rooms, and similar service
areas.

Limitations: Does not include spaces for data-
processing personnel. These spaces should be
classified as offices (310).

720 Shop

Definition: A space used for the manufacture, re-
pair or maintenance of products or equipment.

Description: Includes carpenter plumbing, electri-
cal, and painting shops, and similar physical-
plant maintenance facilities. It also includes
central printing and duplicating shops, and ground
maintenance facilities such as tool and equipment
sheds.

Limitations: Does not include instructional shops;
industrial arts and vocational-technical shops
used for instruction should be classified as
instructional shops (260 or 270). Materials
preparation areas in audiovisual, radio stations,
and TV studios should be classified as (535).
Maintenance and repair areas for vehicles, air-
planes, boats, etc., should be classified as
(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 space that directly serves a shop
facility as an extension of the activities in that
facility.

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

Limitations: Does not include service areas rela-
ted to class laboratories (215) or nonclass
laboratories (255). It does not include vehicular
repair facilities (garages) classified as vehicle-
storage facility service (745). Blueprint storage
rooms should be classified as office service
(315).

730 Storage

Definition: A space used to store materials.

Description: Classification of a space as a stor-
age facility is limited by definition to a central
storage facility and inactive storage. Storage re-
lated to other types of space follows the classi-
fication of the type of space with a "service"
designation. For example a storage closet for
office supplies is classifed as office service
(315). The distinction between the "service" and
"storage" classifications 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 space that must be close at hand to an instructional space 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 (115, 215, 315, etc.).

Possible Problems:

Coding Multi-use General Storage:

On a small campus or remote site, there is often only one general storage space serving many uses. How should it be coded? For example, it could be:

.. Space type 315 - Serving offices
   Space type 730 - Central storage
   Space type 115 - Serving classrooms

Such spaces should be coded according to the predominant use. If in doubt, the instructional use should take precedence.

731 Storage, Hazardous Materials

Definition: A space used for central storage of hazardous materials.

Description and Limitations: In so far as "storage" the same criteria apply as for 730. It is the hazardous nature of the materials stored which dictates this classification. If the materials to be stored are potentially explosive, corosive, contaminant or hazardous to life, or emit dangerous or noxious fumes, then 731 is the appropriate classification for the spaces in which they are stored. Open-Air spaces used to store hazardous materials under tarpaulins should not be included.

735 Storage Service

Definition: A space that directly serves a storage facility.

740 Vehicle-Storage Facility

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

Description: Includes parking structures and other spaces and buildings generally referred to as garages, boathouses, airport hangars, and other storage areas for vehicles (broadly defined).

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

745 Vehicle-Storage Facility Service

Definition: A space or structure used to service vehicles.

Description: Includes any area associated with a vehicle-storage facility used for maintenance and repair of automotive equipment, boats, airplanes, and vehicles.

Limitations: Does not include service areas that serve building maintenance and repair, and 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: 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 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-facilities service (635).

760 Central Laundry

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

Description: 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 included 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: Includes the space uses listed below 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 nonmedical 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 function subcategory 46 in Report E2.

810 Patient Bedroom

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

Description: Includes general nursing care, acute care, semiconvalescent-rehabilitative adult or pediatric bedrooms, intensive-care units, progressive-coronary-care units, emergency-bed-care units, observation units, infant-care nurseries, incubator units, wards, etc. Connected clothes closets are included, as are stalls for animal patients.

820 Patient Bath

Definition: A space containing patient bath and toilet facilities.

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

Limitations: Public toilet facilities are excluded.

830 Nurse Station

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

Description: Included are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formulation-preparation areas, medications areas, etc.

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

840 Surgery

Definition: A space used for surgery.

Description: Included 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 sur-
gery room, such as labour rooms, recovery rooms,
monitoring/observation rooms, special support-
equipment rooms (e.g. anesthesia, heart, lung, X-
ray, etc.), dictation booths, scrubup areas,
instrument cleanup and storage, gurney storage,
and sterile-supplies storage.

850 Treatment

Definition: A space used for diagnostic and thera-
peutic treatment.

Description: Included are spaces used for
radiology, fluoroscopy, angiography, physical
therapy, dialysis, cardiac catherization, pulmon-
ary function/vascular testing, EEG, EGG, EMG, com-
bined doctor's office and examination/treatment
rooms, and spaces 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, and
special-equipment storage.

855 First Aid Centre

Definition and Description: A space usually equip-
ped to WCB requirements, to provide emergency
first aid treatment.

860 Service Laboratory

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

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

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

870 Supplies

Definition: A space used to store supplies for
health-care.

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

880 Public Waiting

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

Description: Included are lobbies, waiting and
reception areas, visiting areas, and viewing
areas, used in connection with a Health Care Unit.

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

895 Health-Care Service

Definition: Spaces used for housekeeping, and
linen storage and handling. Includes spaces used
by housekeeping staff for store rooms, 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. There-
fore, a tabulation of all facilities dedicated to student
and faculty housing may be obtained by summing all room-
use categories for function subcategory 62 in Report E2.

910 Sleep/Study without Toilet/Bath

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

Description: 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 spaces for general use, avail-
able and open to the dormitory residents at large
and not part of bedroom or sleeping-room suites
should be classified as reading/study (410). Resi-
dential 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).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended only for the occupants of the residential facilities rather than for the general public.

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

Limitations: 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 spaces for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: 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 spaces 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 (635).

935 Sleep/Study Service

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

Description: Includes 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: Does not include food facilities (see 630 and 635), central laundry (see 760), central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670 and 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. Includes apartments provided for faculty, staff, or students; apartments need not be located in a residential building.

955 Apartment Service

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

Description: Includes laundry 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. Includes houses provided for faculty, staff, or students.

000 UNCLASSIFIED FACILITIES

050 Inactive Area

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

Limitations: Spaces being modified or not complete
at the time of the inventory are classified 060 or
070.

060 Alteration or Conversion Area

Definition: Spaces temporarily out of use because·
they are being altered, remodeled, or rehabilita-
ted at the time of the inventory.

Limitations: Spaces inactive or not complete at
the time of inventory are classified 050 and 070
respectively.

070 Unfinished Area

Definition: All potentially assignable areas in
new buildings or additions to existing buildings
not completely finished at the time of the inven-
tory.

Limitations: Intended only for the unfinished part
of a building or addition; the parts that are in
use should be classified elsewhere.

WWW Circulation Area (see Section 3.4.1.)

Definition: Required for physical access to some
subdivision of space whether directly bounded by
partitions or not.

Basis for Measurement: Should be computed by
measuring from the inner faces of walls or parti-
tions which enclose horizontal spaces used for
such purposes. Deductions should not be made for
necessary building columns and minor projections.
Do not include unusable areas having less than
6'0" clear head room.

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

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

In open landscaped offices and suitable spaces the
main thoroughfares, for general traffic and routes
to fire exits, are normally 5'0" or more in width.
These should be recorded as "circulation" and
coded WWW under Space Type.

The distinguished criterion is the 5'0" or more width.

Secondary routes leading off the main thorough-fares to work group and individual work stations, will be included in the office area.

NOTE: The Using Unit for Circulation Areas should be facilities services or the equivalent.

XXX Custodial Area (see Section 3.4.1.)

Definition: The sum of all areas of a building used for its projection, care, and maintenance.

Basis for Measurement: Should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas with less than 6'0" clear head room.

Description: Should include such areas as trash-rooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

Limitations: Should not include central physical-plant shop areas, nor special-purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

YYY Mechanical Area (see Section 3.4.1.)

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

Basis for Measurement: Should be computed by measuring from the inner faces of the walls, par-titions, or screens which enclose such areas. Do not include unusable areas with less than 6'0" clear head room.

Description: 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 communica-tions closets, service chutes, stacks, and non-private washrooms (custodial and public).

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

ZZZ Structural Area

Definition: Should be construed to mean that por-
tion of the gross area which cannot be occupied or
put to use because of structural building
features.

Basis for Measurement: Precise computation by
direct measurement is not contemplated under these
definitions. Should generally be determined by
assuming it to be the residual area after the
assignable and nonassignable areas (circulation,
custodial, and mechanical) have been subtracted
from the gross area.

Description: Examples of building features normal-
ly classified as structural area are exterior
walls, fire walls, permanent partitions, and un-
usable areas in attics, basements, or comparable
portions of a building.

3.5. Using Agency: Function

3.5.1. Summary

Column No.
38 - 39   GENERIC GROUPINGS

                 10   Instructional
                 20   Instructional Support
                 30   Student Support
                 40   General Support
                 50   Management and Administration
                 60   Special
                 70   Building and Campus Service
                 80 , Research
                 90   Unassigned
                 00 , Non-assignable

Possible Problems:

The following are cases in which there has been some doubt as to the most
appropriate coding. The codes which were recommended as being the most
suitable are listed hereafter to provide a useful precidence and to ensure
consistancy.

Space Use	Recommended Function
Av. Medical Production Centre	24
Archives: Public Accessible Archives	22
Dead file storage (Central)	36
Coffee lounge for Faculty and staff	45
Data processing space serving administration	56
Data processing space - multi use service	41
Day-Care facilities	31
Grounds Maintenance shop (includes garden sheds)	71
Loading dock serving central stationery store	57
Loading dock serving a particular instructional shop (e.g. Woodwork)	21
NB. The clear language description identifies both these	
as loading docks.	
Learning Assistance space	18
Lockers and washroom adjacent to an instructional shop and	
specifically for use by the occupants of the shop	21
Mail room (a function of administration)	51
Office (faculty) serving an instructional shop (Woodworking)	13
Open-plan areas adjacent to "Humanities" & "Social Services"	
(Capilano)	21
Photocopying: Central multi-use	56
Printing central campus-wide service	41
Registration space (office)	56
Student society (office)	32
Typing - central campus-wide service	41
Women's Resource Centre	21

3.5.2.   Function Detail

10   INSTRUCTIONAL TOTAL

11   Instructional General

Definition: The instructional function consists of those activities whose outputs are eligible for credit in meeting specified curricular requirements leading toward a particular post secondary degree, diploma or certificate granted by the institution or which makes available to the public the various unique instruction resources and capabilities of higher education.

Facilities Application: Areas housing activities of the instructional function are to be classified here if they serve the entire program or under one of the sub-categories listed subsequently if they house specific portions of the instructional function. All classrooms are to be coded with the function code 11 and with a program code of 0000.

Limitations: Areas housing activities for any purposes other than instructional should be assigned to the appropriate category.

12   General Academic/Technical Instruction

Definition: Consists of instructional function elements operating during the standard academic term (as defined by the institution) that are part of a formal curriculum leading towards an academic or technological degree, diploma or certificate normally requiring a two year or longer full-time attendance. The function elements are managed by regular instructional departments.

Facilities Application: Areas housing instructional elements operating during the standard academic term are classified here. Typically, related instructional offices for Department Chairmen, support staff, faculty and laboratories are classified under this sub-category.

In cases where an academic/technical discipline is offered primarily for instruction to vocational students; e.g., mathematics for auto mechanics, it is appropriate to identify the facilities with the associated discipline having management responsibility for the activities and to code them within the occupational and vocational instruction sub-category (e.g., 13....). The same college may offer a mathematics course for transfer students. That course facility would be appropriately coded 12....

Limitations: Areas housing functions and/or activities typically associated with vocational programs of less than two year full-time attendance should be included under sub-category 13. Areas that house special-session instruction (14) and extension instruction (for credit) (15) are also excluded. All classrooms are to be coded with the function code 11 and program code 0000.

13   Occupational and Vocational Instruction

Definition: Consists of activities established primarily to pro-
vide instruction in nonacademic disciplines. It exists primarily
for institutions offering less than two year full-time programs
for vocational certification in the trades and paraprofessional
areas.

Facilities Application: Areas housing instructional elements
serving such programs are classified here. Typically, instruc-
tional staff offices and laboratories that serve these programs
are classified here.

It is appropriate to identify the facilities with the associated
discipline having management responsibility for the activities
and to code them within the occupational and vocational sub-
category (e.g., 12....) if offered by a department from outside
the Occupational/Vocational instructional division.

Limitations: Areas serving special-session instruction (14) and
extension intruction (for credit) (15) are excluded. All class-
rooms are to be coded with function code 11 and program code
0000.

14   Special-Session Instruction

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

Facilities Application: Areas 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 ony to special session are also included.

Limitations: Facilities serving all elements of the instruction
function, regardless of the term, are more appropriately coded
under general academic instruction (12). All classrooms are to
be coded with function code 11 and program code 0000.

15   Continuing Education

Definition: Consists of all instructional activities managed
separately by a Continuing Education Division (or similar agency
within the institution) and applicable toward a formal degree,
diploma or certificate.

Facilities Application: Areas assigned to extension instruction
activities are included; e.g., the extension offices and associa-
ted meeting rooms.

Limitations: Facilities serving all elements of the instruction-
al function such as offices and laboratories, are more appropri-
ately coded under general academic instruction (12). Included
also are facilities that house activities that may

credited toward formal degrees, diplomas or certificates and are
offered by an institution primarily as a public service; e,g.,
community education, short courses, etc. (16; 17). All class-
rooms are to be coded with function code 11 and program code
0000.

16   Community Education-

Definition: Consists of activities managed within the instruc-
tional departments or elsewhere within the institution to pro-
vide non-credit instructional services to members of the commu-
nity; e.g., short courses, professional review courses, etc.

Facilities Application: Areas housing noncredit instructional
services provided for members of the community are classified
here; e.g., the office or meeting rooms used only for community
education.

Limitations: Areas housing noncredit instructional services to
provide supplemental or remedial services are classified under
18.

17   Cooperative Extension Service

Definition: Consists of all activities established through co-
operative efforts between the institution and outside agencies
(e.g., joint institute/community threatre; distance learning
facilities). The distinguishing feature of these activities is
that the program and fiscal control is shared by the institution
with one or more governmental units. These cooperative extension
programs are often a cross between independent operations and
public service.

Facilities Application: Areas housing activities and services
associated with cooperative extension services are to be classi-
fied here; e.g., facilities assigned to joint theatre programs
or service to industry.

Limitations: Facilities accommodating functions under the con-
trol of an agency external to the institution are to be classi-
fied under Special Functions, Outside Agencies (65).

18   Supplementary Education Service

Definition: Consists of activities established primarily to pro-
vide students with supplemental instruction outside the normal
academic program. Generally, activities within this sub-category
are established to provide remedial education service as
contrasted with instructional activities that are a part of the
degree, diploma or certificate curriculum.

Facilities Application: Includes areas specifically assigned to
providing supplemental instruction outside the normal instruc-
tional function. Some offices and classrooms may be assigned
specifically for this type of usage.

Limitations: If such functions form a major part of the insti-
tute's instructional programs they should be included in (12) or
(13). Spaces housing instructional activities for the community
are excluded (16).

1.9   Athletic and Physical Education Instruction
      (N.B. See notes on Space Type 520.)

      Definition: Consists of all activities which provide students
      with scheduled physical education or athletic instruction or un-
      scheduled, supervised or unsupervised, recreational opportuni-
      ties for individuals or teams.

      Facilities Application: Includes areas specifically assigned to
      physical education or athletic activities, (e.g. gymnasiums,
      basketball courts, handball courts, squash courts, wrestling
      rooms, weight lifting rooms, swimming pools, ice rinks, indoor
      tracks, and indoor tennis courts) and associated spectator
      seating.

      Office spaces accommodating physical education or athletic
      faculty members are also included.

      Limitations: Spaces, other than the primary athletic spaces,
      that house associated supporting activities are coded with the
      appropriate support function code: 2.0, 3.0, 4.0, 7.0, 00.

20   INSTRUCTIONAL SUPPORT TOTAL

     21   Instructional Support Total

          Definition: To provide support services integral to the opera-
          tions of the primary programs, through retention, preservation,
          and display of materials, or to provide services that directly
          assist the institution's instructional functions.

          Facilities Application: Areas housing activities of the instruc-
          tional support function are classified here if they serve the
          entire instructional program, or under one of the sub-categories
          listed subsequently if they house specific segments of the
          instructional support function.

          Limitations: Excluded are areas housing 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 general support function (40).

     22   Libraries

          Definition: Consists of all activities that directly support the
          operation of a catalogued or otherwise classified collection of
          published material.

          Facilities Application: Areas housing activities supporting the
          operation and maintenance of a collection of published material
          are classified here; e.g., the general campus library, depart-
          ment libraries.

Limitations: Areas that are intended to serve as departmental reading rooms should be classified under the appropriate category of the instructional function.

23   Museums and Galleries

Definitions: 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 function (80).

24   Audiovisual Services

Definition: Consists of those activities associated with providing audio and/or visual materials to support the instructional functions of the institution.

Facilities Application: Areas housing activities established to provide audio and/or visual materials for use in the instructional functions are classified here.

Limitations: Areas housing activities that use audiovisual technology as part of the instructional process; e.g., language laboratories, are excluded. Areas housing learning resource centres are more appropriately coded under Supplemental Education Services (18).

25   Computing Support

Definition: Consists of those activities established to provide computing support to the instructional functions.

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

Limitations: Excluded are areas that house administrative data processing activities which are included as part of the administration function (56). In the case of a centralized centre serving both instructional and administrative needs it is recommended that the institute attempt to distinguish between the areas required for supporting the administrative computing activities and those required for instructional computer support activities. (If necessary areas should be proportioned between them under "Use Ratio".) 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 function.

30   STUDENT SUPPORT TOTAL

31   Student Support General

Definition: To contribute to the student's emotional and physi-
cal well-being, outside the context of the formal instructional
function.

Facilities Application: Areas housing activities of the student
services are classified here if they serve the entire function,
or under one of the sub-categories listed subsequently if they
house specific portions of the student services. Areas having
the administration of student services are also included in this
category.

Limitations: Areas housing instructional activities are coded
under the appropriate category of the instructional function
(10, 11, etc.).

32   Social, Cultural and Recreational Development

Definition: Consists of all activities established to provide
for the student's social and cultural development outside of the
instructional curriculum.

Facilities Application: Areas classified here include those that
house student activities, cultural events, student organiza-
tions, recreation, intramural athletics, and intercollegiate
athletics. Includes areas such as student unions, athletics and
sports complexes.

Limitations: Areas primarily housing instructional activities
are excluded.

33   Counselling and Career Guidance

Definition: Consists of activities established to provide
counselling services, career guidance, and placement services
for the student body.

Facilities and Limitations: Includes areas housing activities of
placement bureaus, counselling centres, etc.

Limitations: Areas used by faculty for informal student counsel-
ling are excluded.

34   Financial Aid

Definition: Consists of activities estabilshed to provide finan-
cial aid and assistance for students.

Facilities Application: Includes financial analysis and counsel-
ling, work study and student employment, scholarships, loans,
grants and related records. Typically, such areas are offices
and associated conference rooms.

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

40   GENERAL SUPPORT TOTAL

41   General Support General

Definition: Activities that contribute to the effectiveness of the role of the institution by providing specific support services.

Facilities Application: Areas housing activities such as food services and cafeteria, bookstores, retail outlets, concessions, assistance to disadvantaged, Central Printing, Central Typing, and Central, shared or multi-use computer facilities are in this category.

Limitations: Areas housing primarily student oriented activities (30) or administrative activities (50) should be appropriately classified. Student residences are classified under Special (62).

42   Food Services

Definition: Areas primarily intended to provide food preparation and service facilities.

Facilities Application: Includes kitchens, dining rooms, cafeteria, snack bar, service outlets and food and drink vending machine spaces.

Limitations: Excludes food preparation areas primarily used for instructional purposes.

43   Book Stores

Definition: Areas used for the sale of text books, stationery and other materials to students and staff.

Facilities Application: Sale of materials must be under institutional management.

Limitations: Areas managed by an Outside Agency should be placed in that category (65); those managed by a body such as a student association should be placed in Retail Stores (44).

44   Retail Stores

Definition: General sale of goods.

Facilities Application: Convenience stores which sell general merchandise and may include in their sales significant amounts of study material. May be managed by a student association or the institute.

Limitations: Excludes institute's bookstore (43) or a franchise managed operation (65).

45   Faculty and Staff Services

Definition: Consists of activities established and intended to provide support services for faculty and staff.

Facilities Application: Includes areas such as faculty clubs.

Limitations: Facilities used for several component groups, including staff (40), if primarily for students (30).

46   Medical Services

Definition: Activities associated with providing first aid, medical, dental, psychiatric and other retail services.

Facilities Application: Spaces such as clinics, surgeries, consulting rooms, dispensaries, sick bays and first aid facilities.

Limitations: Instructional and research operations in these fields should be placed in appropriate categories (10, 80).

50   MANAGEMENT AND ADMINISTRATION TOTAL

51   Management and Administration General

Definition: Consists of activities that provide operational support for the day-to-day functioning of the organization, maintaining the institution's organizational effectiveness and continuity.

Facilities Application: Areas housing administration functions are classified here if they serve the entire institute.

Limitations: Areas housing activities associated with management of specific instructional departments (12, 13) and Building and Campus Services (71) are excluded.

52   Executive Management

Definition: Consists of all central executive level activities and other activities concerned with management and long-range planning of the entire institution, as contrasted with any one function within the institution.

Facilities Application: Includes areas housing such central operations activities as executive direction (the governing board, the chief and senior executive officers), analytical studies, instructional research, and long-range planning.

Limitations: Areas housing administrative data-processing activities (56), fiscal operations (55) and physical plant planning and operations (70) are excluded.

53   Instructional Division Management

Definition: Consists of all activities that provide management, support, and direction for the instructional function. The intent is to provide a well-defined identification of the management function.

Facilities Application: Accommodation of the direction of the instructional functions of the institute and essential support operations are included, e.g., Deans or Directors of Instructional divisions and direct staff.

Limitations: Instructional department heads or chairmen (10) are excluded.

54   Instructional Program Development

Definition: Consists of those activities established to accomplish the planning and developmental activities for future (i.e. subsequent to the current budget period) instructional program. The intent of this 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 separately from the instructional function (10) are excluded.

55   Fiscal Operations

Definition: Consists of central operations and activities related to fiscal control, investments, and functional elements related to the fiscal operations of the institution.

Facilities Application: Includes areas housing activities of the fiscal operations of the institution.

Limitations: Areas housing financial aid (34 - Financial Aid) for the student body are excluded.

56   General Management Services and Personnel

Definition: Consists of activities established to provide central management services, e.g., administrative data processing, functional elements related to student records, admissions and registration and all staff personnel functions including contracts, collective agreements, benefits and conditions of employment.

Facilities Application: Areas housing general administrative activities such as listed in the definition are classified here.

Limitations: Areas housing data-processing activities that serve instructional functions explicitly are more appropriately coded under the instructional support function (24 - Audiovisual Services).

57   Procurement and Central Stores

Definition: Consists of activities established to provide procurement services, supply and maintenance of provisions.

Facilities Application: Includes areas housing activities such as purchasing, central stores, central laundry.

Limitations: Excluded are areas housing the stores of specific organizational units within the institution.

58 ·   Community Relations

Definition: Consists of activities established to maintain relationships with the general community, the institution's alumni and other groups or agencies influencing or influenced by the institute 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, information services.

Limitations: Areas housing activities established primarily to provide public service to the community are excluded (16 - Community Education or 63 - Community Service).

60   SPECIAL TOTAL

61   Special General

Definition: Activities which may be viewed as not directly related to the primary role of the institution, which may form a significant secondary role involving external agencies or which are financed independently of normal institutional budgeting procedures whilst providing a unique specialized service.

Facilities Application: This is a catch-all for functions which do not clearly fall into the other categories, some specific examples of which follow in sub-categories.

Limitations: Wherever possible functions directly related to institutional functions should be placed in other categories.

62   Student Residences and Housing

Definition: Consists of activities associated with the student residences and student housing office.

Facilities Application: Includes areas designed to manage and to provide residential accommodation for students.

Limitations: Faculty and staff accommodations are excluded.

·63   Community Service

Definition: Consists of activities 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 services to the commu-
nity at large or special sectors within the community. Community
service is concerned with making available to the public various
resources and unique capabilities 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 beneficial to groups and indivi-
duals outside the institution.

Facilities Application: Areas housing general community servi-
ces, excluding instructional activities, are classified here;
e.g., offices devoted entirely to arranging such community ser-
vices and meeting rooms where such services are held or
provided.

Limitations: Areas housing activities established primarily for
the institution's staff or student body, and housing instruc-
tional activities, are excluded.

64   Instructional Operations

Definition: Includes activities that represent operations owned
or controlled by the institution and are foreign to, or indepen-
dent of, the institution's mission.

Facilities Application: Includes areas such as commercial rental
property for income, a pancake house, or a spaghetti factory.

Limitations: Areas housing operations controlled by external
organizations are excluded.

65   Outside Agencies

Definition: Consists of activities controlled or operated by
outside agencies but housed or otherwise supported by the
institution.

Facilities Application: Areas such as those occupied by a bank
or a telephone company, managed by a company franchised to con-
duct its own business operations on campus or accommodating an
external agency with goals independent of the institute are
included.

Limitations: Operations controlled by the institute or by one of
its member components are excluded and should be placed
appropriately.

70   BUILDING AND CAMPUS SERVICES TOTAL

71   Building and Campus Services

Definition: Consists of activities established to provide ser-
vices related to the campus grounds and facilities.

Facilities Application: Includes areas housing activities rela-
ted to the management of development, planning, maintenance and
operation of buildings and grounds, operating utility services
and modifying existing facilities, campus security and safety
services and the institute transportation and material handling
services. Includes all areas provided for servicing these
functions and for maintaining institute facilities.

Limitations: Includes only areas housing activities of physical
plant departments, not the areas maintained by them.

80   RESEARCH TOTAL

81   Research General

Definition: The primary objective of a research function is the
creation and dissemination of new knowledge. It consists of
activities that have been specifically organized to produce re-
search outcomes commissioned by agencies external to the insti-
tution or authorized by units within the institution.

Facilities Application: Facilities housing elements of the re-
search function are to be classified here if they serve the
entire function, or under one of the sub-categories listed below
if they house specific elements.

Limitations: Facilities housing externally funded educational
activities, such as workshop and short courses would normally be
considered as Cooperative Extension Service (17).

82   Institutes and Research Centres

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

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

Limitations: Areas serving research activities normally managed
within instructional departments are excluded from this
category.

83   Individual or Project Research

Definition: Consists of all research activities normally managed
within instructional departments. Includes the various research-
related activities created as a result of contracts, grants or
specific allocations of instructional resources to conduct

specific allocations of instructional resources to conduct
studies or investigations of specific scope. Generally, such
activities may be identified with principal investigators and
should be coded within assigned disciplines. Activities within
this sub-category are normally of a temporary nature; i.e.,
created for a specific period of time, as contrasted with the
more permanent nature of a research organization within the
institute's and research centre's function.

Facilities Application: Areas housing research-related elements
created as a result of contract grants, or specific allocations
of instructional resources are classified here; e.g., faculty
offices and nonclass laboratories devoted to project research.
If the spaces have multiple uses, primary intent should be the
guiding factor in classifying them.

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

90   UNASSIGNED TOTAL

Definition: Limited to classification facilities not in use at the
time of the inventory.

91   Capable of Use

Definition: Limited to rooms not in use but capable of use at
the time of the inventory.

92   Incapable of Use

Definition: Limited to rooms not in use at the time of the in-
ventory because they are incapable of use; for example owing to
structural condition or renovation work.

00   NON-ASSIGNABLE

Definition: Limited to classification of non-assignable areas.

Facilities Application: Included only for purposes of completing the
function-classification process. Spaces such as washrooms, stairways,
corridors, which cannot be assigned to an operational department but
which might conveniently be assigned to physical plant operational
management should be included. This is useful for plant management
purposes.

3.6. Using Agency, Program

3.6.1. Summary

Column No.

40 - 43 .   PROGRAM CATEGORIES

0000 General Use
0100 Managerial, Administrative & Related
0600 Secretarial, Clerical & Related
0700 Medicine, Health & Related
1200 Teaching & Related
1300 Artistic, Literary, Performing Arts & Related
1600 Services Related
2300 Farming, Agricultural, Horticultural & Dairying
       , Related
2500 Renewable Resources Related
2700 Mining, Quarrying, Oil, Gas & Pollution Control
       Related
2900 Construction, Building/Housing Related
3300 Engineering, Heavy Construction Related
3400 Drafting
3600 Electrical/Electronics Related
3800 Metal Trades Related
4000 Mechanics Related (Light & Heavy Equipment)
4400 Transport Equipment Operating
4600 Humanities & Social Sciences
4900 Natural Sciences (Biological, Physical & Life
       Sciences)
5200 Religion
5300 Basic Skill Orientation & Related

3.6.2.   Detail

0000 GENERAL USE

0100 MANAGERIAL, ADMINISTRATIVE & RELATED

    0110 Public Administration
    0120 Public Administration/Municipal Administration
    0130 Urban Planning
    0140 Urban/Regional Planning Technician

    0150 Finance/Banking
    0160 Financial Management/Finance & Investment
    0170 Purchasing Management
    0180 Credit Management
    0190 Financial Receptionist
    0200 General Banking & Teller Training/Bank Teller

    0210 Business
    0220 Administrative Management
    0230 Operations Management/Production Management
    0240 Business Administration/Management
    0250 Business Administration (Dogwood)
    0260 Supervisory Management/Instructional Technology
    0270 Principles of Supervision/Training Preservation Skills
    0290 Industrial Management
    0290 Merchandising/Marketing
    0300 Marketing Management
    0310 Salesmanship/Technical Sales Representative
    0320 Cashier Training
    0330 Retail Sales
    0340 Payroll Clerk
    0350 Women in Management
    0360 Problem-Solving & Decision-Making
    0370 Insurance Technology
    0380 Realty Appraisal

    0390 Accounting
    0400 Bookkeeping
    0410 Accounting Clerk

    0420 Personnel Management
    0430 Industrial Records and First Aid
    0440 Industrial Hygiene Technician

    0450 Data Processing
    0460 Data Processing/Computer Programming & Systems
    0470 Computer Maintenance
    0480 Keypunch Operator/Data Entry

    0490 Other
    0500 Freight Traffic Management
    0510 Industrial Warehousing

0600 SECRETARIAL, CLERICAL & RELATED

    0610 Business Office Training/Business Careers /
    0620 Clerk Typist
    0630 Secretarial
    0640 Bilingual Secretary
    0650 Typewriting
    0660 Secretarial Science (and upgrading)
    0670 Secretarial Basic
    0680 Junior Stenographer
    0690 Executive Secretary/Administration Assistant

0700 MEDICINE, HEALTH & RELATED

    0710 Medicine
    0720 Medical Doctor/Physician
    0730 Nursing/Registered Nurse (and upgrading/refresher)
    0740 Nursing Access Program
    0750 Psychiatric Nursing
    0760 Post-basic Psychiatric Nursing
    0770 Nursing Orderly
    0780 Practical Nursing
    0790 Physiotherapy (and upgrading)
    0800 Nursing Aides (general)
    0810 Maternity and Pediatrics/Obstetrics (upgrading)
    0820 Operating Room
    0830 Gerontology   Aide/Geriatric   Assistant/Intermediate   Care Aide
           (Gerontology)
    0850 Health Care Aide
    0860 Activity Aide
    0870 Respiratory Technology
    0880 Orientation for Hospital Care

    0890 Dentistry
    0900 Dentist
    0910 Dental Hygiene
    0920 Dental Technician/Dental Mechanic
    0930 Dental Assistant/Intra-Oral
    0940 Restorative Dentistry

    0950 Pharmacy
    0960 Pharmacist
    0970 Pharmacy Assistant

    0980 Medical Technologists
    0990 Nuclear Medicine Technology
    1000 Medical Radiography
    1010 Medical Laboratory Technology
    1020 Biomedical Electronics Technology

    1030 Other
    1040 Environmental Health Technology/Public Health Inspector Training
    1050 Hospital Supervision
    1060 Health Care Management
    1070 Health Data Technology

1080 Medical Stenographer/Medical Office Assistant
1090 Medical Record Science Program
1100 Data Entry
1110 Clerical Health Worker

1120 Community Health Service Worker/Special Care Aide/ Extended Care
      Worker
1130 Community Independence Training Worker/Developmental Disabili-
      ties
1140 Mental Health Aide

1150 Program for the Developmentally Handicapped

1160 Vocational Rehabilitation Counselling

1170 Training Program, Interpreters of Sign Language of the Deaf/
      Para-professional Worker with the Deaf

1180 Emergency Medical Assistant

1190 Dietary Aide

1200 TEACHING & RELATED

1210 Teacher Training (Elementary & Secondary levels)
1220 Teacher Assistant Program
1230 Early Childhood Education & Care/Pre-School Teacher Training
1240 Meda Resources Program
1250 Librarianship
1260 Library Technician

1300 ARTISTIC, LITERARY, PERFORMING ARTS & RELATED

1310 Arts in Merchandising
1320 Commercial Illusion
1330 Visual Communications (Sign Painting)

1340 Fine Arts
1350 Fashion Design/Clothing
1360 Retail Fashions/Fashion Merchandising
1370 Power Sewing/Power Sewing (Production)

1380 Applied Communication/Communications Media
1390 Broadcast Communications
1400 Journalism
1410 Communications and Report Writing

1420 Theatre
1430 Theatre Arts/Drama

1440 Film and Film Animation
1450 Photography
1460 Photography Technician

1470 Graphic Arts/Visual Arts
1480 Graphic Design (and upgrading)

1490 Design & Design Research

1500 Interior Design

1510 Music
1520 Music Teachers Program

1530 Wood Crafting

1540 Printing Trades

1600 SERVICES RELATED

1610 Protective
1620 Law
1630 Criminology
1640 Criminal Justice/Criminology
1650 Justice Training
1660 Forensic Worker
1670 Correctional Officer
1680 Law Enforcement
1690 Police Administration
1700 Firefighting
1710 Fire Science

1720 Court Recorder
1730 Court Reporting/Court & Conference Reporting

1740 Legal Assistant
1750 Legal Stenography (and upgrading)

1760 Social Work & Related
1770 Social Work

1780 Community Service Worker/Community & Family Aide/Family Care
      Worker
1790 Homemaker/Trained Homemaker
1800 Social Service Aide/Welfare Aide Program

1810 Child Care Worker/Child Care Aide
1820 Residential Child Care Program

1830 Home School Coordinator Program
1840 Employment Counselling Aide
1850 Counselling Skills
1860 Vocational   Counselling/Counselling/Occupational   Information
      Advisor
1870 Alcohol & Drug Addiction

1880 Personal
1890 Barbering (and upgrading)

2000 Hairdressing
2010 Facials & Manicuring

2020 Shoe Repairing

2030 Funeral Directing/Embalming

2040 Room Maid

2050 Dry Cleaning

2060 Food & Beverage Preparation
2070 Baking (and upgrading)

2080 Food Services Technician/Biol. Sci. Tech.
2090 Cooking/Cook Training (and upgrading)
2100 Cook (Restaurant, Short Order)
2110 Cook (Chinese Cuisine)
2120 Cook Helper

2130 Bartending
2140 Beverages, Alcoholic

2150 Waiter/Waitress Training

2160 Retail Meat Processing (Butchering/Meat-Cutting)

2170 Hospitality Industry
2180 Hotel, Motel, & Food Service Management/Hosp. & Tour Administration

2190 Travel Marketing & Management

2200 Motel, Resort, Trailer Park Management

2210 Travel Counsellor

2220 Recreation
2230 Recreation & Wilderness Leadership/Recreation Leadership
2240 Outdoor Recreation Management
2250 Equestrian Program

2260 Other
2270 Building Service Worker (Janitor)

2280 Multi-Unit Housing Property Supervisor

2290 Floristry

2300 FARMING, AGRICULTURE, HORTICULTURAL & DAIRYING RELATED

2310 Agri-Business Management/Biol. Sci. Tech.
2320 Agriculture (and Agricultural Specialties)

2330 Beef Production

2340 Practical Horticulture
2350 Horticulture/Landscaping Technician
2360 Nurseryman Training

2370 Milker Training
2380 Dairy Herdsman
2390 Nutrition/Animal Health Care

2400 Animal Husbandry

2410 Farrier Training (and upgrading)
2420 Horsemaster Certificate

2500 RENEWABLE RESOURCES RELATED

2510 Marine and Fisheries Skills/Marine Fishing Skills
2520 Network
2530 Fisherman (upgrading)

2540 Forest Resource Technology
2550 Forestry (option)
2560 Wildlife, Wildland & Recreation (option)
2570 Logging
2580 Logging Basic (Interior)
2590 Log Loading & Shovel Operator/Logging Equipment Operator
     (upgraded)
2600 Training for Setting Chokers/Logging Chokerman
2610 Log Scaling/Grading
2620 Log Sorting & Booming/Sidewinder/Falling & Bucking
2630 Logbuilding Construction
2640 Lumber Grading
2650 Forest Products (Wood/Pulp & Paper)
2660 Sawmill Training/Orientation
2670 Circular Sawfiler/Sawfiling
2680 Fitter & Benchman/Sawfitter

2700 MINING, QUARRYING, OIL, GAS & POLLUTION CONTROL RELATED

2710 Natural Gas & Petroleum Technology

2720 Mining Technology
2730 Mining Equipment Operator
2740 Underground Miner/Mining Underground
2750 Mining Open Pit
2760 Diamond Drilling (and upgrading)
2770 Diamond Driller Helper
2780 Coal Mining
2790 Prospecting
2800 Mine Mechanics Training/Mining Industry Occupations

2810 Heavy Equipment Operator

2820 Chemical & Metallurgical Technology/Pollution Treatment
2830 Water & Wastewater Treatment

2900 CONSTRUCTION, BUILDING/HOUSE RELATED

2910 Engineering (Applied Science)

2920 Architecture

2930 Building Technology

2940 Construction Industry/Estimating. Costing Supervision/ Material Handling

2950 Construction Management

2960 Carpentry
2970 Building Construction
2980 Construction Technician
2990 Carpentry & Joinery
3000 Benchwork & Joinery

3010 Bricklaying

3020 Plumbing

3030 Plumbing & Steamfitting
3040 Pipefitter
3050 Gasfitter
3060 Sprinkler Fitting

3070 Painting & Decorating

3080 Glazier

3090 Drywall Installer
3100 Drywall Finisher

3110 Lathing
3120 Plastering

3130 Cladding

3140 Floorcovering

3150 Insulation Heat & Frost

3160 Roofer/Roofing

3170 Carpet Laying

3180 Tilesetting

3190 Construction Millwright

3200 Electricity/Electrician (and upgrading)

3210 Marketable Skills Programs

3300 ENGINEERING, HEAVY CONSTRUCTION-RELATED

3310 Engineering (Applied Science)

3320 Civil & Structural Technology/Civil & Construction Technology
3330 Pre-Cast Moulder & Finisher

3340 Surveying Technology
3350 Survey
3360 Photogrammetry

3370 Boat Building (Wood)

3380 Piledriver & Bridgeman

3390 Blasting Program

3400 DRAFTING

3410 Architecture

3420 Drafting
3430 Architectural Drafting
3440 Architectural & Mechanical
3450 Architect____ & Structural
3460 Civil & Municipal Drafting
3470 General Drafting
3480 Map Drafting
3490 Mechanical Drafting
3500 Steel Design Detailer
3510 Structural Drafting
3520 Computer Assisted Municipal Drafting

3600 ELECTRIC/ELECTRONICS RELATED

3610 Electrical/Electronics & Instrumentation Technology
3620 Instrumentation (and upgrading)
3630 Telecommunications
3640 Electronic/Electrical Security Systems

3650 Electricity & Industrial Electronics
3660 Lineman
3670 Tree Trimmers for Line Clearance

3680 Electronics/Electro-Mechanics
3690 Electrical Construction
3700 Electrical Industrial
3710 Electrical Motor Winding

3720 Electronics, Marine (upgrading)

3730 Electronics, TV & Radio Technician
3740 Community Antenna Television
3750 Electronics Technician (and upgrading certificate program)

3800 METAL TRADES RELATED

3810 Metal Fabrication

3820 Boilermaker (Erection)

3830 Ironworker

3840 Sheet Metal Work

3850 Steel Fabrication
3860 Steel Trades (upgrading)
3870 Steel Shipbuilding

3880 Welding (and upgrading)
3890 Welding Pipeline

3900 Machinists & Related
3910 Machinist (and upgrading)
3920 Machine Operator (upgrading)
3930 Machine Shop

3940 Millwright

3950 Other
3960 Foundry/Moulder

4000 MECHANICS RELATED (LIGHT & HEAVY EQUIPMENT)

4010 Engineer (Applied Science)

4020 Aircraft Maintenance & Repair
4030 Aircraft Component(s) Maintenance Training

4040 Automotive Body Repair
4050 Autoframe Straightening/Frame Straightening

4060 Automotive Mechanical Repair

4070 Tire Repair & Servicing

4080 Appliance Servicing/Repair
4090 Refrigeration
4100 Furnace Installers & Related

4110 Small Engine Repair (and upgrading)
4120 Inboard Outboard Engine Mechanics

4130 Radio & Television Repair

4140 Office Machine Mechanics/Repair

4150 Musical Instrument Repair Technician

4160 Motor Cycle Repair
4170 Motor Cycle Mechanics

4180 Locksmith Training

4190 Partsman

4200 Heavy Duty Mechanics
4210 Airbrake Certificates
4220 Heavy Duty & Automotive Specialists
4230 Heavy Duty Mechanics (Farm Mechanics)
4240 Farm Machinery Repair

4250 Heavy Equipment Maintenance Technician Training
-Shovel Mechanics
-Earth Moving Equipment Mechanics
-D-9 (and larger) Mechanics
-Transport Mechanics

4260 Marine Engineer Repair & Maintenance
4270 Marine Engineering (and upgrading)

4280 Mechanical Technology

4290 Power Engineering (Steam Engineer) (and upgrading)
4300 Power & Process Engineering
4310 Diesel Engine Mechanic
4320 Diesel Engineering
4330 Electric Generator Systems Mechanic
4340 Pipeline Mechanic
4350 Maintenance Mechanic (Pipeline Industry)
4360 Maintenance Mechanic

4370 General Mechanics

4400 TRANSPORT EQUIPMENT OPERATING

4410 Aviation

4420 Nautical Training (upgrading)
4430 Radar Observer
4440 Deckhand
44__ Conversion
44__ Ocean & Coast Navigation
4470 Master
4480 Watchkeeper Mate
4490 Traffic Control/Marine Traffic Controller

4500 Marine Emergency Duties (Firefighting)

4600 HUMANITIES & SOCIAL SERVICES

4610 Archaeology
4620 Anthropology
4630 Sociology

4640 Architecture

4650 Asian Area Studies
4660 Canadian Studies

4670 Business Administration

4680 Classical Studies

4690 Communications

4700 English
4710 Linguistics

4720 Modern Languages & Literature

4730 Criminology

4740 Economics
4750 Political Science
4760 History

4770 Environmental Studies

4780 Librarianship

4790 Law

4800 Music

4810 Social Work

4820 Theatre

4830 Philosophy

4840 Psychology

4850 Women's Studies

4900 NATURAL SCIENCES (BIOLOGICAL, PHYSICAL & LIFE SCIENCES)

4910 Applied Science (Engineering)

4920 Astronomy

4930 Bacteriology

4940 Botony

4950 Biochemistry

4960 Biology

4970 Computer Science

4980 Chemistry

4990 Ecology

5000 Forestry

5010 Geography

5020 Geology

5030 Geophysics

5040 Marine Sciences

5050 Mathematics

5060 Microbiology

5070 Oceanography

5080 Physics

5090 Physical Education

5100 Zoology

5200 RELIGION

5210 Religious Studies

5300 BASIC SKILLS ORIENTATION & RELATED

5310 Assessment & Orientation for Status Indians/Native Indian
     Assessment Program

5320 College Preparatory
5330 Basic Training for Skill Development
5340 Generic Skill/Life Skills
5350 Literacy
5360 Basic Job Readiness Training
5370 Reading & Study Skills
5380 Occupational Orientation & Work Activity/Work Training
5390 Social Orientation

5400 Employment Orientation for Women
5410 Work Assessment
5420 Women's Apprenticeship Exploratory Program

5430 English Language Training

5440 Vocational Orientation for the Deaf/Hearing Impaired
5450 Vocational Orientation for the Hard of Hearing

5460 Assessment for the Handicapped

5470 Adult Secondary School Completion Program
5480 General Education Development Testing Program (G.E.D.)

5490 Pre-Technical Training

5500 Metric Systems

3.7. Station Type

Column No.

49	Codes	A	=	Tables & Chairs
		B	=	Layout-tables (bigger than 30"x60")
		C	=	Movable tablet arm chairs
		D	=	Fixed tablet arm chairs
		E	=	Fixed chairs
		F	=	Movable chairs
		G	=	Drafting tables
		H	=	Carrels
		I	=	Laboratory Benches (movable & fixed)
		J	=	Desks (with 1 or 2 pedestals) & chairs
		K	=	Other

NOTE: N/A is not an input value. It is printed by the program where a blank was inputed.

Possible Problems:

Mixed Station Types:

How is a mixture of station types in one classroom coded? For example, tables and chairs mixed with tablet arm chairs.

Take, by observation, the predominant station type and apply the appropriate code.