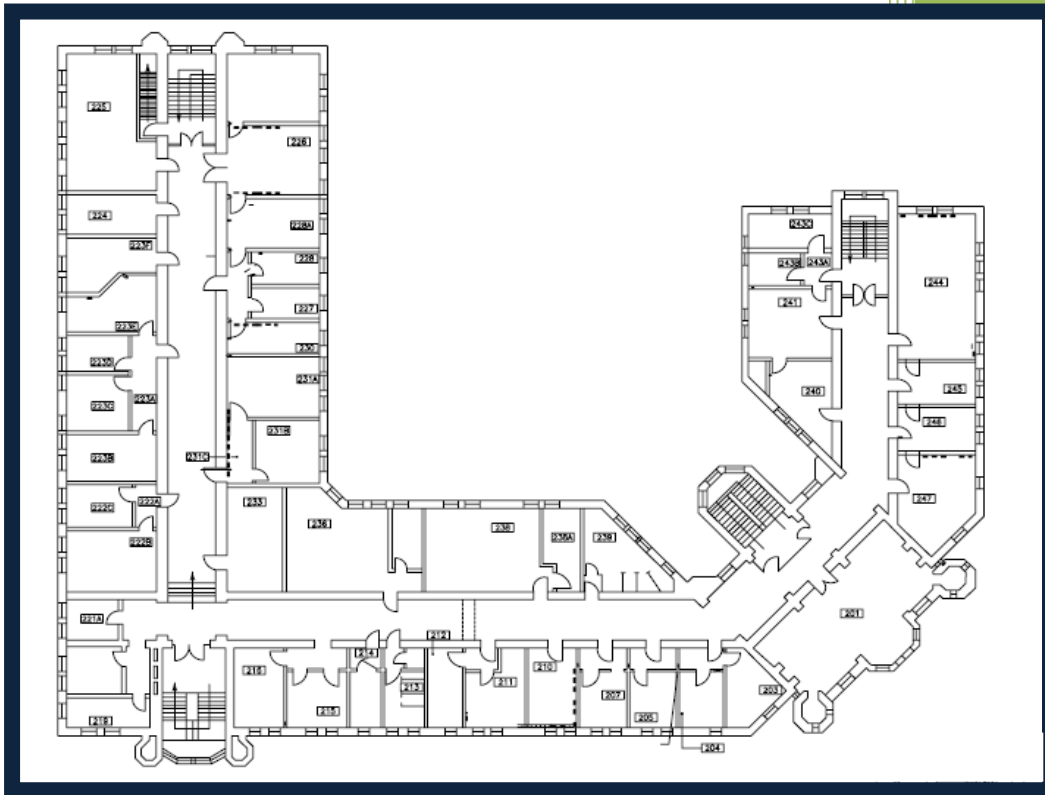




CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Space Survey Instructions



Issued by:
Campus Planning and Operations
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(216)368-5555
spaceinventory@case.edu

Controllers Office
BioEnterprise Building 339
(216)368-1044
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Guidelines

Upon receiving a request for an update, the following guidelines should be adhered to;

1. A request is issued to review and update the current Space Inventory.
2. Complete the survey and return to Campus Planning & Operations within 30 days.
3. The data is reviewed and any outstanding issues are addressed with individual departments.
4. The information is entered into the Space Inventory Database.
5. Campus Planning & Operations provides reports to the Controller's Office & the Budget Office.

The reporting period is the fiscal year in which the update is requested. For example, a request issued September 2009 will cover the period July 1, 2009 – June 30, 2010 with the understanding that coding is based on current activity.

Procedures

- 1) Verify that all of your rooms are listed.

The Survey Form lists all rooms currently assigned to your department with the Capacity, Room Type, Room Description, and Net Assignable Square Feet (NASF). For missing rooms, add them below the pre-loaded data. If a room no longer exists, please indicate this in the comments section. *Never delete rooms from the spreadsheet.* Also note which neighboring space has gained this former room's square footage. If a room does not belong to your department, please indicate in the comments section along with the department now occupying the space.

- 2) Verify all other room attributes: Capacity, Room Type, and Square footage (NASF). If there are changes, list the new information in the appropriate columns. Changes to square footage only occur if there are renovations to the space.

There are columns designated to list changes to the Room Type, Capacity, and/or NASF. Use the "Comments" column for any other notes.

- 3) Complete the Room Function.

This may require interviews with faculty/staff. Function codes are based upon funding sources that support the activities in that room and the salary support for the people assigned to the room. Complete the Room Function information using a maximum of four Function Codes per room with each being assigned a percentage. Percentages must total 100% for each room. Typically only one or two codes are used per room. ***Questions relative to the room's function should be directed to the Controller's Office.***

4) Occupants

These columns are designated to list room occupants.

5) Comments

The comments column is for you to list any comments you may have for each individual room.

Rules

- Each room can have only one Room Type.
- Capacity is the number of occupants the space was *designed* for. Consider the number of work stations, hoods, or desks when determining capacity. Also consider how many people *could* occupy the space, not how many are there at the time of the survey.
- Rooms coded (240), (350), or Service Rooms (XX5) are *not* required to have occupants.
- Up to four Function Codes are allowable per room. Each code is assigned a percentage and percentages must total 100%. Typically only one or two codes are used per room.
- Not all spaces used by the same person will necessarily have the same Functions. An individual may conduct different tasks in different rooms. For example, a Principal Investigator may conduct his research in a research lab, while performing his teaching functions in a classroom or office. Therefore the Function Codes for his lab would not include instruction, although his office may.
- If two or more departments share a room, an artificial room number is created and the square footage is split accordingly. For example, if room 201 with 100 square feet is occupied by two departments equally, the inventory sheet should be completed for 201X with 50 square feet and 201Y with 50 square feet. The square footage of both “artificial” rooms must equal the square footage of the original, actual room. This allows each space (201X and 201Y) to have different functions.

Space Inventory Room Codes

Unassignable Areas

Circulation	010
Building Service	020
Mechanical	030
Toilet/Restroom	035
Building Structure	040
Inactive Area	050
Alteration / Conversion	060
Unfinished Area	070
Non-Identifiable	080

Classroom

Classroom	110
Classroom Service	115

Laboratory

Class Laboratory	210
Open Laboratory	220
Research/Non-class Laboratory	230
Special Use Laboratory	240
Cold Room (Lab Service)	255
Dark Room (Lab Service)	256
Stock Room (Lab Service)	257
Non-specific (Lab Service)	258

Office / Conference

Faculty Office	310
Staff Office	311
Grad/Prof Student Office	312
Other Office	313
Office Service	315
Conference Room	350
Conference Service	355

Library

Reading and Study	410
Stack Shelving	420
Open-Stack Study Room	430
Library Processing Room	440
Reading/Study Service	455

Special Use Facilities

Athletic/Phys Education	520
Athletic/Phys Ed Service	525
Media Production	530
Media Production Service	535
Demonstration	550
Demonstration Service	555
Field Building	560
Animal Quarters	570
Animal Quarters Service	575
Greenhouse	580
Greenhouse Service	585

General Use Facilities

Assembly	610
Assembly Service	615
Exhibition	620
Exhibition Service	625
Dining & Food	630
Dining & Food Service	635
Lounge	650
Lounge Service	655
Merchandising Facilities	660
Merchandising Facilities Service	665
Recreation	670
Recreation Service	675
Meeting Room	680
Meeting Room Service	685
Non-Athletic Locker Room	690

Support Facilities

Central Computer EDP	710
Satellite Computer (SER)	712
Central Computer Service	715
Shop	720
Central Storage	730
Central Storage Service	735
Vehicle Storage	740
Vehicle Storage Service	745
Central Service	750
Central Dining & Food	751
Central Laundry	752

Health Care Facilities

Health Exam/Treatment	850
Health Exam Treatment Service	855
Diagnostic Service Laboratory	860
Central Supplies	870
Public Waiting	880

Residential Facilities

Residential Suite w/o Toilet	910
Residential Toilet/Bath	919
Residential Suite w/ Toilet	920
Guest Room	930
Residential Service	935
Apartment	950
Apartment Service	955
Residential Dining & Food	958
House	970

Room Type	Code	Description
<u>Unassignable</u>		
Circulation	010	General access within buildings including hallways, corridors, stairways, lobbies, and circulation space within office suites.
Building Service	020	Building service areas. Includes space for custodial supplies and equipment.
Mechanical	030	Rooms or shafts for plumbing, electrical, and telephone conduit.
Toilet/Rest Room	035	Does not include private (315) or those within residential facilities (919).
Building Structure	040	Structural Building Elements.
Inactive Area	050	Finished space, currently unused.
Alteration / Conversion	060	Space currently under renovation.
Unfinished Area	070	Space not built out. Shell space that was not finished during initial construction.
Non-Identifiable	080	Space room type is not known. This code should <u>rarely</u> be used.

<u>Classroom</u>		
Classroom	110	A room that is set-up for teaching classes not restricted to a specific discipline by equipment or room configuration.
Classroom Service	115	A room that directly serves as an extension of activities in one or more classrooms such as projection, coatroom, or storage.

<u>Laboratory</u>		
Class Laboratory	210	Room used primarily for <i>formally or regularly scheduled classes</i> that require special-purpose equipment or specific room configuration for student participation, experimentation, observation, or practice in a field of study. Includes group labs, band rooms, and science labs <i>where instruction occurs</i> .
Open Laboratory	220	A room with special-purpose equipment used primarily for individual or group <i>instruction that is informally scheduled, unscheduled or open</i> . Includes music practice rooms, dark rooms, and group study rooms. Does not include Research/Nonclass Laboratories (230) or rooms not restricted to a specific field of study (410).

Research/Nonclass Laboratory	230	A room containing special purpose equipment used primarily for <i>research or training in research methods</i> within a specific program. Activities may include experimentation, application, or observation to develop, promote or extend knowledge.
Special Use Laboratory	240	A room containing special purpose equipment (usually fixed) used for <i>research and teaching</i> .
Cold Room (Lab Service)	255	A room in which the temperature is maintained just above freezing to control experimental processes and storage.
Dark Room (Lab Service)	256	A room used for any type of film developing.
Stock Room (Lab Service)	257	Non-central storage for room types 210 thru 240.
Non-specific (Lab Service)	258	A room that directly serves room types 210 thru 240 as an extension of activities in those rooms that does not fit room types 255 thru 257.

Office / Conference

Faculty Office	310	Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by persons with a <i>faculty appointment</i> .
Staff Office	311	Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by <i>staff</i> .
Grad/Prof Student Office	312	Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by a <i>graduate or professional student</i> . Includes research lab offices as well as "bullpen" spaces. Does not include grad/prof organizations (313).
Other Office	313	Typically equipped with desks, chairs, tables, bookcases, and filing cabinets. Occupied by a person not categorized in Room Types 310 thru 312. Includes space for undergrad and alumni offices as well as undergrad and alumni organizations, publications, and clubs.
Office Service	315	Space that directly serves Room Types 310 through 313 as an extension of the activities in those rooms, including storage space, workrooms, file rooms, printer rooms, closets, and kitchenettes.
Conference Room	350	Typically equipped with a large table(s) and chairs for faculty, staff, or student meetings. Can have minor use (<i>not primary use</i>) for small classes or seminars.
Conference Service	355	Space that directly serves Room Type 350 as an extension of the activities in those rooms including storage space and kitchenettes.

Library

Reading and Study	410	This room is used by individuals at their convenience and is not restricted to a particular academic area by contained equipment. Contains couches, tables and/or chairs, carrels, and booths arranged for individual reading or study of books, audio-visual materials, or computer usage.
Stack Shelving	420	Space used to house arranged collections (stack shelving) of educational materials for use as a study resource.
Open-Stack Study Room	430	Space which combines reading/study and stack shelving with no physical boundaries.
Library Processing Room	440	Space devoted to processes and operations in support of library functions. Includes card, microfiche, and on-line catalog areas, circulation & reference desk areas, multimedia processing, and other areas with a specific process or operation in support of library functions.
Reading and Study Service	455	A room that directly serves study, stack, open-study, or processing rooms as an extension of the activities in those rooms. This includes storage rooms, closets, copy rooms and coat rooms. If photocopy equipment is interspersed within Reading and Study rooms, use (410).

Special Use

Athletic & Physical Education	520	Indoor gyms, courts, pools, tracks, etc. used by students, staff, or the public for athletic or physical education activities. Does not include office, classroom, or conference space within an athletic facility or outdoor space.
Athletic & Physical Education Service	525	Space that serves Room type 520 as an extension of the activities of that room. This includes athletic locker rooms, showers, equipment rooms and ticket booths.
Media Production	530	Space used for <i>production</i> or <i>distribution</i> of multimedia materials including TV, radio, or graphics studios. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than a typical service room. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (210) or (220).
Media Production Service	535	Space that serves a media production or distribution room as an extension of the activities of that space including film, tape, or cassette libraries, control rooms, engineering rooms, dark rooms, and equipment storage. Rooms containing media materials, equipment or operations which serve a primary activity other than Room Type 530 should be assigned the appropriate corresponding service code.
Demonstration	550	Space used to <i>practice in a simulated setting</i> within an instructional program. Instruction is not scheduled in this space, but space is informally used as needed as an adjunct to instruction.
Demonstration Service	555	Space that directly serves a demonstration facility as an extension of the activities in that facility such as storage areas.

Field Building	560	A barn or similar agricultural structure used for animal shelter or the handling, storage, or protection of farm products, supplies, vehicles, or tools. Typically consist of light frame construction with unfinished interiors and are located outside the central campus area. This includes any type of service space, but does not include greenhouses.
Animal Quarters	570	Space that houses laboratory animals used for research or instruction including cage rooms and stalls.
Animal Quarters Service	575	A room that directly serves animal facility space such as animal surgery rooms, feed storage, cage washing rooms, or instrument rooms.
Greenhouse	580	Space usually composed of glass or other light transmitting material for the cultivation or protection of plants.
Greenhouse Service	585	A room that directly serves a greenhouse facility as an extension of the activities in that facility including storage areas and headhouses.

General Use

Assembly	610	Space that is designed and equipped for the assembly of many persons for activities such as musical, dramatic, and commencement available for use by multiple departments. It typically contains sloped seating and a stage and is referred to as an "auditorium". If scheduled for classes use (110).
Assembly Service	615	Space that supports Room Types 610 including ticket booths, coat rooms, projection booths, and storage.
Exhibition	620	Space equipped to display works of art, collections such as biology or geology specimens, or similar material.
Exhibition Service	625	Space that supports Room Type 620, such as a storage room, work room, prep room, or staging area.
Dining & Food	630	Space such as cafeterias and restaurants including support spaces such as kitchens, serving areas, office kitchenettes, and walk-in refrigerators. If space is within residential facilities use (958). If used to prepare catered meals delivered elsewhere use (751).
Dining & Food Service	635	Space to support cafeterias and restaurants including kitchens, serving areas, and walk-in refrigerators. If located within residential facilities use (958). If space is used in relation to catered meals delivered elsewhere use (751).
Lounge	650	Equipped with casual furniture used for casual meetings, rest, or relaxation including TV rooms. Must be open to public use. For staff lounges or break rooms use (315).
Lounge Service	655	A room that serves lounge facilities for storage etc.
Merchandising Facilities	660	Space used to sell products or services to faculty, staff, students, or the public including bookstores, post offices, and vending areas.

Merchandising Facilities Service	665	Space used to support retail areas such as stock rooms.
Recreation	670	Space equipped for recreation such as fitness rooms, hobby rooms, game rooms, or bowling alleys. This space is not for Physical Education Activities.
Recreation Service	675	A room that serves recreational space as an extension of activities in that space such as storage etc.
Meeting Room	680	Space with a flat floor that is used for meetings or can be multi-purpose such as atria and ballrooms for use by multiple departments. If primarily scheduled for classes use (110).
Meeting Room Service	685	Space that directly serves room type 680 as an extension of activities.
Non-athletic Locker Room	690	Space equipped with lockers for changing clothes and/or storing personal belongings used by faculty, staff, or students which does <i>not</i> service Room Type 520.

Support

Central Computer EDP	710	Equipped with central computer equipment and supporting infrastructure.
Satellite Computer (SER)	712	Space that supports computer network distribution commonly referred to as SERs (Satellite Equipment Rooms). Typically small and distributed throughout campus.
Central Computer Service	715	Space equipped with central computer supporting infrastructure.
Shop	720	Used for the manufacture, repair, or maintenance of products or equipment including carpentry, plumbing, HVAC, electrical, and painting shops. Includes special purpose shops that support <i>multiple</i> rooms for scientific instruction or research (e.g., glass blowing, machining). Does not include departmental shops that should be included as lab facilities (210) and (230).
Central Storage	730	Centralized campus space not assigned to particular departments for storing materials or equipment. Do not use for storage areas that directly serve other spaces that can be classified under the appropriate service room type. Consider the physical separation between the storage and owner/user of stored materials.
Central Storage Service	735	Space directly supporting the central storage areas such as space for storing hand truck or other moving equipment.
Vehicle Storage	740	Space or structure used to store vehicles including garages. Does not include structures to house farm equipment (560).

Vehicle Storage Service	745	Space used to support vehicle storage. This includes areas for maintenance and repair of vehicles.
Central Service	750	Space used for processing, preparation, testing or delivery of a complex-central or campus-wide support service. This room type must serve occupants or activities of more than one building. This includes central facilities for printing and duplicating services, mail facilities, central shipping and receiving. Does not include catering and laundry facilities (751) and (752).
Central Dining & Food	751	Space such as catering kitchens and related service. Do not use when food is served in immediately adjacent areas (630) or within residential facilities (958).
Central Laundry	752	Space equipped to process laundry complex-central or campus-wide. If located within residential facilities use (935) or (955).

Health Care Facilities

Health Exam/Treatment	850	Specifically for diagnostic and therapeutic treatment of humans in a health profession setting.
Health Exam/Treatment Service	855	Space that supports Room Type 850 including space for laboratory services.
Diagnostic Service Laboratory	860	A room used to provide diagnostic support services to an entire health care facility. Includes pathology, pharmacy, autopsy, etc.
Central Supplies	870	Space used centrally to store health care supplies in a health care facility.
Public Waiting	880	A room used by the public to await admission, treatment, or information within a health care facility.

Residential

Residential Suite without Toilet or Bath	910	Residential room for one or more individuals equipped with bed(s), dresser(s), and possibly desk(s) <i>without</i> an internally connected bath and/or toilet.
Residential Toilet or Bath	919	A toilet or bathroom within residential facilities intended for the residents. May contain any combination of sink(s), toilet(s), and shower(s). Does not include public restrooms. Private restrooms that serve offices use (315).
Residential Suite with Toilet or Bath	920	A residential room for one or more individuals equipped with a bed(s), dresser(s), and possibly a desk(s) <i>with</i> an internally connected (private) bath and/or toilet. This room does <i>not</i> have private cooking facilities.

Guest Room	930	Space equipped with a bed(s), dresser(s), and possibly a desk(s) similar to (910) or (920) but intended for guests.
Residential Service	935	Service code for Room Types 910, 920, and 930. Includes laundry, kitchen, and storage space. This space may be assigned to an individual or centrally available to all residents.
Apartment	950	A complete living unit with bedroom(s), living room, private cooking & bathroom facilities that is not a separate structure. Includes total interior space. A duplex would be classified as an apartment because it is not a separate structure.
Apartment Service	955	Space that is not internal to the apartment, but serves the apartment or group of apartments as an extension to that facility such as laundry, mail, weight and exercise rooms. This type of space may be located in a separate building.
Residential Dining & Food	958	Dining halls, cafeterias, snack bars, and restaurants considered part of residential facilities including kitchens and serving areas. Includes facilities not directly connected to residence halls, but that are part of the residential complex and primarily serves students. If not within residential complex, use (630). If used to prepare catered meals delivered elsewhere, use (751).
House	970	A complete living unit with bedroom(s), living room, private cooking & bathroom facilities that is a separate structure. Includes total interior space. This code is for houses that are owned by and serve the institutions primary mission, such as fraternities. Does not include houses rented as commercial investments. A duplex would be classified as an apartment because it is not a separate structure.

Room Function Codes and Descriptions

Function Code	Function Classification	Function Description
05	Idle	Space not built out. Shell space not finished during initial construction.
10	Instruction	Space used for conducting instructional activities of the University, This includes all teaching and training offered as part of degree, non-degree, or non-credit program through regular academic, summer, or continuing education departments.
15	Department Research	Space used for conducting research and development activities funded with internal funds that are part of one's professional interest. This includes funding for which no formal application/approval process was required.
20	Sponsored Training	Space used for conducting training activities funded by a third party via a grant, contract, cooperative agreement, gift, or funded internally.
25	Sponsored Research	Space used for conducting research and development activities funded by a third party via a grant, contract, cooperative agreement, or gift.
30	Other Sponsored Activities	Space used for conducting activities funded by a third party via a grant, contract, cooperative agreement, or gift not otherwise classified above including seminars, community service programs, conferences, drug studies, and educational grants.
35	Department Administration	Space used by department or school level offices to conduct administrative and supporting activities including space for deans and department chairpersons. Use functional code 55 for administrative functions in central, University-wide offices.
40	Operations & Maintenance	Space used for the administration, operation, maintenance, preservation, and protection of the University's grounds and physical activities including Protective Services, Access Services, Grounds, Custodial, Occupational & Environmental Safety, Construction Administration, and Campus Planning.
45	Student Services	Space used to conduct student administrative services including the Office of Student Affairs, Registrar, and Admissions which provide services necessary to bring a student to the University, maintain appropriate records, and provide assistance during assistance during a student's tenure.
50	Library	Space used by and under the control of a library either at the central or school level. Use Function code 35 for departmental libraries.
55	General Administration	Space used by central University offices to conduct administrative and supporting activities. These support the general administration activities as a whole.
60	Sponsored Projects Administration	Space used by central offices or Dean's offices where the primary function is to administer any type of sponsored project. This includes the Office of Sponsored Projects Administration, Research Compliance, and Grants and Contracts Administration.
65	Specialized Service Facilities	Space devoted to highly specialized support activities, which benefit or support multiple departments' research, instruction, training, and other sponsored activities including the Animal Resource Center (Room type 570) and may include certain Laboratories.
70	Faculty Practice Plan	Space used for all aspects of the faculty practice plan including waiting, treatment, administration, or exam.
75	Patient/Client Care	Space used for the treatment, exam, consultation of/with patients or clients in a professional setting including the health professions.
80	Other Institutional Activities	Space used for conducting activities not otherwise included above including activities taking place in athletic facilities, residence halls, dining halls, bookstores, student centers, alumni centers and lounges.
85	Non-Institutional Activities	Space used for non-University entities or persons including rental properties owned by Case that are occupied by non-Case persons and therefore do not contain our functions.
90	Vacant	Space that is under alteration or not used at the time of the inventory regardless of physical condition. If the space will be used within the inventory year, prorate the function class between the projected code and Vacant (90).
95	Common Area	Space used for custodial, circulation, mechanical, or toilet/restroom activities including SER rooms.