

I. INTRODUCTION

All space at Oregon State University belongs to the University as it is a substantial asset and must be managed effectively to meet the institution's strategic mission for teaching and research. The OSU Space Inventory is centrally administered; however, each unit directly manages their assigned space to meet its program needs. The process to ensure the space inventory is accurately represented is through an OSU Space Survey. The survey is completed bi-annually and is used in many facilities planning and budgeting activities such as indirect cost recoveries, space allocation and budgeting, and planning for additional facilities. The survey is centrally distributed to each unit so they review the information for accuracy and make the necessary changes or additions based on current fiscal year activities.

The OSU Space Inventory supports two strategic initiatives:

1. OSU Space Allocation Model

The OSU Space Allocation Model is designed to help facilitate effective space utilization to meet the University's teaching and research initiatives. The model was approved by the University Space Committee (USC) October 2007 and includes the following overarching principles: (refer to the USC website for more information www.oregonstate.edu/osusc).

- Provide a model that will help to determine University space surpluses or deficits
- Provide a model for Space Reallocation Plans
- Support the University's strategic mission for capital planning initiatives

2. Facilities and Administrative (F&A) Cost Studies

The space inventory is a critical component of the F&A Rate Proposal process and provides a significant amount of returned overhead to help continue OSU's research programs. The space inventory data significantly impacts the categories listed below:

- Operations and Maintenance costs associated with buildings
- Building and Equipment Depreciations
- Office of Management and Budget (OMB) Circular A21 Reporting

F&A or "indirect" costs are those "that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, instructional activity, or any other institutional activity." Every three to four years, OSU submits a proposal based on all expenses incurred during a base year and negotiates an F&A Rate Agreement to recover institutional overhead costs from sponsored activities.

OSU uses a variety of resources including personnel (faculty and staff), equipment, and libraries. These resources are housed within OSU's physical facilities. OSU must make substantial investments in the construction and maintenance of its facilities and recovers some of the associated costs from external funding sources. Research funding is received from a variety of sources with the largest source of funding from the Federal government.

There are two cost categories: **Direct costs** or expenses which can be specifically identified with the project and **Indirect cost** items which are expenses associated with general infrastructure support. [OMB Circular A-21](#), provides principles for determining the costs applicable to sponsored agreements.

II. SPACE SURVEY ROLES AND RESPONSIBILITIES

In order for the Space Survey process to be a success, it involves a collaborative effort between the Central Administration and each Unit. The collaboration must include all levels of the unit to ensure that whoever is responsible for the space survey adjustments represent the current space activities. The following information identifies the roles and responsibilities for the OSU Space Survey process:

1. Central Administration

Facilities Services administers the space survey process to each University unit. The goal is to provide an easy update process that can be completed in the most timely and efficient manner.

2. Primary Unit Space Contact (PUSC)

The primary unit space contact is the person who is responsible for the additions and/or changes to the space survey. Facilities Services works directly with the primary space contact.

3. Contracts and Grants Representative

A representative versed in grants and contracts administration for a unit provides expertise in the areas of grant/contracts accounting and classification. This person should assist the PUSC with identifying the grants that support each room within the unit to accurately account and classify a room use. A Personal Activity Report (PAR Form) can be used to determine the percentage of room use.

4. Principal Investigator (PI)

The principal investigator can assist the PUSC (along with the contracts and grants administrator) to ensure that research (non class) laboratories include all appropriate research or non-research funded activities.

III. GENERAL STEPS TO COMPLETE THE SPACE SURVEY

In order to meet the goal of maintaining up-to-date and accurate space inventory data, there are five primary steps to completing the OSU Space Survey:

1. Complete a space audit or physically walk the space. Space coordinators should verify each room prior to entering changes into the database. The review should assure that:

- Room numbers are correct;
- Make sure the square footage appears correct; and
- The type and usage of space is correctly coded;
 - The room type and usage should be coded for the activities that occurred over the course of the CURRENT FISCAL YEAR.
 - Use the Personnel Activity Report (PAR) form to assist in identifying the average yearly ROOM USAGE based on activity and occupancy.

If any of these elements are incorrect, the space coordinator should make note and contact Facilities Services for further assistance.

2. Check room numbers assigned to the department for completeness and accuracy.

- Check each room to make sure it corresponds with the number actually posted on a room's door or doorpost.
- Confirm that the survey reflects all spaces assigned to the unit. If it does not, contact Facilities Services to reconcile the missing information.
- If there are rooms on the survey that are not assigned to the department, contact Facilities Services for further assistance.

3. Review PI, Grant ID, and Occupant Information.

- Confirm that all employees occupying space are shown in their correct rooms. This includes all paid and non-paid undergraduate, non-employed graduate students, emeritus, courtesy and visiting faculty.
- Include UP TO 10 GRANTS that support research activities for each room. (Multiple grants are now accepted in the space inventory database.)

4 For non-class laboratories and related rooms, a PI must be identified. If the room is used for organized research projects, the PI will be the responsible party to verify a room use when Federal auditors complete their space survey.

- Every person involved in the activities in a non-class laboratory space must be identified.
- Enter all principal investigators for his/her lab(s) and related rooms.
- Enter all Grants for all on-campus program codes that are associated with the PI for a specific room.
- All GRAs and GTAs are now identified by name. Non-employed and undergraduate students names are listed.

5 The web space survey is the database to enter all changes to the space inventory.

- After the unit has made all changes to the paper copies of the space inventory, the web space survey is the database to make all changes.
- The primary space inventory representative for each unit will be contacted by Facilities Services for training on the web space survey.
- The date for web space survey update will be provided to the units in the annual memo from Facilities Services alerting the units that the entry window is open.

IV. WHO TO CONTACT FOR THE SPACE SURVEY PROCESS

In order to assist in the roles and responsibilities, the following contacts are listed for any questions that may arise during the survey process.

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Fritz Wilhelm, Space Analyst
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For specific questions about the F&A Rate Proposal process, contact:

Charlotte Rooks, Cost Analyst
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For copies of electronic floor plans of a building, contact:

Dan vanVliet, Mapping Coordinator
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Utilize the reference material in the appendices

- A. Frequently Asked Questions (FAQs),
- B. Definitions of University Functions and Definitions of Indirect Cost Pools, plus
- C. Matrices for room types, uses, descriptions, and definitions.

APPENDICES

A-1. FREQUENTLY ASKED QUESTIONS

Each year, several questions seem to be repeatedly asked. This section is developed in order to assist you in your update process. If you have a question or topic that is not included in this list but feel it might be important for others to know, please contact Facilities Services to add to the list.

Faculty space

How do I code a faculty office for faculty who teaches and does sponsored research? Code all faculty office space as Use Code 0400 – Instruction/Research Support. **Do not prorate the space.**

What if a faculty member has more than one office? Example would be a department head office and a teaching office. List the occupant in each space. Code space used as a department head as Use Code 0420 - Department Administration; code space used for teaching office as Use Code 0400 - Instruction/Research Support. This applies only to offices, not non-class lab space.

Do I need to code space differently for faculty who sometimes work greater than 40 hours per week? No, their office space would still be coded as Use Code 0400 – Instruction/Research Support.

What about a faculty office when the professor is on sabbatical? If you are maintaining their office while away and no one else is using the space, include the occupant information as if they were present. The usage code must be changed to 1300 – UNOCCUPIED SPACE, if their sabbatical is longer than six (6) months during the current fiscal year.

How do I code a faculty office for a vacant position we are about to fill? If the position will definitely be filled within the current fiscal year, list the position next to the room the new person will occupy. In the Employee Information column, enter “Temporarily Vacant”. Use Code 0400 – Instruction/research Support. If the position will not be filled this fiscal year, the Use Code is 1300 – UNOCCUPIED SPACE.

How do we code space used by courtesy or emeritus faculty and similar staff not paid by OSU?

Report all courtesy and emeritus faculty members for each room as you do other faculty. If USDA employee, assign Use code 0200; if emeritus faculty, assign Use code 0400; if courtesy and has university grants, assign Use code 0400; if person is not working for OSU, assign Use code 1000.

Graduate Student Space

What use code do we use for GRA/GTA offices? GTA spaces should always have a Use code of 0400 - Instructional/research Support in a Research/Non-Class Lab-Wet (2500). GRA space will be partially coded as 0400 for their studies and thesis work (see next question) and partially coded as 0200 Organized/Sponsored Research, if they are working and paid on a grant or cost share fund. If a GRA is doing university (non-sponsored) research, code their non-instructional space as 0110 Departmental Research.

Is GRA thesis writing instruction or organized research? It is rare for a thesis to be a requirement for a sponsored project; therefore thesis writing should be considered instruction and the usage code would be 0400 – Instruction/Research Support.

Do we really need GRA names? Yes, GRAs and GTAs must now be added to the occupant list and added to the room(s) they occupy. The list of names should match the departmental totals for the current fiscal year.

What about GRA/GTA ‘common’ area. How do we code the use? There is no “common space” currently in the list of room types. Identify the room type that closest fits the description and the usage code would be 0400 Instruction/Research Support.

What if we must locate employed Grad student offices within a non-class laboratory because we have no other space? It is expected that the graduate student will be performing both instruction and research activities; therefore, the area being used as an office must be appropriately prorated by the use of the room for both activities. Pay particular attention to these types of cases and make sure the Use Code is prorated to an appropriate and defensible amount of instruction. See Non-class Lab space question below for further information.

What do we code space for graduate students paid by foreign governments? If OSU is obligated to provide office space for such students, consider them to be non-employed graduate students (NEGs). Add their names to the room they occupy. Use code is 1000 Independent Operations.

Non-Class (Sponsored Research) Lab Space

Grant codes are required with space Use codes 00120, 0200, 0210, 0220, and 0310. Do I have to include all the grant numbers the PI has? You need to include all those grants using that particular space. Only grants with “on-campus” Program Codes would be available for this designation. The software can accommodate up to 10 grant numbers. Make sure you allocate the percentage of each grant to the research usage code.

Faculty member is a PI on a research grant but is not currently paid on a grant or cost share fund; i.e., volunteer cost share. Can there be some space prorated to organized research? When a faculty member is not paid on a grant or cost share fund, the presumption is that this represents voluntary uncommitted cost sharing. The room use would get coded as 0110 Departmental Research. The Office of Management and Budget (OMB) issued a clarification memo in January 2001 concerning voluntary uncommitted cost sharing. The memo stated that “voluntary uncommitted cost sharing should not be included in the organized research base.”

I have faculty with research funding from OSU Foundation. How do I code the lab in this case? Most research funding from this source is considered departmental research and Use Code is 0110 Department Research, not organized (or sponsored) research. Only indexes with a Program Code beginning with 15xxx are organized research; Use Code 0200.

If an employed graduate student is doing thesis writing in a non-class research lab, can we just carve out space for this as instructional support rather than making it a graduate student office?

- a. If the graduate student has an office space in another location, is performing research in the lab, and has an “office-type” work area within the lab, then this space can be included as a part of the research lab, and room use identified as 0400 - Instruction/Research Support.
- b. If the graduate student has been assigned an office space within a non-class lab, then the space must be prorated as an employed graduate student office (3104).

If there is no PAR form, how do I account for faculty or GRA time in non-class lab space? As stated in [GCG 211](#): Personnel Activity Effort Reporting (PAR), OSU's Grant, Contract and Gift Handbook, PAR forms are generated for those individuals who have been paid either in full or in part from either restricted grant funds or cost sharing funds. If a faculty member does not receive a PAR form for effort during the current fiscal year, they most likely have not performed paid or cost-shared effort on a sponsored project. Their effort (and commensurate use of space) would be for instruction or other university functions. The PAR form is meant to be a tool for confirming space usage. You should be re-confirming a faculty member's effort/space usage directly with them.

Department Administrative Space

We have a conference room. What Use code would be appropriate? The code to be used for conference rooms is 0420 Department Administration unless the conference room is associated with a General Administrative Unit.

How do we code departmental administrative space when funded by a grant, i.e. center or program grant? Center/program grants are considered a major project or activity at OSU. This is one of the instances where OSU is allowed to direct charge clerical and administrative salaries to a federally sponsored project. A center grant is awarded to OSU for either organized research or other sponsored activity. Any administrative space associated with a center grant directly supports that grant function of either research or other sponsored activity; therefore, the space should be coded the same. The space would not be coded Departmental Administration if the activity is funded by the center/program grant.

What is the difference between Departmental Administration and General Administration? Only units which serve the entire university should code space with the 0610 General Admin code. These include the President, Provost, VP offices, Business Affairs, Budgets, Business Services. All others, including college Dean's offices and department heads, must use code 0420 Department Administration.

Shared Space

What if my department is using space that has been assigned to another unit? It is important to identify any space your unit occupies with your unit's activities. Coordinate with the other department. The Facilities Services data base must reflect both assigned/responsible unit and the unit that is actually using the space.

Other

How do I code "Field Buildings"? Field buildings should be coded according to what functions are taking place in that space. Many will have the Use Code 0710 – Experiment Station O & M. These field buildings do not require an AES project index.

How do I code Ag Experiment Station buildings away from Corvallis campus? Agricultural Experiment Station buildings should be coded according to what functions take place in the space. Appropriate Use Codes are 0420 Department Administration, 0400 Instruction/Research Support (faculty offices), 0210 AES Research, 0710 Experiment Station O&M (shops, utilities), 0200 Organized/Sponsored Research. Include the AES project index and sponsored grant number where appropriate.

What do I use as the Project Code for AES research? All AES projects have a project index. Use that index as your project code. Do not use indexes with Program Codes 11200, 11201, or 11990. These are not indexes for specific AES research projects.

B-1. Definitions of University Room Usage Functions

New for 2011: Departmental usage codes have been changed to complement national standards as it relates to the Facilities and Administrative Cost Study process. The web survey will show the new codes, however; the following information is provided as a reference.

Instruction and Departmental Research (USAGE CODES: 0100, 0110, 0120, and 0400)

Instruction means the teaching and training activities of an institution. Except for sponsored research training, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions such as a summer school division or an extension division. Department-funded research is also part of this major function.

(1) Departmental research means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. (This includes research activity supported by gifts, endowments, or the OSU Foundation funds for which no formal application/approval process is required.) Departmental research, for purposes of this document, is not considered as a major function but as a part of the instruction function of the institution.

(2) Sponsored instruction means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.

NOTE: Faculty offices for COLLEGES ONLY should be coded with usage code 0400 Instruction/Research Support.

Organized/Sponsored Research (USAGE CODES: 0200, 0210, 0220)

Organized research means all research and development activities of an institution that are separately budgeted and accounted for. It includes:

(1) Sponsored research means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. (This also includes activities supported by cost share funds specifically identified to grants and contracts.)

(2) University research means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, shall be combined with sponsored research under the function of organized research. (Only research that is separately budgeted and accounted for in OSU indexes with program codes beginning with "1xxxx" qualifies as university "organized" research for this purpose.)

Other Sponsored Activities (USAGE CODES: 0310 and 0320)

Other sponsored activities mean programs and projects financed by Federal and non Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects include: health service projects and community/extension service programs. When any of these activities are undertaken by the institution with no outside support, they may be classified as other institutional activities.

Other Institutional Activities (USAGE CODES: 0300, 0430, 0620, 0900, 0910, 0920, 0930, 0940, 0950, and 1000)

Other institutional activities mean all activities of an institution except:

- (1) Instruction, departmental research, organized research, and other sponsored activities, as defined above;
- (2) F&A cost activities (see indirect cost pools shown below); and
- (3) Specialized service facilities described in OMB Circular A-21, Section J.47.

B-2. Definitions of Indirect Cost Pools use for the Space Inventory

Departmental Administration (USAGE CODE: 0420)

The expenses under this heading are those that have been incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, and organized research units such units as institutes, study centers, and research centers.

Note that in academic deans' offices, only those salaries and operating expenses attributable to administrative functions are included here. For academic departments, salaries and fringe benefits attributable to the administrative work (including bid and proposal preparation) of faculty (including department heads), and other professional personnel conducting research and/or instruction, are included here. Other administrative and supporting expenses incurred within academic departments are included here as well. This would include expenses such as the salaries of secretarial and clerical staffs, the salaries of administrative officers and assistants, travel, office supplies, stockrooms, and the like.

Include space that supports these functions as room use "Departmental Admin", i.e. file rooms, workrooms, storage, and waiting/reception rooms.

Student Services (USAGE CODES: 0500 and 0900)

The expenses under this heading are those that have been incurred for the administration of student affairs and for services to students, including expenses of such activities as deans of students, admissions, registrar, counseling and placement services, college student advisers, student health and infirmary services, catalogs, commencements, and convocations.

General Administration and General Expenses (USAGE CODES: 0610 and 0413)

The expenses under this heading are those that have been incurred for the general executive and administrative offices of educational institutions and other expense of a general character which do not relate solely to any major function of the institution; i.e., solely to (1) instruction, (2) organized research, (3) other sponsored activities, or (4) other institutional activities. These codes are not to be used for College Dean's offices or academic department offices, including the Graduate School, Honor's College Administration, and International Programs Administration.

Operation and Maintenance of Plant. (USAGE CODE: 0700, 0710)

This category should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises and independent operations. Coding for these spaces are limited to Facilities Services (0700) and Experiment Station O&M (0710).

Auxiliary Enterprises (USAGE CODE: 0900, 0910, 0920, 0930, 0940, and 0950)

An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. This includes Intercollegiate Athletics, Housing and Dining Services, and Department of Recreation & Intramural Sports.

Unoccupied Space (USAGE CODE: 1300)

Space that at the time of the inventory is either vacant (not assigned to any faculty or staff members) or under renovation.

C-1. ROOM TYPES, DESCRIPTIONS AND DEFINITIONS

The following room types are classifications adapted from the *Postsecondary Education Facilities Inventory and Classification Manual (FICM), May 2006*.

CLASSROOM FACILITIES			
Type code	Description	Explanation	TYPICAL Room Use Codes
1100	Classroom	Space for regularly scheduled classes not requiring any special equipment and is typically subject to central scheduling by the Registrar's Office.	0100 – Instruction
1100	Seminar Room	Normally equipped with table and chairs, the room is used for seminars and other small classes.	0100 – Instruction
1150	Classroom Service/Support	Room directly serving a Classroom or Seminar Room as an extension of the activities of those areas.	0400 – Instruction/Research Support
2100	Class Laboratory (Regularly Scheduled)	Used by regularly scheduled classes or labs that require special purpose equipment.	0100 – Instruction
2155	Class Lab Service/Support-Other	A room directly serving a Class Laboratory as an extension of the activities of the class laboratory.	0400 – Instruction/Research Support
2200	Open Lab - Wet	Used for classes and labs that require special purpose equipment and do not meet at a regularly scheduled time.	0100 – Instruction 0400 – Instruction/Research Support
2201	Audio/Visual Studio	Room furnished with class seating and providing loud speakers and playback equipment for group listening of recorded material and/or projection equipment for viewing of films.	0100 – Instruction 0400 – Instruction/Research Support
2255	Open Lab Service/Support-Other	Room directly serving an Open Laboratory or a Studio, Audio Visual as an extension of the activities in such a Facility.	0400 – Instruction/Research Support
4100	Study Room (Incl. Reading Rooms)	Room specially equipped or designed for individual study in a particular field.	0400 – Instruction/Research Support
RESEARCH AND RELATED FACILITIES			
2500	Research/Non-Class Lab-Wet	Laboratory used primarily for research. Generally requires special purpose equipment.	0400 – Instruction/Research Support 0210 – Ag Exp Station (AES) Research 0220 – FRL Research Lab 0110 – Departmental Research 0200 – Organized/Sponsored Research
2551	Electron Microscope Room – Research/Nonclass Lab Service/Support-Instrument Equip Room	Room houses an electron microscope and its related equipment (excluding light-optical microscopes and imaging devices).	0200 – Organized/Sponsored Research
2555	Research/Non-Class Lab Service/Support-Other	Room directly serving a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.	0200 – Organized/Sponsored Research

<u>OFFICES</u>			
3101	Administrative Office	Office used specifically by OSU administration professional faculty (no rank faculty).	0610 – General Administration 0420 – Department Administration 1000 – Independent Operations
3102	Faculty Office (Teaching/Research)	Room assigned to faculty (ranked faculty – including Faculty Research Assistant).	0400 – Instruction/Research Support 0420 – Department Administration 1000 – Independent Operations
3101	Staff Office	Office used by classified staff.	0400 – Instruction/Research Support 0610 – General Administration 0420 – Department Administration 1000 – Independent Operations
3104	Graduate Student Office	Office used by an employed graduate student (GRA/GTA) for duties other than classroom meetings.	0400 – Instruction/Research Support
3102	Office-Laboratory	Room that is primarily an office but includes lab fixtures or equipment for research/experimentation.	0400 – Instruction/Research Support 0110 – Departmental Research 0200 – Organized Research
3101	Other Student Office	Office used by non-employed graduates and all other employed or non-employed undergraduate students who require office space.	0400 – Instruction/Research Support 0610 – General Administration 0420 – Department Administration
<u>OFFICE-RELATED FACILITIES</u>			
3150	Office Service/Support	Room directly serving an office as an extension of the activities in an office.	0610 – General Administration 0420 – Department Administration
3500	Conference Room	Meeting room used by faculty and staff for non-instructional activities.	0610 – General Administration 0420 – Department Administration
<u>STUDY FACILITIES</u>			
4100	Study Room (Incl. Reading Rooms)	Room used for reading and independent study.	0400 – Instruction/Research Support 0411 – Library Reading Space
<u>STACKS</u>			
4300	Open-Stack Study Room (In Valley/Guin Libraries)	Room (in the library) containing multiple rows of shelving used to provide the orderly collection of books.	0412 – Library Stacks
4550	Study Service/Support	Room containing shelving or other storage facilities used to provide the orderly collection of non-book materials.	0400 – Instruction/Research Support
<u>LIBRARY PROCESSING ROOMS</u>			
4550	Service Desk Area, Card Catalogue Area, Processing Area, Study Facilities Service – Study Service/Support	Room staffed by library personnel for the purpose of issuing books and other library materials or providing information to students and staff. Room serving as a supporting service to the operation of the library.	0410 – Library Administration
<u>SPECIAL USE FACILITIES</u>			
5100	Armory	Room used by ROTC units.	0400 – Instruction/Research Support

SPECIAL USE FACILITIES (cont)			
5200	Athletic Activity Area	Area used by students, staff, or public for the instructional activities of physical education or for intercollegiate athletics.	0100 – Instruction 0930 – Athletics (intercollegiate)
5201	Swimming Pool	Indoor pool areas and deck areas around the pool used for either instructional and/or recreational purposes.	0100 – Instruction 0930 – Athletics (intercollegiate)
5230	Athletic Facilities-Spectator Seating	Seating area used by students, staff, or the public to watch athletic events.	0100 – Instruction 0930 – Athletics (intercollegiate)
5250	Athletic-Physical Education Facilities Service/Support	Room serving an Athletic-Physical Education Facility as an extension of the activities of such a facility.	0100 – Instruction 0950 – Recreational
5300	Media Production	Room or group of rooms used in the production and distribution of instructional media.	0400 – Instruction/Research Support
5350	Media Production Service/Support	Room directly serving a Media Production Facility as an extension of the activities in such a facility.	0400 – Instruction/Research Support
5600	Field Building (Agricultural)	Barns, animal shelters, silos, and similar structures with unfinished interiors.	0400 – Instruction/Research Support 0210 – Ag Exp Stn (AES) Research 0710 – Experiment Station O & M
5700	Animal Quarters	A centralized support facility supplying laboratory animals, fish, etc., to the various academic disciplines. Typically includes, stalls, animals and cage rooms, and similar rooms used to house animals and fish.	0400 – Instruction/Research Support 1200 – Service Center (LARC) 0210 – Ag Exp Stn (AES) Research
5800	Greenhouse	Room or building made largely of glass or other light transmitting material and in which the temperature and humidity can be regulated for the cultivation of plants.	0400 – Instruction/Research Support 0210 – Ag Exp Stn (AES) 0220 – FRL Research 0110 – Departmental Research 0200 – Organized/Sponsored Research
5850	Greenhouse Service/Support	Room directly serving a Greenhouse Facility as an extension of the activities in that facility.	0400 – Instruction/Research Support 0210 – Ag Exp Stn (AES) 0220 – FRL Research 0110 – Departmental Research 0200 – Organized/Sponsored Research
5900	Other Special Use Facilities	A category of last resort.	0400 – Instruction/Research Support 0900 – Auxiliary Enterprises
5900	Other Special Use Facilities Service	Room directly serving an Other Special Use Facility.	0300 – Public Service
GENERAL USE FACILITIES			
6100	Auditorium or Theater	Room designed and equipped with a stage for presenting dramatic, musical, devotional, or livestock judging activities to the public.	0900 – Auxiliary Enterprises 0300 – Public Service
6150	Assembly Service/Support (incl. Projection Booths)	Room directly serving an Assembly Facility as an extension of the activities of such a facility	0900 – Auxiliary Enterprises

GENERAL USE FACILITIES (cont)			
6200	Display-Exhibition Room	Room used for exhibits and displays of works of art, artifacts, etc.	0400 – Instruction/Research Support
6300	Cafeteria	Room in which food is displayed on counters and patrons usually serve themselves.	0910 – Food Service
6300	Snack Bar	Room in which a patron can get quick service consisting of easy to prepare or already prepared food.	0910 – Food Service
6300	Dining Room	Room used for eating meals.	0910 – Food Service
6350	Food Facility Service/Support (Kitchens, Dishwashing)	Room directly serving a Food Facility as an extension of the activities in such a facility.	0910 – Food Service
6400	Day Care Center	Room set aside by the institution to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community.	1000 – Independent Operations
6450	Day Care Center Service	Room directly serving a primary activity room in a Day Care Center as an extension of the activities in that room.	1000 – Independent Operations
6500	Lounge	Room used for rest and relaxation.	0420 – Department Administration 0900 – Auxiliary Enterprises
3151	Break Room	Room used for breaks from the workplace.	0610 – General Administration 0420 – Department Administration
6550	Lounge Facilities Service	Room directly serving a Lounge Facility.	0420 – Department Administration
6601	Merchandising Facilities (Bookstore)	Room used to sell products or services.	1000 – Independent Operations
6602	Concession Area	Room or space in which food items and/or sundry merchandise is sold to the student body and/or public at large.	0930 – Athletics (Intercollegiate) 0900 – Auxiliary Enterprises
6650	Merchandising Service/Support	Room directly serving a Merchandising Facility as an extension of the activities in that facility.	1000 – Independent Operations
6700	Recreation Room	Room usually found in the student union and used for recreational purposes by the student body and/or public at large.	0900 – Auxiliary Enterprises
6700	Bowling Alley	Room or area containing the equipment and fixtures necessary for bowling.	0900 – Auxiliary Enterprises
6750	Recreation Facilities Service	Room directly serving a Recreation Facility as an extension of the activities of the facility.	0900 – Auxiliary Enterprises
6800	Meeting Room	Room used for meetings by groups for general/non-departmental purposes such as student senate or community groups. Note: Use 'Conference Room-Office Related' for departmental meeting rooms.	0900 – Auxiliary Enterprises
6850	Meeting Room Service/Support (Incl. Projector Room)	Room serving a Meeting Room as an extension of the activities in the room.	0900 – Auxiliary Enterprises
COMPUTING ROOMS			
7100	Central Computer (Mainframe)	Room housing a large computer system running many terminals and peripherals.	0610 – General Administration 0420 – Department Administration 1200 – Service Center
7100	Central Computer (Mini-computer room)	Room housing a medium-sized computer that runs applications for multiple terminals.	0610 – General Administration 0420 – Department Administration

COMPUTING ROOMS (cont)			
7100	Central Computer (Terminal Room)	Room housing terminals and peripherals which is located apart from the mainframe.	0610 – General Administration 0420 – Department Administration
7100	Central Computer (Micro-computer Room)	Room used for processing data on one or more micro or personal computers	0400 – Instruction/Research Support 0420 – Department Administration
7102	Telecommunications/Network Room	Room or area to house telecommunications equipment.	1200 –Service Center
7150	Computer Facilities Service	Room directly serving a Computer Facility as an extension of the activities in such a facility.	1200 –Service Center
SHOP FACILITIES			
7200	Shops	Room used for the manufacture or maintenance of products and equipment.	0700 – Operation and Maintenance of Plant
7250	Shop Service/Support	Room directly serving a Shop Facility as an extension of the activities in such a facility.	0700 – Operation and Maintenance of Plant
STORAGE FACILITIES			
7300	Central Storage/Warehouse	Room used to store large amounts of materials.	0420 – Department Administration 0700 – Operation and Maintenance of Plant
7300	Central Storage/Warehouse	Room or large area where materials that may be used only occasionally are stored.	0400 – Instruction/Research Support 0420 – Department Administration 0700 – Operation and Maintenance of Plant
7350	Central Storage Service/Support	Room directly serving a Storage Facility.	0400 – Instruction/Research Support 0700 – Operation and Maintenance of Plant
VEHICLE STORAGE			
7400	Vehicle Storage (Garage)	Room or structure used to store vehicles.	0400 – Instruction/Research Support 0700 – Operation and Maintenance of Plant 0900– Auxiliary Enterprises
7400	Vehicle Storage (Boathouse)	Room or structure used to store boats.	0100 – Instruction
7400	Vehicle Storage (Parking Structure)	Floor space allocated for the parking of motor vehicles or related wheeled or tracked apparatus of any kind.	0900 – Auxiliary Enterprises
7450	Vehicle Storage Service/Support	Room or structure used to service vehicles or boats.	0100 – Instruction 0420 – Department Administration
7500	Central Services (Printing/Mailing, Recycling)	Room containing specialized equipment for printing or making exact copies or replicas of materials such as pictures, letters, drawings, etc.	1200 – Service Center
7600	Hazardous Materials Storage (Depts)	Centralized facility used for the storing, treatment, or disposal of hazardous or toxic waste materials.	0700 – Operation and Maintenance of Plant
7750	Hazardous Materials Service/Support	Room that services a Centralized Hazardous Materials Facility in the storage, treatment, or disposal of hazardous or toxic waste materials.	0700 – Operation and Maintenance of Plant

HEALTH CARE FACILITIES			
8100	Patient Bedroom	A room equipped with a bed and used for patient care.	0900 – Auxiliary Enterprises 0300 – Public Service
8150	Patient Bedroom Service/Support	Room serving a Patient Bedroom as a direct extension of the activities in such a room.	0900 – Auxiliary Enterprises 0300 – Public Service
8400	Surgery Room	Room used for surgery.	0100 – Instruction 0300 – Public Service
8450	Surgery Service/Support	Rooms used in conjunction with and as a direct extension of the activities of a Surgical Room.	0100 – Instruction 0300 – Public Service
8500	Treatment/Exam Clinic	Room used for diagnostic examinations or combination diagnostic examinations and therapeutic treatment.	0100 – Instruction 0300 – Public Service 0900 – Auxiliary Enterprises
8500	Treatment/Exam Clinic (Therapeutic Room)	Room used primarily for the treatment of patients for the control of disease or for physical or occupational therapy.	0100 – Instruction 0300 – Public Service 0900 – Auxiliary Enterprises
8550	Treatment/Exam Clinic Service/Support	Rooms which support Examining Rooms or Therapeutic/Treatment Rooms as a direct extension of the activities of such facilities.	0100 – Instruction 0300 – Public Service 0900 – Auxiliary Enterprises
8600	Diagnostic Laboratory	Room outfitted with wet laboratory facilities used to provide diagnostic support services to health care	0300 – Public Service 0900 – Auxiliary Enterprises
8600	Diagnostic Services	Room used for diagnostic services that do not require wet laboratory facilities.	0300 – Public Service 0900 – Auxiliary Enterprises
8700	Central Supplies (Hospital Storeroom/Storage)	Room used to store supplies for Health Care Facilities only such as teaching hospitals, outpatient clinics, dental schools, veterinary schools, etc.	0400 – Instruction/Research Support 0300 – Public Service
RESIDENTIAL FACILITIES			
9200	Sleep/Study With Toilet or Bath	Room or area designated as living quarters for students or staff.	0940 - Housing
9200	Sleep/Study With Toilet or Bath (Manager-Head Resident)	An apartment or living quarters assigned to managers, head residents, or student counselors in single student residence halls or cooperatives.	0940 - Housing
9200	Sleep/Study With Toilet or Bath (Guest Room)	A space reserved for guests of students or staff.	0940 - Housing
9350	Sleep/Study Service/Support (Rec Rm, Mail Rm., Resident Lounge, Game Rm, etc.)	A space in residence facilities used for relaxation, informal meetings, etc.	0940 - Housing
6300	Food Facility (Open to Students, Staff or Public) - Resident Dining Room	Room used for eating meals.	0910 – Food Services
9700	House-Students (Co-Ops, Frats, etc.) - Family Student Housing	A residence facility assigned or rented to a married student or a student with minor dependents.	0940 - Housing
9701	House-Employee	A residence assigned or rented to administrators, caretakers, faculty or staff.	0940 - Housing

SERVICE AREAS			
5750	Animal Quarters Service/Support	Rooms or aquarium space used for the housing and feeding of animals or fish.	1200 – Service Center 0210 – Ag Exp Station Research 0110 – Departmental Research 0200 – Organized/Sponsored Research
3150	Office Service/Support (Photocopying Room)	Room containing photocopy or related equipment.	0420 – Department Administration 0410 – Library Administration
3150	Office Service/Support (File Room)	An area with shelves, file cabinets, etc., used to keep an orderly arrangement of documents, etc., for reference.	0400 – Instruction/Research Support 0610 – General Administration 0420 – Department Administration
6300	Food Facility (Open to Students, Staff or Public)	Room used exclusively for serving food including rooms in which food is displayed for self-service or food is served by an employee of the facility. – This is not to be used for staff break room/kitchens.	0910 – Food Service
6350	Food Facility Service/Support (Kitchens, Dishwashing)	Room used for cleaning up dishes, etc. after meals.	0910 – Food Service
6350	Food Facility Service/Support (Kitchens, Dishwashing) - Food Preparation Room	Room in which food is prepared and cooked.	0910 – Food Service
6750	Recreation Service/Support (Hospital Utility Room, Dirty)	Room used for the disposal of waste products, etc., in a patient care area.	0400 – Instruction/Research Support 0110 – Departmental Research 0200 – Organized/Sponsored Research
5230	Athletics Spectator Seating/Press Box	Area or room specifically reserved for reporters, TV cameras, spotters, etc at sporting or other events.	0930 – Athletics (Intercollegiate)
7200	Shops	Room for manufacturing and/or maintaining equipment, etc., used in support of instruction and research but not for instruction or research in the shop operations themselves.	0400 – Instruction/Research Support 0710 – Experiment Station O & M
2554	Research/Nonclass Lab Service/Support-Stock/Storage Room	Room used for storage of supplies and materials used on a day-to-day basis.	0420 – Department Administration 0700 – Operation and Maintenance of Plant 0940 – Housing
5250	Athletic or Phys Ed Service Support (Ticket Sales Booth)	Room designed and used to sell tickets to various athletic, theater, or other types of events.	0930 – Athletics (Intercollegiate)
5250	Athletic or Phys Ed Service/Support (Training Room)	Room utilizing special equipment for the purpose of physical therapy and/or rehabilitation, especially in athletics.	0930 – Athletics (Intercollegiate)
7800	Unit Storage (Vault)	Room for the safekeeping of valuables, records, or money.	0610 - General Administration 0420 – Department Administration
3152	Waiting/Reception Room	Room or area with seating used by visitors while waiting to see someone or utilize something.	0610 - General Administration 0420 – Department Administration
8650	Diagnostic Lab Service/Support (X-Ray Room)	Room equipped with X-ray equipment used for diagnostic or treatment functions.	0900 –Auxiliary Enterprises 0300 – Public Service

C-2. ROOM TYPES, DESCRIPTIONS AND DEFINITIONS

Below is a list of all the space inventory room type codes and descriptions for further reference.

Gen Code	Room Type	Room Type Description
0000	UNCLASSIFIED FACILITIES	
	0500	INACTIVE AREA
1000	CLASSROOM FACILITIES	
	1100	CLASSROOM
	1150	CLASSROOM SERVICE/SUPPORT
2000	LABORATORY FACILITIES	
	2100	CLASS LAB-WET
	2102	CLASS LAB-COMPUTER
	2155	CLASS LAB SERVICE/SUPPORT-OTHER
	2200	OPEN LAB-WET
	2201	OPEN LAB-DRY
	2255	OPEN LAB SERVICE/SUPPORT-OTHER
	2500	RESEARCH/NONCLASS LAB-WET
	2551	RESEARCH/NONCLASS LAB SERVICE/SUPPORT-INSTRUMENT EQUIP ROOM
	2554	RESEARCH/NONCLASS LAB SERVICE/SUPPORT-STOCK/STORAGE ROOM
	2555	RESEARCH/NONCLASS LAB SERVICE/SUPPORT-OTHER
3000	OFFICE FACILITIES	
	3101	ADMINISTRATIVE OFFICE (ADMINISTRATORS, STAFF, EMPLOYED STUDENTS)
	3102	FACULTY OFFICE (TEACHING/RESEARCH)
	3104	GRADUATE STUDENT OFFICE
	3150	OFFICE SERVICE/SUPPORT
	3151	OFFICE SERVICE/SUPPORT-BREAKROOMS
	3152	OFFICE SERVICE/SUPPORT-WAITING/RECEPTION
	3500	CONFERENCE ROOM
	3550	CONFERENCE ROOM SERVICE/SUPPORT
4000	STUDY FACILITIES	
	4100	STUDY ROOM (INCL. READING ROOMS)
	4300	OPEN-STACK STUDY ROOM (IN VALLEY/GUIN LIBRARIES)
	4550	STUDY SERVICE/SUPPORT
5000	SPECIAL USE FACILITIES	
	5100	ARMORY
	5200	ATHLETIC OR PHYS ED ACTIVITY AREA
	5201	SWIMMING POOL
	5230	ATHLETICS SPECTATOR SEATING/PRESS BOX
	5250	ATHLETIC OR PHYS ED SERVICE/SUPPORT
	5300	MEDIA PRODUCTION
	5350	MEDIA PROD SERVICE/SUPPORT
	5600	FIELD BUILDING
	5700	ANIMAL QUARTERS
	5750	ANIMAL QUARTERS SERVICE/SUPPORT
	5800	GREENHOUSE
	5850	GREENHOUSE SERVICE/SUPPORT
	5900	OTHER SPECIAL USE FACILITIES
6000	GENERAL USE FACILITIES	

	6100	ASSEMBLY (AUDITORIUM/THEATER)
	6150	ASSEMBLY SERVICE/SUPPORT (INCL. PROJECTION BOOTHS)
	6200	EXHIBITION/DISPLAY
	6300	FOOD FACILITY (OPEN TO STUDENTS, STAFF OR, PUBLIC)
	6350	FOOD FACILITY SERVICE/SUPPORT (KITCHENS, DISHWASHING)
	6400	DAY CARE (AREA WHERE CHILDREN OR ELDERLY ARE PRESENT)
	6450	DAY CARE SERVICE/SUPPORT (FOOD PREP, CRAFTS STORAGE, RESTROOMS, ETC.)
	6500	LOUNGE (AVAILABLE TO STUDENTS, PUBLIC)
	6550	LOUNGE SERVICE/SUPPORT
	6600	MERCHANDISING
	6601	BOOKSTORE
	6602	CONCESSION AREAS (ATHLETICS, MU)
	6650	MERCHANDISING SERVICE/SUPPORT
	6700	RECREATION ROOM
	6750	RECREATION SERVICE/SUPPORT
	6800	MEETING ROOM
	6850	MEETING ROOM SERVICE/SUPPORT (INCL. PROJECTOR ROOM)
7000	SUPPORT FACILITIES	
	7100	CENTRAL COMPUTER
	7102	TELECOMMUNICATIONS/NETWORK ROOM
7000	SUPPORT FACILITIES	
	7150	CENTRAL COMPUTER OR TELECOMMUNICATIONS SERVICE/SUPPORT
	7200	SHOPS
	7250	SHOPS SERVICE/SUPPORT
	7300	CENTRAL STORAGE/WAREHOUSE
	7350	CENTRAL STORAGE SERVICE/SUPPORT
	7400	VEHICLE STORAGE
	7450	VEHICLE STORAGE SERVICE/SUPPORT
	7500	CENTRAL SERVICES (PRINTING/MAILING,RECYCLING)
	7600	HAZARDOUS MATERIAL STORAGE (DEPTS)
	7700	HAZARDOUS WASTE STORAGE (EHS)
	7750	HAZARDOUS WASTE SERVICE/SUPPORT
	7800	UNIT STORAGE
8000	HEALTH CARE FACILITIES	
	8100	PATIENT BEDROOM
	8150	PATIENT BEDROOM SERVICE/SUPPORT
	8400	SURGERY ROOM
	8450	SURGERY SERVICE/SUPPORT
	8500	TREATMENT/EXAM CLINIC
	8550	TREATMENT/EXAM CLINIC SERVICE/SUPPORT
	8600	DIAGNOSTIC LAB
	8650	DIAGNOSTIC LAB SERVICE/SUPPORT
	8700	CENTRAL SUPPLIES
	8800	PUBLIC WAITING ROOM
9000	RESIDENTIAL FACILITIES	
	9190	TOILET OR BATH
	9200	SLEEP/STUDY WITH TOILET OR BATH
	9350	SLEEP/STUDY SERVICE/SUPPORT (REC RM, MAIL RM, ETC.)
	9500	APARTMENT

	9700	HOUSE-STUDENTS (CO-OPS, FRATS, ETC.)
	9701	HOUSE-EMPLOYEE

D-1. SPACE INVENTORY ROOM USAGE CODES AND DESCRIPTION

The following room use classifications are adapted from the *Postsecondary Education Facilities Inventory and Classification Manual (FICM)*, May 2006; and have been aligned with the program codes used for the *F&A Cost Study*.

USE CODE	USE CODE DESC	USE CODE	USE CODE DESC
0100	INSTRUCTION	0600	INSTITUTIONAL SUPPORT
0110	DEPARTMENTAL RESEARCH	0610	GENERAL ADMINISTRATION
0120	SPONSORED INSTRUCTION	0620	PUBLIC RELATIONS/DEVELOPMENT/ALUMNI AFFAIRS
0200	ORGANIZED/SPONSORED RESEARCH	0630	SPONSORED PROJECT ADMINISTRATION
0210	AG EXPERIMENT STN (AES) RESEARCH	0700	OPERATION AND MAINTENANCE OF PLANT
0220	FOREST RESEARCH LAB (FRL) RESEARCH	0710	EXPERIMENT STATION O&M
0300	PUBLIC SERVICE	0800	SCHOLARSHIPS/FELLOWSHIPS
0310	OTHER SPONSORED ACTIVITIES	0900	AUXILIARY ENTERPRISES
0320	FEDERAL EXTENSION PROGRAMS	0910	FOOD SERVICE
0400	ACADEMIC SUPPORT	0920	BOOKSTORE
0410	LIBRARY ADMINISTRATION	0930	ATHLETICS (INTERCOLLEGIATE)
0411	LIBRARY READING SPACE	0940	HOUSING
0412	LIBRARY STACKS	0950	RECREATIONAL
0413	ARCHIVES	1000	INDEPENDENT OPERATIONS
0420	DEPARTMENT ADMINISTRATION	1100	HOSPITALS
0430	MUSEUMS AND GALLERIES	1200	SERVICE CENTER
0500	STUDENT SERVICES	1300	UNOCCUPIED SPACE

D-2. OSU Space Inventory Crosswalk to F&A Functions and Cost Pools

OSU Space Inventory Crosswalk to F&A Functions and Cost Pools					
SPACE USECODE	SPACE CODENAME	SPACE FULL NAME	PROGRAM CODE(S)	F&A FUNCTION (BASE)	F&A COST POOL
0100	INSTRUCT	LOWER DIVISION INSTRUCTION	01100	INS	
0100	GRADINST	UPPER DIVISION/GRADUATE INSTRUCTION	01100	INS	
0100	PHYSEDUC	PHYSICAL EDUCATION ACTIVITY	01100	INS	
0400	INSTRSUP	INSTRUCTION/RESEARCH SUPPORT	01100	INS	
0100	OTHRINST	OTHER INSTRUCTION	09000	INS	
0620	FUND	FUNDRAISING ADMINISTRATION (DEAN'S OFFICE)			
0610	GENADM	GENERAL ADMINISTRATION	61000		GA
0420	DEPTADM	DEPARTMENTAL ADMINISTRATION	01800; 11200; 21010; 30600; 30800		DAD
1000	OTHERADM	NON-INSTITUTIONAL ADMINISTRATION		OIA	
0630	SPONADM	SPONSORED PROJECTS ADMINISTRATION	61000		SPA
0430	MUSEUM	MUSEUMS	30200	OIA	
0500	STUSERVS	STUDENT SERVICES	40002-40800		SS
1200	SPECSVCS	FEE-BASED SERVICES	99100	SSF	
1200	CENTSERV	CENTRALIZED SERVICES	99100	OIA	
0700	PHYPLANT	PHYSICAL PLANT	5xxxx		O&M
0411	LIBREAD	LIBRARY READING SPACE	30001		LIB
0412	STACKS	LIBRARY STACKS	30001		LIB
0400	AVSERVS	MEDIA SERVICES	30400	INS	
0410	LIBSRVAD	LIBRARY SERVICES AND ADMINISTRATION	30001		LIB
0413	ARCHIVES	ARCHIVES	61000		GA
0320	FDCOOPEX	FEDERAL COOPERATIVE EXTENSION	21022-21035; 21101-21109; 21112-21114	OSA	
0210	AES	AGRI. EXPER. STATION RESEARCH	11001-11989 (except 11200-11201)	RES	
0220	FRL	FOREST RESEARCH LABORATORY	12xxx (except Admin.)	RES	
0710	AES	AES STATION OPERATIONS	11201		O&M
0110	DEPTRES	DEPARTMENT RESEARCH	01100, 01200, 11990	INS	
0200	SPONRES	ORGANIZED RESEARCH (includes cost share)	13xxx; 15003-15004; 16503; 17002; 17500	RES	
0120	SPNINSTR	SPONSORED INSTRUCTION (includes cost share)	03001-03010; 03600-03610	OSA	
0900	HLTHSERV	STUDENT HEALTH SERVICES	46500		SS

SPACE USECODE	SPACE CODENAME	SPACE FULL NAME	PROGRAM CODE(S)	F&A FUNCTION (BASE)	F&A COST POOL
0900	STUNION	STUDENT UNION/ACTIVITY	45501-45599; 45600-45699	OIA	
0910	FOODSERV	FOOD SERVICE	45002; 45010- 45060	OIA	
0920	BOOKSTOR	BOOKSTORE	47500	OIA	
0930	ATHLETIC	ATHLETICS (INTERCOLLEGIATE)	46000	OIA	
0940	RESIDENT	RESIDENTIAL HOUSING	45002; 45010- 45060	OIA	
0950	RECREATN	RECREATIONAL FACILITIES	45600-45699	OIA	
0900	AUXLRENT	OTHER AUXILIARY ENTERPRISES	48500	OIA	
0300	PUBLICSER	PUBLIC SERVICE	20600	OIA	
0310	OSA	OTHER SPONSORED ACTIVITIES	18103-18104; 18300-184500; 20103-20104; 20300; 20450	OSA	
1000	OTHPUBSV	PUBLIC SERVICE/NON-OSU AGENCY	99400	OIA	
1000	MISCELL	MISCELLANEOUS			
1300	INACTIVE	INACTIVE (IDLE CAPACITY)			
1300	UNASSIGN	UNASSIGNED			