



# SPACE INFORMATION SPACE PROGRAM CLASS CODES

Classification is often determined by the program's funding and by whom the program serves. This guide provides a quick reference guide of all Program Codes.

PROGRAM CLASS	CODE	DESCRIPTION/EXAMPLE/EXCLUSION/NOTES
PROGRAM CODE needs to be entered	00	<p>Program Code class need to be entered and/or space is Unassigned within Facilities Connect</p> <ul style="list-style-type: none"> <li>Facilities Space Information used field. Default field setting in Facilities Connect</li> <li>Inactive or unassigned rooms that are not in use but are capable of use at the time of the update. Facilities Space Information uses this code frequently when adding new space to the database that is awaiting departmental verification of the program coding and may therefore appear on departmental reports. Data Administrators must assign a code to this space.</li> </ul>
INSTRUCTION (IN)	10	<p>The Instruction Program Class code is for space used in conducting institutions instructional activities and programs of the University, including all teaching and training activities, whether they are offered for credit toward a degree, or certificate, or on a non-credit basis, either through regular academic departments or separate divisions. Includes departmental research and sponsored instruction, and all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class</p> <p>10 Instruction program class code typically assigned to space types from the 100 Classrooms Facilities Use categories from 110-140 &amp; 200 Laboratory Facilities from 210-235</p> <ul style="list-style-type: none"> <li>Academic instruction</li> <li>Co-curricular student activities that complement a course or academic program</li> <li>General Studies</li> <li>Community education</li> <li>Credit and non-credit courses</li> <li>Sponsored Instruction <ul style="list-style-type: none"> <li>Use this category to report space used for specific instructional or training activities established by a grant, contract, or cooperative agreement</li> </ul> </li> <li>Formal class Training</li> <li>Vocational/Technical instruction</li> <li>Departmental Research <ul style="list-style-type: none"> <li>Reports space used for research development and scholarly activities that are not Organized Research (20), see below, and, consequently, are not</li> </ul> </li> </ul>





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ACADEMIC SUPPORT	40	<p>The academic support classification includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes the following activities:</p> <p>The retention, preservation, and repair of books, manuscripts, and other printed materials.</p> <p>The purchase, repair, and maintenance of books, manuscripts, and other printed materials.</p>



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STUDENT SERVICES (CONTINUED)	50	This program class should include those activities whose primary purpose is to contribute to the student's emotional and phys



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OPERATION & MAINTENANCE OF PLANT	70	The operation and maintenance of plant category includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furnnd P1rt5 Tw [isCE tu8seeC



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OPERATION & MAINTENANCE OF PLANT (CONTINUED)	70	<p>Non- Assignable Non-assignable spaces are those areas within a building that are essential to the operation of the building but not assigned directly to people, department, or programs. All non- assignable rooms are coded with room types 010 -035 in the category Unclassified Facilities Space Use Category. The room types include custodial areas, circulation areas, stairs, elevators, lobbies, elevator machine rooms, mechanical areas, public toilets, and mechanical shaft areas. This space is not assigned directly to support programs but may be necessary for the general operation of a building.</p> <p>These typical space is considered un -assignable space:</p> <ul style="list-style-type: none"> <li>• Custodial Areas (- This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.</li> <li>• Mechanical Areas This includes rooms that house mechanical equipment</li> <li>• such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical</li> <li>• service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.</li> <li>• Mothballed and/or Incapable of Use. This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.</li> <li>• Public Rest Rooms, these rest rooms are accessible to the public.</li> <li>• Shell Space/Space Under Renovation. This is unfinished space designed to be converted into usable space.</li> <li>• Circulation Areas, this space includes those areas of common access, transit, egress, or public general use that are accessible to the public. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, limited reception areas, and limited waiting rooms.</li> </ul>
VACANT	80	<p>Use this category when space is closed, entirely unused, empty, or undergoing renovation. Space that has been unused during part of the Fiscal year should be shown at the corresponding Program Class field box.</p> <p>For newly constructed buildings, where vacant space exists due to stagnated01 Tc</p>



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<p>AUXILIARY ENTERPRISE (OIA– Other Institutional Activities)</p>	<p>90</p>	<p>An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The Auxiliary Enterprise program class is for space used for major functions (programs) of the University which are not instruction, organized research, other sponsored activities, or otherwise classified below. Examples include space designated for fund raising, auxiliaries, service centers, governmental affairs, and operations that are controlled or operated by outside agencies, but that are otherwise supported in some way by the university.</p> <p>Auxiliary Enterprise Space</p> <ul style="list-style-type: none"> <li>That is in buildings owned and occupied by the University,</li> <li>That is occupied by a non -University entity,</li> <li>For which the entity has a lease, management agreement, or contract with the University.</li> </ul> <p>Auxiliary (AX) The Auxiliary Enterprises program code is for space used for auxiliary enterprises as defined self-supporting with revenue and expenditures</p> <p>Service Center (SC) The Service Center function code is for space used for service center operations, An operation that provides services or products for a fee to users principally within the institutional community</p> <p>Includes space used by the following:</p> <table border="0"> <tr> <td>Residence Halls (university Housing)</td> <td>Public Museums</td> </tr> <tr> <td>Food Service/Dining Hall</td> <td>Hospitals &amp; Clinics</td> </tr> <tr> <td>Intercollegiate Athletics</td> <td>Faculty Housing</td> </tr> <tr> <td>Rental properties</td> <td>Bookstores</td> </tr> <tr> <td>College Store</td> <td>Printing Services</td> </tr> <tr> <td>Parking Services</td> <td>University Relations</td> </tr> <tr> <td>Chapels</td> <td>Alumni &amp; Development</td> </tr> <tr> <td>Theaters</td> <td></td> </tr> </table>	Residence Halls (university Housing)	Public Museums	Food Service/Dining Hall	Hospitals & Clinics	Intercollegiate Athletics	Faculty Housing	Rental properties	Bookstores	College Store	Printing Services	Parking Services	University Relations	Chapels	Alumni & Development	Theaters	
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