

# **Florida College System Facilities/Capital Outlay Database**

**Reporting Year 2022-23**

**Version 28.00**



*PREVIOUS VERSIONS ARE OBSOLETE*

## ***SUMMARY OF CHANGES***

Version 28.00

1. Comparative Frequency listing of data elements added.

## Table of Contents

### SECTION I: DOCUMENTS AND PROCEDURES

|   |    |
|---|----|
| SUMMER END-OF-TERM (1E) DATA SUBMISSION CALENDAR .....                    | 7  |
| FALL END-OF-TERM (2E) DATA SUBMISSION CALENDAR.....                       | 8  |
| SPRING END-OF-TERM (3E) DATA SUBMISSION CALENDAR .....                    | 9  |
| VERIFICATION REPORTS LIST .....   | 10 |
| PROCEDURES AND DEFINITIONS .....  | 11 |
| GENERAL DESCRIPTION OF FACILITIES & CAPITAL OUTLAY DATABASE (FCODB) ..... | 13 |
| DEFINITIONS AND INSTRUCTIONS FOR SITE RECORD.....                         | 14 |
| DEFINITIONS AND INSTRUCTIONS FOR FACILITY RECORD .....                    | 16 |
| DEFINITIONS AND INSTRUCTIONS FOR ROOM RECORD .....                        | 19 |
| DEFINITIONS AND INSTRUCTIONS FOR PECO FILE.....                           | 24 |
| ERROR REPORT .....  | 25 |
| DATA TRANSMISSION/REPORT RETRIEVAL .....                                  | 28 |

### SECTION II: DATA ELEMENT DICTIONARY

|  |    |
|--|----|
| INTRODUCTION .....   | 31 |
| TABLE OF FACILITIES DATABASE ELEMENTS .....                | 31 |
| NOTES ON DATA ELEMENT EDIT DESCRIPTIONS .....              | 31 |
| DATA ELEMENT ALPHABETICAL LISTING .....                    | 32 |
| DATA ELEMENT NUMERICAL LISTING .....                       | 33 |
| DATA ELEMENTS BY RECORD TYPE.....                          | 34 |
| DATA ELEMENT 5001: COLLEGE NUMBER .....                    | 35 |
| DATA ELEMENT 5002: TERM IDENTIFIER .....                   | 36 |
| DATA ELEMENT 5100: SITE NUMBER .....                       | 37 |
| DATA ELEMENT 5105: SITE COUNTY .....                       | 38 |
| DATA ELEMENT 5110: SITE NAME .....                         | 39 |
| DATA ELEMENT 5120: SITE TYPE .....                         | 40 |
| DATA ELEMENT 5130: SITE AREA .....                         | 41 |
| DATA ELEMENT 5140: SITE OWNERSHIP .....                    | 42 |
| DATA ELEMENT 5150: SITE LENGTH OF HOLDING .....            | 44 |
| DATA ELEMENT 5160: SITE ACQUISITION MEANS.....             | 45 |
| DATA ELEMENT 5170: SITE ACQUISITION DATE.....              | 46 |
| DATA ELEMENT 5200: FACILITY NUMBER.....                    | 47 |
| DATA ELEMENT 5210: FACILITY NAME .....                     | 48 |
| DATA ELEMENT 5220: FACILITY TYPE .....                     | 49 |
| DATA ELEMENT 5230: FACILITY STATUS.....                    | 51 |
| DATA ELEMENT 5240: FACILITY CONDITION .....                | 52 |
| DATA ELEMENT 5250: FACILITY AREA.....                      | 53 |
| DATA ELEMENT 5260: FACILITY OWNERSHIP .....                | 55 |
| DATA ELEMENT 5270: FACILITY LENGTH OF HOLDING .....        | 57 |
| DATA ELEMENT 5280: FACILITY ORIGINAL INSPECTION DATE ..... | 58 |
| DATA ELEMENT 5290: FACILITY PARKING SPACES .....           | 59 |
| DATA ELEMENT 5295: FACILITY LAST INSPECTION DATE .....     | 60 |
| DATA ELEMENT 5300: ROOM NUMBER .....                       | 61 |
| DATA ELEMENT 5310: ROOM NAME.....                          | 62 |
| DATA ELEMENT 5320: ROOM USE CODE .....                     | 63 |
| DATA ELEMENT 5330: ROOM AREA .....                         | 66 |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

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|  |     |
|--|-----|
| DATA ELEMENT 5340: ROOM ICS CODE .....   | 67  |
| DATA ELEMENT 5350: ROOM JOINT-USE CODE .....   | 68  |
| DATA ELEMENT 5360: ROOM CONDITION.....   | 69  |
| SITE RECORD FORMAT – RECORD TYPE 1.....  | 70  |
| FACILITY RECORD FORMAT – RECORD TYPE 2.....  | 71  |
| ROOM RECORD FORMAT – RECORD TYPE 3 .....   | 72  |
| <b>SECTION III: FREQUENCY ZERO EDITS</b>   |     |
| Site Information (Rec Type 1): .....   | 75  |
| Facility Information (Rec Type 2):.....  | 75  |
| Room Information (Rec Type 3):.....  | 76  |
| <b>SECTION IV: VERIFICATION REPORTS SELECTION CRITERIA</b>   |     |
| EXCEPTIONS REPORT .....  | 79  |
| COMPARATIVE FREQUENCY REPORT .....   | 80  |
| SITE INVENTORY .....   | 81  |
| FACILITY INVENTORY REPORT SERIES.....  | 82  |
| FACILITY INVENTORY .....   | 84  |
| ROOM INVENTORY SELECTION CRITERIA .....  | 85  |
| FACILITIES UNDER CONSTRUCTION SELECTION CRITERIA.....  | 86  |
| ROOM INVENTORY BY SPACE CATEGORY.....  | 87  |
| AGGREGATE ROOM AREA BY SITE.....   | 88  |
| AGGREGATE ROOM AREA BY FACILITY.....   | 89  |
| ROOM AREA DIFFERENCE.....  | 90  |
| FACILITY AND ROOM AREA COMPARISON SELECTION CRITERIA .....   | 91  |
| PECO SITES REPORT .....  | 92  |
| <b>APPENDIX A:</b>   |     |
| DETAIL CODING FOR ADVANCED, PROFESSIONAL, AND VOCATIONAL COURSES AND PROGRAMS OF STUDY WITH<br>STUDENT STATION SIZES ..... | 95  |
| RELATED INSTRUCTION CLASSROOM, ROOM-USE CODE 212 .....   | 115 |
| <b>APPENDIX B: ROOM USE CODES</b>  |     |
| ROOM USE CODES: DEFINITIONS, DESCRIPTIONS AND LIMITATIONS .....  | 127 |

**Section I:**  
**Documents and Procedures**



## Summer End-of-Term (1E) Data Submission Calendar

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|                    |   |
|--------------------|---|
| August 12, 2022    | Open date. Submission period begins.  |
| September 2, 2022  | Adult Education Load date. Adult education data submitted by this date will be used for federal reporting. Colleges with adult education programs must load successfully to satisfy necessary IDB edits for adult education students. |
| September 6, 2022  | Certification form for adult education load date data is due.   |
| September 9, 2022  | Load date. Colleges must load data.   |
| September 12, 2022 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.  |
| September 30, 2022 | Close date. Submission period ends. Summer End-of-Term data must be loaded.   |
| October 3, 2022    | Certification form due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.   |
| October 4, 2022    | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.  |

## Fall End-of-Term (2E) Data Submission Calendar

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|                  |   |
|------------------|---|
| January 6, 2023  | Open date. Submission period begins.  |
| February 3, 2023 | Load date. Colleges must load data.   |
| February 6, 2023 | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.                                |
| March 10, 2023   | Close date. Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded.                    |
| March 13, 2023   | Certification form due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator. |
| March 14, 2023   | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.            |



## Spring End-of-Term (3E) Data Submission Calendar

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|                                 |   |
|---------------------------------|---|
| March 31, 2023                  | Open date. Submission period begins.  |
| May 5, 2023                     | Load date. Colleges must load data.   |
| May 8, 2023                     | If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.  |
| June 9, 2023                    | Term close date. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must loaded.                                |
| June 12, 2023                   | Certification form due.<br><br>If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.                 |
| June 13, 2023                   | If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.                            |
| June 13, 2023-<br>June 29, 2023 | Data verification period. Data resubmission allowed only through a request signed by the college's President.   |
| June 30, 2023                   | <b>Annual close. No data resubmission will be accepted after this date.</b><br>Resubmit certification form if changes were made in verification period. |

## Verification Reports List

The following reports are generated for every successfully loaded data submission:

| Report Description                | File Name |
|-----------------------------------|-----------|
| Site Inventory                    | SITEINIV  |
| Facility Inventory                | FACINV    |
| Room Inventory                    | ROOMINV   |
| Facilities Under Construction     | FACCONST  |
| Room Inventory by Space Category  | RMSPCAT   |
| Aggregate Room Area by Site       | RMAGGSIT  |
| Aggregate Room Area by Facility   | RMAGGFAC  |
| Room Area Difference              | DIFAREA   |
| Facility and Room Area Comparison | SUMAREA   |
| PECO Sites Report                 | PECOSITE  |
| Exception Report                  | EXCEPT    |
| Comparative Frequency             | COMPFREQ  |

## Procedures and Definitions

### Purpose of Facilities Inventory

The Facilities and Capital Outlay Database (FCODB) provides the data for all reports involving the physical facilities of a college including the Facilities Inventory. From these reports, evaluations and decisions are made which affect the future of the college facilities. The data are used in many ways: for determining the number of existing student stations and instructional capacity, for planning sites, for conducting the Educational Plant Survey, for identifying space needs used for the capital outlay budget request, and for generating funding needs for facilities depreciation. With all these applications, it is critical for these data to be correct. Further, Sections 1013.03(3), 1013.03(10)(a)2, 1013.31(1)(2), 1013.60(2), and 1013.64(1)(4) of the Florida Statutes require that an updated facilities inventory be maintained for use by the Office of Educational Facilities, Department of Education.

### Overview of Facilities Inventory

The FCODB contains information about each site, each facility on each site, and each room in each building used by the college. All facilities owned by the college, including those for which the Legislature has appropriated funds, are included. Leased or shared sites, facilities, and rooms are also included when the agreement for leasing or sharing is for more than one year. For the purposes of the facilities inventory, the following definitions are used:

**Site.** An area of ground occupied or to be occupied by an educational facility or program.

**Facility.** A building, covered walkway, structure or special use area built, installed or established to serve educational purposes.

**Building.** A structure enclosed with exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of individuals, animals, chattel, or property of any kind.

**Covered Walkway.** A covered walkway attached to or connecting a building. The walkway is either partially or completely constructed of either noncombustible or fire resistant materials in a fixed location with a life expectancy of more than twenty years.

**Room.** A delimited area defined by the college as a room. Rooms must be entered for all buildings. For buildings under construction, rooms may be aggregated by Room Use Code and ICS until plans are completed.

### New Sites and Facilities

**Official PECO Sites.** Campuses, Centers, Special Purpose Centers, and Joint-Use Facilities must be approved by the State Board of Education, or through legislative appropriations, to receive PECO funding. Division of Florida Colleges' staff maintains an Official PECO Sites List. Sites and Joint-Use Facilities approved for ownership, property that has been obtained, or sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after

a lease has been signed. The PECO Sites List has a field (PECO Edit Flag) which will be set to “N” for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to ‘Y’ and ‘U’ will be edited against the facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

**Instructional and Other Sites.** Instructional and other sites funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Leased sites, sites acquired as gifts, or sites acquired with non-appropriated funds will be entered during the first submission period following acquisition of the site.

**Facilities.** Facilities funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Facilities leased for more than one year, facilities acquired as gifts, or facilities acquired with non-appropriated funds will be entered during the first submission period following acquisition of the facility.

### Joint-Use Sites and Facilities

Information on Joint-Use Sites and Facilities, when the college is either host or visitor, are included in the FCODB. Information for all rooms is included for facilities owned by the college. Rooms assigned to or shared by visitors will be coded appropriately under Room-Use Code and Room Joint-Use Code. For facilities owned by another institution, room information is included only for the Rooms assigned to the college or rooms that the college shares. A Joint-Use Site or Facility is one that is designated as such in advance of its acquisition or construction, that is, one specifically funded for cooperative use. For all Joint-Use Facilities there are:

- ☐ the host institution that owns, maintains and operates the facility, and
- ☐ one or more visitor institutions that use some of the space in the building

### Simple Line Drawings

In addition to maintaining the Facilities Inventory, the college is responsible for submitting simple line drawings to the Office of Educational Facilities. Please refer to State Requirements for Educational Facilities (SREF), Section 6.4, Doc C(2) and Doc D(1) which specify:

For each Site a copy of a simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations, and numbers and for each floor of a building which has a survey recommendation for remodeling or renovation, a copy of a simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations and numbers. They are to be updated whenever changes are made.

## General Description of Facilities & Capital Outlay Database (FCODB)

The FCODB consists of three types of records: 1) site, 2) facility, and 3) room. Each record is uniquely identified by its key element(s). The key element for a site is site Number. The key element for a facility consists of site number and facility number. For a room, it is the combination of site number, facility number, and room number. Data is referenced by these unique identifying numbers when it is processed.

The FCODB data is used in the preparation of the Capital Outlay Budget request, and is used by a college to prepare the Educational Plant Survey. The data is reported by term, and any changes to the FCODB due to the Educational Plant Survey must be submitted during the three regular open submission periods. When a file is submitted, (Site, Facility, or Room) the entire FCODB must be sent electronically to CCTCMIS via secure FTP through TIBCO. Use the following naming convention for the file:

CCxx.FAC.FACILITY.TtEccyy.PROD.txt

where **xx** = College Number, **t** = Term being submitted, and **ccyy** = The last year of the reporting year in four-digit form.

For example--Gulf Coast State College would submit the Summer FCODB submission with the filename: CC09.FAC.FACILITY.T1E2019.PROD.txt

### General Instructions for FCODB

1. Data must be entered in **every** field.
2. **Data Entry by Numeric Codes.** In numeric fields, **only** numbers are to be used; **no dashes, slashes, commas, periods, etc. are allowed.** Only the site area field has an implied decimal point.
3. **Right-Justified Fields.** All numeric data fields are right-justified. Leading zeroes may or may not be added to the left-hand side to fill in the fields.
4. **Name Fields.** The fields for Site, Facility, and Room Name are twenty (20) characters wide. The characters that are allowed in the name fields include letters, numerals, blanks, periods, commas, hyphens, slashes, and parentheses. Other characters may be changed to blanks.
5. **Date Format.** All dates entered in the data fields must be in the form MMDDCCYY which stands for the month (MM), day (DD), the century (CC), year (YY). (For example, July 13, 2005 is entered as 07132005.) Dashes and slashes are not allowed.
6. **Cross checking Between Site, Facility, and Room Data.** A Site in the FCODB may or may not contain any facilities, but a Facility must always be located on a Site. All buildings must have rooms, but a Facility other than a building will **not** have any rooms. Rooms cannot exist without a building. Rooms in a Joint-Use Building must have a Room Joint-Use Code of 1, 2, or 3; otherwise the Room Joint-Use Code is 0.

## Definitions and Instructions for Site Record

A description of each data field that appears on the Site Record is listed in this section. Definitions of codes and special instructions are given for each field.

### Data Fields

1. **College Number.** Two-place numeric field which is the college number. Must be from 01 to 28.
2. **File Number.** One-place numeric field that must be a 1 to indicate a site record.
3. **Site Number.** Two-place numeric field assigned by the college to each site. The number must be unique as it is the key element for identifying a site within the file. Must be from 01 to 97. Site 99 is reserved for use in the FTE report by site.
4. **Site County.** A two-digit numeric code to identify the county where the site is located. County codes range from 01–67 and are assigned to each county as the list appears alphabetically.
5. **Site Name.** Twenty-place alpha/numeric field assigned by the college.
6. **Site Type.** One-place numeric field that designates the nature of the site which is represented by the following codes:

| Code | Meaning                | Definition  |
|------|------------------------|---|
| 1    | Campus                 | An instructional and administrative unit of a college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services, including institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) Full-Time Equivalent (FTE) students and are in compliance with the criteria established in Florida Administrative Rule 6A-14.0061. |
| 2    | Center                 | An instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Florida Administrative Rule 6A-14.0061.   |
| 3    | Special Purpose Center | A unit of a college consisting of college owned or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration and is in compliance with Florida Administrative Rule 6A-14.0061.  |
| 4    | Instructional Site     | An instructional unit of a college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.   |
| 0    | Other                  |   |

7. **Site Area in Acres.** Six-place numeric field. Two decimal places are implied. This area is to be reported in acres. If site ownership is code 9 or PECO Edit Flag equal 'U', then the area can be zero.

8. **Site Ownership.** One-place character field. The agency with which the title to the site rests.

| Code | Definition  |
|------|---|
| 0    | Owned, Joint-Use Facility host.   |
| 1    | Owned in fee simple.  |
| 2    | Title vested in the institution and being paid for on an amortization schedule (regardless of whether site is shared with another institution or organization).   |
| 3    | Title vested in a holding company or land corporation to which payments are being made by the institution; title ultimately will pass to the institution (includes lease-purchase arrangements).  |
| 4    | Not owned by the institution, but leased or rented to the institution at a typical local rate.  |
| 5    | Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.   |
| 6    | Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.  |
| 7    | Not owned by the institution, but shared with another postsecondary educational institution.  |
| 8    | Other (e.g., not owned by the institution, but shared with a non-educational institution).  |
| 9    | Unowned, Joint-Use Facility visitor.  |
| A    | Special Leased, Joint-Use Facility - Owned by another Florida Public Education Institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only). |

9. **Site Length of Holding.** Two-place numeric field. The length is the number of years for which a site is leased or shared. Use 99 for more than 99 years. Use zero for owned site.

10. **Site Acquisition Means.** One-place numeric field. The means by which the site was acquired.

| Code | Definition                                 |
|------|--|
| 1    | Purchase                                   |
| 2    | Gift                                       |
| 3    | Gift and purchase                          |
| 4    | Transfer from Board of Public Instruction  |
| 5    | Lease or rental agreement                  |
| 6    | Other                                      |
| 7    | Not yet acquired (not purchased or leased) |

11. **Site Acquisition Date.** Eight place numeric field. MMDDCCYY form. This date is the month, day, and year in which the site was acquired. Do not enter dashes or slashes.

## Definitions and Instructions for Facility Record

A description of each data field that appears on the Facility Record is listed in this section. Definitions of codes and special instructions are given for each field.

### Data Fields

1. **College Number.** Two-place numeric field assigned to a college. College Number must be from 01 to 28.
2. **File Number.** One-place numeric field. File Number must be a 2 to indicate a facility record.
3. **Site Number.** Two-place numeric field assigned by the college to each site. Site Number must be from 01 to 98. Site Number 99 is reserved for use in the FTE report by site. Must match a site number in the site inventory.
4. **Facility Number.** Four-place numeric field assigned by the college to each facility. Each Facility Number is a unique number for a given site. The site/facility number must be unique as it is the **key** for identifying a facility within the file.
5. **Facility Name.** Twenty-place alpha/numeric field. The college assigns the Facility Name.
6. **Facility Type.** One-place numeric field designating the nature of the Facility.

| Code | Definition                       |
|------|----------------------------------|
| 1    | Building                         |
| 2    | Parking Area                     |
| 3    | Athletic Area                    |
| 4    | Agricultural Field               |
| 5    | Outdoor Swimming Pool            |
| 6    | Covered Walkway                  |
| 7    | Building ( <i>with parking</i> ) |
| 8    | Parking Garage                   |
| 0    | Other                            |

7. **Facility Status.** One-place numeric field for the classification of the life of the Facility is represented by the following codes:

| Code | Definition         |
|------|--------------------|
| 1    | Permanent          |
| 2    | Temporary          |
| 3    | Under Construction |

All facilities owned or leased for one year or more **must** be entered into the FCODB. Leased facilities and facilities acquired as gifts or with non-appropriated funds will be entered during the first submission period following acquisition of the Facility. Facilities funded through legislative appropriations will also be entered during the submission period immediately following the effective date of the appropriation. Facility status code 3 is used until the final inspection. At that time, the code is changed to either 1 or 2.



8. **Facility Condition.** One-place numeric field. The physical quality of the facility is represented by the following codes:

| Code | Definition   |
|------|--|
| 1    | Satisfactory: Suitable for continued use with normal maintenance.  |
| 2    | Remodeling-A: Requires restoration to present acceptable standards without major room-use changes, alterations, or modernization. The approximate cost of Remodeling-A is up to 25% of the estimated replacement cost of the Facility.       |
| 3    | Remodeling-B: Requires major updating and/or modernization of the Facility. The approximate cost of Remodeling-B is between 25% and 50% of the estimated replacement cost of the Facility.   |
| 4    | Remodeling-C: Requires major remodeling of the Facility. The approximate cost of Remodeling-C is more than 50% of the estimated replacement cost of the Facility.  |
| 5    | Demolition: Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for space or the availability of funds for replacement.   |
| 6    | Termination: Planned termination or relinquishment of occupancy of the facility for reasons other than, structural unsoundness or the existence of dangerous conditions, such as abandonment of temporary units or vacating of leased space. |

An unsatisfactory facility condition code (5 - Demolition or 6 - Termination) can be entered for a facility only at the recommendation of the Education Plant Survey in the written survey report or with the written concurrence of the Survey Section of the Office of Educational Facilities.

9. **Facility Area in Gross Square Feet.** Six-place numeric field. May be 0 if the facility is not a building or covered walkway (facility type codes 2, 3, 4, 5, 0) or if the college is a joint-use visitor (facility ownership code is 9). If a facility is a building or covered walkway, then the area is required. This includes buildings funded through legislative appropriations. The area for a building is the sum of the floor areas of the building included within the outside face of exterior walls for all stories or for areas that have floor surfaces. Gross area is computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. The area for a covered walkway should be measured from roof edge to roof edge. No covered walkway area should be included in the building area except that portion which falls beneath building roof overhang. Any area included in the building area must be excluded from the covered walkway area. Round to the nearest square foot.
10. **Facility Ownership.** One-place numeric field. The agency with which the title to the facility rests is represented by the following codes:

| Code | Definition  |
|------|---|
| 0    | Owned, Joint-Use Facility host.   |
| 1    | Owned, fee simple.  |
| 2    | Owned, Title vested in the institution being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).                                |
| 3    | Owned, Title vested in holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements). |

| Code | Definition  |
|------|---|
| 4    | Not owned by the institution, but leased or rented to the institution at a typical local rate.  |
| 5    | Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.   |
| 6    | Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.  |
| 7    | Not owned by the institution, but shared with another postsecondary educational institution.  |
| 8    | Other (e.g., not owned by the institution, but shared with a non-educational institution).  |
| 9    | Unowned, Joint-Use Facility visitor.  |
| A    | Special Leased, Joint-Use Facility - Owned by a Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only). |

11. **Facility Length of Holding.** Two-place numeric field. This is the number of years for which the Facility is leased or shared. Use 99 for more than 99 years. Use zero for owned facility.

12. **Facility Original Inspection Date.** Eight place numeric field. The date will be zeros when the Facility Type is not a building or covered walkway (Facility Type codes 2, 3, 4, 5, 0). When facility is under construction (Facility Status code 3), or is unowned (Facility Ownership codes 4, 5, 6, 7, 8, 9) the date would be zeros. If Facility Status code 3 is changed to 1 or 2 on an owned building, then the new inspection date will be entered in the Facility Last Inspection Date.

MMDDCCYY form. This date is the month, day, and year the Certificate of Final Inspection was issued for a facility constructed for the college. It is the month, day, and year in which construction was completed for purchased facility. Do not enter dashes or slashes.

13. **Facility Last Inspection Date.** Eight place numeric field. The date will be zeros if the facility is not a building or covered walkway (Facility Type codes 2, 3, 4, 5, 0), is under construction (Facility Status code 3) or is unowned (Facility Ownership codes 4, 5, 6, 7, 8, 9). Required when Facility Status code 3 is changed to code 1 or 2. On a new building the inspection date will be zeros until the Facility Status code is 1. At this point you will put in the number 0 if there has not been any remodeling or renovation changes.

MMDDCCYY form. This date is the month, day, and year the Certificate of Final Inspection was issued for a facility remodeled or renovated for the college. Facility Original Inspection Date will be used if the building has not been remodeled or renovated since facility has been built. It is the month, day, and year in which construction was completed for the facility. Do not enter dashes or slashes.

## Definitions and Instructions for Room Record

A description of each data field that appears on the Room Record is listed in this section. Definitions of codes and special instructions are given for each field.

At the time that a facility whose status is under construction is entered into the FCODB (see Item 7, Facility Status under Definitions and Instructions for Facility Record, above), the rooms for that building must be entered on the FCODB. Individual rooms may be entered based on information taken from the construction drawings or pseudo rooms may be used to enter aggregates of the area for the appropriate Room-Use Code. When the building is completed, the Room file is updated to report the rooms as built.

### Data Fields

1. **College Number.** Two-place numeric field that is the number of the college. Must be from 1 to 28.
2. **File Number.** One-place numeric field that must be coded 3 to indicate a room record.
3. **Site Number.** Two-place numeric field that is assigned by the college to each site and must be from 1 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
4. **Facility Number.** Four-place numeric field that is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
5. **Room Number.** Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the facility. The Site/Facility/Room Number must be unique as it is the **key** for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The room number is broken into 3 parts as follows:
  - a. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
  - b. Core: four-places. Must contain at least one character or number right justified.
  - c. Suffix: one-place. May be blank.
6. **Room Name.** Twenty-place alpha/numeric field. Name as assigned to a room by the college, except a classroom for vocational laboratory-related instruction is always named RELATED INSTRUCTION. The name may describe the use of the room.
7. **Room-Use Code.** Three-place numeric field. This code is a description of the use for which the room is designed. For detailed definitions, refer to the *Higher Education Facilities Inventory and Classification Manual (1973)* published by the United States Office of Education. Room-Use Codes are provided as follows:

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| Group              | Code | Definition   |
|--------------------|------|--|
| <b>Classroom</b>   | 110  | Classroom  |
|                    | 115  | Classroom Service  |
|                    | 120  | Computer Classroom   |
| <b>Laboratory</b>  | 125  | Computer Classroom Service   |
|                    | 210  | Class Laboratory   |
|                    | 212  | Related Instruction Classroom (for Allowed Vocational Programs only) |
|                    | 215  | Class Laboratory Service   |
|                    | 220  | Special Class Laboratory   |
|                    | 225  | Special Class Laboratory Service                                     |
|                    | 240  | Student Computer Terminal Room                                       |
|                    | 245  | Student Computer Terminal Service                                    |
| <b>Office</b>      | 310  | Office   |
|                    | 315  | Office Service   |
|                    | 350  | Conference Room (Office Related)                                     |
|                    | 355  | Conference Room Service (Office Related)                             |
| <b>Study</b>       | 410  | Reading/Study Room   |
|                    | 420  | Stack  |
|                    | 430  | Open-Stack Reading Room  |
|                    | 440  | Processing Room  |
|                    | 455  | Study Service  |
| <b>Special Use</b> | 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 (Non-Health Professions)                                      |
|                    | 545  | Clinic Service (Non-Health Professions)                              |
|                    | 550  | Demonstration  |
|                    | 555  | Demonstration Service  |
|                    | 560  | Field Building   |
|                    | 570  | Animal Quarters  |
|                    | 575  | Animal Quarters Service  |
|                    | 580  | Greenhouse   |
|                    | 585  | Greenhouse Service   |
|                    | 590  | Other  |
| <b>General Use</b> | 610  | Assembly   |
|                    | 615  | Assembly Service   |
|                    | 620  | Exhibition   |
|                    | 625  | Exhibition Service   |
|                    | 630  | Food Facilities  |
|                    | 635  | Food Facilities Service  |
|                    | 640  | Day Care   |
|                    | 645  | Day Care Service   |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

|                       |     |   |
|-----------------------|-----|---|
|                       | 650 | Lounge  |
|                       | 655 | Lounge Service  |
|                       | 660 | Merchandising Facilities  |
|                       | 665 | Merchandising Facilities Service                                  |
|                       | 670 | Recreation  |
|                       | 675 | Recreation Service  |
|                       | 680 | Meeting Room  |
|                       | 685 | Meeting Room Service  |
|                       | 690 | Locker Room   |
| <b>Supporting</b>     | 710 | Data Processing/Computer  |
|                       | 715 | Data Processing/Computer Service                                  |
|                       | 720 | Shop  |
|                       | 725 | Shop Service  |
|                       | 730 | Central Storage   |
|                       | 735 | Central Storage Service   |
|                       | 740 | Vehicle Storage   |
|                       | 745 | Vehicle Storage Service   |
|                       | 750 | Central Service   |
|                       | 755 | Central Service Support   |
|                       | 760 | Central Laundry   |
| <b>Health-Care</b>    | 810 | Patient Bedroom   |
|                       | 815 | Patient Bedroom Service   |
|                       | 820 | Patient Bath  |
|                       | 830 | Nurse Station   |
|                       | 840 | Surgery   |
|                       | 845 | Surgery Service   |
|                       | 850 | Treatment/Examination   |
|                       | 855 | Treatment/Examination Service                                     |
|                       | 860 | Diagnostic Service Laboratory                                     |
|                       | 865 | Diagnostic Service Laboratory Support                             |
|                       | 870 | Supplies  |
|                       | 880 | Public Waiting  |
|                       | 890 | Staff On-Call Facility  |
|                       | 895 | Staff On-Call Facility Service                                    |
| <b>Residential</b>    | 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   |
| <b>Non-Assignable</b> | 010 | Custodial Area  |
|                       | 020 | Circulation Area  |
|                       | 030 | Mechanical Area and Toilet Room                                   |
|                       | 040 | Structural Area   |
|                       | 050 | Joint-Use Room Used by Visitor in a Facility Owned by the College |

|                         |     |            |
|-------------------------|-----|------------|
| <b>Unsatisfactory *</b> | 001 | Classroom  |
|                         | 002 | Laboratory |
|                         | 003 | Other      |

**\*NOTE:** A room evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size even though it may be located in a satisfactory building.

8. **Room Area in Net Square Feet.** Six-place numeric field. This space is the floor area of the room computed by measuring from the inside surfaces of the walls, excluding unusable areas having less than six feet, six inches clear headroom. Round to nearest square foot.

For some reports, room areas are grouped into space categories. The combination of the Room-Use Code and the Information Classification Structure Code for a room determines into which category the area is placed. The ten assignable space categories are: classroom, academic laboratory, vocational laboratory, physical education, library, audiovisual, auditorium/exhibition, student services, offices and support services.

9. **Room Information Classification Structure (ICS) Code.** Eight-place numeric field. This code is the Florida College Information Classification Structure code that identifies the program or function to which the activities in the Room contribute. The codes and definitions are found in *Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes*. All eight places in the field **must** be filled. Use numbers only and do not separate numbers with dashes or decimal points.

The ICS code for a classroom for vocational laboratory-related instruction (Room-Use Code 212) is always the same as for the vocational laboratory to which it is related. This ICS code must be in the range 12000000 - 12999999.

The ICS code must be 00000000 if the room is in a Joint-Use Facility owned by the college and is used by the visitor institution. The code must be 90000000 if the room is non-assignable and is not a Joint-Use Facility Room used by the visitor institution.

When the Room-Use Code is 110, 120, 210, or 220, the Room ICS Code for the Advanced and Professional and Vocational Courses must be in the *Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes*.

10. **Room Joint-Use Code.** One-place numeric field. To identify if a room is in a Joint-Use Facility, and if so, whether the room is assigned totally to the college, if the college shares the room with another institution, or if the room is assigned totally to another institution, the following codes are used:

| Code | Definition  |
|------|---|
| 0    | Room is not in a Joint-Use Facility.  |
| 1    | Room is in a Joint-Use Facility and assigned to the college.                |
| 2    | Room is in a Joint-Use Facility and is shared by the college.               |
| 3    | Room is in a Joint-Use Facility and is assigned to the visitor institution. |

11. **Room Condition.** One-place numeric field. To identify a room that was not available for use for the term reported, because the Room was being remodeled. If the facility condition is reported as Remodeling A, B, or C, then the room may be reported as satisfactory.

| Code | Definition   |
|------|--------------|
| 1    | Satisfactory |
| 2    | Remodeling   |

## Definitions and Instructions for PECO File

The Official PECO Sites List file is maintained by the Division of Florida Colleges, Facilities Planning & Budgeting. The file contains sites that have been approved by the State Board of Education or have been legislatively funded. Sites and Joint-Use Facilities approved for ownership, property has been obtained, and sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the Site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after a lease has been signed. The PECO Sites List has a field (PECO Edit Flag) which will be set to 'N' for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to 'Y' and 'U' will be edited against the Facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

Beginning with the 2004-05 Summer End-of-Term submission, the following critical edits will ensure matching between the Facilities and Capital Outlay Database (FCODB) and the Official PECO Sites List:

1. A site or Joint-Use Facility (JUF) on the Official PECO Sites List, with a PECO Edit Flag equal to 'Y', must be submitted on the FCODB.
2. A site in the Facilities Inventory with Site Type of Campus, Center, or Special Purpose Center must be on the Official PECO Sites List.
3. A site in the Facilities Inventory with Site Type of Instructional or Other must not be on the Official PECO Sites List.
4. A site in the Facilities Inventory with Site Area of zero areas will be edited against the PECO File to make sure that the PECO edit Flag is equal to 'U' unless the site ownership is a JUF visitor.

### Data Fields

1. **College Number** - Two-place numeric field which is the number of the college. Must be from 01 to 28.
2. **Site Number** - Two-place numeric field which is assigned by the college to each site and must be from 01 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
3. **Facility Number** - Four-place numeric field which is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
4. **PECO Name** - Thirty-place alpha/numeric field for the name as reported by Division of Florida Colleges staff.
5. **PECO Type** - Twenty-place alpha/numeric field which is the approved designation of the site or JUF (Campus, Center, Special Use Center, or Joint-Use Facility).
6. **Site Date Approved** - Eight-place numeric field for the date the site was approved in CCYYMMDD format.
7. **PECO Flag** - One-place alpha/numeric field. This field will be used to determine whether editing should be performed between the FCODB and the PECO Sites file. The default is 'Y'. For specific, exceptional situations, the flag will be set to 'N' or 'U' by Division of Florida Colleges staff at the college's request. Examples of exceptional situations include:
  - a. A PECO-appropriated owned site for which land has not yet been acquired
  - b. A leased site for which the lease has not yet been signed



## Error Report

When the Facilities and Capital Outlay Database (FCODB) is submitted, the data is edited and an error report is generated. The report has four parts. Critical errors are listed in the first three parts. Part four, which is for informational errors, has the same layout as part one. For each critical error, part one lists the error number as the data element number plus the data element's edit number from the Data Element Dictionary, (e.g., 5340\_3 denotes the third edit listed for Room ICS Code), unique identifier or record key (e.g., Site/Facility/Room Number), the table number(s)\*, the field value(s) in error, and a short message indicating why the field is in error. The errors are grouped by the data types: Site, Facility, Room, and Table Cross Edits. Part 2 lists the entire data records for any record that contains a field in error. The data records are grouped by the data types: Site, Facility, and Room. Part 3 gives a summary of the data records including the total number of records, the total number of good records, the total number of bad records, and the records totals by data type. Part 4 is for informational errors only.

**\*NOTE:** For error reporting purposes, the PECO Sites List file is identified as table number 4.

### Error Report Codes and Messages

When the Error Report is generated, an error code and a short error message are listed. A critical error will cause a record to be put into an error file and data will not be loaded into the database. An informational error will not prevent data from being loaded into the database, but some field in the record needs attention to be sure it is correct. The following are the dataset names of the edit reports and file of records with errors generated by the editing process:

ERRLST  
ERRSUM  
ERRREC  
INFOLST  
FRQZRO

### Error Correction

To correct any errors in the FCODB, the entire data file must be resubmitted.

#### Coding Summary for Site Record

|                      |   |
|----------------------|---|
| <b>Site Number</b>   | Assigned by college. Key element.   |
| <b>Name</b>          | Assigned by college. Twenty places.   |
| <b>County</b>        | A two-digit numeric code to identify the county ranging from 01–67 (see DE 5150).             |
| <b>Type</b>          | 1 - Campus<br>2 - Center<br>3 - Special purpose center<br>4 - Instructional site<br>0 - Other |
| <b>Area in Acres</b> | Two decimal places are implied.   |
| <b>Ownership</b>     | 0 - Owned, Joint-Use Facility host  |

#### Coding Summary for Site Record

|                              |   |
|------------------------------|---|
|                              | 1 - Owned in fee simple<br>2 - Institution amortizing<br>3 - Institution paying holding company<br>4 - Unowned, leased, or rented<br>5 - Unowned, nominal rate<br>6 - Unowned, shared with non-postsecondary institution<br>7 - Unowned, shared with postsecondary institution<br>8 - Other<br>9 - Unowned, Joint-Use Facility visitor<br>A - Special Leased Joint-Use Facility |
| <b>Length of Holding</b>     | Number of years of lease or sharing. Zero for owned.  |
| <b>Acquisition Means</b>     | 1 - Purchase<br>2 - Gift<br>3 - Gift and purchase<br>4 - Transfer from Board of Public Instruction<br>5 - Lease or rental agreement<br>6 - Other<br>7 - Not available   |
| <b>Site Acquisition Date</b> | Date site was acquired. MMDDCCYY form.  |

#### Coding Summary for Facility Record

|                        |   |
|------------------------|---|
| <b>Site Number</b>     | Assigned by college. Key element.   |
| <b>Facility Number</b> | Assigned by college. Key element.   |
| <b>Name</b>            | Assigned by college. Twenty spaces.   |
| <b>Type</b>            | 1 - Building (without parking)<br>2 - Parking area<br>3 - Athletic area<br>4 - Agricultural field<br>5 - Outdoor swimming pool<br>6 - Covered walkway<br>7 - Building (with parking)<br>8 - Parking Garage<br>0 - Other |
| <b>Status</b>          | 1 - Permanent<br>2 - Temporary<br>3 - Under construction  |
| <b>Condition</b>       | 1 - Satisfactory<br>2 - Remodeling-A<br>3 - Remodeling-B<br>4 - Remodeling-C<br>5 - Demolition  |

### Coding Summary for Facility Record

|                                  |   |
|----------------------------------|---|
|                                  | 6 - Termination   |
| <b>Area in Gross Square Feet</b> | Round to nearest square foot.   |
| <b>Ownership</b>                 | 0 - Owned, Joint-Use Facility host<br>1 - Owned in fee simple<br>2 - Institution amortizing<br>3 - Institution paying holding company<br>4 - Unowned, leased, or rented<br>5 - Unowned, nominal rate<br>6 - Unowned, shared with non-postsecondary institution<br>7 - Unowned, shared with postsecondary institution<br>8 - Other<br>9 - Unowned, Joint-Use Facility visitor<br>A - Special leased Joint-Use Facility |
| <b>Length of Holding</b>         | Number of years of lease or sharing. Zero for owned.  |
| <b>Original Inspection Date</b>  | Year and month Certificate of Final Inspection was issued for facility constructed for college or construction completed for purchased facility. MMDDCCYY form.   |
| <b>Last Inspection Date</b>      | Year and month Certificate of Final Inspection was issued for Facility after remodeling or renovation completed for the college. MMDDCCYY form.   |
| <b>Facility Parking Spaces</b>   | A five-digit number to identify number of parking spaces (see DE 5290).   |

### Coding Summary for Room Record

|  |   |
|--|---|
| <b>Site Number</b>                               | Assigned by college. Key element.   |
| <b>Facility Number</b>                           | Assigned by college. Key element.   |
| <b>Room Number</b>                               | Assigned by college. Key element.   |
| <b>Name</b>                                      | Assigned by college. Twenty places.   |
| <b>Use Code</b>                                  | Code indicating the use for which the room is designed. Codes listed in Item 7, Room-Use Code, under Definitions and Instructions for Room Record.  |
| <b>Area in Net Square Feet</b>                   | Round to nearest square foot.   |
| <b>Information Classification Structure Code</b> | Code to identify program or function to which activities in room contribute. Codes can be found in the Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes located in Section IV. |
| <b>Room Code</b>                                 | 0 - Not in Joint-Use Facility<br>1 - Joint-Use Facility, assigned to college  |

#### Coding Summary for Room Record

|                       |   |
|-----------------------|---|
|                       | 2 - Joint-Use Facility, shared              |
|                       | 3 - Joint-Use Facility, assigned to visitor |
| <b>Room Condition</b> | 1 - Satisfactory                            |
|                       | 2 - Remodeling                              |

## Data Transmission/Report Retrieval

Data should be formatted in accordance with the Record Formats contained in this publication.

Colleges send data and retrieve both the error reports and verification reports via FTP as outlined in the *Data Submission Procedures Guide*.

**NOTE:** All record types in the Facilities Database are 80 characters in length.

**Section II:**  
**Data Element Dictionary**



## Introduction

The Facilities and Capital Outlay Database was created to meet Federal and State requirements for reporting facilities information.

## Table of Facilities Database Elements

The Facilities Database has three record types. The data elements that comprise the unique key for each record type are shown on Data Elements by Record Type. The machine record formats have the unique key data elements shaded.

## Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

|               |   |
|---------------|---|
| EQ            | Equal to  |
| NE            | Not Equal to  |
| GT            | Greater Than  |
| GE            | Greater Than or Equal To                                |
| LT            | Less Than   |
| LE            | Less Than or Equal To                                   |
| IN (list)     | Valid value or values exist in the list provided        |
| NOT IN (list) | Valid value or values do not exist in the list provided |
| NULL          | No value (blank or missing)                             |

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

## Data Element ALPHABETICAL Listing

| DATA ELEMENT                      | NUMBER |
|-----------------------------------|--------|
| College Number                    | 5001   |
| Facility Area                     | 5250   |
| Facility Condition                | 5240   |
| Facility Last Inspection Date     | 5295   |
| Facility Length of Holding        | 5270   |
| Facility Name                     | 5210   |
| Facility Number                   | 5200   |
| Facility Original Inspection Date | 5280   |
| Facility Ownership                | 5260   |
| Facility Parking Spaces           | 5290   |
| Facility Status                   | 5230   |
| Facility Type                     | 5220   |
| Room Area                         | 5330   |
| Room Condition                    | 5360   |
| Room ICS Code                     | 5340   |
| Room Joint-Use Code               | 5350   |
| Room Name                         | 5310   |
| Room Number                       | 5300   |
| Room-Use Code                     | 5320   |
| Site Acquisition Date             | 5170   |
| Site Acquisition Means            | 5160   |
| Site Area                         | 5130   |
| Site County                       | 5105   |
| Site Length of Holding            | 5150   |
| Site Name                         | 5110   |
| Site Number                       | 5100   |
| Site Ownership                    | 5140   |
| Site Type                         | 5120   |
| Term Identifier                   | 5002   |



## Data Element NUMERICAL Listing

| NUMBER | DATA ELEMENT                      |
|--------|-----------------------------------|
| 5001   | College Number                    |
| 5002   | Term Identifier                   |
| 5100   | Site Number                       |
| 5105   | Site County                       |
| 5110   | Site Name                         |
| 5120   | Site Type                         |
| 5130   | Site Area                         |
| 5140   | Site Ownership                    |
| 5150   | Site Length of Holding            |
| 5160   | Site Acquisition Means            |
| 5170   | Site Acquisition Date             |
| 5200   | Facility Number                   |
| 5210   | Facility Name                     |
| 5220   | Facility Type                     |
| 5230   | Facility Status                   |
| 5240   | Facility Condition                |
| 5250   | Facility Area                     |
| 5260   | Facility Ownership                |
| 5270   | Facility Length of Holding        |
| 5280   | Facility Original Inspection Date |
| 5290   | Facility Parking Spaces           |
| 5295   | Facility Last Inspection Date     |
| 5300   | Room Number                       |
| 5310   | Room Name                         |
| 5320   | Room-Use Code                     |
| 5330   | Room Area                         |
| 5340   | Room ICS Code                     |
| 5350   | Room Joint-Use Code               |
| 5360   | Room Condition                    |

## Data Elements by Record Type

### SITE (Record Type 1)

#### Unique Key Elements

|                 |      |
|-----------------|------|
| College Number  | 5001 |
| Term Identifier | 5002 |
| Site Number     | 5100 |

#### Non-Key Elements

|                        |      |
|------------------------|------|
| Site Name              | 5110 |
| Site County            | 5105 |
| Site Type              | 5120 |
| Site Area              | 5130 |
| Site Ownership         | 5140 |
| Site Length of Holding | 5150 |
| Site Acquisition Means | 5160 |
| Site Acquisition Date  | 5170 |

### FACILITY (Record Type 2)

#### Unique Key Elements

|                 |      |
|-----------------|------|
| College Number  | 5001 |
| Term Identifier | 5002 |
| Site Number     | 5100 |
| Facility Number | 5200 |

#### Non-Key Elements

|                                   |      |
|-----------------------------------|------|
| Facility Name                     | 5210 |
| Facility Type                     | 5220 |
| Facility Status                   | 5230 |
| Facility Condition                | 5240 |
| Facility Area                     | 5250 |
| Facility Ownership                | 5260 |
| Facility Length of Holding        | 5270 |
| Facility Original Inspection Date | 5280 |
| Facility Parking Spaces           | 5290 |
| Facility Last Inspection Date     | 5295 |

### ROOM (Record Type 3)

#### Unique Key Elements

|                 |      |
|-----------------|------|
| College Number  | 5001 |
| Term Identifier | 5002 |
| Site Number     | 5100 |
| Facility Number | 5200 |
| Room Number     | 5300 |

#### Non-Key Elements

|                     |      |
|---------------------|------|
| Room Name           | 5310 |
| Room-Use Code       | 5320 |
| Room Area           | 5330 |
| Room ICS Code       | 5340 |
| Room Joint-Use Code | 5350 |
| Room Condition      | 5360 |

## Data Element 5001

### College Number

#### Characteristics

Length: 2  
Data Type: Numeric  
Physical Description: 9 (2)  
Record Type(s): 1, 2, 3  
Last Modified: 2/29/1998

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Identifies a college.

#### TABLE VALUES

|    |                  |    |                 |
|----|------------------|----|-----------------|
| 01 | Eastern Florida  | 15 | Miami Dade      |
| 02 | Broward          | 16 | North Florida   |
| 03 | Central Florida  | 17 | Northwest Fla   |
| 04 | Chipola          | 18 | Palm Beach      |
| 05 | Daytona          | 19 | Pasco-Hernando  |
| 06 | FL SouthWestern  | 20 | Pensacola       |
| 07 | Fla. SC at Jax   | 21 | Polk            |
| 08 | Florida Keys     | 22 | St. Johns River |
| 09 | Gulf Coast       | 23 | St. Petersburg  |
| 10 | Hillsborough     | 24 | Santa Fe        |
| 11 | Indian River     | 25 | Seminole        |
| 12 | Florida Gateway  | 26 | South Florida   |
| 13 | Lake-Sumter      | 27 | Tallahassee     |
| 14 | State College FL | 28 | Valencia        |

#### Edit:

|        |  |          |
|--------|--|----------|
| 5001_1 | College Number (DE 5001) missing, invalid, or non-numeric            | Critical |
| 5140_2 | Site Ownership (DE 5140) EQ A and College Number (DE 5001) NE 05     | Critical |
| 5260_2 | Facility Ownership (DE 5260) EQ A and College Number (DE 5001) NE 05 | Critical |

## Data Element 5002

### Term Identifier

#### Characteristics

Length: 5  
Data Type: Numeric  
Physical Description: 9 (5)  
Record Type(s): 1, 2, 3  
Last Modified: 9/16/1997

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Indicates the academic term within the reporting year.

#### TABLE VALUES

1CCYY Summer Term  
2CCYY Fall Term  
3CCYY Spring Term

Where CC is the century and YY is the last two digits of the second year of the reporting year (e.g., code the reporting year of 2008-09 as 2009).

#### Edit:

|        |  |          |
|--------|--|----------|
| 5002_1 | Term Identifier (DE 5002) missing, invalid, or non-numeric | Critical |
|--------|--|----------|

## Data Element 5100

### Site Number

#### Characteristics

Length: 2  
Data Type: Numeric  
Physical Description: 9 (2)  
Record Type(s): 1, 2, 3  
Last Modified: 7/30/2009

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Number assigned to a site by the college.

#### TABLE VALUES

1 - 97

**NOTE:** Site number 98 and 99 are reserved for use in the FTE report by site.

#### Edit

|        |  |          |
|--------|--|----------|
| 5100_1 | Site Number (DE 5100) missing, invalid, or non-numeric   | Critical |
| 5100_2 | College/Site is a duplicate  | Critical |
| 5100_3 | College/site number in the facility file does not exist in the site file                                       | Critical |
| 5100_4 | Site or Joint-Use Facility on Official PECO Site but not in site data  | Critical |
| 5120_2 | Site Type (DE 5120) IN (1, 2, 3) and must match Site Number and Site Type on the Official PECO Site List       | Critical |
| 5120_3 | Site Type (DE 5120) IN (0, 4) and Site Number and Site Type on the Official PECO Site List with PECO Flag EQ Y | Critical |

#### IDB Edit:

|            |  |          |
|------------|--|----------|
| IDB 2000_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |
| IDB 3000_1 | SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)   | Critical |

## Data Element 5105

### Site County

#### Characteristics

Length: 2  
Data Type: Numeric  
Physical Description: 9 (2)  
Record Type(s): 1  
Last Modified: 10/15/2014

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Identifies the county where the site is located. The table values listed below are the official county codes for all Florida counties.

#### TABLE VALUES

|    |           |    |              |    |            |
|----|-----------|----|--------------|----|------------|
| 01 | Alachua   | 24 | Hamilton     | 47 | Okeechobee |
| 02 | Baker     | 25 | Hardee       | 48 | Orange     |
| 03 | Bay       | 26 | Hendry       | 49 | Osceola    |
| 04 | Bradford  | 27 | Hernando     | 50 | Palm Beach |
| 05 | Brevard   | 28 | Highlands    | 51 | Pasco      |
| 06 | Broward   | 29 | Hillsborough | 52 | Pinellas   |
| 07 | Calhoun   | 30 | Holmes       | 53 | Polk       |
| 08 | Charlotte | 31 | Indian River | 54 | Putnam     |
| 09 | Citrus    | 32 | Jackson      | 55 | St. Johns  |
| 10 | Clay      | 33 | Jefferson    | 56 | St. Lucie  |
| 11 | Collier   | 34 | Lafayette    | 57 | Santa Rosa |
| 12 | Columbia  | 35 | Lake         | 58 | Sarasota   |
| 13 | Dade      | 36 | Lee          | 59 | Seminole   |
| 14 | DeSoto    | 37 | Leon         | 60 | Sumter     |
| 15 | Dixie     | 38 | Levy         | 61 | Suwannee   |
| 16 | Duval     | 39 | Liberty      | 62 | Taylor     |
| 17 | Escambia  | 40 | Madison      | 63 | Union      |
| 18 | Flagler   | 41 | Manatee      | 64 | Volusia    |
| 19 | Franklin  | 42 | Marion       | 65 | Wakulla    |
| 20 | Gadsden   | 43 | Martin       | 66 | Walton     |
| 21 | Gilchrist | 44 | Monroe       | 67 | Washington |
| 22 | Glades    | 45 | Nassau       |    |            |
| 23 | Gulf      | 46 | Okaloosa     |    |            |

#### Edit:

|        |   |               |
|--------|---|---------------|
| 5105_1 | Site County (DE 5105) missing, invalid, or non-numeric    | Critical      |
| 5105_2 | Site County (DE 5105) NE Prior Term Site County (DE 5105) | Informational |

## Data Element 5110

### Site Name

#### Characteristics

Length: 20  
Data Type: Alphanumeric  
Physical Description: X (20)  
Record Type(s): 1  
Last Modified: 5/11/1989

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Name assigned to a site by the college.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5110_1 | Site Name (DE 5110) missing or invalid | Critical |
|--------|--|----------|

## Data Element 5120

### Site Type

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 1  
Last Modified: 7/30/2009

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Designates the nature of the site.

#### TABLE VALUES

|   |                        |
|---|------------------------|
| 0 | Other                  |
| 1 | Campus                 |
| 2 | Center                 |
| 3 | Special Purpose Center |
| 4 | Instructional Site     |

#### Edit:

|        |  |          |
|--------|--|----------|
| 5120_1 | Site Type (DE 5120) missing, invalid, or non-numeric   | Critical |
| 5120_2 | Site Type (DE 5120) IN (1, 2, 3) and must match Site Number and Site Type on the Official PECO Site List       | Critical |
| 5120_3 | Site Type (DE 5120) IN (0, 4) and Site Number and Site Type on the Official PECO Site List with PECO Flag EQ Y | Critical |
| 5120_4 | Site Type (DE 5120) does not match the Official PECO Site Type   | Critical |



## Data Element 5130

### Site Area

#### Characteristics

Length: 6  
Data Type: Numeric  
Physical Description: 9 (4) V99  
Record Type(s): 1  
Last Modified: 7/17/2013

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

The site's area in acres.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5130_1 | Site Area (DE 5130) missing or non-numeric   | Critical |
| 5130_2 | Site Area (DE 5130) EQ 0 and Site Ownership (DE 5140) NE 9                         | Critical |
| 5130_3 | Site Area (DE 5130) EQ 0 and PECO Edit Flag NE U and Site Ownership (DE 5140) NE 9 | Critical |
| 5130_4 | Site Area (DE 5130) NE 0 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9 | Critical |

## Data Element 5140

### Site Ownership

#### Characteristics

Length: 1  
Data Type: Alphanumeric  
Physical Description: X (1)  
Record Type(s): 1  
Last Modified: 3/28/2017

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Defines the agency with which the title to a site rests.

#### TABLE VALUES

|   |   |
|---|---|
| 0 | Owned, Joint-Use Facility host  |
| 1 | Owned, fee simple   |
| 2 | Owned, title vested in the institution  |
| 3 | Owned, title vested in a holding company  |
| 4 | Unowned, leased, or rented at a typical local rate  |
| 5 | Unowned, made available at no cost or at a nominal rate   |
| 6 | Unowned, shared with an educational organization that is not postsecondary  |
| 7 | Unowned, shared with a postsecondary institution  |
| 8 | Other   |
| 9 | Unowned, Joint-Use Facility visitor   |
| A | Special leased, Joint-Use Facility – owned by another Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only). |

**NOTE:** For property that has been approved to be purchased but has not yet been obtained, the site ownership code will be 1 (owned, fee simple). When the property is purchased or leased the ownership will be changed to the appropriate code.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5140_1 | Site Ownership (DE 5140) missing or invalid  | Critical |
| 5140_2 | Site Ownership (DE 5140) EQ A and College Number (DE 5001) NE 5                          | Critical |
| 5140_3 | Site Ownership (DE 5140) IN (4, 5, 6, 7, 8, A) and Site Length of Holding (DE 5150) EQ 0 | Critical |
| 5140_4 | Site Ownership (DE 5140) IN (0, 1, 2, 3) and Site Length of Holding (DE 5150) NE 0       | Critical |
| 5130_2 | Site Area (DE 5130) EQ 0 and Site Ownership (DE 5140) NE 9                               | Critical |
| 5130_3 | Site Area (DE 5130) EQ 0 and PECO Edit Flag NE U and Site Ownership (DE 5140) NE 9       | Critical |

**Edit:**

|        |   |          |
|--------|---|----------|
| 5130_4 | Site Area (DE 5130) NE 0 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9              | Critical |
| 5160_3 | Site Acquisition Means (DE 5160) NE 7 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9 | Critical |

## Data Element 5150

### Site Length of Holding

#### Characteristics

Length: 2  
Data Type: Numeric  
Physical Description: 9 (2)  
Record Type(s): 1  
Last Modified: 3/28/2017

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

The number of years for which a site is leased or shared.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5150_1 | Site Length of Holding (DE 5150) missing or non-numeric                                  | Critical |
| 5140_3 | Site Ownership (DE 5140) IN (4, 5, 6, 7, 8, A) and Site Length of Holding (DE 5150) EQ 0 | Critical |
| 5140_4 | Site Ownership (DE 5140) IN (0, 1, 2, 3) and Site Length of Holding (DE 5150) NE 0       | Critical |

## Data Element 5160

### Site Acquisition Means

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 1  
Last Modified: 7/17/2013

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

The means by which a site was acquired.

#### TABLE VALUES

|   |  |
|---|--|
| 1 | Purchase                                   |
| 2 | Gift                                       |
| 3 | Gift and purchase                          |
| 4 | Transfer from Board of Public Instruction  |
| 5 | Lease or rental agreement                  |
| 6 | Other                                      |
| 7 | Not yet acquired (not purchased or leased) |

#### Edit:

|        |   |          |
|--------|---|----------|
| 5160_1 | Site Acquisition Means (DE 5160) missing, invalid, or non-numeric                               | Critical |
| 5160_2 | Site Acquisition Means (DE 5160) EQ 7 and PECO Edit Flag NE U                                   | Critical |
| 5160_3 | Site Acquisition Means (DE 5160) NE 7 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9 | Critical |

## Data Element 5170

### Site Acquisition Date

#### Characteristics

Length: 8  
Data Type: Numeric  
Physical Description: 9 (8)  
Record Type(s): 1  
Last Modified: 10/11/2019

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

The date in which the site was acquired.

The format for coding this element is MMDDCCYY

Where:

MM is a valid month (01-12),

DD is a valid day of the month (1-31),

CC is a valid century (20), and

YY is a numeric year

Code 00000000 for unknown or not applicable.

#### Edit:

5170\_1 Site Acquisition Date (DE 5170) missing or invalid

Critical

## Data Element 5200

### Facility Number

#### Characteristics

Length: 4  
Data Type: Numeric  
Physical Description: 9 (4)  
Record Type(s): 2, 3  
Last Modified: 7/30/2009

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

The number assigned to a facility by a college.

#### Edit:

|        |   |          |
|--------|---|----------|
| 5200_1 | Facility Number (DE 5200) missing or non-numeric                                  | Critical |
| 5200_2 | Facility Number (DE 5200) EQ 0  | Critical |
| 5200_3 | College/Site/Facility number is a duplicate                                       | Critical |
| 5200_4 | College/Site/Facility number in the room file does not exist in the Facility file | Critical |
| 5200_5 | Not in Facility file but is on the Official PECO List                             | Critical |
| 5100_3 | College/site number in the facility file does not exist in the site file          | Critical |
| 5100_4 | Site or Joint-Use Facility on Official PECO Site but not in site data             | Critical |

#### IDB Edit:

|            |  |          |
|------------|--|----------|
| IDB 2000_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |
|------------|--|----------|

## Data Element 5210

### Facility Name

#### Characteristics

Length: 20  
Data Type: Alphanumeric  
Physical Description: X (20)  
Record Type(s): 2  
Last Modified: 7/30/2009

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Name assigned to a facility by a college.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5210_1 | Facility Name (DE 5210) missing or invalid | Critical |
|--------|--|----------|



## Data Element 5220

### Facility Type

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 2  
Last Modified: 4/26/2017

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Designates the nature of the facility.

#### TABLE VALUES

|   |                            |
|---|----------------------------|
| 0 | Other                      |
| 1 | Building (without parking) |
| 2 | Parking Area               |
| 3 | Athletic Area              |
| 4 | Agricultural Field         |
| 5 | Outdoor Swimming Pool      |
| 6 | Covered Walkway            |
| 7 | Building (with parking)    |
| 8 | Parking Garage             |

#### NOTES:

1. Buildings classified as Facility Types 7 or 8 must have assignable parking spaces included in the gross square footage of the building. The building must have at least one room record described as parking (Room Use Code 740 and ICS Code of 900000000).
2. Room records for Type 7 facilities may use Room Use Codes 740, 010, 020, 030, or 040, but **must also have at least one room record that is other than** 740, 010, 020, 030, or 040.
3. Room records for Type 8 facilities must use Room Use Codes 740, 010, 020, 030, or 040.

#### Edit:

|        |   |          |
|--------|---|----------|
| 5220_1 | Facility Type (DE 5220) missing, invalid, or non-numeric  | Critical |
| 5220_2 | Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0  | Critical |
| 5220_3 | Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility                       | Critical |
| 5220_4 | Facility Type (DE 5220) NOT IN (1, 7, 8) and rooms have been associated with the Facility   | Critical |
| 5220_7 | Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040) | Critical |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| Edit:  |  |               |
|--------|--|---------------|
| 5220_8 | Facility Type (DE 5220) EQ 8 and Room Use Code (DE 5320) NOT IN (740, 010, 020, 030, 040)  | Critical      |
| 5230_4 | Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0   | Critical      |
| 5220_3 | Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility  | Critical      |
| 5260_6 | Facility Ownership (DE 5260) IN (0, 9, A) and Facility Type (DE 5220) NOT IN (2, 8) and not on the Official PECO List  | Critical      |
| 5260_8 | Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0   | Critical      |
| 5280_4 | Facility Original Inspection Date (DE 5280) NE Prior Term Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8)   | Informational |
| 5290_2 | Facility Parking Spaces (DE 5290) EQ 0 and Facility Type (DE 5220) IN (2, 7, 8)  | Critical      |
| 5290_3 | Facility Parking Spaces (DE 5290) GT 0 and Facility Type (DE 5220) NOT IN (2, 7, 8)  | Critical      |
| 5295_2 | Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) ( <i>permanent or temporary</i> ) and Facility Type (DE 5220) IN (1, 6, 7, 8) ( <i>building without parking, building with parking, parking garage, or covered walkway</i> ) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) ( <i>owned or special leased</i> ) | Critical      |
| 5295_4 | Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)   | Critical      |

## Data Element 5230

### Facility Status

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 2  
Last Modified: 7/1/2012

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Classifies the life of a facility.

#### TABLE VALUES

1 Permanent  
2 Temporary  
3 Under construction

#### Edit:

|        |  |          |
|--------|--|----------|
| 5230_1 | Facility Status (DE 5230) missing, invalid, or non-numeric   | Critical |
| 5230_3 | Facility Status (DE 5230) EQ 3 and Facility Condition (DE 5240) NE 1   | Critical |
| 5230_4 | Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0    | Critical |
| 5295_2 | Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) | Critical |
| 5295_3 | Facility Last Inspection Date (DE 5295) NE 0 and Facility Status (DE 5230) EQ 3  | Critical |
| 5295_4 | Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)           | Critical |

## Data Element 5240

### Facility Condition

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 2  
Last Modified: 7/1/2012

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Defines the current physical state of a facility.

#### TABLE VALUES

- |   |              |
|---|--------------|
| 1 | Satisfactory |
| 2 | Remodeling A |
| 3 | Remodeling B |
| 4 | Remodeling C |
| 5 | Demolition   |
| 6 | Termination  |

**Note:** For complete descriptions of the above table values, see Section I under Procedures and Definitions for the Facility Record.

#### Edit:

|        |   |          |
|--------|---|----------|
| 5240_1 | Facility Condition (DE 5240) missing, invalid, or non-numeric   | Critical |
| 5220_3 | Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility                       | Critical |
| 5220_7 | Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040) | Critical |
| 5230_3 | Facility Status (DE 5230) EQ 3 and Facility Condition (DE 5240) NE 1  | Critical |
| 5250_3 | Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6)  | Critical |

## Data Element 5250

### Facility Area

#### Characteristics

Length: 6  
Data Type: Numeric  
Physical Description: 9 (6)  
Record Type(s): 2  
Last Modified: 4/26/2017

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas (however insignificant) for circulation and shaft areas that connect one floor to another. Round measurements to the nearest whole square foot.

#### Buildings

- ☐ Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.
- ☐ In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; mezzanines, penthouses, attics; garages, enclosed porches, inner or outer balconies (whether walled or not if they are utilized for operational functions); and corridors (whether walled or not provided they are within the outside face lines of the building to the extent of the roof drip line). The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.
- ☐ Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.
- ☐ Include top, unroofed floor of parking structures where parking is available.
- ☐ Include open mall areas. Open malls are exterior areas open on at least two sides and roofed over and are computed at one-half (1/2) areas of roofing over it.
- ☐ Roof overhangs are computed at one-third (1/3) of the area based on the extent of overhang from exterior wall or structure to outside face of fascia.
- ☐ No covered walkway gross square feet should be included in building gross square feet except that portion which falls beneath building roof overhang.

#### Covered Walkways

Gross square footage should be reported for covered walkways supporting college buildings and should be computed at one-half (1/2) area using the width of the paving under the roof. This square footage must exclude any portion of covered walkways already included and reported as a part of building gross square feet.

**Edit:**

|        |   |          |
|--------|---|----------|
| 5250_1 | Facility Area (DE 5250) missing or non-numeric  | Critical |
| 5250_3 | Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6)            | Critical |
| 5220_2 | Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0. | Critical |

**NOTE:** See Form OEF 208A for complete instructions on Gross Square Footage for Facilities.

## Data Element 5260

### Facility Ownership

#### Characteristics

Length: 1  
Data Type: Alphanumeric  
Physical Description: X (1)  
Record Type(s): 2  
Last Modified: 2/29/1998

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Indicates the agency with which the title to a facility rests.

#### TABLE VALUES

|   |   |
|---|---|
| 0 | Owned, Joint-Use Facility host  |
| 1 | Owned, fee simple   |
| 2 | Owned, title vested in the institution  |
| 3 | Owned, title vested in a holding company  |
| 4 | Not owned, leased, or rented at a typical local rate  |
| 5 | Not owned, made available at no cost or at a nominal rate   |
| 6 | Not owned, shared with a non-postsecondary institution  |
| 7 | Not owned, shared with a postsecondary institution  |
| 8 | Not owned, other  |
| 9 | Not owned, Joint-Use Facility visitor   |
| A | Special leased, Joint-Use Facility - owned by another Florida public education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only). |

#### Edit:

|        |  |          |
|--------|--|----------|
| 5260_1 | Facility Ownership (DE 5260) missing or invalid  | Critical |
| 5260_2 | Facility Ownership (DE 5260) EQ A and College Number (DE 5001) NE 05   | Critical |
| 5260_3 | Joint Use Facility on PECO No Match on Facility  | Critical |
| 5260_5 | Facility Ownership (DE 5260) NOT IN (0, 9, A) but is a Joint-Use Facility on the Official PECO List                                    | Critical |
| 5260_6 | Facility Ownership (DE 5260) IN (0, 9, A) and Facility Type (DE 5220) NOT IN (2, 8) and not on the Official PECO List                  | Critical |
| 5260_8 | Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0 | Critical |
| 5220_2 | Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0.                        | Critical |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

**Edit:**

|        |  |          |
|--------|--|----------|
| 5230_4 | Facility Status (DE 5230) EQ 1 or 2 and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased (EQ 0-3 or A) and Facility Original Inspection Date (DE 5280) EQ 0   | Critical |
| 5295_2 | Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) ( <i>permanent or temporary</i> ) and Facility Type (DE 5220) IN (1, 6, 7, 8) ( <i>building without parking, building with parking, parking garage, or covered walkway</i> ) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) ( <i>owned or special leased</i> ) | Critical |
| 5350_3 | Room Joint-Use Code (DE 5350) NE 0 and Joint-Use Facility (DE 5260) NOT IN (0, 9, A)   | Critical |
| 5350_4 | Room Joint-Use Code (DE 5350) EQ 0 and Joint-Use Facility (DE 5260) IN (0, 9, A)   | Critical |



## Data Element 5270

### Facility Length of Holding

#### Characteristics

Length: 2  
Data Type: Numeric  
Physical Description: 9 (2)  
Record Type(s): 2  
Last Modified: 4/26/2017

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

The number of years for which a facility is leased or shared.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5270_1 | Facility Length of Holding (DE 5270) missing or non-numeric  | Critical |
| 5260_8 | Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0 | Critical |

## Data Element 5280

### Facility Original Inspection Date

#### Characteristics

Length: 8  
Data Type: Numeric  
Physical Description: 9 (8)  
Record Type(s): 2  
Last Modified: 10/11/2019

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

The date in which the Certificate of Final Inspection was issued for a facility constructed for a college.

The format for coding this element is MMDDCCYY.

Where:

MM is a valid month (01-12),

DD is a valid day of the month (1-31),

CC is a valid century (20),

YY is a numeric year.

Code 00000000 for unknown or not applicable.

#### Edit:

|        |  |               |
|--------|--|---------------|
| 5280_1 | Facility Original Inspection Date (DE 5280) missing or invalid   | Critical      |
| 5280_4 | Facility Original Inspection Date (DE 5280) NE Prior Term Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8)   | Informational |
| 5230_4 | Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0 | Critical      |
| 5295_4 | Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)                                   | Critical      |

## Data Element 5290

### Facility Parking Spaces

#### Characteristics

Length: 5  
Data Type: Numeric  
Physical Description: 9 (5)  
Record Type(s): 2  
Last Modified: 7/1/2013

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Facility's parking capacity, in number of spaces.

**NOTE:** Enter a zero when Facility Type is any of 0 (Other), 1 (Building (without parking)), 3 (Athletic Area), 4 (Agricultural Field), 5 (Outdoor Swimming Pool), and 6 (Covered Walkways).

#### Edit:

|        |   |          |
|--------|---|----------|
| 5290_1 | Facility Parking Spaces (DE 5290) missing or invalid                                | Critical |
| 5290_2 | Facility Parking Spaces (DE 5290) EQ 0 and Facility Type (DE 5220) IN (2, 7, 8)     | Critical |
| 5290_3 | Facility Parking Spaces (DE 5290) GT 0 and Facility Type (DE 5220) NOT IN (2, 7, 8) | Critical |

## Data Element 5295

### Facility Last Inspection Date

#### Characteristics

Length: 8  
Data Type: Numeric  
Physical Description: 9 (8)  
Record Type(s): 2  
Last Modified: 10/11/2019

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

The date in which the Certificate of Final Inspection was issued for a facility after remodeling or renovation construction for a college.

#### Where:

MM is a valid month (01-12),  
DD is a valid day of the month (1-31),  
CC is a valid century (20),  
YY is a numeric year.

Code 00000000 for unknown or not applicable.

**NOTE:** The Original Inspection Date will be used if there has been no remodeling or renovation on the facility.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5295_1 | Facility Last Inspection Date (DE 5295) missing or invalid   | Critical |
| 5295_2 | Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) | Critical |
| 5295_3 | Facility Last Inspection Date (DE 5295) NE 0 and Facility Status (DE 5230) EQ 3  | Critical |
| 5295_4 | Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)           | Critical |

## Data Element 5300

### Room Number

#### Characteristics

Length: 6  
Data Type: Alphanumeric  
Physical Description: X (6)  
Record Type(s): 3  
Last Modified: 2/29/1998

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Number assigned to a room by a college. Includes a one-place prefix, a four-place core number, and a one-place suffix.

**NOTE:** Room Number - Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The Room Number is broken into 3 parts as follows:

1. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
2. Core: four-places. Must contain at least one character or number right justified.
3. Suffix: one-place. May be blank.

#### Edit:

|        |   |          |
|--------|---|----------|
| 5300_1 | Room Number (DE 5300) four-place core number is all blanks  | Critical |
| 5300_2 | Room Number (DE 5300) four-place core number is invalid   | Critical |
| 5300_3 | Room Number (DE 5300) prefix is invalid   | Critical |
| 5300_4 | Room Number (DE 5300) suffix is invalid   | Critical |
| 5300_5 | College/Site/Facility/room number is a duplicate  | Critical |
| 5220_3 | Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility                       | Critical |
| 5200_4 | College/Site/Facility number in the room file does not exist in the Facility file   | Critical |
| 5220_7 | Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040) | Critical |

#### IDB Edit:

|            |  |          |
|------------|--|----------|
| IDB 2000_1 | PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300) | Critical |
|------------|--|----------|

## Data Element 5310

### Room Name

#### Characteristics

Length: 20  
Data Type: Alphanumeric  
Physical Description: X (20)  
Record Type(s): 3  
Last Modified: 5/11/1989

#### Data Element is used in the Following Reports:

☐ State Reports

#### Description:

Name assigned to a room by a college.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5310_1 | Room Name (DE 5310) missing or invalid | Critical |
|--------|--|----------|

## Data Element 5320

### Room Use Code

#### Characteristics

Length: 3  
Data Type: Numeric  
Physical Description: 9 (3)  
Record Type(s): 3  
Last Modified: 6/1/2009

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Describes the use for which the room is designed (see detailed descriptions in Appendix A at the end of the data element dictionary).

#### TABLE VALUES

##### CLASSROOM

|     |                   |     |                            |
|-----|-------------------|-----|----------------------------|
| 110 | Classroom         | 120 | Computer Classroom         |
| 115 | Classroom Service | 125 | Computer Classroom Service |

##### LABORATORY

|     |  |     |   |
|-----|--|-----|---|
| 210 | Class Laboratory   | 225 | Special Class Laboratory Service        |
| 212 | Related Instruction Classroom (restricted to select vocational programs) | 240 | Student Computer Terminal Rooms         |
| 215 | Class Laboratory Service   | 245 | Student Computer Terminal Rooms Service |
| 220 | Special Class Laboratory   |     |   |

##### OFFICE

|     |                                  |     |  |
|-----|----------------------------------|-----|--|
| 310 | Office                           | 355 | Conference Room Service (office related) |
| 315 | Office Service                   |     |  |
| 350 | Conference Room (office related) |     |  |

##### STUDY

|     |                         |     |                 |
|-----|-------------------------|-----|-----------------|
| 410 | Reading/Study Room      | 440 | Processing Room |
| 420 | Stack                   | 455 | Study Service   |
| 430 | Open-Stack Reading Room |     |                 |

##### SPECIAL USE

|     |                                       |     |   |
|-----|---------------------------------------|-----|---|
| 510 | Armory                                | 535 | Audiovisual, Radio, TV Service          |
| 515 | Armory Service                        | 540 | Clinic (Non-health Professions)         |
| 520 | Athletic/Physical Education           | 545 | Clinic Service (Non-health Professions) |
| 523 | Athletic/Facilities Spectator Seating | 550 | Demonstration                           |
| 525 | Athletic/Physical Education Service   | 555 | Demonstration Service                   |
| 530 | Audiovisual, Radio, TV                | 560 | Field Building                          |

**SPECIAL USE (continued)**

|     |                         |     |                    |
|-----|-------------------------|-----|--------------------|
| 570 | Animal Quarters         | 585 | Greenhouse Service |
| 575 | Animal Quarters Service | 590 | Other              |
| 580 | Greenhouse              |     |                    |

**GENERAL USE**

|     |                         |     |                                  |
|-----|-------------------------|-----|----------------------------------|
| 610 | Assembly                | 655 | Lounge Service                   |
| 615 | Assembly Service        | 660 | Merchandising Facilities         |
| 620 | Exhibition              | 665 | Merchandising Facilities Service |
| 625 | Exhibition Service      | 670 | Recreation                       |
| 630 | Food Facilities         | 675 | Recreation Service               |
| 635 | Food Facilities Service | 680 | Meeting Room                     |
| 640 | Day Care                | 685 | Meeting Room Service             |
| 645 | Day Care Service        | 690 | Locker Room                      |
| 650 | Lounge                  |     |                                  |

**SUPPORTING**

|     |                                  |     |                                  |
|-----|----------------------------------|-----|----------------------------------|
| 710 | Data Processing/Computer         | 740 | Vehicle Storage Facility         |
| 715 | Data Processing/Computer Service | 745 | Vehicle Storage Facility Service |
| 720 | Shop                             | 750 | Central Service                  |
| 725 | Shop Service                     | 755 | Central Service Support          |
| 730 | Storage                          | 760 | Hazardous Materials Storage      |
| 735 | Storage Service                  | 765 | Hazardous Waste Service          |

**HEALTH CARE**

|     |                              |     |                                       |
|-----|------------------------------|-----|---------------------------------------|
| 810 | Patient Bedroom              | 855 | Treatment/Examination Clinic Service  |
| 815 | Patient Bedroom Service      | 860 | Diagnostic Service Laboratory         |
| 820 | Patient Bath                 | 865 | Diagnostic Service Laboratory Support |
| 830 | Nurse Station                | 870 | Supplies                              |
| 835 | Nurse Station Service        | 880 | Public Waiting                        |
| 840 | Surgery                      | 890 | Staff On-Call Facility                |
| 845 | Surgery Service              | 895 | Staff On-Call Facility Service        |
| 850 | Treatment/Examination Clinic |     |                                       |

**RESIDENTIAL**

|     |                                 |     |                   |
|-----|---------------------------------|-----|-------------------|
| 910 | Sleep/Study without Toilet/Bath | 950 | Apartment         |
| 919 | Toilet/Bath                     | 955 | Apartment Service |
| 920 | Sleep/Study with Toilet/Bath    | 970 | House             |
| 935 | Sleep/Study Service             |     |                   |

**NON-ASSIGNABLE**

|     |                                 |     |                                 |
|-----|---------------------------------|-----|---------------------------------|
| 010 | Custodial                       | 040 | Structural Area                 |
| 020 | Circulation Area                | 050 | Joint-Use Rooms used by visitor |
| 030 | Mechanical Area and Toilet Room |     |                                 |



**UNSATISFACTORY**

|     |            |     |       |
|-----|------------|-----|-------|
| 001 | Classroom  | 003 | Other |
| 002 | Laboratory |     |       |

**NOTES:** *An unsatisfactory room is defined as either of the following:*

- *a room in an unsatisfactory building, as recorded by the Educational Plant Survey in the written survey report, or as documented by written concurrence of the survey section of the Office of Educational Facilities, or*
- *a room that has been evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.*

**Edit:**

|        |   |               |
|--------|---|---------------|
| 5320_1 | Room Use Code (DE 5320) missing, invalid, or non-numeric  | Critical      |
| 5320_2 | Room Use Code (DE 5320) EQ 050 and Room Joint-Use Code (DE 5350) NE 3   | Critical      |
| 5320_3 | Room Use Code (DE 5320) EQ 210 and Room ICS (DE 5340) not a valid ICS code for classroom or lab   | Critical      |
| 5320_4 | Room Use Code (DE 5320) IN (110, 120, 125) and Room ICS (DE 5340) does not begin with 1 for classroom or lab  | Informational |
| 5220_7 | Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040) | Critical      |
| 5220_8 | Facility Type (DE 5220) EQ 8 and Room-Use Code (DE 5320) NOT IN (740, 010, 020, 030, 040).  | Critical      |
| 5340_2 | Room ICS Code (DE 5340) EQ 90000000 and Room-Use Code (DE 5320) NOT IN (001, 002, 003, 010, 020, 030, 040, 740)   | Critical      |

## Data Element 5330

### Room Area

#### Characteristics

Length: 6  
Data Type: Numeric  
Physical Description: 9 (6)  
Record Type(s): 3  
Last Modified: 4/26/2017

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

The floor area of a room in net square feet.

#### Edit:

|        |  |          |
|--------|--|----------|
| 5330_1 | Room Area (DE 5330) missing or non-numeric   | Critical |
| 5330_2 | Room Area (DE 5330) EQ 0   | Critical |
| 5250_3 | Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6) | Critical |

## Data Element 5340

### Room ICS Code

#### Characteristics

Length: 8  
Data Type: Numeric  
Physical Description: 9 (8)  
Record Type(s): 3  
Last Modified: 7/1/2012

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Identifies the program or function to which the activities in the room contribute.

#### TABLE VALUES

00000000  
10000000 thru 12799999  
13000000 thru 13300000  
14000000 thru 14200000  
20000000  
30000000 thru 31000000  
40000000 thru 48000000  
50000000 thru 59000000  
60000000 thru 67300000  
70000000 thru 78000000  
80000000 thru 81300000  
90000000

**NOTE:** If the Room-Use Code is 110, 120, 125, 210, or 220, then the Room ICS Code for the Advanced and Professional and Vocational courses must be in the 'Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes.'

#### Edit:

|        |   |               |
|--------|---|---------------|
| 5340_1 | Room ICS Code (DE 5340) missing, invalid, or non-numeric  | Critical      |
| 5340_2 | Room ICS Code (DE 5340) EQ 90000000 and Room-Use Code (DE 5320) NOT IN (001, 002, 003, 010, 020, 030, 040, 740) | Critical      |
| 5340_3 | Room ICS Code (DE 5340) EQ 00000000 and Room Joint-Use Code (DE 5350) NE 3                                      | Critical      |
| 5320_3 | Room Use Code (DE 5320) EQ 210 and Room ICS (DE 5340) not a valid ICS code for classroom or lab                 | Critical      |
| 5320_4 | Room Use Code (DE 5320) IN (110, 120, 125) and Room ICS (DE 5340) does not begin with 1 for classroom or lab    | Informational |

## Data Element 5350

### Room Joint-Use Code

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 3  
Last Modified: 7/30/2009

#### Data Element is used in the Following Reports:

☐ Facilities and Capital Outlay

#### Description:

Identifies if a room is in a Joint-Use Facility and which institution is assigned use of that room.

#### TABLE VALUES

0 Room is not in a Joint-Use Facility (JUF)  
1 Room is in a JUF and is assigned to the college  
2 Room is in a JUF and is shared by the college  
3 Room is in a JUF and is assigned to the visitor institution

#### Edit:

|        |  |          |
|--------|--|----------|
| 5350_1 | Room Joint-Use Code (DE 5350) missing, invalid, or non-numeric                       | Critical |
| 5350_3 | Room Joint-Use Code (DE 5350) NE 0 and Joint-Use Facility (DE 5260) NOT IN (0, 9, A) | Critical |
| 5350_4 | Room Joint-Use Code (DE 5350) EQ 0 and Joint-Use Facility (DE 5260) IN (0, 9, A)     | Critical |
| 5260_3 | Joint Use Facility on PECO No Match on Facility                                      | Critical |
| 5320_2 | Room Use Code (DE 5320) EQ 050 and Room Joint-Use Code (DE 5350) NE 3                | Critical |
| 5340_3 | Room ICS Code (DE 5340) EQ 00000000 and Room Joint-Use Code (DE 5350) NE 3           | Critical |

## Data Element 5360

### Room Condition

#### Characteristics

Length: 1  
Data Type: Numeric  
Physical Description: 9 (1)  
Record Type(s): 3  
Last Modified: 4/16/1996

#### Data Element is used in the Following Reports:

- ☐ Facilities and Capital Outlay

#### Description:

Defines the physical quality of a room.

#### TABLE VALUES

1 Satisfactory  
2 Remodeling

**NOTE:** Code remodeling if the room was not available for use during the term because the room was being remodeled. Satisfactory may be coded if the Facility Condition is set as Remodeling A, B, or C.

#### Edit:

|        |   |          |
|--------|---|----------|
| 5360_1 | Room Condition (DE 5360) missing, invalid, or non-numeric | Critical |
|--------|---|----------|

## Site Record Format – Record Type 1

Create a record for each site

### Field Characteristics

9     Numeric  
X     Alphanumeric  
V     Implied Decimal

| DE#  | From/To | Size | Structure | Field Name       | Field Description                |
|------|---------|------|-----------|------------------|----------------------------------|
| 5001 | 1-2     | 2    | 9 (2)     | CCNUM            | College Number                   |
|      | 3       | 1    | 9 (1)     | FILE_NUMBER      | FILE NUMBER = 1                  |
| 5100 | 4-5     | 2    | 9 (2)     | SITE_NUMBER      | Site Number                      |
| 5110 | 6-25    | 20   | X (20)    | SITE_NAME        | Site Name                        |
| 5120 | 26      | 1    | 9 (1)     | SITE_TYPE        | Site Type                        |
| 5130 | 27-32   | 6    | 9 (4) V99 | SITE_AREA        | Site Area (in acres)             |
| 5140 | 33      | 1    | X (1)     | SITE_OWNER       | Site Ownership                   |
| 5150 | 34-35   | 2    | 9 (2)     | SITE_HOLD_PERIOD | Site Length of Holding           |
| 5160 | 36      | 1    | 9 (1)     | SITE_MEANS_ACQ   | Site Acquisition Means           |
|      | 37-42   | 6    |           | FILLER           |                                  |
| 5002 | 43-47   | 5    | 9 (5)     | TERM             | Term Identifier                  |
| 5105 | 48-49   | 2    | 9 (2)     | SITE_COUNTY      | Site County                      |
| 5170 | 50-57   | 8    | 9 (8)     | SITE_DATE_ACQ    | Site Acquisition Date (MMDDCCYY) |
|      | 58-80   | 23   |           | FILLER           |                                  |

**NOTE:** Shaded fields are unique key elements.

## Facility Record Format – Record Type 2

Create a record for each facility

### Field Characteristics

9     Numeric  
X     Alphanumeric  
V     Implied Decimal

| DE#  | From/To | Size | Structure | Field Name       | Field Description                            |
|------|---------|------|-----------|------------------|--|
| 5001 | 1-2     | 2    | 9 (2)     | CCNUM            | College Number                               |
|      | 3       | 1    | 9 (1)     | FILE_NUMBER      | FILE NUMBER = 2                              |
| 5100 | 4-5     | 2    | 9 (2)     | SITE_NUMBER      | Site Number                                  |
| 5200 | 6-9     | 4    | 9 (4)     | FAC_NUMBER       | Facility Number                              |
| 5210 | 10-29   | 20   | X (20)    | FAC_NAME         | Facility Name                                |
| 5220 | 30      | 1    | 9 (1)     | FAC_TYPE         | Facility Type                                |
| 5230 | 31      | 1    | 9 (1)     | FAC_STATUS       | Facility Status                              |
| 5240 | 32      | 1    | 9 (1)     | FAC_CONDITION    | Facility Condition                           |
| 5250 | 33-38   | 6    | 9 (6)     | FAC_AREA         | Facility Area in Gross Sq. Ft.               |
| 5260 | 39      | 1    | X (1)     | FAC_OWNER        | Facility Ownership                           |
| 5270 | 40-41   | 2    | 9 (2)     | FAC_HOLD_PERIOD  | Facility Length of Holding                   |
|      | 42-47   | 6    |           | FILLER           |  |
| 5002 | 48-52   | 5    | 9 (5)     | TERM             | Term Identifier                              |
|      | 53-58   | 6    |           | FILLER           |  |
| 5290 | 59-63   | 5    | 9 (5)     | FAC_PARC         | Facility Parking Spaces                      |
| 5280 | 64-71   | 8    | 9 (8)     | FAC_DATE_INSPECT | Facility Original Inspection Date (MMDDCCYY) |
| 5295 | 72-79   | 8    | 9 (8)     | FAC_LAST_INSPECT | Facility Last Inspection Date (MMDDCCYY)     |
|      | 80-80   | 1    |           | FILLER           |  |

**NOTE:** Shaded fields are unique key elements.

## Room Record Format – Record Type 3

Create a record for each facility

### Field Characteristics

9     Numeric  
X     Alphanumeric  
V     Implied Decimal

| DE#  | From/To | Size | Structure | Field Name      | Field Description        |
|------|---------|------|-----------|-----------------|--------------------------|
| 5001 | 1-2     | 2    | 9 (2)     | CCNUM           | College Number           |
|      | 3       | 1    | 9 (1)     | FILE_NUMBER     | FILE NUMBER = 3          |
| 5100 | 4-5     | 2    | 9 (2)     | SITE_NUMBER     | Site Number              |
| 5200 | 6-9     | 4    | 9 (4)     | FACILITY_NUMBER | Facility Number          |
| 5300 | 10      | 1    | X (1)     | ROOM_PREFIX     | Room Number Prefix       |
| 5300 | 11-14   | 4    | X (4)     | ROOM_NUMBER     | Room Number              |
| 5300 | 15      | 1    | X (1)     | ROOM_SUFFIX     | Room Number Suffix       |
| 5310 | 16-35   | 20   | X (20)    | ROOM_NAME       | Room Name                |
| 5320 | 36-38   | 3    | 9 (3)     | ROOM_USE_CODE   | Room-Use Code            |
| 5330 | 39-44   | 6    | 9 (6)     | ROOM_AREA       | Room Area in Net Sq. Ft. |
| 5340 | 45-52   | 8    | 9 (8)     | ROOM_ICS        | Room ICS Code            |
| 5350 | 53      | 1    | 9 (1)     | ROOM_JOINT_CODE | Room Joint-Use Code      |
| 5360 | 54      | 1    | 9 (1)     | ROOM_CONDITION  | Room Condition           |
| 5002 | 55-59   | 5    | 9 (5)     | TERM            | Term Identifier          |
|      | 60-80   | 21   |           | FILLER          |                          |

**NOTE:** Shaded fields are unique key elements.



## **Section III:**

### **Frequency Zero Edits**



## Frequency Zero Edits:

While data element edits perform edits record by record or site by site, facility by facility, and by room by room, the frequency zero performs edits on the file as a whole. Although a submission may pass the edits at the individual record level, it may still fail the frequency zero edits across all the records on the file. For instance, if a college's facility data submission contains no site type of campus, then a frequency zero error will occur.

Frequency zero edits occur when certain data element values are missing from a file submission. The data element values that are checked for frequency zero errors are specific to each database (student, personnel, annual personnel reports and facilities). Frequency zero edits are either critical or informational errors. Critical errors prevent data submissions from loading into the database and must be corrected. Informational errors do not require resubmission of the file. Informational errors alert colleges to areas of the file that require review to ensure submitted data are accurate.

If a frequency zero error occurs, a report is generated identifying all frequency zero edits, including whether the error is critical or informational.

Listed below are all frequency zero edits relevant to this database.

### Site Information (Rec Type 1):

| Data Element Number | Data Element Name | Description                | Informational or Critical |
|---------------------|-------------------|----------------------------|---------------------------|
| 5120                | Site Type         | 1 – No 'Campus'            | Critical                  |
| 5140                | Site Owner        | 1 – No 'Owned, fee simple' | Critical                  |

### Facility Information (Rec Type 2):

| Data Element Number | Data Element Name  | Description                         | Informational or Critical |
|---------------------|--------------------|-------------------------------------|---------------------------|
| 5220                | Facility Type      | 1 – No 'Building (without parking)' | Critical                  |
| 5230                | Facility Status    | 1 – No 'Permanent' Status           | Critical                  |
| 5240                | Facility Condition | 1 – No 'Satisfactory' Condition     | Critical                  |
| 5260                | Facility Owner     | 1 – No 'Owned, fee simple' Owner    | Critical                  |

**Room Information (Rec Type 3):**

| <b>Data Element Number</b> | <b>Data Element Name</b> | <b>Description</b>              | <b>Informational or Critical</b> |
|----------------------------|--------------------------|---------------------------------|----------------------------------|
| 5360                       | Room Condition           | 1 – No 'Satisfactory' Condition | Critical                         |

**Section IV:**  
**Verification Reports Selection Criteria**



## Exceptions Report

The Exceptions Report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

|      |                                   |
|------|-----------------------------------|
| 5120 | Site Type                         |
| 5130 | Site Area (in acres)              |
| 5140 | Site Ownership                    |
| 5150 | Site Length of Holding            |
| 5160 | Site Acquisition Means            |
| 5170 | Site Acquisition Date             |
| 5105 | Site County                       |
| 5220 | Facility Type                     |
| 5230 | Facility Status                   |
| 5240 | Facility Condition                |
| 5250 | Facility Area (in gross sq. ft.)  |
| 5260 | Facility Ownership                |
| 5270 | Facility Length of Holding        |
| 5280 | Facility Original Inspection Date |
| 5290 | Facility Parking Spaces           |
| 5295 | Facility Last Inspection Date     |
| 5320 | Room-Use Code                     |
| 5330 | Room Area (in net sq. ft.)        |
| 5340 | Room ICS Code                     |
| 5350 | Room Joint-Use Code               |
| 5360 | Room Condition                    |

## Comparative Frequency Report

The Comparative Frequency report displays the frequency of table values for a specific Data Element for a specific term and term submission for five years. The following Data Elements are included on this report:

|      |                                  |
|------|----------------------------------|
| 5120 | Site Type                        |
| 5140 | Site Ownership                   |
| 5150 | Site Length of Holding           |
| 5160 | Site Acquisition Means           |
| 5220 | Facility Type                    |
| 5230 | Facility Status                  |
| 5240 | Facility Condition               |
| 5250 | Facility Area (in gross sq. ft.) |
| 5260 | Facility Ownership               |
| 5350 | Room Joint-Use Code              |



## Site Inventory

The Site Inventory displays information for each record found in the site table.

### SELECTION CRITERIA

#### Site Table

|                        |         |
|------------------------|---------|
| Site Number            | DE 5100 |
| Site Name              | DE 5110 |
| Site Type              | DE 5120 |
| Site Area              | DE 5130 |
| Site Ownership         | DE 5140 |
| Site Length of Holding | DE 5150 |
| Site Acquisition Means | DE 5160 |
| Site Acquisition Date  | DE 5170 |
| Site County            | DE 5105 |

#### Facility Table

Count of all Facility Numbers (DE 5200) within each site.

## Facility Inventory Report Series

### General

The Facility Inventory report is a report that shows the different facilities under their particular site. This report shows the various types of information about each Facility, such as: type, status, condition, area GSF, ownership, length of holding and original inspection date. This verification report is built automatically after the college has successfully passed the edit process and their data is loaded into the CCTCMIS facility tables.

The Facility Inventory report uses the Site - Record Type 1 and the Facilities - Record Type 2 to build the report.

All the Verification reports have:

- The College MIS number (SBCC MIS): Usually is the program name plus a number for the different formats of the report.
- The Run Date: is the date the report was built.
- The Run Time: is the time of the day when the report was built.

### Report Description

This report shows the site name and number with all of the facilities under that particular site and shows the facility information about each facility.

### Report Column Headers Definition

|                          |   |
|--------------------------|---|
| Site Name                | (DE 5110) – The name assigned to a site by the college.   |
| Site Number              | (DE 5100) – The number assigned to a site by the college.   |
| Facility Number          | (DE 5200) – The number assigned to a facility by the college.   |
| Facility Name            | (DE 5210) – The name assigned to the facility by the college.   |
| Facility Type            | (DE 5220) – Shows the nature of the facility  |
| Facility Status          | (DE 5230) – Classifies the life of a facility   |
| Facility Condition       | (DE 5240) – Defines the physical quality of a facility  |
| Area GSF                 | (DE 5250) – This is the facility area in gross square feet (GSF). Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls disregarding cornices, pilasters, etc., which extend beyond the wall faces. |
| Ownership                | (DE 5260) – This ownership represents the agency with which the title to a facility rests. Owned, Joint-Use Facility host, which is when it is in the Public Education Capital Outlay (PECO) List.  |
| Length Holding           | (DE 5270) – Number of years for which a facility is leased or shared. If a facility is owned, Length Holding is zero.   |
| Original Inspection Date | (DE 5280) – The date ( <b>mmddccyy</b> ) in which the Certificate of Final Inspection (or Certificate of Occupancy) was issued for a facility constructed for a college. The original inspection date is only done once during the life of the facility.      |
| Last Inspection Date     | (DE5295) – The date ( <b>mmddccyy</b> ) in which the Certificate of Final Inspection (or Certificate of Occupancy) was issued for a facility upon completion of remodeling or renovation.   |

|                        |   |
|------------------------|---|
| Owned Buildings        | Total area in GSF (DE 5250) for all <i>building</i> type facilities where ownership (DE 5260) is reported as <i>owned</i> .     |
| Owned Joint-Use Bldgs. | Total area in GSF (DE 5250) for all <i>building</i> type facilities where ownership (DE 5260) is reported as <i>joint-use</i> . |
| Unowned Buildings      | Total area in GSF (DE 5250) for all building type facilities where ownership (DE 5260) is reported as <i>not owned</i> .        |

## Facility Inventory

The Facility Inventory displays information for each record found in the Facility table sorted by site.

### SELECTION CRITERIA

#### Facilities Table

|                                    |         |
|------------------------------------|---------|
| Site Number                        | DE 5100 |
| Facility Number                    | DE 5200 |
| Facility Name                      | DE 5210 |
| Facility Type                      | DE 5220 |
| Facility Status                    | DE 5230 |
| Facility Condition                 | DE 5240 |
| Facility Area in Gross Square Feet | DE 5250 |
| Facility Ownership                 | DE 5260 |
| Facility Length of Holding         | DE 5270 |
| Facility Original Inspection Date  | DE 5280 |
| Facility Last Inspection Date      | DE 5295 |
| Facility Parking Spaces            | DE 5290 |

OWNED BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) of = 1, 2, or 3.

OWNED JOINT-USE BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) EQ 0.

UNOWNED BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) of = 4, 5, 6, 7, 8, 9, or A.

## Room Inventory Selection Criteria

The Room Inventory displays information for each record found in the table.

### SELECTION CRITERIA

#### Room Table

|   |   |
|---|---|
| Site Number                             | DE 5100   |
| Facility Number                         | DE 5200   |
| Room Number (prefix/core number/suffix) | DE 5300   |
| Room Name                               | DE 5310   |
| Room Use Code                           | DE 5320   |
| Room Area in Net Square Feet            | DE 5330   |
| Room ICS Code                           | DE 5340   |
| Room Joint-Use Code                     | DE 5350   |
| Student Station Size                    | Derived from combination of DE 5320 and DE 5340 as listed in Section IV of this Guide |

#### Facility Table

|                                    |         |
|------------------------------------|---------|
| Facility Status                    | DE 5230 |
| Facility Condition                 | DE 5240 |
| Facility Area in Gross Square Feet | DE 5250 |
| Facility Ownership                 | DE 5260 |

For each facility, aggregate information appears at the bottom of the page. The breakdown of that information is as follows:

|                     |   |
|---------------------|---|
| STUDENT STATIONS    | Totals for these three categories: Classroom [DE 5320 IN (110 or 120)]; Non-Vocational Labs (Room ICS Code LT 120000000); and Vocational Labs (Room ICS Code GE 120000000). |
| ASSIGNABLE SQ FT    | Aggregate room area where DE 5320 NOT IN (010, 020, 030, 040).  |
| NET SQUARE FEET     | Assignable sq. ft. + [Aggregate room area where DE 5320 IN (010, 030)].   |
| CIRC + STRUCT SQ FT | Aggregate room area where DE 5320 IN (020, 040).  |
| TOTAL BLDG SPACE    | Net sq. ft. + [CIRC + Structural sq. ft.].  |
| GROSS SQUARE FT     | Facility Area in Gross Square Feet (DE 5250).   |

## Facilities Under Construction Selection Criteria

The Facilities Under Construction Report displays information for each facility that is reported as being under construction.

### SELECTION CRITERIA

#### Facility Table

|                                    |         |
|------------------------------------|---------|
| Site Number                        | DE 5100 |
| Facility Number                    | DE 5200 |
| Facility Name                      | DE 5210 |
| Facility Type                      | DE 5220 |
| Facility Status                    | DE 5230 |
| Facility Condition                 | DE 5240 |
| Facility Area in Gross Square Feet | DE 5250 |
| Facility Ownership                 | DE 5260 |
| Facility Length of Holding         | DE 5270 |
| Facility Original Inspection Date  | DE 5280 |

#### Where

|                                |              |
|--------------------------------|--------------|
| Facility is under construction | DE 5230 EQ 3 |
|--------------------------------|--------------|

## Room Inventory by Space Category

This report displays the detailed Room Inventory by Space Category. Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in Section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

### SELECTION CRITERIA

#### Room Table

|   |         |
|---|---------|
| Site Number                             | DE 5100 |
| Facility Number                         | DE 5200 |
| Room Number (prefix/core number/suffix) | DE 5300 |
| Room Name                               | DE 5310 |
| Room Use Code                           | DE 5320 |
| Room Area in Net Square Feet            | DE 5330 |
| Room ICS Code                           | DE 5340 |
| Room Joint Use Code                     | DE 5350 |

Determine the Space Category. Refer to the *State Requirements for Educational Facilities* (SREF), Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

#### Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

## Aggregate Room Area by Site

This report displays summarized data by site; facility status, and facility ownership from the detailed report, Room Inventory by Space Category. Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” is located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

### SELECTION CRITERIA

#### Facility Table

|                            |         |
|----------------------------|---------|
| Site Number                | DE 5100 |
| Facility Number            | DE 5200 |
| Facility Ownership         | DE 5260 |
| Facility Status            | DE 5230 |
| Facility Condition         | DE 5240 |
| Facility Length of Holding | DE 5270 |
| Select:                    |         |

#### Room Table

|   |         |
|---|---------|
| Site Number                             | DE 5100 |
| Facility Number                         | DE 5200 |
| Room Number (prefix/core number/suffix) | DE 5300 |
| Room Name                               | DE 5310 |
| Room Use Code                           | DE 5320 |
| Room Area in Net Square Feet            | DE 5330 |
| Room ICS Code                           | DE 5340 |
| Room Joint-Use Code                     | DE 5350 |

Determine the Space Category. Refer to the *State Requirements for Educational Facilities* (SREF), Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

#### Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services



## Aggregate Room Area by Facility

This report displays summarized data by facility, facility status, and facility ownership from the detailed report, Room Inventory by Space Category. Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” is located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

### SELECTION CRITERIA

#### Facility Table

|                            |         |
|----------------------------|---------|
| Site Number                | DE 5100 |
| Facility Number            | DE 5200 |
| Facility Ownership         | DE 5260 |
| Facility Status            | DE 5230 |
| Facility Condition         | DE 5240 |
| Facility Length of Holding | DE 5270 |

#### Room Table

|   |         |
|---|---------|
| Site Number                             | DE 5100 |
| Facility Number                         | DE 5200 |
| Room Number (prefix/core number/suffix) | DE 5300 |
| Room Name                               | DE 5310 |
| Room Use Code                           | DE 5320 |
| Room Area in Net Square Feet            | DE 5330 |
| Room ICS Code                           | DE 5340 |
| Room Joint-Use Code                     | DE 5350 |

Determine the Space Category. Refer to the *State Requirements for Educational Facilities* (SREF), Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

#### Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

## Room Area Difference

This report highlights differences in room area between the actual current term submitted and the previous term reported. Only rooms with differences are shown on the report. The report is sorted by site and facility.

### SELECTION CRITERIA

#### Site Table from both Current and Prior Terms

|             |         |
|-------------|---------|
| Site Number | DE 5100 |
| Site Name   | DE 5110 |
| Site Area   | DE 5130 |

#### Facility Table from both Current and Prior Terms

|                 |         |
|-----------------|---------|
| Site Number     | DE 5100 |
| Facility Number | DE 5200 |
| Facility Name   | DE 5210 |
| Facility Area   | DE 5250 |

#### Room Table from both Current and Prior Terms

|                              |         |
|------------------------------|---------|
| Site Number                  | DE 5100 |
| Facility Number              | DE 5200 |
| Room Area in Net Square Feet | DE 5330 |

Each site will appear with the facilities on each page. The breakdown of that information is as follows:

|              |  |
|--------------|--|
| Rooms ASF    | Total building area in net square feet.                            |
| Facility GSF | Total facility gross square feet.                                  |
| Area         | Difference between last term and current term area in square feet. |
| %            | Percent difference between current and prior term.                 |

## Facility and Room Area Comparison Selection Criteria

This report compares the gross square feet reported for each facility to the aggregate net square feet reported for rooms within that facility. As a rule of thumb, total net square feet should not differ more than 10% from the gross square feet of a facility. The report is sorted by site and facility.

### SELECTION CRITERIA

#### Site Table

|             |         |
|-------------|---------|
| Site Number | DE 5100 |
| Site Name   | DE 5110 |
| Site Area   | DE 5130 |

#### Facility Table

|                 |         |
|-----------------|---------|
| Site Number     | DE 5100 |
| Facility Number | DE 5200 |
| Facility Name   | DE 5210 |
| Facility Area   | DE 5250 |

#### Room Table

|                              |         |
|------------------------------|---------|
| Site Number                  | DE 5100 |
| Facility Number              | DE 5200 |
| Room Area in Net Square Feet | DE 5330 |

## PECO Sites Report

The PECO Sites Report displays information for each site identified as a PECO site by staff from Finance and Business Services (FBS).

### SELECTION CRITERIA

#### Site Table

|                |         |
|----------------|---------|
| Site Number    | DE 5100 |
| Site Name      | DE 5110 |
| Site Type      | DE 5120 |
| Site Ownership | DE 5140 |

#### PECO Table

|           |                 |
|-----------|-----------------|
| PECO Name | Provided by FBS |
| PECO Type | Provided by FBS |
| PECO Date | Provided by FBS |
| PECO Flag | Provided by FBS |

**Appendix A:**  
**Detail Coding for Advanced and Professional,**  
**Vocational Courses, and Programs of Study**  
**with Student Station Sizes**



## Detail Coding for Advanced, Professional, and Vocational Courses and Programs of Study with Student Station Sizes

These Information Classification Structure (ICS) Codes are used by the Facilities System. Beginning with the June 30, 1988 inventory, the number of Student Stations were calculated for each instructional room based on the Room's Room-Use Code, net square footage, the ICS code and the appropriate station size criterion included in Section 6.1(B) State Requirements for Educational Facilities (SREF). In order to do the calculations, it was necessary to add and/or expand some ICS codes for rooms for Advanced and Professional and Vocational courses. These codes are marked with an asterisk (\*) in the following list. All other rooms should use the standard ICS codes. The codes for Advanced and Professional and Vocational courses are for facilities use only.

The following pages provide the detailed coding for courses and programs in Advanced and Professional (Part 1); Vocational (Part 2); and Adult General and Preparatory (Part 3). Note that the fourth through the seventh digits of the Advanced and Professional codes are taken from the **Higher Education General Information Survey (HEGIS) Taxonomy**. The coding logic and structure for Occupational courses and programs is similar to that found in **USOE Handbook VI Standard Terminology for Curriculum and Instruction in Local and State School Systems**. The major exception is the use of an additional cluster called Public Service and the deletion (nonuse) of the Technical cluster. The rationale for this modification was that Technical is a level of instruction rather than a unique functional group. It was also based on the increasing number of public service programs that do not relate to the Trade and Industrial cluster.

With respect to the level of detail, the coding standards are as follows:

1. Each course (Advanced and Professional and Vocational) offered by the college will be given a seven-digit code to identify them to the subcategory level.
2. Each vocational program of study will be assigned a seven-digit code. An eighth-digit is also used to distinguish between programs that have the same seven-digit code.
3. Each advanced and professional program will be assigned a three-digit code to identify student educational objectives to the cluster level.

**Information Classification Structure (ICS) Codes by Program Laboratory Space Included In Section 6.1(B), State Requirements for Educational Facilities (SREF) – 2007, Size of Space and Occupant Design Criteria Table**

**PART 1: 1.1X.XXXX ADVANCED AND PROFESSIONAL PROGRAMS**

| ICS Code     |             | Course/Program Title                          | Station Size |
|--------------|-------------|---|--------------|
| <b>1.11.</b> | <b>XXXX</b> | <b>NATURAL SCIENCES</b>                       |              |
| <b>1.11.</b> | <b>01XX</b> | <b>Agriculture and Natural Resources</b>      | <b>55</b>    |
|              | 0101        | Agriculture, General                          |              |
|              | 0102        | Agronomy                                      |              |
|              | 0103        | Soils Science                                 |              |
|              | 0104        | Animal Science                                |              |
|              | 0105        | Dairy Science                                 |              |
|              | 0106        | Poultry Science                               |              |
|              | 0107        | Fish, Game and Wildlife Management            |              |
|              | 0108        | Horticulture                                  |              |
|              | 0109        | Ornamental Horticulture                       |              |
|              | 0110        | Agriculture and Farm Management               |              |
|              | 0111        | Agriculture Economics                         |              |
|              | 0112        | Agriculture Business                          |              |
|              | 0113        | Food Science                                  |              |
|              | 0114        | Forestry                                      |              |
|              | 0115        | Natural Resources Management                  |              |
|              | 0116        | Range Management                              |              |
|              | 0118        | Citrus Farming                                |              |
| <b>1.11.</b> | <b>02XX</b> | <b>Architectural and Environmental Design</b> | <b>55</b>    |
|              | 0201        | Environmental Design, General                 |              |
|              | 0202        | Architecture                                  |              |
|              | 0203        | Interior Design                               |              |
|              | 0204        | Landscape Architecture                        |              |
|              | 0205        | Urban Architecture                            |              |
|              | 0206        | City, Community and Regional Planning         |              |
| <b>1.11.</b> | <b>04XX</b> | <b>Biological Sciences</b>                    | <b>55</b>    |
|              | 0401        | Biology, General                              |              |
|              | 0402        | Botany, General                               |              |
|              | 0403        | Bacteriology                                  |              |
|              | 0404        | Plant Pathology                               |              |
|              | 0405        | Plant Pharmacology                            |              |
|              | 0406        | Plant Physiology                              |              |
|              | 0407        | Zoology, General                              |              |
|              | 0408        | Pathology, Human and Animal                   |              |
|              | 0409        | Pharmacology, Human and Animal                |              |
|              | 0410        | Physiology, Human and Animal                  |              |
|              | 0411        | Microbiology                                  |              |
|              | 0412        | Anatomy                                       |              |
|              | 0413        | Histology                                     |              |
|              | 0414        | Biochemistry                                  |              |



Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| ICS Code          | Course/Program Title                                   | Station Size |
|-------------------|--|--------------|
| 0415              | Biophysics   |              |
| 0416              | Molecular Biology                                      |              |
| 0417              | Cell Biology   |              |
| 0418              | Marine Biology   |              |
| 0419              | Biometrics and Biostatistics                           |              |
| 0420              | Ecology  |              |
| 0421              | Entomology   |              |
| 0422              | Genetics   |              |
| 0423              | Radiobiology   |              |
| 0424              | Nutrition, Scientific                                  |              |
| 0425              | Neuroscience   |              |
| 0426              | Toxicology   |              |
| 0427              | Embryology   |              |
| <b>1.11. 09XX</b> | <b>Engineering</b>                                     | <b>80</b>    |
| 0901              | Engineering, General                                   |              |
| 0902              | Aerospace, Aeronautical and Astronautical Engineering  |              |
| 0903              | Agricultural Engineering                               |              |
| 0904              | Architectural Engineering                              |              |
| 0905              | Bioengineering and Biomedical Engineering              |              |
| 0906              | Chemical Engineering                                   |              |
| 0907              | Petroleum Engineering                                  |              |
| 0908              | Civic, Construction and Transportation Engineering     |              |
| 0909              | Electrical, Electronics and Communications Engineering |              |
| 0910              | Mechanical Engineering                                 |              |
| 0911              | Geological Engineering                                 |              |
| 0912              | Geophysical Engineering                                |              |
| 0913              | Industrial and Management Engineering                  |              |
| 0914              | Metallurgical Engineering                              |              |
| 0915              | Materials Engineering                                  |              |
| 0916              | Ceramic Engineering                                    |              |
| 0917              | Textile Engineering                                    |              |
| 0918              | Mining and Mineral Engineering                         |              |
| 0919              | Engineering Physics                                    |              |
| 0920              | Nuclear Engineering                                    |              |
| 0921              | Engineering Mechanics                                  |              |
| 0922              | Environmental and Sanitary Engineering                 |              |
| 0923              | Naval Architecture and Marine Engineering              |              |
| 0924              | Ocean Engineering                                      |              |
| <b>1.11. 12XX</b> | <b>Health Professions</b>                              | <b>80</b>    |
| 1201              | Health Professions, General                            |              |
| 1202              | Hospital and Health Care Administration                |              |
| 1203              | Nursing (Four Year Programs)                           |              |
| 1204              | Dentistry, D.D.S. or D.M.D. Degree                     |              |
| 1205              | Dental Specialties                                     |              |
| 1206              | Medicine, M.D. Degree                                  |              |
| 1207              | Medical Specialties                                    |              |

| ICS Code          | Course/Program Title                    | Station Size |
|-------------------|---|--------------|
| 1208              | Occupational Therapy                    |              |
| 1209              | Optometry                               |              |
| 1210              | Osteopathic Medicine, D.O. Degree       |              |
| 1211              | Pharmacy                                |              |
| 1212              | Physical Therapy                        |              |
| 1213              | Dental Hygiene                          |              |
| 1214              | Public Health                           |              |
| 1215              | Medical Record Librarianship            |              |
| 1216              | Podiatry or Podiatric Medicine          |              |
| 1217              | Biomedical Communication                |              |
| 1218              | Veterinary Medicine                     |              |
| 1219              | Veterinary Medicine Specialties         |              |
| 1220              | Speech Pathology and Audiology          |              |
| 1221              | Chiropractic                            |              |
| 1222              | Clinical Social Work                    |              |
| 1223              | Medical Laboratory Technologies         |              |
| 1224              | Dental Technologies                     |              |
| 1225              | Radiologic Technologies                 |              |
| <b>1.11. 19XX</b> | <b>Physical Science</b>                 | <b>55</b>    |
| 1901              | Physical Sciences, General              |              |
| 1902              | Physics, General                        |              |
| 1903              | Molecular Physics                       |              |
| 1904              | Nuclear Physics                         |              |
| 1905              | Chemistry, General                      |              |
| 1906              | Inorganic Chemistry                     |              |
| 1907              | Organic Chemistry                       |              |
| 1908              | Physical Chemistry                      |              |
| 1909              | Analytical Chemistry                    |              |
| 1910              | Pharmaceutical Chemistry                |              |
| 1911              | Astronomy                               |              |
| 1912              | Astrophysics                            |              |
| 1913              | Atmospheric Sciences and Meteorology    |              |
| 1914              | Geology                                 |              |
| 1915              | Geochemistry                            |              |
| 1916              | Geophysics and Seismology               |              |
| 1917              | Earth Sciences, General                 |              |
| 1918              | Paleontology                            |              |
| 1919              | Oceanography                            |              |
| 1920              | Metallurgy                              |              |
| <b>1.12. XXXX</b> | <b>FINE AND APPLIED ARTS</b>            |              |
| <b>1.12. 10XX</b> | <b>Fine and Applied Arts</b>            | <b>40</b>    |
| 1001              | Fine Arts, General                      | 40           |
| 1002              | Art                                     | 50           |
| 1003              | Art History and Appreciation            | 40           |
| 1004              | Music (Performing, Composition, Theory) | 40           |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| ICS Code          | Course/Program Title                                    | Station Size |
|-------------------|---|--------------|
| 10041*            | Music (Choral or Band) ** Design at 35, Inventory at 70 | 70**         |
| 10042*            | Music (Piano)   | 50           |
| 1005              | Music (Liberal Arts Program)                            | 40           |
| 1006              | Music History and Appreciation                          | 40           |
| 1007              | Dramatic Arts   | 40           |
| 1008              | Dance   | 40           |
| 1009              | Applied Design  | 50           |
| 1010              | Cinematography  | 50           |
| 1011              | Photography   | 50           |
| <b>1.13. XXXX</b> | <b>LETTERS AND FOREIGN LANGUAGES</b>                    |              |
| <b>1.13. 11XX</b> | <b>Foreign Languages</b>                                | <b>40</b>    |
| 1101              | Foreign Languages, General                              |              |
| 1102              | French  |              |
| 1103              | German  |              |
| 1104              | Italian   |              |
| 1105              | Spanish   |              |
| 1106              | Russian   |              |
| 1107              | Chinese   |              |
| 1108              | Japanese  |              |
| 1109              | Latin   |              |
| 1110              | Greek, Classical  |              |
| 1111              | Hebrew  |              |
| 1112              | Arabic  |              |
| 1113              | Indian  |              |
| 1114              | Scandinavian Languages                                  |              |
| 1115              | Slavic Languages  |              |
| 1116              | African Languages                                       |              |
| <b>1.13. 15XX</b> | <b>Letters</b>  | <b>25</b>    |
| 1501              | English, General  |              |
| 1502              | Literature, General                                     |              |
| 1503              | Comparative Literature                                  |              |
| 1504              | Classics  |              |
| 1505              | Linguistics   |              |
| 1506              | Speech, Debate and Forensic Science                     |              |
| 1507              | Creative Writing  |              |
| 1508              | Teaching English as a Foreign Language                  |              |
| 1509              | Philosophy  |              |
| 1510              | Religious Studies                                       |              |
| <b>1.14. XXXX</b> | <b>EDUCATION</b>  |              |
| <b>1.14. 08XX</b> | <b>Education</b>  | <b>45</b>    |
| 0801              | Education, General                                      |              |
| 0802              | Elementary Education, General                           |              |
| 0803              | Secondary Education, General                            |              |
| 0804              | Junior High School Education, General                   |              |
| 0805              | Higher Education, General                               |              |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| ICS Code          | Course/Program Title                                | Station Size |
|-------------------|---|--------------|
| 0806              | Junior and Community College Education, General     |              |
| 0807              | Adult and Continuing Education, General             |              |
| 0808              | Special Education, General                          |              |
| 0809              | Administration Of Special Education                 |              |
| 0810              | Education of the Mentally Retarded                  |              |
| 0811              | Education of the Gifted                             |              |
| 0812              | Education of the Deaf                               |              |
| 0813              | Education of the Culturally Disadvantaged           |              |
| 0814              | Education of the Visually Handicapped               |              |
| 0815              | Speech Correction                                   |              |
| 0816              | Education of the Emotionally Disturbed              |              |
| 0817              | Remedial Education                                  |              |
| 0818              | Special Learning Disabilities                       |              |
| 0819              | Education of the Physically Handicapped             |              |
| 0820              | Education of the Multiple Handicapped               |              |
| 0821              | Social Foundations                                  |              |
| 0822              | Educational Psychology                              |              |
| 0823              | Pre-Elementary Education                            |              |
| 0824              | Educational Statistics and Research                 |              |
| 0825              | Educational Testing, Evaluation and Measurement     |              |
| 0826              | Student Personnel                                   |              |
| 0827              | Educational Administration                          |              |
| 0828              | Educational Supervision                             |              |
| 0829              | Curriculum and Instruction                          |              |
| 0830              | Reading Education                                   |              |
| 0831              | Art Education                                       |              |
| 0832              | Music Education                                     |              |
| 0833              | Mathematics Education                               |              |
| 0834              | Science Education                                   |              |
| 0835              | Physical Education                                  |              |
| 0836              | Driver and Safety Education                         |              |
| 0837              | Health Education                                    |              |
| 0838              | Business, Commerce and Distributive Education       |              |
| 0839              | Industrial Arts, Vocational and Technical Education |              |
| 0840              | Foreign Language Education                          |              |
| <b>1.15. XXXX</b> | <b>BUSINESS AND MANAGEMENT</b>                      |              |
| <b>1.15. 05XX</b> | <b>Business and Management</b>                      | <b>45</b>    |
| 0501              | Business and Commerce, General                      |              |
| 0502              | Accounting  |              |
| 0503              | Business Statistics                                 |              |
| 0504              | Banking and Finance                                 |              |
| 0505              | Investments and Securities                          |              |
| 0506              | Business Management and Administration              |              |
| 0507              | Operations Research                                 |              |
| 0508              | Hotel and Restaurant Management                     |              |
| 0509              | Marketing and Purchasing                            |              |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| ICS Code          | Course/Program Title                      | Station Size |
|-------------------|---|--------------|
| 0510              | Transportation and Public Utilities       |              |
| 0511              | Real Estate                               |              |
| 0512              | Insurance                                 |              |
| 0513              | International Business                    |              |
| 0514              | Secretarial Studies                       |              |
| 0515              | Personnel Management                      |              |
| 0516              | Labor and Industrial Relations            |              |
| 0517              | Business Economics                        |              |
| <b>1.16. XXXX</b> | <b>MATHEMATICS AND COMPUTER SCIENCE</b>   |              |
| <b>1.16. 07XX</b> | <b>Computer and Information Science</b>   | <b>45</b>    |
| 0701              | Computer and Information Science, General |              |
| 0702              | Information Science and Systems           |              |
| 0703              | Data Processing                           |              |
| 0704              | Computer Programming                      |              |
| 0705              | Systems Analysis                          |              |
| <b>1.16. 17XX</b> | <b>Mathematics</b>                        | <b>25</b>    |
| 1701              | Mathematics, General                      |              |
| 1702              | Statistics, Mathematical and Theoretical  |              |
| 1703              | Applied Mathematics                       |              |
| <b>1.17. XXXX</b> | <b>SOCIAL SCIENCES</b>                    |              |
| <b>1.17. 03XX</b> | <b>Area Studies</b>                       | <b>25</b>    |
| 0301              | Asian Studies, General                    |              |
| 0302              | East Asian Studies                        |              |
| 0303              | South Asian Studies                       |              |
| 0304              | Southeast Asian Studies                   |              |
| 0305              | African Studies                           |              |
| 0306              | Islamic Studies                           |              |
| 0307              | Russian and Slavic Studies                |              |
| 0308              | Latin American Studies                    |              |
| 0309              | Middle Eastern Studies                    |              |
| 0310              | European Studies, General                 |              |
| 0311              | East European Studies                     |              |
| 0312              | West European Studies                     |              |
| 0313              | American Studies                          |              |
| 0314              | Pacific Area Studies                      |              |
| <b>1.17. 20XX</b> | <b>Psychology</b>                         | <b>55</b>    |
| 2001              | Psychology, General                       |              |
| 2002              | Experimental Psychology                   |              |
| 2003              | Clinical Psychology                       |              |
| 2004              | Psychology for Counseling                 |              |
| 2005              | Social Psychology                         |              |
| 2006              | Psychometrics                             |              |
| 2007              | Statistics in Psychology                  |              |
| 2008              | Industrial Psychology                     |              |
| 2009              | Developmental Psychology                  |              |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

| ICS Code          | Course/Program Title                              | Station Size |
|-------------------|---|--------------|
| 2010              | Physiological Psychology                          |              |
| <b>1.17. 22XX</b> | <b>Social Sciences</b>                            | <b>55</b>    |
| 2201              | Social Sciences, General                          |              |
| 2202              | Anthropology                                      |              |
| 2203              | Archaeology                                       |              |
| 2204              | Economics   |              |
| 2205              | History   |              |
| 2206              | Geology   |              |
| 2207              | Political Science and Government                  |              |
| 2208              | Sociology   |              |
| 2209              | Criminology                                       |              |
| 2210              | International Relations                           |              |
| 2211              | Afro-American Relations                           |              |
| 2212              | American Indian Cultural Studies                  |              |
| 2213              | Mexican-American Cultural Studies                 |              |
| 2214              | Urban Studies                                     |              |
| 2215              | Demography  |              |
| <b>1.18. XXXX</b> | <b>OTHER DISCIPLINES</b>                          |              |
| <b>1.18. 06XX</b> | <b>Communications</b>                             | <b>45</b>    |
| 0601              | Communications, General                           |              |
| 0602              | Journalism  |              |
| 0603              | Radio/Television                                  |              |
| 0604              | Advertising                                       |              |
| 0605              | Communications Media                              |              |
| <b>1.18. 13XX</b> | <b>Home Economics</b>                             | <b>80</b>    |
| 1301              | Home Economics, General                           |              |
| 1302              | Home Decoration and Home Equipment                |              |
| 1303              | Clothing and Textiles                             |              |
| 1304              | Consumer Economics and Home Management            |              |
| 1305              | Family Relations and Child Development            |              |
| 1306              | Foods and Nutrition                               |              |
| 1307              | Institutional Management and Cafeteria Management |              |
| <b>1.18. 14XX</b> | <b>Law</b>  | <b>25</b>    |
| 1401              | Law, General                                      |              |
| <b>1.18. 16XX</b> | <b>Library Science</b>                            | <b>25</b>    |
| 1601              | Library Science, General                          |              |
| <b>1.18. 18XX</b> | <b>Military Science</b>                           | <b>25</b>    |
| 1801              | Military Science, General                         |              |
| 1802              | Naval Science                                     |              |
| 1803              | Aerospace Science                                 |              |
| <b>1.18. 21XX</b> | <b>Public Affairs</b>                             | <b>25</b>    |
| 2101              | Community Services, General                       |              |
| 2102              | Public Administration                             |              |

|              |             |                                   |           |
|--------------|-------------|-----------------------------------|-----------|
|              | 2103        | Parks and Recreation Management   |           |
|              | 2104        | Social Work and Helping Services  |           |
|              | 2105        | Law Enforcement and Correction    |           |
|              | 2106        | International Public Service      |           |
| <b>1.18.</b> | <b>23XX</b> | <b>Theology</b>                   | <b>25</b> |
| <b>1.18.</b> | <b>49XX</b> | <b>Interdisciplinary</b>          | <b>55</b> |
|              | 4901        | General Liberal Arts and Sciences |           |
|              | 4902        | Biological and Physical Sciences  |           |
|              | 4903        | Humanities and Social Sciences    |           |
|              | 4904        | Engineering and Other Disciplines |           |
| <b>1.19.</b> | <b>XXXX</b> | <b>General Degree Transfer</b>    | <b>25</b> |

**PART 2: 1.2X.XXXX VOCATIONAL AND TECHNICAL PROGRAMS**

|              |             |   |            |
|--------------|-------------|---|------------|
| <b>1.21.</b> | <b>01XX</b> | <b>Agricultural Production and Processing</b> | <b>128</b> |
|              | 0101        | Animal Science                                |            |
|              | 0102        | Plant Science                                 |            |
|              | 0103        | Farm Mechanics                                |            |
|              | 0104        | Farm Business Management (Agri-Business)      |            |
|              | 0105        | Citrus Production Management                  |            |
|              | 0106        | Citrus Processing Technology                  |            |
|              | 0107        | Farm Co-Op Training                           |            |
| <b>1.21.</b> | <b>02XX</b> | <b>Agricultural Supplies and Services</b>     | <b>53</b>  |
|              | 0201        | Agricultural Chemicals                        |            |
|              | 0202        | Feeds   |            |
|              | 0203        | Seeds   |            |
|              | 0204        | Fertilizers (Plant Food)                      |            |
|              | 0205        | Pest Control Technology                       |            |
| <b>1.21.</b> | <b>03XX</b> | <b>Agricultural Mechanics</b>                 | <b>142</b> |
|              | 0301        | Agricultural Power and Machinery              |            |
|              | 0302        | Agricultural Structures and Conveniences      |            |
|              | 0303        | Soil Management                               |            |
|              | 0304        | Water Management                              |            |
|              | 0305        | Agricultural Mechanics Skills                 |            |
|              | 0306        | Agricultural Construction and Maintenance     |            |
|              | 0307        | Agricultural Electrification                  |            |
|              | 0308        | Golf Course Mechanics                         |            |
| <b>1.21.</b> | <b>04XX</b> | <b>Agricultural Products</b>                  | <b>53</b>  |
|              | 0401        | Food Products                                 |            |

|              |             |   |           |
|--------------|-------------|---|-----------|
|              | 0402        | Non-Food Products   |           |
| <b>1.21.</b> | <b>05XX</b> | <b>Ornamental Horticulture (Production, Processing, Marketing and Services)</b> | <b>50</b> |
|              | 0501        | Arboriculture   |           |
|              | 0502        | Floriculture  |           |
|              | 0503        | Greenhouse Operation and Management   |           |
|              | 0504        | Landscaping   |           |
|              | 0505        | Nursery Operation and Management  |           |
|              | 0506        | Turf Management (Golf Course, etc.)   |           |
| <b>1.21.</b> | <b>06XX</b> | <b>Agricultural Resources (Conservation, Utilization and Services)</b>          | <b>74</b> |
|              | 0601        | Forests   |           |
|              | 0602        | Recreation (Parks, etc.)  |           |
|              | 0603        | Soil  |           |
|              | 0604        | Wildlife (Including Game Farms and Hunting Areas)                               |           |
|              | 0605        | Water   |           |
|              | 0606        | Air   |           |
|              | 0607        | Fish (Including Farms and Hatcheries)   |           |
|              | 0608        | Ranch (Range)   |           |
| <b>1.21.</b> | <b>07XX</b> | <b>Forestry (Production, Processing, Management, Marketing, and Services)</b>   | <b>74</b> |
|              | 0701        | Forests   |           |
|              | 0702        | Forest Protection   |           |
|              | 0703        | Logging (Harvesting and Transportation)   |           |
|              | 0704        | Wood Utilization  |           |
|              | 0705        | Recreation  |           |
|              | 0706        | Special Products  |           |
| <b>1.21.</b> | <b>99XX</b> | <b>Other Agricultural</b>   | <b>74</b> |
|              | 9901        | Biological Parks  |           |

SREF includes eight distributive education laboratories, several of which could be appropriate for teaching a given program. When developing program facility lists or designing space, the most appropriate laboratory may be selected. However, one standard station size, **57 square feet**, is used for all distributive education laboratories in the facilities inventory database.

|              |             |                                     |            |
|--------------|-------------|-------------------------------------|------------|
| <b>1.22.</b> | <b>XXXX</b> | <b>Custodial &amp; Housekeeping</b> | <b>36</b>  |
| <b>1.22.</b> | <b>XXXX</b> | <b>Floristry</b>                    | <b>113</b> |
| <b>1.22.</b> | <b>XXXX</b> | <b>Hotel-Motel I</b>                | <b>43</b>  |
| <b>1.22.</b> | <b>XXXX</b> | <b>Hotel-Motel II</b>               | <b>57</b>  |
| <b>1.22.</b> | <b>XXXX</b> | <b>Management &amp; Supervision</b> | <b>27</b>  |
| <b>1.22.</b> | <b>07XX</b> | <b>Sales Merchandising I</b>        | <b>57</b>  |
| <b>1.22.</b> | <b>XXXX</b> | <b>Sales Merchandising II</b>       | <b>57</b>  |



|              |             |  |            |
|--------------|-------------|--|------------|
| <b>1.22.</b> | <b>XXXX</b> | <b>Warehousing</b>   | <b>240</b> |
|              | 0100        | Advertising Services   |            |
|              | 0200        | Apparel and Accessories (Fashion)                                    |            |
|              | 0300        | Automotive (Sales)   |            |
|              | 0400        | Finance and Credit (Banking, S&L, etc.)                              |            |
|              | 0500        | Floristry  |            |
|              | 0600        | Food Distribution  |            |
|              | 0700        | Food Services  |            |
|              | 0800        | General Merchandise  |            |
|              | 0900        | Hardware, Building Materials, Farm and Garden Supplies and Equipment |            |
|              | 1000        | Home Furnishings   |            |
|              | 1100        | Hotel and Lodging  |            |
|              | 1200        | Marketing and Distribution   |            |
|              | 1300        | Insurance  |            |
|              | 1400        | International Trade  |            |
|              | 1500        | Personal Services  |            |
|              | 1600        | Petroleum  |            |
|              | 1700        | Real Estate  |            |
|              | 1800        | Recreation and Tourism   |            |
|              | 1900        | Transportation   |            |
|              | 2000        | Retail Trade   |            |
|              | 3100        | Wholesale Trade  |            |
|              | 9900        | Other Distributive (General Marketing, etc.)                         |            |
| <b>1.23.</b> | <b>01XX</b> | <b>Dental Assisting</b>  | <b>71</b>  |
|              | 0101        | Dental Assisting   | 71         |
|              | 0102        | Dental Hygiene (Associate Degree)                                    | 95         |
|              | 0103        | Dental Laboratory Technology   | 50         |
| <b>1.23.</b> | <b>02XX</b> | <b>Medical Laboratory Technology</b>                                 | <b>91</b>  |
|              | 0201        | Cytology (Cytotechnology)  | 91         |
|              | 0202        | Histology  | 91         |
|              | 0203        | Medical Laboratory Assisting   | 63         |
|              | 0204        | Hematology   | 91         |
|              | 0205        | Certified Laboratory Assistant                                       | 63         |
| <b>1.23.</b> | <b>03XX</b> | <b>Nursing</b>   | <b>158</b> |
|              | 0301        | Nursing (Associate Degree – RN)                                      | 158        |
|              | 0302        | Practical Nursing (Vocational – LPN)                                 | 263        |
|              | 0303        | Nursing Assistance (Aide)  | 62         |
|              | 0304        | Psychiatric Aide   | 80         |
|              | 0305        | Surgical Technician (Operating Room Technician)                      | 100        |
|              | 0306        | Obstetrical Technician   | 100        |
|              | 0307        | Home Health Aide   | 62         |
|              | 0308        | School Health Aide   | 62         |
|              | 0309        | Central Service Aide   | 74         |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

|              |             |  |           |
|--------------|-------------|--|-----------|
|              | 0310        | Medical Assisting                                    | 95        |
| <b>1.23.</b> | <b>04XX</b> | <b>Rehabilitation</b>                                | <b>80</b> |
|              | 0401        | Occupational Therapy                                 | 80        |
|              | 0402        | Physical Therapy                                     | 80        |
|              | 04021*      | Physical Therapy Assistant                           | 80        |
|              | 04022*      | Physical Therapy Aide                                | 64        |
|              | 0403        | Prosthetics  | 80        |
|              | 0404        | Orthotics  | 80        |
|              | 04050*      | Massage Therapy                                      | 63        |
| <b>1.23.</b> | <b>05XX</b> | <b>Radiologic</b>                                    | <b>80</b> |
|              | 0501        | Radiologic Technology (x-ray)                        |           |
|              | 0502        | Radiation Therapy                                    |           |
|              | 0503        | Nuclear Medical Technology                           |           |
|              | 05040*      | Diagnostic Medical Sonography                        |           |
| <b>1.23.</b> | <b>06XX</b> | <b>Ophthalmic</b>                                    | <b>79</b> |
|              | 0601        | Ophthalmic Dispensing                                | 79        |
|              | 0602        | Orthoptics   | 63        |
|              | 0603        | Optometrist Assistant                                | 63        |
| <b>1.23.</b> | <b>07XX</b> | <b>Environmental Health</b>                          | <b>80</b> |
|              | 0701        | Environmental Health Assistant                       |           |
|              | 0702        | Radiological Health Technician                       |           |
|              | 0703        | Sanitarian Assistant                                 |           |
| <b>1.23.</b> | <b>08XX</b> | <b>Mental Health</b>                                 | <b>80</b> |
|              | 0801        | Mental Health Technician (Human Services Aide, etc.) |           |
|              | 0802        | Mental Retardation Aide                              |           |
| <b>1.23.</b> | <b>09XX</b> | <b>Miscellaneous Health Education</b>                | <b>88</b> |
|              | 0901        | Electroencephalograph Technician                     | 88        |
|              | 0902        | Electrocardiograph Technician                        | 88        |
|              | 0903        | Inhalation Therapy (Respiratory Therapy)             | 80        |
|              | 09031*      | Respiratory Therapist                                | 80        |
|              | 09032*      | Respiratory Therapy Technician                       | 95        |
|              | 0904        | Medical Assistant (Assistant in Physician's Office)  | 95        |
|              | 0905        | Central Supply Technician                            | 74        |
|              | 0906        | Community Health Aide                                | 95        |
|              | 0907        | Medical Emergency Technician                         | 88        |
|              | 0908        | Dietetic Technology                                  | 95        |
|              | 09090*      | Funeral Services                                     | 160       |
|              | 0910        | Orthopedic Assisting                                 | 95        |
|              | 0911        | Optician Technology                                  | 63        |
|              | 0912        | Veterinary Medical Assisting                         | 100       |
|              | 0913        | Hearing Aide Technology                              | 107       |
|              | 09140*      | Cardiopulmonary Technology                           | 167       |
|              | 09150*      | Perfusionist   | 80        |
|              | 99XX        | Health Occupations Education, Other                  | 56        |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

|              |             |   |           |
|--------------|-------------|---|-----------|
|              | 9901        | Health Care Management  | 80        |
|              | 9902        | Health Service Aide   | 74        |
|              | 9903        | Hospital Housekeeping   | 74        |
|              | 9904        | Hospital Ward Clerk   | 74        |
|              | 9905        | Medical Records Transcriptionist                                    | 88        |
|              | 99060*      | Hospital Admitting Officer  | 88        |
|              | 99070*      | Health Unit Coordinator   | 74        |
|              | 99080*      | Pharmacy Assisting  | 133       |
| <b>1.24.</b> | <b>01XX</b> | <b>Homemaking: Preparation For Personal, Home and Family Living</b> | <b>45</b> |
|              | 0101        | Comprehensive Homemaking of Home Economics                          | 45        |
|              | 0102        | Child Development   | 52        |
|              | 0103        | Clothing and Textiles   | 73        |
|              | 0104        | Consumer Education  | 45        |
|              | 0105        | Family Health   | 45        |
|              | 0106        | Family Relations  | 45        |
|              | 0107        | Foods and Nutrition   | 95        |
|              | 0108        | Home Management   | 63        |
|              | 0109        | Housing and Home Furnishings  | 80        |
|              | 01100*      | Interior Design   | 53        |
| <b>1.24.</b> | <b>02XX</b> | <b>Occupational Preparation</b>                                     | <b>63</b> |
|              | 0201        | Care and Guidance of Children                                       | 52        |
|              | 0202        | Clothing Management, Production and Services                        | 95        |
|              | 02021*      | Clothing Production and Management                                  | 90        |
|              | 02022*      | Clothing Production Services  | 73        |
|              | 0203        | Food Management, Production and Services                            | 95        |
|              | 0204        | Home Furnishings, Equipment and Services                            | 80        |
|              | 02041*      | Home Furnishings, Equipment and Services                            | 80        |
|              | 02042*      | Upholstering  | 93        |
|              | 0205        | Institutional and Home Management and Supporting Services           | 63        |
|              | 02060*      | Interior Design Technology  | 80        |
|              | 02070*      | Power Sewing Machine Operation                                      | 95        |
| <b>1.25.</b> | <b>01XX</b> | <b>Accounting</b>   | <b>56</b> |
|              | 0101        | Accounting  |           |
|              | 0102        | Bookkeeping   |           |
|              | 0103        | Cashier   |           |
|              | 0104        | Machine Operators: Billing, Bookkeeping and Computing               |           |
|              | 0105        | Tellers   |           |
|              | 0106        | Income Tax Preparation  |           |
| <b>1.25.</b> | <b>02XX</b> | <b>Business Data Processing Systems</b>                             | <b>63</b> |
|              | 0201        | Computer and Console Operators                                      |           |
|              | 0202        | Peripheral Equipment Operators                                      |           |

|              |             |   |           |
|--------------|-------------|---|-----------|
|              | 0203        | Programmers   |           |
|              | 0204        | Systems Analysts  |           |
| <b>1.25.</b> | <b>03XX</b> | <b>Filing, Office Machines and General Office Clerical</b>                | <b>52</b> |
|              | 0301        | Duplicating Machine Operators   |           |
|              | 0302        | File Clerks   |           |
|              | 0303        | General Office Clerks   |           |
| <b>1.25.</b> | <b>04XX</b> | <b>Information Communication</b>  | <b>52</b> |
|              | 0401        | Communication Systems Clerks and Operators                                |           |
|              | 0402        | Correspondence Clerks   |           |
|              | 0403        | Mail and Postal Clerks  |           |
|              | 0404        | Mail Preparing and Mail Handling Machine Operators                        |           |
|              | 0405        | Messengers and Officer Aides  |           |
|              | 0406        | Receptionists and Information Clerks                                      |           |
| <b>1.25.</b> | <b>05XX</b> | <b>Materials Support (Transporting, Storing and Recording)</b>            | <b>52</b> |
|              | 0501        | Planning and Production Clerks  |           |
|              | 0502        | Quality Control Clerks  |           |
|              | 0503        | Shipping and Receiving Clerks   |           |
|              | 0504        | Stock and Inventory Clerks  |           |
|              | 0505        | Traffic, Rate and Transportation Clerks                                   |           |
| <b>1.25.</b> | <b>06XX</b> | <b>Personnel and Training</b>   | <b>52</b> |
|              | 0601        | Personnel Training Specialists  |           |
|              | 0602        | Interviewers and Test Technicians   |           |
|              | 0603        | Personnel Assistants  |           |
| <b>1.25.</b> | <b>07XX</b> | <b>Stenographic and Secretarial</b>                                       | <b>58</b> |
|              | 0701        | Executive Secretary   | 58        |
|              | 0702        | Secretaries   | 58        |
|              | 0703        | Stenographers   | 58        |
|              | 0704        | Medical Secretary   | 58        |
|              | 0705        | Legal Secretary   | 58        |
|              | 0706        | Court Reporting   | 58        |
|              | 07070*      | Word Processing   | 70        |
| <b>1.25.</b> | <b>08XX</b> | <b>Supervisory and Administrative Management (General Business, etc.)</b> | <b>52</b> |
|              | 0801        | Administrative Assistants   |           |
|              | 0802        | Budget Management Analysis  |           |
|              | 0803        | Clerical and Office Supervisors   |           |
|              | 0804        | Data Methods and Systems Procedures Analysts                              |           |
|              | 0805        | Office Managers and Chief Clerks  |           |
| <b>1.25.</b> | <b>09XX</b> | <b>Typing</b>   | <b>70</b> |
|              | 0901        | Clerk-Typists   |           |
|              | 0902        | Typists   |           |

|              |             |  |            |
|--------------|-------------|--|------------|
| <b>1.26.</b> | <b>01XX</b> | <b>Air Conditioning and Environmental Control (HARV, HVAC, Etc.)</b> | <b>143</b> |
|              | 0101        | Cooling (Air Conditioning)   |            |
|              | 0102        | Heating  |            |
|              | 0103        | Ventilating (Filtering and Humidification)                           |            |
|              | 0104        | Environmental Control  |            |
| <b>1.26.</b> | <b>02XX</b> | <b>Appliance Repair</b>  | <b>143</b> |
|              | 0201        | Electrical Appliances  | 143        |
|              | 02011*      | Electrical Appliances  | 143        |
|              | 02012*      | Sewing Machine Maintenance and Repair                                | 57         |
|              | 02013*      | Vending Machine Repair   | 95         |
|              | 0202        | Gas Appliances   | 57         |
| <b>1.26.</b> | <b>03XX</b> | <b>Automotive Services</b>   | <b>59</b>  |
|              | 0301        | Body and Fender  | 190        |
|              | 03011*      | Automotive Body Repair   | 190        |
|              | 03012*      | Tractor and Trailer Body Repair                                      | 213        |
|              | 0302        | Mechanics  | 171        |
|              | 03021*      | Automotive Mechanics   | 171        |
|              | 03022*      | Automotive Machine Shop  | 213        |
|              | 03023*      | Truck and Bus Mechanics  | 170        |
|              | 03024*      | Heavy Equipment Mechanics  | 170        |
|              | 03025*      | Motorcycle Mechanics   | 95         |
|              | 0303        | Specialization, Other  | 59         |
|              | 03031*      | Specialization, Other  | 59         |
|              | 03032*      | Commercial Vehicle Driving   | 33         |
|              | 03033*      | School Bus Driving   | 27         |
|              | 0304        | Service Station  |            |
| <b>1.26.</b> | <b>04XX</b> | <b>Aviation</b>  | <b>76</b>  |
|              | 04001*      | Avionics   | 76         |
|              | 04002*      | Aeronautical Technology  | 155        |
|              | 04003*      | Aviation Quality Control   | 85         |
|              | 0401        | Airframe Maintenance   | 119        |
|              | 0402        | Aircraft Operations  | 119        |
|              | 0403        | Ground Operations  | 27         |
|              | 0404        | Commercial Pilot Training  | 72         |
|              | 0405        | Aviation Management and Administration                               | 76         |
|              | 0406        | Power Plant Maintenance  | 95         |
| <b>1.26.</b> | <b>06XX</b> | <b>Business Machine Maintenance</b>                                  | <b>57</b>  |
| <b>1.26.</b> | <b>07XX</b> | <b>Commercial Art</b>  | <b>119</b> |
|              | 0701        | Interior Decorating  |            |
|              | 0702        | Window Display   |            |
|              | 0703        | Product Design   |            |
|              | 0704        | Advertising Art  |            |

|              |             |  |            |
|--------------|-------------|--|------------|
|              | 0705        | Studio Art                                       |            |
| <b>1.26.</b> | <b>08XX</b> | <b>Commercial Fishery and Oceanographic</b>      | <b>114</b> |
|              | 0801        | Seamanship                                       |            |
|              | 0802        | Ship and Boat Operations and Maintenance         |            |
|              | 0803        | Oceanographic                                    | 114        |
|              | 08040*      | Boat Building                                    | 143        |
| <b>1.26.</b> | <b>09XX</b> | <b>Commercial Photography</b>                    | <b>95</b>  |
|              | 0901        | Photographic Laboratory and Darkroom Occupations |            |
| <b>1.26.</b> | <b>10XX</b> | <b>Construction and Maintenance</b>              | <b>85</b>  |
|              | 10001*      | Construction Trades                              | 85         |
|              | 10002*      | Building Construction Technology                 | 66         |
|              | 1001        | Carpentry  | 95         |
|              | 1002        | Electricity                                      | 114        |
|              | 1003        | Heavy Equipment (Construction)                   | 33         |
|              | 1004        | Masonry  | 95         |
|              | 1005        | Painting and Decorating                          | 85         |
|              | 10051*      | Painting and Decorating                          | 85         |
|              | 10052*      | Floor Covering Installation                      | 57         |
|              | 1006        | Plastering                                       | 85         |
|              | 10061*      | Plastering                                       | 85         |
|              | 10062*      | Lathing  | 85         |
|              | 1007        | Plumbing and Pipefitting                         | 114        |
|              | 1008        | Dry Wall Installation                            | 85         |
|              | 1009        | Glazing  | 85         |
|              | 1010        | Roofing  | 85         |
|              | 1011        | Architectural Technology                         | 66         |
|              | 1012        | Civil Engineering Technology                     | 93         |
|              | 1013        | Surveying  | 66         |
|              | 10140*      | Blueprint Reading and Estimating                 | 27         |
|              | 10150*      | Structural Steel Work                            | 95         |
|              | 10160*      | Insulation Installation                          | 85         |
|              | 10170*      | Tile Setting                                     | 85         |
| <b>1.26.</b> | <b>11XX</b> | <b>Custodial Services</b>                        | <b>36</b>  |
| <b>1.26.</b> | <b>12XX</b> | <b>Diesel Engine Mechanics</b>                   | <b>107</b> |
| <b>1.26.</b> | <b>13XX</b> | <b>Drafting and Design</b>                       | <b>76</b>  |
| <b>1.26.</b> | <b>14XX</b> | <b>Electrical</b>                                | <b>72</b>  |
|              | 1401        | Industrial Electrician                           | 85         |
|              | 1402        | Lineman  | 114        |
|              | 1403        | Motor Repairman                                  | 76         |
| <b>1.26.</b> | <b>15XX</b> | <b>Electronics</b>                               | <b>76</b>  |
|              | 1501        | Communications                                   | 57         |
|              | 15011*      | Communications Electronics                       | 57         |
|              | 15012*      | Telephone Technology                             | 36         |

Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

|              |             |  |            |
|--------------|-------------|--|------------|
|              | 1502        | Industrial Electronics                                     | 76         |
|              | 1503        | Radio/Television   | 85         |
|              | 1504        | Electronic Technology                                      | 76         |
|              | 15041*      | Electronic Technology                                      | 76         |
|              | 15042*      | Electronic Chassis Assembly                                | 76         |
|              | 1505        | Electro-Mechanical Technology                              | 115        |
|              | 15060*      | Computer Electronics                                       | 76         |
|              | 15070*      | Laser/Electro-Optic Technology                             | 114        |
| <b>1.26.</b> | <b>16XX</b> | <b>Fabric Maintenance Services</b>                         | <b>85</b>  |
|              | 1601        | Dry Cleaning   |            |
|              | 1602        | Laundrying   |            |
| <b>1.26.</b> | <b>17XX</b> | <b>Foremanship, Supervision and Management Development</b> | <b>57</b>  |
|              | 1701        | Industrial Management and Supervision                      |            |
| <b>1.26.</b> | <b>19XX</b> | <b>Graphic Arts</b>  | <b>142</b> |
|              | 19001*      | Graphic Arts Technology                                    | 142        |
|              | 19002*      | Graphic Design   | 57         |
|              | 1901        | Composition, Makeup and Typesetting                        | 142        |
|              | 1902        | Printing Press   | 142        |
|              | 1903        | Lithography, Photography and Platemaking                   | 95         |
|              | 1904        | Photoengraving   | 95         |
|              | 1905        | Silkscreen Making and Printing                             | 142        |
|              | 1906        | Bookbinding  | 142        |
|              | 1907        | Technical Illustration                                     | 66         |
| <b>1.26.</b> | <b>20XX</b> | <b>Industrial Atomic Energy</b>                            | <b>72</b>  |
|              | 2001        | Installation, Operation and Maintenance of Reactors        |            |
|              | 2002        | Radiography  |            |
|              | 2003        | Industrial Uses of Radioisotopes                           |            |
| <b>1.26.</b> | <b>21XX</b> | <b>Instrument Maintenance and Repair</b>                   | <b>57</b>  |
|              | 2101        | Instruments (Other than Watches and Clocks)                | 57         |
|              | 2102        | Watchmaking and Repair                                     | 56         |
| <b>1.26.</b> | <b>22XX</b> | <b>Maritime Occupations</b>                                | <b>170</b> |
|              | 2201        | Marine Propulsion Technology                               |            |
| <b>1.26.</b> | <b>23XX</b> | <b>Metalworking</b>  | <b>114</b> |
|              | 2301        | Foundry  | 114        |
|              | 2302        | Machine Shop   | 147        |
|              | 2303        | Machine Tool Operation                                     | 147        |
|              | 2304        | Metal Trades, Combined                                     | 114        |
|              | 2305        | Sheet Metal  | 114        |
|              | 2306        | Welding and Cutting  | 142        |
|              | 2307        | Tool and Die Making  | 147        |
|              | 2308        | Die Sinking  | 147        |
|              | 2309        | Metal Pattern Making                                       | 147        |
|              | 23100*      | Ornamental Iron Work                                       | 95         |

|              |              |   |            |
|--------------|--------------|---|------------|
|              | 23110*       | Gunsmithing                                     | 95         |
| <b>1.26.</b> | <b>24XX</b>  | <b>Metallurgy</b>                               | <b>114</b> |
| <b>1.26.</b> | <b>25XX</b>  | <b>Other Engineering Related Technologies</b>   | <b>27</b>  |
|              | 2501         | Chemical  | 57         |
|              | 2502         | Industrial                                      | 72         |
|              | 2503         | Instrumentation                                 | 72         |
|              | 2504         | Mechanical                                      | 66         |
|              | 2505         | Scientific Data Processing                      | 88         |
|              | 2506         | Safety  | 57         |
|              | 25061*       | Safety Engineering Technology                   | 57         |
|              | 25062*       | Occupational Safety and Health Technology       | 27         |
|              | 25070*       | Optical Technology                              | 36         |
|              | 25080*       | Engineering Model Making                        | 119        |
| <b>1.26.</b> | <b>26XX</b>  | <b>Personal Services</b>                        | <b>66</b>  |
|              | 2601         | Barbering                                       | 66         |
|              | 2602         | Cosmetology                                     | 76         |
| <b>1.26.</b> | <b>27XX</b>  | <b>Plastics</b>                                 | <b>114</b> |
| <b>1.26.</b> | <b>29XX</b>  | <b>Quantity Food</b>                            | <b>95</b>  |
|              | 2901         | Baker   |            |
|              | 2902         | Cook-Chef                                       |            |
|              | 2903         | Meat Cutter                                     |            |
|              | 2904         | Waiter/Waitress                                 |            |
| <b>1.26.</b> | <b>31XX</b>  | <b>Small Engine Repair, Internal Combustion</b> | <b>95</b>  |
| <b>1.26.</b> | <b>32XX</b>  | <b>Stationary Energy Sources</b>                | <b>142</b> |
|              | 3201         | Electric Power Generating Plants                |            |
|              | 3202         | Plumbing Plants                                 |            |
| <b>1.26.</b> | <b>33XX</b>  | <b>Textile Production and Fabrication</b>       | <b>95</b>  |
|              | 3301         | Dressmaking                                     |            |
|              | 3302         | Tailoring                                       |            |
| <b>1.26.</b> | <b>34.XX</b> | <b>Leather Working</b>                          | <b>72</b>  |
|              | 3401         | Shoe Manufacturing                              |            |
|              | 3402         | Shoe Repair                                     |            |
| <b>1.26.</b> | <b>35XX</b>  | <b>Upholstering</b>                             | <b>95</b>  |
|              | 35010*       | Upholstering                                    |            |
|              | 35020*       | Automotive Upholstering                         |            |
| <b>1.26.</b> | <b>36XX</b>  | <b>Woodworking Occupations</b>                  | <b>171</b> |
|              | 3601         | Millwork and Cabinet Making                     |            |
| <b>1.26.</b> | <b>99XX</b>  | <b>Related Trade and Industrial, Other</b>      | <b>27</b>  |
|              | 9901         | Quality Control and Reliability Technology      | 56         |
|              | 9902         | Technical Writing                               | 66         |
|              | 9903         | Meteorological Analysis                         | 27         |



Florida College System  
Facilities/Capital Outlay Database  
2022-23 Reporting Year

|              |             |  |            |
|--------------|-------------|--|------------|
|              | 99040*      | Jewelry Manufacturing and Repair                       | 85         |
|              | 99050*      | Industrial Machinery Maintenance Repair                | 140        |
|              | 9906        | Manufacturing Technology                               | 142        |
|              | 9907        | Radio and Television Broadcasting                      | 27         |
|              | 9908        | Radio and Television Production                        | 27         |
| <b>1.27.</b> | <b>01XX</b> | <b>Fire Science</b>                                    | <b>100</b> |
|              | 01010*      | Fire Science Technology                                |            |
|              | 01020*      | Fire Fighting  |            |
| <b>1.27.</b> | <b>02XX</b> | <b>Law Enforcement</b>                                 | <b>96</b>  |
|              | 0201        | Law Enforcement, General                               | 96         |
|              | 02011*      | Law Enforcement  | 96         |
|              | 02012*      | Criminal Justice Technology                            | 80         |
|              | 02013*      | Criminal Justice Assisting                             | 96         |
|              | 0202        | Security   | 35         |
|              | 0203        | Corrections  | 82         |
|              | 0204        | Probation  | 35         |
|              | 0205        | Legal Assisting  | 62         |
| <b>1.27.</b> | <b>03XX</b> | <b>Education (Teacher Aide)</b>                        | <b>78</b>  |
| <b>1.27.</b> | <b>04XX</b> | <b>Library</b>   | <b>78</b>  |
| <b>1.27.</b> | <b>05XX</b> | <b>Audio-Visual (Multi-Media)</b>                      | <b>78</b>  |
| <b>1.27.</b> | <b>06XX</b> | <b>Recreation</b>                                      | <b>29</b>  |
| <b>1.27.</b> | <b>07XX</b> | <b>Social Services (Work)</b>                          | <b>78</b>  |
| <b>1.27.</b> | <b>08XX</b> | <b>Public Administration</b>                           | <b>78</b>  |
|              | 08010*      | Public Administration Technology                       | 78         |
|              | 08020*      | Public Service Telecommunications                      | 44         |
| <b>1.27.</b> | <b>09XX</b> | <b>Urban, Rural and Community Development Services</b> | <b>93</b>  |
| <b>1.27.</b> | <b>10XX</b> | <b>Resources Management Services</b>                   | <b>93</b>  |
|              | 1001        | Air Pollution Control                                  |            |
|              | 1002        | Environmental Pollution Control                        |            |
|              | 1003        | Water and Waste Water Treatment                        |            |
|              | 1004        | Environmental Science                                  |            |
|              | 1005        | Environmental Marine Science                           |            |
| <b>1.27.</b> | <b>11XX</b> | <b>Music, Dance and Theater</b>                        | <b>78</b>  |
|              | 1101        | Music  |            |
|              | 1102        | Dance  |            |
|              | 1103        | Theater  |            |

SREF includes five adult general education laboratories. They differ in number of occupants and types of related spaces, but each uses the standard station size of **47 square feet**. When developing program

facility lists or designing space, the laboratory most appropriate for teaching a given program may be selected.

|              |             |                                     |           |
|--------------|-------------|-------------------------------------|-----------|
| <b>1.31.</b> | <b>1XXX</b> | <b>College Preparatory</b>          | <b>47</b> |
| <b>1.31.</b> | <b>2XXX</b> | <b>Vocational Preparatory</b>       | <b>47</b> |
| <b>1.32.</b> | <b>1XXX</b> | <b>Adult Basic</b>                  | <b>47</b> |
| <b>1.32.</b> | <b>2XXX</b> | <b>Adult Secondary</b>              | <b>47</b> |
| <b>1.32.</b> | <b>3XXX</b> | <b>Preparation for the GED Test</b> | <b>47</b> |

## ATTACHMENT

### Related Instruction Classroom, Room-Use Code 212

#### **Definition, Description, Limitations and Facilities Database Coding**

A "related instruction classroom," Room-Use Code (RUC) 212, is a service area or support space directly related to certain vocational program laboratories. It is a separate room adjacent to, or a designated area within, the teaching laboratory. It is a clean, quiet place used for teaching theory and other laboratory-related information that cannot be taught in the laboratory itself.

A related instruction classroom is different from a general-purpose classroom. It is dedicated to a specific vocational program. It is not available for use by a variety of classes in other areas of study. It is small to moderate in size, on average, around 525 square feet.

A related instruction classroom is part of the greater laboratory suite. It does not carry student stations. Classes are not scheduled in it nor students assigned to it. Instead, classes are scheduled in and students are assigned to the teaching laboratory itself, which carries the vocational student stations.

Only some vocational laboratories can have a related instruction classroom. Nonvocational laboratories are never eligible to have any. Each eligible vocational laboratory is entitled to only one related classroom. Every related instruction classroom, RUC 212, must be attached to a particular vocational laboratory; they cannot exist alone.

In the facilities database, the coding for a related instruction classroom is: (a) room name is RELATED INSTRUCTION, (b) RUC is 212, and (c) room ICS code is the same as for the vocational program laboratory to which it is related.

In the Florida College System, there are 423 different vocational programs of study. Each vocational program has its own name and ICS code (Information Classification Structure code), which are used to identify it in the facilities inventory and capital outlay database records for existing facilities.

In the "Size of Space and Occupant Design Criteria Table" for Colleges, there are space criteria for 201 different vocational laboratory facilities, which are used for evaluating existing space and planning new space. The "Size of Space and Occupant Design Criteria Table" is contained in Section 6.1(B)(D), State Requirements for Educational Facilities (SREF).

#### **Vocational Program Laboratory Facilities Eligible to have Related Instruction Classrooms**

Every vocational program of study does not require a unique vocational laboratory facility. Many vocational laboratory facilities can be used to teach a variety of different vocational programs. Based on programmatic needs for facilities, the 423 vocational programs are appropriately assigned to the 201 vocational facilities.

Some of the vocational laboratory facilities are authorized to have a related instruction classroom; others are not. The vocational laboratories that can have a related classroom are specified in the SREF "Space...Criteria Table." Eligible laboratories are indicated by the code A-7 in the "Related Spaces" column.

In total, 283 of the vocational programs are assigned to 132 of the vocational laboratory facilities, which are authorized to have related instruction classrooms, RUC 212. The other 140 vocational programs are

assigned to the other 69 vocational laboratory facilities, which are not authorized to have related classrooms.

The attachment includes the 283 vocational programs of study, by name and ICS code, which are assigned to vocational laboratory facilities, contained in the SREF "Space...Criteria Table," which are eligible to have a related instruction classroom, RUC 212. In other words, the vocational programs listed in the attachment are assigned to laboratories that are eligible to have related instruction classrooms.

**List of Vocational Programs, by Name and Information Classification Structure (ICS) Code, Assigned to Laboratory Facilities Authorized to have Related Instruction Classrooms**

The teaching laboratories for some vocational programs are authorized to have a related instruction classroom, Room-Use Code (RUC) 212, as part of the laboratory facilities.

The laboratory facilities which are authorized to have a related instruction classroom are identified in the "Size of Space and Occupant Design Criteria Table" for Colleges, contained in Section 6.1(B)(D), State Requirements for Educational Facilities (SREF). Eligible laboratories are indicated by the code A-7 in the "Related Spaces" column.

The vocational programs of study, which are assigned to vocational laboratory facilities that are eligible to have a related instruction classroom, RUC 212, are listed below by name and information classification structure (ICS) code.

|              |             |   |
|--------------|-------------|---|
| <b>1.21.</b> | <b>01XX</b> | <b>Agricultural Production and Processing</b> |
|              | 0101        | Animal Science                                |
|              | 0102        | Plant Science                                 |
|              | 0103        | Farm Mechanics                                |
|              | 0104        | Farm Business Management (Agri-Business)      |
|              | 0105        | Citrus Production Management                  |
|              | 0106        | Citrus Processing Technology                  |
|              | 0107        | Farm Co-Op Training                           |
| <b>1.21.</b> | <b>02XX</b> | <b>Agricultural Supplies and Services</b>     |
|              | 0201        | Agricultural Chemicals                        |
|              | 0202        | Feeds   |
|              | 0203        | Seeds   |
|              | 0204        | Fertilizers (Plant Food)                      |
|              | 0205        | Pest Control Technology                       |
| <b>1.21.</b> | <b>03XX</b> | <b>Agricultural Mechanics</b>                 |
|              | 0301        | Agricultural Power and Machinery              |
|              | 0302        | Agricultural Structures and Conveniences      |
|              | 0303        | Soil Management                               |
|              | 0304        | Water Management                              |
|              | 0305        | Agricultural Mechanics Skills                 |
|              | 0306        | Agricultural Construction and Maintenance     |
|              | 0307        | Agricultural Electrification                  |
|              | 0308        | Golf Course Mechanics                         |

|              |             |   |
|--------------|-------------|---|
| <b>1.21.</b> | <b>04XX</b> | <b>Agricultural Products</b>  |
|              | 0401        | Food Products   |
|              | 0402        | Non-Food Products   |
| <b>1.21.</b> | <b>05XX</b> | <b>Ornamental Horticulture (Production, Processing, Marketing and Services)</b> |
|              | 0501        | Arboriculture   |
|              | 0502        | Floriculture  |
|              | 0503        | Greenhouse Operation and Management   |
|              | 0504        | Landscaping   |
|              | 0505        | Nursery Operation and Management  |
|              | 0506        | Turf Management (Golf Course, etc.)   |
| <b>1.21.</b> | <b>06XX</b> | <b>Agricultural Resources (Conservation, Utilization and Services)</b>          |
|              | 0601        | Forests   |
|              | 0602        | Recreation (Parks, etc.)  |
|              | 0603        | Soil  |
|              | 0604        | Wildlife (Including Game Farms and Hunting Areas)                               |
|              | 0605        | Water   |
|              | 0606        | Air   |
|              | 0607        | Fish (Including Farms and Hatcheries)   |
|              | 0608        | Range (Ranch)   |
| <b>1.21.</b> | <b>07XX</b> | <b>Forestry (Production, Processing, Management, Marketing and Services)</b>    |
|              | 0701        | Forests   |
|              | 0702        | Forest Protection   |
|              | 0703        | Logging (Harvesting and Transportation)   |
|              | 0704        | Wood Utilization  |
|              | 0705        | Recreation  |
|              | 0706        | Special Products  |
| <b>1.21.</b> | <b>99XX</b> | <b>Other Agricultural</b>   |
|              | 9901        | Biological Parks  |

|              |             |  |
|--------------|-------------|--|
| <b>1.22.</b> | <b>0100</b> | <b>Advertising Services</b>  |
|              | 0200        | Apparel and Accessories (Fashion)                                    |
|              | 0300        | Automotive (Sales)   |
|              | 0400        | Finance and Credit (Banking, S & L, etc.)                            |
|              | 0500        | Floristry  |
|              | 0600        | Food Distribution  |
|              | 0700        | Food Services  |
|              | 0800        | General Merchandise  |
|              | 0900        | Hardware, Building Materials, Farm and Garden Supplies and Equipment |
|              | 1000        | Home Furnishings   |
|              | 1100        | Hotel and Lodging  |
|              | 1200        | Marketing and Distribution   |
|              | 1300        | Insurance  |
|              | 1400        | International Trade  |
|              | 1500        | Personal Services  |

| ICS Code          | Vocational Program Name                             |
|-------------------|---|
| 1600              | Petroleum   |
| 1700              | Real Estate   |
| 1800              | Recreation and Tourism                              |
| 1900              | Transportation                                      |
| 2000              | Retail Trade  |
| 3100              | Wholesale Trade                                     |
| 9900              | Other Distributive (General Marketing, etc.)        |
| <b>1.23. XXXX</b> | <b>HEALTH OCCUPATIONS</b>                           |
| <b>1.23. 01XX</b> | <b>Dental</b>                                       |
| 0101              | Dental Assisting                                    |
| 0102              | Dental Hygiene (Associate Degree)                   |
| <b>1.23. 02XX</b> | <b>Medical Laboratory Technology</b>                |
| 0201              | Cytology (Cytotechnology)                           |
| 0202              | Histology   |
| 0204              | Hematology  |
| <b>1.23. 03XX</b> | <b>Nursing</b>                                      |
| 0301              | Nursing (Associate Degree) (RN)                     |
| 0302              | Practical Nursing (Vocational) (LPN)                |
| 0310              | Medical Assisting                                   |
| <b>1.23. 04XX</b> | <b>Rehabilitation</b>                               |
| 0401              | Occupational Therapy                                |
| 0403              | Prosthetics   |
| 0404              | Orthotics   |
| 04050*            | Massage Therapy                                     |
| <b>1.23. 05XX</b> | <b>Radiologic</b>                                   |
| 0501              | Radiologic Technology (x-ray)                       |
| 0502              | Radiation Therapy                                   |
| 0503              | Nuclear Medical Technology                          |
| 05040*            | Diagnostic Medical Sonography                       |
| <b>1.23. 07XX</b> | <b>Environmental Health</b>                         |
| 0701              | Environmental Health Assistant                      |
| 0702              | Radiological Health Technician                      |
| 0703              | Sanitarian Assistant                                |
| <b>1.23. 09XX</b> | <b>Miscellaneous Health Education</b>               |
| 0901              | Electroencephalograph Technician                    |
| 0903              | Inhalation Therapy (Respiratory Therapy)            |
| 09031*            | Respiratory Therapist                               |
| 09032*            | Respiratory Therapy Technician                      |
| 0904              | Medical Assistant (Assistant in Physician's Office) |
| 0906              | Community Health Aide                               |
| 0907              | Medical Emergency Technician                        |
| 0908              | Dietetic Technology                                 |
| 0910              | Orthopedic Assisting                                |

| ICS Code          | Vocational Program Name  |
|-------------------|--|
| 0912              | Veterinary Medical Assisting   |
| 09140*            | Cardiopulmonary Technology   |
| 09150*            | Perfusionist   |
| <b>1.23. 99XX</b> | <b>Health Occupations Education, Other</b>                           |
| 09905             | Medical Records Transcriptionist                                     |
| 99080*            | Pharmacy Assisting   |
| <b>1.24. XXXX</b> | <b>HOME ECONOMICS</b>  |
| <b>1.24. 01XX</b> | <b>Homemaking: Preparation For Personal, Home and Family Living</b>  |
| 0102              | Child Development  |
| <b>1.24. 02XX</b> | <b>Occupational Preparation</b>                                      |
| 0201              | Care and Guidance of Children  |
| 02042*            | Upholstering   |
| <b>1.25. XXXX</b> | <b>OFFICE OCCUPATIONS</b>  |
| <b>1.25. 02XX</b> | <b>Business Data Processing Systems</b>                              |
| 0201              | Computer and Console Operators                                       |
| 0202              | Peripheral Equipment Operators                                       |
| 0203              | Programmers  |
| 0204              | Systems Analysts   |
| <b>1.26. XXXX</b> | <b>TRADE AND INDUSTRIAL</b>  |
| <b>1.26. 01XX</b> | <b>Air Conditioning and Environmental Control (HARV, HVAC, Etc.)</b> |
| 0101              | Cooling (Air Conditioning)   |
| 0102              | Heating  |
| 0103              | Ventilating (Filtering and Humidification)                           |
| 0104              | Environmental Control  |
| <b>1.26. 02XX</b> | <b>Appliance Repair</b>  |
| 0201              | Electrical Appliances  |
| 02011*            | Electrical Appliances  |
| 02012*            | Sewing Machine Maintenance and Repair                                |
| 02013*            | Vending Machine Repair   |
| 0202              | Gas Appliances   |
| <b>1.26. 03XX</b> | <b>Automotive Services</b>   |
| 0301              | Body and Fender  |
| 03011*            | Automotive Body Repair   |
| 03012*            | Tractor and Trailer Body Repair                                      |
| 0302              | Mechanics  |
| 03021*            | Automotive Mechanics   |
| 03022*            | Automotive Machine Shop  |
| 03023*            | Truck and Bus Mechanics  |
| 03024*            | Heavy Equipment Mechanics  |
| 03025*            | Motorcycle Mechanics   |
| 0303              | Specialization, Other  |
| 03031*            | Specialization, Other  |
| 0304              | Service Station  |

| ICS Code          | Vocational Program Name                          |
|-------------------|--|
| <b>1.26. 04XX</b> | <b>Aviation</b>                                  |
| 04001*            | Avionics   |
| 04022*            | Aeronautical Technology                          |
| 0401              | Airframe Maintenance                             |
| 0402              | Aircraft Operations                              |
| 0404              | Commercial Pilot Training                        |
| 0405              | Aviation Management and Administration           |
| 0406              | Power Plant Maintenance                          |
| <b>1.26. 06XX</b> | <b>Business Machine Maintenance</b>              |
| <b>1.26. 08XX</b> | <b>Commercial Fishery and Oceanographic</b>      |
| 0801              | Seamanship                                       |
| 0802              | Ship and Boat Operations and Maintenance         |
| 0803              | Oceanographic                                    |
| 08040*            | Boat Building                                    |
| <b>1.26. 09XX</b> | <b>Commercial Photography</b>                    |
| 0901              | Photographic Laboratory and Darkroom Occupations |
| <b>1.26. 10XX</b> | <b>Construction and Maintenance</b>              |
| 10001*            | Construction Trades                              |
| 1001              | Carpentry  |
| 1002              | Electricity                                      |
| 1004              | Masonry  |
| 1005              | Painting and Decorating                          |
| 10051*            | Painting and Decorating                          |
| 10052*            | Floor Covering Installation                      |
| 1006              | Plastering                                       |
| 10061*            | Plastering                                       |
| 10062*            | Lathing  |
| 1007              | Plumbing and Pipefitting                         |
| 1008              | Dry Wall Installation                            |
| 1009              | Glazing  |
| 1010              | Roofing  |
| 10150*            | Structural Steel Work                            |
| 10160*            | Insulation Installation                          |
| 10170*            | Tile Setting                                     |
| <b>1.26. 12XX</b> | <b>Diesel Mechanics</b>                          |
| <b>1.26. 14XX</b> | <b>Electrical</b>                                |
| 1401              | Industrial Electrician                           |
| 1402              | Lineman  |
| 1403              | Motor Repairman                                  |
| <b>1.26. 15XX</b> | <b>Electronics</b>                               |
| 1501              | Communications                                   |
| 15011*            | Communications Electronics                       |
| 15012*            | Telephone Technology                             |



| ICS Code          | Vocational Program Name                                    |
|-------------------|--|
| 1502              | Industrial Electronics                                     |
| 1503              | Radio/Television   |
| 1504              | Electronic Technology                                      |
| 15041*            | Electronic Technology                                      |
| 15042*            | Electronic Chassis Assembly                                |
| 15060*            | Computer Electronics                                       |
| 15070*            | Laser/Electro-Optic Technology                             |
| <b>1.26. 16XX</b> | <b>Fabric Maintenance Services</b>                         |
| 1601              | Dry Cleaning   |
| 1602              | Laundering   |
| <b>1.26. 17XX</b> | <b>Foremanship, Supervision and Management Development</b> |
| 1701              | Industrial Management and Supervision                      |
| <b>1.26. 19XX</b> | <b>Graphic Arts</b>  |
| 19001*            | Graphic Arts Technology                                    |
| 19002*            | Graphic Design   |
| 1901              | Composition, Makeup and Typesetting                        |
| 1902              | Printing Press   |
| 1903              | Lithography, Photography and Platemaking                   |
| 1904              | Photoengraving   |
| 1905              | Silk Screen Making and Printing                            |
| 1906              | Bookbinding  |
| <b>1.26. 20XX</b> | <b>Industrial Atomic Energy</b>                            |
| 2001              | Installation, Operation and Maintenance of Reactors        |
| 2002              | Radiography  |
| 2003              | Industrial Uses of Radioisotopes                           |
| <b>1.26. 21XX</b> | <b>Instrument Maintenance and Repair</b>                   |
| 2101              | Instruments (Other Than Watches and Clocks)                |
| <b>1.26. 22XX</b> | <b>Maritime Occupations</b>                                |
| 2201              | Marine Propulsion Technology                               |
| <b>1.26. 23XX</b> | <b>Metalworking</b>  |
| 2301              | Foundry  |
| 2302              | Machine Shop   |
| 2303              | Machine Tool Operation                                     |
| 2304              | Metal Trades, Combined                                     |
| 2305              | Sheet Metal  |
| 2306              | Welding and Cutting  |
| 2307              | Tool and Die Making  |
| 2308              | Die Sinking  |
| 2309              | Metal Pattern Making                                       |
| 23100*            | Ornamental Iron Work                                       |
| 23110*            | Gunsmithing  |
| <b>1.26. 24XX</b> | <b>Metallurgy</b>  |
| <b>1.26. 25XX</b> | <b>Other Engineering Related Technologies</b>              |

| ICS Code          | Vocational Program Name                         |
|-------------------|---|
| 2501              | Chemical  |
| 2502              | Industrial                                      |
| 2503              | Instrumentation                                 |
| 2505              | Scientific Data Processing                      |
| 2506              | Safety  |
| 25061*            | Safety Engineering Technology                   |
| 25070*            | Optical Technology                              |
| <b>1.26. 26XX</b> | <b>Personal Services</b>                        |
| 2601              | Barbering                                       |
| 2602              | Cosmetology                                     |
| <b>1.26. 27XX</b> | <b>Plastics</b>                                 |
| <b>1.26. 29XX</b> | <b>Quantity Food</b>                            |
| 2901              | Baker   |
| 2902              | Cook-Chef                                       |
| 2903              | Meat Cutter                                     |
| 2904              | Waiter/Waitress                                 |
| <b>1.26. 31XX</b> | <b>Small Engine Repair, Internal Combustion</b> |
| <b>1.26. 32XX</b> | <b>Stationary Energy Sources</b>                |
| 3201              | Electrical Power Generating Plants              |
| 3202              | Plumbing Plants                                 |
| <b>1.26. 34XX</b> | <b>Leather Working</b>                          |
| 3401              | Shoe Manufacturing                              |
| 3402              | Shoe Repair                                     |
| <b>1.26. 36XX</b> | <b>Woodworking Occupations</b>                  |
| 3601              | Millwork and Cabinet Making                     |
| <b>1.26. 99XX</b> | <b>Trade and Industrial, Other</b>              |
| 9901              | Quality Control and Reliability Technology      |
| 99050*            | Industrial Machinery Maintenance and Repair     |
| <b>1.27 XXXX</b>  | <b>PUBLIC SERVICE</b>                           |
| <b>1.27. 01XX</b> | <b>Fire Science</b>                             |
| 01010*            | Fire Science Technology                         |
| 01020*            | Fire Fighting                                   |
| <b>1.27. 02XX</b> | <b>Law Enforcement</b>                          |
| 0201              | Law Enforcement, General                        |
| 02011*            | Law Enforcement                                 |
| 02012*            | Criminal Justice Technology                     |
| 02013*            | Criminal Justice Assisting                      |
| 0203              | Corrections                                     |
| <b>1.27. 05XX</b> | <b>Audio-Visual (Multi-Media)</b>               |
| <b>1.27. 06XX</b> | <b>Recreation</b>                               |

| ICS Code          | Vocational Program Name                                |
|-------------------|--|
| <b>1.27. 07XX</b> | <b>Social Services (Work)</b>                          |
| <b>1.27. 08XX</b> | <b>Public Administration</b>                           |
| 08010*            | Public Administration Technology                       |
| <b>1.27. 09XX</b> | <b>Urban, Rural and Community Development Services</b> |
| <b>1.27. 10XX</b> | <b>Resources Management Services</b>                   |
| 1001              | Air Pollution Control                                  |
| 1002              | Environmental Pollution Control                        |
| 1003              | Water and Waste Water Treatment                        |
| 1004              | Environmental Science                                  |
| 1005              | Environmental Marine Science                           |

#### State Requirements for Educational Facilities (SREF) 2014

The State Requirements for Educational Facilities (SREF) 2014 can be located on the Internet at the following address: <http://www.fldoe.org/finance/edual-facilities/sref/index.stml>



## **Appendix B:**

### **Room Use Codes**



## Room Use Codes: Definitions, Descriptions and Limitations

### General

The 2006 *Postsecondary Education Facilities Inventory and Classification Manual* updated the terminology from Room Use Category Structure to Space Use Category Structure. With the exception of the updated term, the definitions of the Space Use categories remain largely unchanged. For the purposes of this Appendix, the terms space and room can be used interchangeably. When a use can be either a room or a space, the term space is used. However, the term room is retained in most examples provided in the definitions, and is used for functions that would be housed only; in enclosed rooms, as defined in this appendix. For further information, see the *Postsecondary Education Facilities Inventory and Classification Manual, 2006 Edition* at <http://nces.ed.gov/pubs2006/2006160.pdf>.

### 100 – Classroom Facilities

#### General

The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline.

#### 110 Classroom - 25 Sq. Ft. Student Stations

**Definition.** A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Student Stations are assigned to 110 classrooms. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

**Description.** Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

**Limitations.** This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of

computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

### **115 Classroom Service**

**Definition.** A space that directly serves one or more classrooms as an extension of the activities in that space.

**Description.** Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

**Limitations.** Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

### **120 Computer Classrooms**

Student stations are assigned to 120 computer classrooms.

**Definition.** A space used for instruction classes and has computers as the primary workstation for the teaching environment. This room is not tied to specific subject or discipline by specific program equipment or software in the room or the configuration of the room.

**Description.** Includes rooms generally used for scheduled instruction that requires no special, restrictive equipment or configuration. These rooms may be called computer classrooms, computer lecture-demonstration rooms, and general purpose computer classrooms. The computer classroom would be equipped with computer workstations that may restrict the reconfiguration of the arrangement whether joined in groups or separately aligned, they may also be flexible in arrangement to allow for varying configurations of learning experiences or similar type of seating. These rooms may contain multimedia or telecommunications equipment and be configured for multi-discipline distance learning, but the primary determination is the student computer workstation design size as opposed to a multi-discipline distance-learning classroom with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement) be furnished with special equipment for other instruction support (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

The installation of specific educational program software should not restrict the use of this room by change of program software for other program disciplines in the future use. The space designation is a function of the space needed for the computer equipment in the general classroom, which in design and utilization is larger than a standard classroom workstation. Specific computer equipment as part of the workstation design and educational program function would not constitute a laboratory.



**Limitations.** This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A computer class laboratory is distinguished from a computer classroom based on **program specific** equipment in the room **and** by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special computer equipment, program software, or room configuration, it may be logically considered as a laboratory (see Code 200 series).

### **125 Computer Classroom Service**

**Definition.** A space that directly serves one or more computer classrooms as an extension of the activities in that room.

**Description.** Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve computer classrooms.

**Limitations.** Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A project booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

## **200 - Laboratory Facilities**

### **General**

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. "Laboratory facilities can be subdivided into two types: class and open. A class laboratory is used for **regularly scheduled** instruction. An open laboratory supports instruction but is not formally scheduled."

At Florida colleges, laboratory programs and courses (academic, vocational, adult general, preparatory, etc.) are housed in what are called "laboratory suites." The term "suite" is defined as the main laboratory along with all the various supporting spaces required for teaching a particular discipline.

The primary room of each laboratory suite is the 210 class laboratory. That is where the teachers and classes are assigned, where regularly scheduled instruction occurs, and where the student stations are counted. It is the main room. All the other rooms in the laboratory suite support the functions and operations of the instructional program assigned to the 210 laboratory.

The types of supporting spaces in a laboratory suite may include: 212 related instruction classroom, 215 class laboratory service, 220 open laboratory, 225 open laboratory service, 570 animal quarters, 575 animal quarters service, 580 greenhouse, and 585 greenhouse service. These spaces are necessary for the instructional program, but they are secondary to the 210 class laboratory. All of them are assigned to the primary 210 laboratory and none of them carry any student stations.

**210 Class Laboratory** (student stations sq. ft. varies according to programmatic function)

Student stations are assigned to 210 class laboratories. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

**Definition.** A space used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student instruction, participation, experimentation, observation, or practice in an academic or vocational, adult education, or preparatory discipline.

**Description.** A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the Room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories (where the computer equipment is specific to the program), drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, **if they are used primarily for group instruction in formally or regularly scheduled classes.** Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

**Limitations.** Does not include Classrooms (110) or Computer Classrooms (120). Does not include informally scheduled or un-scheduled laboratories (see 220). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410) or Student Computer Terminal Rooms (240).

**212 Related Instruction Classroom**

Student stations are not assigned to 212 related instruction classrooms. Every 212 related classroom is assigned to a 210 class laboratory. It is one of a set of related spaces which together with the main laboratory make up a complete laboratory suite. Because the 210 class laboratory is assumed to be the primary point of instruction for the suite, student stations are assigned to that laboratory, not to the related classroom. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges and Table (D) for Related Spaces, in Section 6.1, State Requirements for Educational Facilities.

**Definition.** A separate classroom or a classroom-type area within a laboratory that is part of a vocational/technical laboratory suite.

**Description.** Includes a classroom or an area set aside within a 210 class laboratory, which is used for teaching the theoretical aspects of a vocational discipline as well as other program-related information, which cannot be taught in the laboratory itself. This instruction may be either regularly or informally scheduled and is functionally tied to the 210 class laboratory program. This room does not have to be physically attached to the laboratory space, but should be conveniently located to the associated program.

**Limitations.** This category does not include Classroom (110), Computer Classroom (120), Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Classrooms (110) general purpose is distinguished from this related classroom in that the related classroom is tied to Class Laboratory via program function according to primary design and use. This 212 Related Classroom

applies only to vocational/technical laboratories, which require classroom related instruction as indicated in the "Size of Space and Occupant Design Criteria Table," Section 6.1, State Requirements for Educational Facilities. A laboratory is authorized to have a related instruction classroom when code A-7 appears after the laboratory name under the column "Related Space." This does not apply to non-vocational laboratories.

### **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.** Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (includes temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

**Limitations.** Does not include service rooms that support Classrooms (see 115), Computer Classrooms (125), Open Laboratories (225), Student Computer Terminal Rooms (245), Animal Quarters (575) and Greenhouses (585).

### **220 Open Laboratory**

Student stations are not assigned to 220 open laboratories. Every 220 open laboratory is assigned to a 210 class laboratory. It is one of a set of related spaces which together with the main laboratory make up a complete laboratory suite. Because the 210 class laboratory is assumed to be the primary point of instruction for the suite, student stations are assigned to that laboratory, not to any open laboratories. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges and Table (D) for Related Spaces, in Section 6.1, State Requirements for Educational Facilities.

**Definition.** A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

**Description.** An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. An open laboratory is a secondary laboratory which programmatically supports and is assigned to the primary 210 class laboratory where 1) the teachers and classes are assigned, and 2) the regularly scheduled instruction occurs. Included in this category are rooms such as botany greenhouses, music ensemble and practice rooms, special language laboratories, photography studios, criminal justice courtrooms, emergency medical telemetry operations, and computer laboratories involving specialized restrictive software or where access is limited to specific types of students.

**Limitations.** Laboratories with formally or regularly scheduled classes are Class Laboratories (210). A classroom used for teaching the theoretical aspects of a vocational discipline and other program-related information which cannot be taught in a laboratory is a Related Instruction Classroom (212). A room that contains equipment (such as, typewriters or micro-computers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study Room (410) or a Student Computer Terminal Room (240).

### **225 Open Laboratory Service**

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

**Description.** Includes only those rooms that directly serve an Open Laboratory. Included are project rooms, telecommunications control booths, coat rooms, preparation room, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve Open Laboratories.

**Limitations.** Does not include service rooms that support classrooms (115), or Computer Classrooms (125), or Class Laboratories (215). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

#### **240 Student Computer Terminal Room** (study area)

**Definition.** A space or separate area equipped with computer terminals used by individual students for the purpose of studying.

**Description.** Included are open areas, enclosed rooms, booths, and carrels intended as places for students to study. Such spaces may be located in libraries, learning centers, academic buildings, or student services centers. The room or area is not scheduled either formally or informally, regularly or irregularly, but is intended to be available for students to study at their convenience. **Note:** This Room-Use Code (when used with all ICS codes) aggregates to the library/study space category.

**Limitations.** Does not include computer rooms that have formally scheduled instruction, Computer Classrooms (120) and Class Laboratories (210), or that have informally scheduled instruction, Open Laboratories (220).

#### **245 Student Computer Terminal Service** (study area service)

**Definition.** A space that serves student computer terminal rooms, as direct extension of the activities in those rooms.

**Description.** Included are areas which house materials and equipment, lockers and storage, which support study activities conducted in student computer terminal rooms. **Note:** This Room-Use Code (when used with all ICS codes) aggregates to the library/study space category.

**Limitations.** Does not include rooms that serve Classrooms (115), Computer Classrooms (125), Class Laboratories (215), or Open Laboratories (225).

### **300 - Office Facilities**

#### **General**

Office facilities are individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

#### **310 Office**

**Definition.** A space housing faculty, staff or students working at one or more desks, tables, or workstations.

**Description.** An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, staff, secretarial, clerical, student and support services offices, etc.

**Limitations.** Any other rooms, such as glass shops, printing shops, study rooms, classrooms, laboratories, etc., that incidentally contain desk space for a technician or staff member may be classified according to the primary use of the room, rather than an office. However, office areas within the room may also be designated by office use codes if so designated on the room drawings and with room numbering sub-lettering. These areas do not need to have clearly visible physical boundaries. **Examples** of these office areas include open reception areas, building circulation areas, and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). However, if the microcomputer is located as part of the primary office workstation area it would be coded as Office (310). A combination office, studio, or class laboratory should be coded according to its primary use if multiple Space-Use Codes with prorations are not used. A receptionist room that includes a waiting area may be coded as Office (310) if prorations are not used.

### **315 Office Service**

**Definition.** A space that directly serves an office or group of offices as an extension of the activities in those spaces.

**Description.** Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline-related) rooms, and open and private (restricted access) circulation areas.

**Limitations.** Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

### **350 Conference Room**

**Definition.** A space serving an office complex and used primarily for staff meetings and departmental activities.

**Description.** A conference room is typically equipped with tables and chairs. Normally it is used by a specific organization unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting room functions, then the space should be classified according to its principal use. A conference space is distinguished from the facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.

**Limitations.** Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), department lounges (see 315), open lounges (see 650), and meeting rooms (see 680).

### **355 Conference Room Service**

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

**Description.** Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.

**Limitations.** Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

## **400 - Study Facilities**

### **General**

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials, which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes), and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student services), Stacks (420), Open-Stacked Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

### **410 Study Space**

**Definition.** A space or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

**Description.** Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces 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 may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

**Limitations.** Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

### **420 Stack**

**Definition.** A space used to house arranged collections of educational materials for use as a study resource.

**Description.** Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

**Limitations.** Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service-115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

#### **430 Open-Stack Study Room**

**Definition.** A combination study room and stack, generally without physical boundaries between the stack and study areas.

**Description.** Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).

**Limitations.** Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see Study Room-410) and Stack areas (see Stack-420) into separate space records. As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

#### **440 Processing Room**

**Definition.** A space or area devoted to processes and operations in support of library functions.

**Description.** A processing room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

**Limitations.** Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455). Acquisitions work areas with a primary office use should be classified as Office (310).

#### **455 Study Service**

**Definition.** A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

**Description.** Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.

**Limitations.** Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

## 500 - Special Use Facilities

### General

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

### 510 Armory

**Definition.** A space or area used by Reserve Officer Training Corps (ROTC), or Police and Corrections, and ancillary units, etc., for military training and/or instructional activities.

**Description.** Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

**Limitations.** Conventional space use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

### 515 Armory Service

**Definition.** A space that directly serves an armory facility as an extension of the activities in that facility.

**Description.** This category includes supply rooms, weapons rooms, and military equipment storage rooms.

**Limitations.** Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).

### 520 Athletic or Physical Education

**Definition.** A space or area used by students, staff, or the public for athletic or physical education activities.

**Description.** Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields and field houses. This category includes spaces used to teach dancing and bowling only if they are part of the physical education instructional program.

**Limitations.** This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction. Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis



rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

### **523 Athletic Facilities Spectator Seating**

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

**Description.** Includes indoor permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoriums, and cycling arenas.

**Limitations.** Does not include temporary or movable seating areas (e.g., movable bleachers). Outdoor uncovered permanent seating is not assignable seating although it may contain assignable areas under it (e.g., locker rooms, offices, etc.).

### **525 Athletic or Physical Education Service**

**Definition.** A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

**Description.** Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

**Limitations.** Does not include public rest rooms which should be classified as non-assignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### **530 Media Production**

**Definition.** A space used for the production or distribution of multimedia materials or signals.

**Description.** Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.

**Limitations.** Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Open Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).).

### **535 Media Production Service**

**Definition.** A space that directly serves a media production or distribution room as an extension of the activities in that facility.

**Description.** The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance

rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).

**Limitations.** Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

#### **540 Clinic**

**Definition.** A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

**Description.** Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

**Limitations.** Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in non-health or non-discipline-related programs (see Office Service-315), or Health Care Facilities (see Code 800 series).

#### **545 Clinic Service**

**Definition.** A space that directly serves 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 spaces.

**Limitations.** Does not include spaces that serve health care facilities (see Code 800 series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g., Athletic or Physical Education Service (525), Day Care Service (645).

#### **550 Demonstration**

**Definition.** A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

**Description.** The key criterion here is practice activity within an instructional program which closely simulates a real-work or occupational setting. Includes a demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

**Limitations.** Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

#### **555 Demonstration Services**

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

**Description.** Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

**Limitations.** Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

### **560 Field Building**

**Definition.** A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

**Description.** Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

**Limitations.** Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

### **570 Animal Facilities**

**Definition.** A space that houses laboratory animals used for research or instructional purposes.

**Description.** Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

**Limitations.** Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

### **575 Animal Facilities Service**

**Definition.** A space that directly serves an animal quarters facility as an extension of the activities in that facility.

**Description.** Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

**Limitations.** Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

### **580 Greenhouse**

**Definition.** A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

**Description.** The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

**Limitations.** Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

### **585 Greenhouse Service**

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

**Description.** Includes equipment or material storage areas and rooms generally called headhouses.

**Limitations.** Excludes storage areas that do not directly serve greenhouses.

### **590 Other**

**Definition.** A category of last resort.

**Description.** Included as a category of last resort to be used only for those spaces or facilities that cannot be described, even approximately, with other codes and definitions.

**Limitations.** Should have very limited use, if used at all.

## **600 - General Use Facilities**

### **General**

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

### **610 Assembly**

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

**Description.** Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

**Limitations.** Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

### **615 Assembly Service**

**Definition.** A room or area 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, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms, etc.

**Limitations.** Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable Lobby (W05). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

### **620 Exhibition**

**Definition.** A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

**Description.** Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

**Limitations.** Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

### **625 Exhibition Service**

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

**Description.** Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).

**Limitations.** Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

### **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 students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit down lunch or vending spaces that serve a shop facility are included in this category.

**Limitations.** Vending areas not provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall). Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

### **635 Food Facilities Services**

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

**Description.** Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

**Limitations.** Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).

### **640 Day Care**

**Definition.** A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

**Description.** Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

**Limitations.** Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

### **645 Day Care Service**

**Definition.** A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

**Description.** Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

**Limitations.** Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

### **650 Lounge**

**Definition.** A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

**Description.** A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

**Limitations.** A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a nonassignable lobby in placement, use, and intent. A Lobby (W05) is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

### **655 Lounge Service**

**Definition.** A space that directly serves a general use lounge facility.

**Description.** Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

**Limitations.** This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

### **660 Merchandising**

**Definition.** A space used to sell products or services.

**Description.** Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

**Limitations.** Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the

Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

### **665 Merchandising Service**

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

**Description.** Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.

**Limitations.** Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

### **670 Recreation**

**Definition.** A space used by students, staff, or the public for recreational purposes.

**Description.** Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes. Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

**Limitations.** Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

### **675 Recreation Service**

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

**Description.** Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a recreation (670) facility.

**Limitations.** Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central Ticket outlets serving multiple facilities or services are classified as Merchandising (660).

### **680 Meeting Room**



**Definition.** A room that is used by the institution or the public for a variety of nonclass meetings.

**Description.** The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category. Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

**Limitations.** Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

#### **685 Meeting Room Service**

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

**Description.** Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.

**Limitations.** Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

#### **690 Locker Room**

**Definition.** A space that serves as locker room or as an extension of the locker activities in that room.

**Description.** Includes areas where lockable storage (either individualized or group) is made available to students, faculty, or staff. These areas are often associated with Athletic facilities, and may have dressing with circulation space included, but this area is not a requirement as other instructional programs or support services areas may require these.

**Limitations.** Does not include service areas, classroom/lab storage rooms, and other support services/storage areas that have lockable storage as a "xx5" "Service" use code designation available.

## 700 - Support Facilities

### General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

### 710 Central Computer or Telecommunications

**Definition.** A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

**Description.** A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

**Limitations.** Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable mechanical space.

### 715 Central Computer or Telecommunications Services

**Definition.** A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

**Description.** Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only

inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

**Limitations.** Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

## **720 Shop**

**Definition.** A space used for the manufacture, repair, or maintenance of products or equipment.

**Description.** Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.

**Limitations.** Does not include instructional shops (i.e., industrial arts or vocational/technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

## **725 Shop Service**

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

**Description.** Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

**Limitations.** Does not include service areas for Class Laboratories (210) or Research/Non-class Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

### 730 Central Storage

**Definition.** A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

**Description.** The concept of central or general is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.

**Limitations.** Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the non-assignable Custodial Supply Closet (X01) used to store small quantities of janitorial supplies, or any other category codes within the non-assignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

### 735 Central Storage Service

**Definition.** A space that directly serves a central storage facility as an extension of the activities in that facility.

**Description.** Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.

**Limitations.** Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

### 740 Vehicle Storage

**Definition.** A space or structure that is used to house or store vehicles.

**Description.** Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

**Limitations.** This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). *(See Parking Structure, section 3.2.10, FICM, for suggested classification of parking structures.)*

### 745 Vehicle Storage Service

**Definition.** A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

**Description.** Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

**Limitations.** Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).

### 750 Central Service

**Definition.** A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

**Description.** The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

**Limitations.** Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

### 755 Central Service Support

**Definition.** A space that directly serves a central service facility as an extension of the activities in that facility.

**Description.** Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.

**Limitations.** Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

### 760 Hazardous Materials Storage

**Definition.** A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

**Description.** Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).

**Limitations.** Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775, 780).

#### **765 Hazardous Materials Service**

**Definition.** A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

**Description.** Includes those facilities that directly serve the Hazardous Materials (760) facility.

**Limitations.** Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional facilities.

#### **770 Hazardous Waste Storage**

**Definition.** A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**Description.** This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.

**Limitations.** Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see Codes 215, 225, 255, 760, 775, 780).

#### **775 Hazardous Waste Service**

**Definition.** Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

**Description.** Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.

**Limitations.** Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); or dedicated Unit Storage (780) (see Codes 215, 225, 255, 760, 770, 780).

#### **780 Unit Storage**

**Definition.** A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

**Description.** A dedicated storage unit or location typically remote from the controlling unit's work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).

**Limitations.** Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small area satellite storage areas located around the institution; or satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 770, 775).

## 800 - Health Care Facilities

### General

This series provides Room-Use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching school hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

### 810 Patient Bedroom

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

**Description.** This category includes general nursing care, acute care, semi-convalescent and 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 may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

**Limitations.** Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include non-patient animal shelters used for farm animals (see Field Building-560) or non-veterinary school laboratory animals (see Animal Facilities-570).

### 815 Patient Bedroom Service

**Definition.** A space that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

**Description.** Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space. Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

**Limitations.** Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms that serve a nurse station (see Nurse Station Service-835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

### **820 Patient Bath**

**Definition.** A room containing patient bath and toilet facilities.

**Description.** Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).

**Limitations.** Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

### **830 Nurse Station**

**Definition.** A space or area used by nurses or other patient care staff that are supervising or administering health care services.

**Description.** This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

**Limitations.** Spaces that are used as Offices (310) should be so classified.

### **835 Nurse Station Service**

**Definition.** A space that directly serves one or more nurse station rooms as an extension of the activities in those spaces.

**Description.** Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.

**Limitations.** Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

### **840 Surgery**

**Definition.** A room used for surgery.

**Description.** Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

**Limitations.** Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive



procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

#### **845 Surgery Service**

**Definition.** A space that directly serves a surgery room as an extension of the activities in that facility.

**Description.** Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.

**Limitations.** Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

#### **850 Treatment/Examination Clinic**

**Definition.** A space used for examinations, diagnosis, consultation, or treatment.

**Description.** Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

**Limitations.** Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

#### **855 Treatment/Examination Service**

**Definition.** A space that directly serves a treatment/examination room as an extension of the activities in that facility.

**Description.** Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

**Limitations.** Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

#### **860 Diagnostic Service Laboratory**

**Definition.** A space used to provide diagnostic support services to an entire health care facility.

**Description.** Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed “animal necropsy rooms” in veterinary institutions.

**Limitations.** Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (Code 200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination Clinic (850) facilities.

#### **865 Diagnostic Service Laboratory Support**

**Definition.** A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

**Definition.** Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, lockers, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

**Limitations.** Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

#### **870 Central Supplies**

**Definition.** A room used centrally to store health care supplies in a health care facility.

**Description.** This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

**Limitations.** Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

#### **880 Public Waiting**

**Definition.** A space used by the public to await admission, treatment or information within a health care facility.

**Description.** Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

**Limitations.** Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

#### **890 Staff On-Call Facility**

**Definition.** A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

**Description.** Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on-call to specific duties within the facility.

**Limitations.** Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

### **895 Staff On-Call Facility Service**

**Definition.** A space that directly serves as a staff on-call room as an extension of the activities in that facility.

**Description.** Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

**Limitations.** Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

## **900 - Residential Facilities**

### **General**

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

**NOTE:** *Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.*

### **910 Sleep/Study without Toilet or Bath**

**Definition.** A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath, toilet, or either.

**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 and study. Connected closets are considered part of the room.

**Limitations.** Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

### **919 Toilet or Bath**

**Definition.** A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

**Description.** Includes common or shared bathroom facilities which may consist of full or half bath, shower, or toilet and 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 With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

### **920 Sleep/Study with Toilet or Bath**

**Definition.** A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.

**Description.** Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

**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 Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

### **935 Sleep/Study Service**

**Definition.** A room that directly serves the occupants of sleep/study rooms.

**Description.** This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

**Limitations.** Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

### **950 Apartment**

**Definition.** A complete living unit, with private cooking facilities, that is not a separate structure.

**Description.** This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

**Limitations.** Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) and Sleep/Study with Toilet or Bath (920).

### **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, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

**Limitations.** Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) or Sleep/Study with Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

### **970 House**

**Definition.** A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.

**Description.** This room is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it 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. Should include fraternity and sorority houses only if owned by the institution.

**Limitations.** Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

## **0XX – Non-Assignable Facilities**

Non-Assignable facilities are rooms and areas not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. They include custodial, circulation, mechanical, sanitation, and structural spaces located throughout the building. They are not directly connected with any certain user or particular program. They are general building spaces which serve and support the users and functions of the entire building.

"Also, included under non-assignable facilities are the rooms in a Joint-Use Facility that are assigned to and used by a visitor in a building owned by the college. Such rooms also are considered "non-assignable" because they are not available for assignment by the college to a college occupant or for college use."

### **010 Custodial Area**

## 020 Circulation Area

## 030 Mechanical Area and Toilet Room

## 040 Structural Area

### 050 Joint-Use Spaces used by visitor in a facility owned by the college.

**Definition.** Spaces in an official Joint-Use Facility owned by the college, which are assigned to the Visitor Agency or Institution, by mutual agreement of the Joint-Use Partners, as recorded in their joint comprehensive plans for operation and management of the facility. The spaces may be of any type. The Visitor Agency retains primary control over scheduling the rooms assigned to it.

**Limitations.** Joint-Use Spaces must be located in an official Joint-Use Facility, either authorized pursuant to Section 1013.52, Florida Statutes, or specifically designated by the Florida Legislature.

### (00X) Unsatisfactory Facilities

Concept and implementation:

The concepts and definitions of (1) unsatisfactory facilities and (2) unsatisfactory rooms:

(1) Consider unsatisfactory facilities:

A building is qualified as unsatisfactory (i.e., the facility condition is coded as unsatisfactory) when: either 1) it should be demolished because it is unsafe or structurally unsound, or 2) a plan exists to terminate occupancy of the building because of some other reason. (These designations/definitions exist in the Facilities Record as the "Facilities Condition" (5) Demolition, (6) Termination. They are carried in addition, whenever the condition of a building is coded unsatisfactory, all the rooms in the building also are counted as unsatisfactory, whether or not they are coded with the unsatisfactory Room-Use Codes (001, 002, 003).

(2) On the other hand, a room is qualified as unsatisfactory when: either 1) the facility condition of the building it is in, is unsatisfactory (i.e., code 5 - demolition, or code 6 - termination), as explained in the preceding paragraph, or 2) it carries an unsatisfactory Room-Use Code (001, 002, or 003) because it has been evaluated by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.

In either case, by carrying an unsatisfactory Room-Use Code, and/or by being located in a building qualified as unsatisfactory, the square footage of a room is not counted when evaluating space needs.

### 001 Unsatisfactory Classroom (designated for alteration or conversion)

**Definition.** Classrooms temporarily out of use because they are unsatisfactory for either out of date or unusable for the current programmatic requirements and need to be altered, remodeled, or rehabilitated at the time of the inventory.

**Limitations.** Other rooms inactive or unsatisfactory for current college mission at the time of the inventory are classified as Other Area (003). **Note:** Facilities Condition Codes should also be assigned to the facility.

**002 Unsatisfactory Laboratory (designated for alteration or conversion)**

**Definition.** Laboratories temporarily out of use because they are unsatisfactory for either out of date or unusable for the current programmatic requirements and need to be altered, remodeled, or rehabilitated at the time of the inventory.

**Limitations.** Other rooms inactive or unsatisfactory for current college mission at the time of the inventory are classified as Other Area (003). **Note:** Facilities Condition Codes should also be assigned to the facility.

**003 Unsatisfactory Other (designated for alteration or conversion)**

**Definition.** Other spaces temporarily out of use because they are unsatisfactory because they are either out of date or unusable for the current requirements. These need to be altered, remodeled, or rehabilitated at the time of the inventory.

**Limitations.** Unsatisfactory Classrooms (001) and Unsatisfactory Laboratories (002) inactive or unsatisfactory for current college mission at the time of the inventory are classified as such. **Note:** Facilities Condition Codes should also be assigned to the facility.