

Texas A&M University – Commerce

Annual Facilities Space Inventory

Frequently Asked Questions

1. [What is a Facilities inventory database \(a.k.a. space database\)?](#)
2. [What is a space survey and why are Facilities personnel conducting one?](#)
3. [I'm not an expert on classifying space so how do I know I'm doing it correctly?](#)
4. [What information is being surveyed and why is it important?](#)
5. [What is the difference between labs and why is it important?](#)
6. [Who should complete the survey for my department?](#)
7. [Conference rooms, Meeting rooms, Classrooms, Conference rooms, and Assembly Rooms – What is the difference?](#)
8. [Dean's offices – How are they coded?](#)
9. [Departmental research – How are these areas coded?](#)
10. [Interview rooms – How are these treated?](#)
11. [Lounges, circulation/lobby areas, and public waiting – How are these room use codes distinguished?](#)
12. [Room type code for a room with a combination of purposes – How is this coded?](#)
13. [Room use proration – What is the best method to determine proration of use?](#)

What is a Facilities inventory database (a.k.a. space database)?

The Facilities Inventory is a common coding scheme used to identify, measure, classify, and organize data about physical facilities, i.e. buildings. The data is contained in a database. The basic unit of analysis is a room, but spaces with imaginary boundaries that separate different uses of space can also qualify as a room. These individual spaces become records in the database where different categories of information are maintained.

What is a space survey and why are we conducting one?

A space survey is a process where campus users update data about the space they occupy, use or have assigned to them. The data from the survey participants is then collected and used to update the Facilities Inventory. The updated Facilities Inventory will then be used as a source for mandated state and federal reporting as well as inform internal decisions about the assignment of space, aide in the analysis of space utilization and provide justification for capital planning projects. Ultimately, the data will be used to determine the amount of funding the university receives either from the state or federal government.

I'm not an expert on classifying space so how do I know I'm doing it correctly?

The logic behind the space survey is that the people who actually house the space will know its function best. The issue then becomes finding the correct codes that reflect those realities. The coding of space can be a subjective task with many different right answers depending on the circumstances, different uses at different times of the year, previous use compared to future use, etc. We understand that it may seem daunting having to find the appropriate code. Just keep in mind that the code should reflect the predominant reality of the space's design, function and academic discipline. The facilities Inventory website has provided resources for finding the correct categories and codes for classifying the room's Type, Use and CIP code. You will find codes broken up into categories and those categories will contain the specific codes with accompanying definitions to aid you in choosing the appropriate one.

What information is being surveyed and why is it important?

Accurate information is not only important for the support of external reporting requirements and internal decision-making, but the data that feeds the formulas used to calculate how much funding the University receives, both from the State of Texas funding formulas, and for recovering Facilities and Administration costs for research activities. The Facilities Inventory itself will be subject to audits from University Staff, the Texas Higher Education Coordinating Board and Federal Reporting Staff.

1. Room Type Code – This code relates to a room's predominant design/use. There are 11 categories of codes that encompass all types of space found in campus buildings, and there can only be one room type code for each room. Visit the facilities Inventory website for a full listing Room Type categories and the definition of the code.
2. Room Use Code – This code relates to the function taking place in the room. The function of a room must be prorated if applicable. Visit the Facilities Inventory website for a full listing of Room Use codes and their definitions.
3. Classification of Instructional Program (CIP) Code – This code relates to the academic discipline that is using the space. Visit the Facilities Inventory website for the authoritative list of CIP codes.

What is the difference between labs and why is it important?

A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. Different types of lab space have different codes. These codes are used to determine research space which in turn helps determine research dollars. Once you know a room is a lab, you must decide what kind of lab it is.

210 - Class Lab – A class laboratory is used for regularly scheduled instruction.

215 – Class Lab Service – Any space that directly serves a Class Lab.

220 – Special Class Lab – supports instruction but is informally scheduled, or unscheduled.

225 – Special Class Lab Service – Any space that directly serves a Special Class Lab.

230 – Individual Study Laboratory – Used for individual student experimentation, observation or practice.

235 – Individual Study Laboratory Service – Any space that directly serves an Individual Study Laboratory.

250 – Research/Non class laboratory – A space used for laboratory experimentation, research, or training in research methods, professional research and observation; or structured creative activity within a specific program, or for sponsored research.

255 – Research/Non class laboratory Service – Any space that directly serves a Research/Non class Laboratory.

Who should complete the survey for my department?

This survey is a task that is best suited for administrative assistants. It needs someone who understands the importance of the survey and the need for it to be correct. While a student worker “could” do this task, it is better suited for someone who has been in the department and knows the occupants and/or use of a specific room.

Conference rooms, Meeting rooms, Classrooms, Demonstration rooms and Assembly Rooms – What is the difference?

Conference rooms (350) are office-related that serve an office complex and are primarily for staff meetings and other non-instructional uses.

Meeting rooms (680) are non-office and not classroom related. They serve a variety of purposes,, such as for student organizational meetings.

Classroom (110) is used for regularly scheduled instruction that requires no special equipment. The traditional classroom was a room with a chalkboard at the front and rows of chairs or desks for students. Modern classrooms often are amphitheatres with fixed seating and special multimedia or telecommunication equipment. Lecture rooms, seminar rooms and lecture/demonstration rooms are considered Classrooms for inventory purposes even if they have a lab table at the front for demonstrations.

Demonstration (550) is designed for the practice of certain disciplines, such as teaching, nursing and home economics

Assembly (610) is designed and equipped for large groups and used for a variety of purposes, such as dramatic and musical productions, non-instructional lectures, etc., including limited use

[for scheduled instruction. While some lecture halls are designed like auditoriums, they are Classrooms \(110\) if they are regularly scheduled for instruction.](#)

Dean's offices – How are they coded?

Most deans' of authority can be matched with a CIP listing. Space for a dean of education is assigned Education, General (CIP 130101). The Multi/Disciplinary Studies listing provides several CIP's for deans. For instance, the dean of a graduate school may be assigned Dean's Interdisciplinary (497600). Room use code for all Academic Deans is Academic Administration (46).

Departmental research – How are these areas coded?

Departmental research space is Room use code Individual or Project Research (22) in most cases. The CIP is determined by its academic discipline.

Interview rooms – How are these treated?

Interview rooms are considered Room Use code Office Service (315). Room type is determined by activity in the room. Examples of Room use codes are Placement and Career Guidance (53), Financial Aid Administration (54) and General Administrative and Logistical Service (63)

Lounges, circulation/lobby areas, and public waiting – How are these room type codes distinguished?

[Lounge space for faculty, students, and staff are assignable space. Public Waiting for care in a health care facility is assignable space. Circulation Areas are non-assignable hallway space. A lounge \(650\) is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. Public Waiting \(880\) is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. Circulation/Lobby Area \(WWW\), such as stairs or hallways, are considered non-assignable space. However, a lobby may function as a Lounge \(650\) or as an Exhibition Room \(620\). In these cases, the proper room use code should be chosen. The judgment here is bases on the primary function or predominant use.](#)

Room type code for a room with a combination of purposes – How is this coded?

The room type code is determined by design and predominant use combined, but primarily by design. Once the room use code is selected, it does not change because of occasional atypical use. It changes only if its whole character is changed by redesign or if its primary use changes. A room with a basic design that is regularly scheduled for instructional use would be identified the room use code Classroom (110). On the other hand, a room with a lab may be coded as a Class Lab (210), a Special Class Lab (220, or a Non class lab (250), but only one code may be used at a time as determined by its primary use (the predominant portion of the time used.). The CIP and Room use Code may be prorated but not the room type code.

Room use proration – What is the best method to determine proration of use?

To determine proration, determine which departments use the room and for what purpose. The percentage of use is usually expressed as time estimates, such as 60-40, 55-45, 30-70, etc. These estimates are satisfactory in describing split use of CIP and Room Use as primary, secondary and remaining use.