
FACILITIES INVENTORY SYSTEM Version 3.0

**User Manual and Reference Guide
(for Institutions)**

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1 Introduction

The Facilities Inventory System (FIS) is a computerized inventory of all the rooms, buildings, lands and campuses for each college, university college and institute in the British Columbia Post Secondary System. It includes a variety of information, such as the description of each room or space in each building, its area, and the type of student stations used in each room, etc.

Each institution is responsible for the upkeep of its own inventory. The Ministry of Advanced Education maintains the complete inventory.

The FIS Version (3.0) will continue to use the MSAccess 2000 Version 9.0. The data fields within the Inquiry, and Entry and Maintenance screens, as well as the Codes Tables have been revised and updated.

Each institution will receive the updated version of the application and codes tables. When installing FIS V3, the application will be linked to the new codes tables and each institution's data will be converted to the new codes during linking with the application.

The Ministry application will continue to have data transfer capabilities in order to bring the data belonging to each institution into its database.

2 Facilities Inventory Systems Description

The Facilities Inventory keeps records of all the physical facilities in each of the public colleges, university colleges, and institutes in British Columbia.

The facilities within each building (rooms or spaces) are grouped by building and each record contains information regarding the area, type of space, and type of stations for each room.

There are two types of codes in the system:

- User codes that uniquely identify the Institution, its Campuses, Lands, Buildings and Facilities; these are maintained and updated by each institution.

- Universal Codes that are common to all institutions; They are permanent and are changed only by the Ministry. These codes refer to Ownership types, Portability types, Space types and Station types.

3 Functional Overview

The Facilities Inventory System requires that the individual institutions keep up-to-date records of its facilities, buildings, lands and campuses, specifically after new acquisitions, major renovations or new construction.

A copy of the institution's database is to be sent to the Ministry annually.

The Ministry's application uploads each institution's data into its own copy of the FIS database. These institution data tables are refreshed yearly as the updated institution's data arrives.

3.1 What's New in Version 3.0?

1. Revisions to Existing Data:

- a) Space Type Codes and Descriptions Table has been revised and expanded to better reflect the Space Guidelines.
- b) This has resulted in additional Space Type Code selections for the drop-down list in the Facilities screen.
- c) Campus and Land screens have been restructured to capture all land data.
- d) The 'Hectares' field in the Campus screen has been changed to 'Postal Code'; hectares data will be captured in the Land screen.
- e) All data fields are mandatory entry, except some of the 'Comment' fields.

2. Additional Data Required:

- a) Three new fields have been added to the Buildings screen:
 - i) Effective Year Built - Year in which a building was built, or the year in which a building underwent a major retrofit of major building systems and/or exterior components that extends the life of the facility significantly;

- ii) % Capital Funded - to identify the percentage of capital funding provided by Ministry of Advanced Education for building construction; and
 - iii) Comment - field for optional entry of information regarding additions, retrofitting, or other information, etc.
- b) Two new fields have been added to the Facilities screen:
- i) Notional Student Stations (NSS), which will be automatically calculated once the Area and Space Type fields are entered; this field is view-only by Institutions; and
 - ii) Comment fields for entry of information regarding other types of Space or Stations.
- c) Five new Reports will be generated:
- i) Report #5. Land List – lists all Campuses and Land(s) associated with each campus, including other parcels of land, owned or leased, that are separate from the Campus land(s), for each Institution;
 - ii) Report #90. Missing Mandatory Facility Data and Report #91. Missing Mandatory Building Data - lists missing data where there is a blank field (missing data) in the buildings and facilities screens.
 - iii) Report # 98. Facility Space Codes Automatically Converted – lists what was converted from the old codes to the new codes; and Report #99. Facility Space Codes NOT Converted – lists what could not be converted to the new Space Type Codes, and what was converted to a default code, which will need changing to the more specific code.

It would be beneficial for institutions to use these reports to identify changes that need to be made manually.

3. Deletions:

- a) Program Type Codes and Descriptions Table and related fields have been deleted; it is recognized as institutions move away from dedicated space towards more flexible use of instructional space, this information will be difficult to keep current. (This data stays in your database, in the background, and can be accessed if desired.)

- b) Fields 'Length', 'Width' and 'Program Type' have been deleted from the Facilities screen. (This data stays in your database, in the background, and can be accessed if desired.)
- c) The 'Other?' field has been deleted from the Campus screen. Land information associated with each campus will now be captured in the Land screen.
- d) Two Reports from Version 2 have been deleted and the Reports have been re-numbered:
 - i) Report # 3. Program Type Codes and Descriptions
 - ii) Report #11. Area and Capacity Summary by Program

3.2 What's staying the same in Version 3.0 (?)

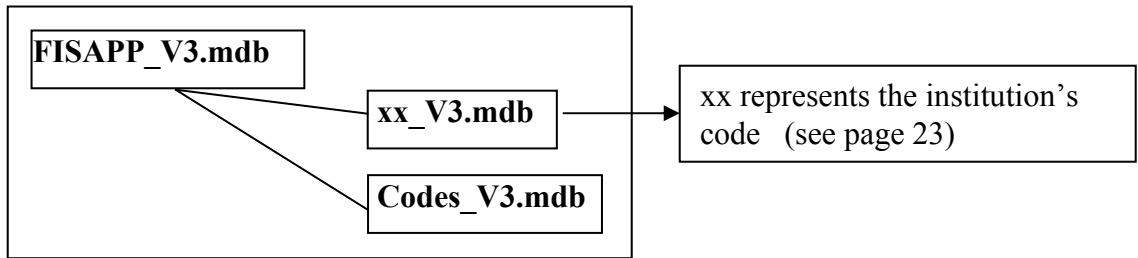
- The Facilities Inventory System will continue to use MS Access 2000. Institutions can continue to make use of Access 2000 to provide their own custom reports.
- Most fields for data entry and inquiry on data will continue to have drop-down boxes to allow you to easily find campuses, buildings, etc., and to allow quicker appropriate selection; some fields have manual entry, such as the Comment fields.
- Reports are available from a single screen. The screen has a list box showing all reports. It allows for the option of previewing the report or printing it immediately.
- Many reports give the option to print information for just one campus or one building rather than all information for the institution.
- The Detail Space Listing Report has an extensive list of selection and sorting options to allow you to report a subset of your facility data in many different ways.
- Unique keys for Campuses, Lands, Buildings and Facilities remain in the background, which means that Campus codes do not require inclusion of the institution code, land and building codes don't require the campus institution codes, and facility codes don't need the building, campus and institution codes.

3.3 Software Components

The Institution's application consists of a front-end database named:

- **FISAPP_V3.mdb** consisting of forms, queries and reports. This database attaches to two back-end databases:
- **xx_V3.mdb** (xx represents the institution's code – page 23) - contains the five tables where the institution's data resides. These tables are "tblInstitution", "tblCampus", "tblLand", "tblBuilding" and "tblFacility".
- **CodesV3.mdb** (Read Only) - contains the tables with the Universal Codes. These tables are "tblOwnerType", "tblPortableType", "tblSpaceType" and "tblStationType".

3.4 Data Flow

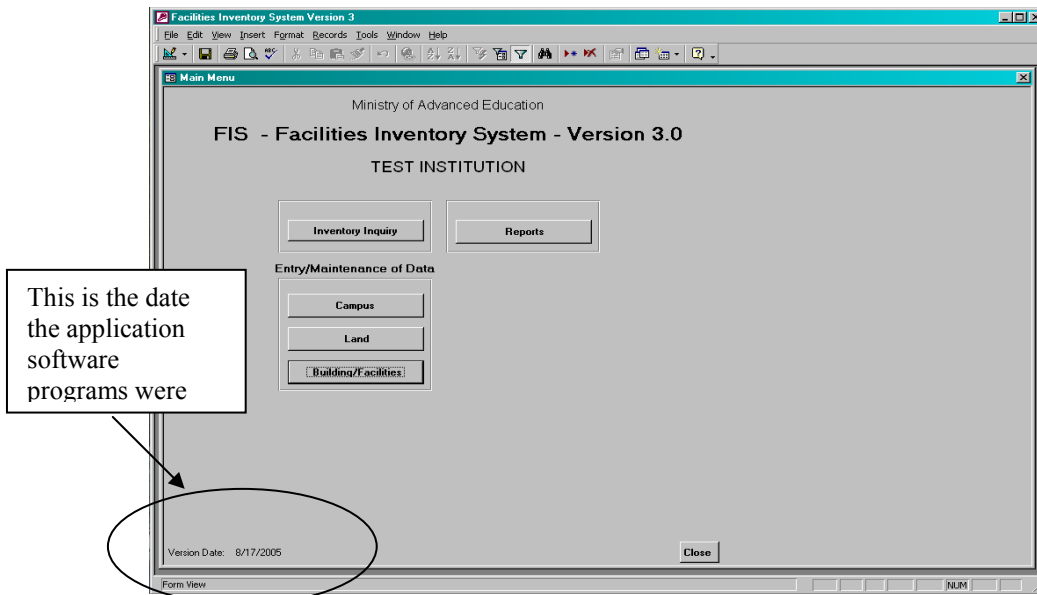


3.5 Navigation of forms and usage

Main Menu

The main menu allows access to 3 functions:

- Inquiry about existing data
- Entry of new data and maintenance of existing data
- Reporting of code tables and facility data

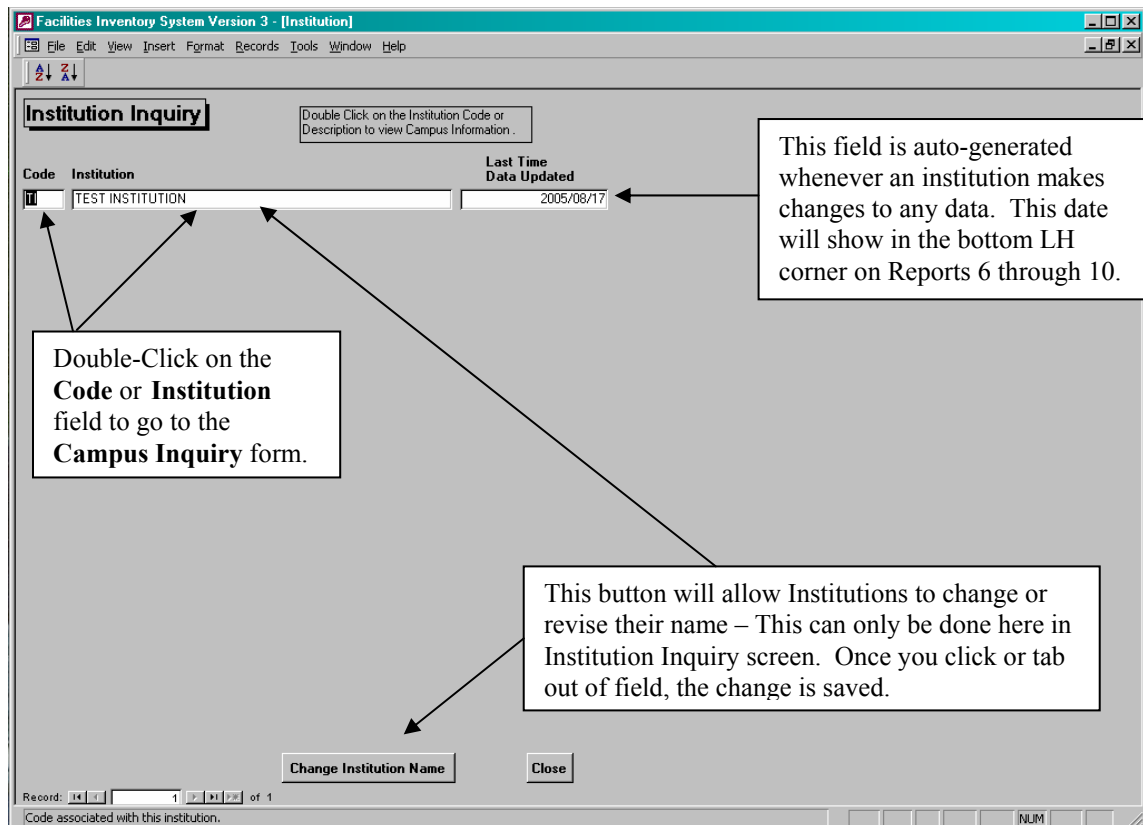


3.5.1 Inventory Inquiry

The Inventory Inquiry consists of 4 levels of screens. The first screen shows the institution. From there, you can double-click on the code or name fields to see campus, land, building and facility information for your institution. On any screen you may change the campus or building you are looking at without having to return to the institution level.

The Inventory Inquiry screens are strictly for viewing the institution's campus, land, building and facility information. You cannot edit the data in any way (with one exception – a button for institutions to change or revise their name is found in the Institution Inquiry screen only). To perform editing tasks, you must use the 'Entry/Maintenance of Data' screens.

Institution Inquiry



Note: at the top of each Inquiry screen is a toolbar that looks like this: These two buttons will allow you to sort data in the screens. To use them, click on the field you want to sort by, then click on the appropriate sort button A-Z ascending order or Z-A descending order.

Campus Inquiry

Campus Inquiry

Institution: TEST INSTITUTION

Double Click on the Campus Code or Description to View Buildings Information or on the Land Box to view the Land Information

Code	Campus	Land?	Postal Code
01	TEST CAMPUS 1	Y	L1L1L1
02	TEST CAMPUS 2	Y	L2L2L2

Street Address: 135 INSTITUTION DRIVE

Street Address: 246 CAMPUS LANE

Field revised to Postal Code.

Double-click on **Code** or **Campus** to see Buildings for the associated campus, or **Land** box to view land associated with this campus

Record: 1 of 2 (Filtered)

Code associated with this Campus. Double-click to see Buildings associated with this campus.

Land Inquiry

Land Inquiry

Institution: TEST INSTITUTION

Campus: 01 - TEST CAMPUS 1

View land for other campuses by clicking on the arrow on the drop-down box and selecting another

Land Code	Location	Acquired	Hect	Ownership
01	135 INSTITUTION DRIVE	2005/01/01	2	OWNED

Comments

Legal description such as PID #, or Lot #.

Land code unique to this parcel of land

Building Inquiry

Building Inquiry

Institution: TEST INSTITUTION
Campus: 01 - TEST CAMPUS 1

Building Code	Building Description	Portability	Ownership	Original Yr Built	Effective Yr Built	GSM	% Capital Funded	Comment?
B01	Campus Admin & Registration	PERMANENT	OWNED	1960	1960	2800	75	
B02	Science Building	PERMANENT	OWNED	2000	2000	2300	100	
B03	Arts Building	PERMANENT	OWNED	1965	1965	1900	100	

Record: 1 of 3 (Filtered)
Building code, Double-click to view

View Buildings for other campuses by clicking on the arrow on the drop-down box and selecting another campus.

Double-click on Code or Description to see Facilities for the Selected building.

Three new fields: 'Effective Year Built', '% Capital Funded', and a 'Comment'

Facility Inquiry

Facility Inquiry

Institution: TEST INSTITUTION
Campus: 01 - TEST CAMPUS 1
Building: B01 - Campus Admin & Registration

Facility Code	Description	Shape	Area	Space Type	Comment?
F01	Entry Hall	I	25	OFFICE SUPPORT SERVICES	
F02	Registration	I	55	OFFICE - ADMINISTRATIVE	
F03	Library	I	1000	STACK SPACE	
F04	Access Centre	I	100	A-V AND EDUCATIONAL SUPPORT SERVICES	
F05	Library Office	R	150	OFFICE - ASSOCIATED WITH LIBRARIES	
F06	President's Office	R	250	OFFICE - ADMINISTRATIVE	Y
F07	Administration office	I	500	OFFICE - ADMINISTRATIVE	
*		NSS			

Record: 1 of 7
Facility Code

View facilities for other campuses and buildings by clicking the arrow on the right of the drop-down box. Select the campus then building.

If Comment box contains a 'Y', double-click on it to view comments. In this case, comments for selection of 'Other' Station Type.

Entry and Maintenance of Data

The three buttons under this category allow you to enter new and revise your existing data for campuses, lands, and buildings and facilities. In any Entry & Maintenance screen, an asterisk always indicates the next new record row. If the asterisk is not visible, use the scroll bar on the right to move to the end of the campus data.

3.5.2 Campus Entry and Maintenance

Facilities Inventory System Version 3 - [Campus Entry and Maintenance]

File Edit View Insert Format Records Tools Window Help

Campus Entry and Maintenance Double Click on the Land Box to view the Land Information

Institution TEST INSTITUTION

Campus Code	Description	Street Address	Postal Code	Land?
[01]	TEST CAMPUS 1	135 INSTITUTION DRIVE	L1L 1L1	Y
[02]	TEST CAMPUS 2	246 CAMPUS LANE	L2L 2L2	Y
*				

The asterisk indicates where a new campus can be added.

When Land is entered for the campus, this box will show a 'Y'. Double-click on box to enter or revise Land data.

Delete Campus Close

Record: 1 of 2
Unique Code for this campus

- **To enter a new campus record:**
 - click in the **Campus Code** field with the asterisk (*) to the left. Enter a campus code that is unique for your institution. Then tab across the row, entering data in the other fields. **Enter complete street address of campus, including postal code.** Once you move out of the Postal Code field, the Land screen will open to enter land data associated with that campus. The record will be saved once you move the cursor out of the current row. After you have entered all the Land data for this campus, click the close button, and you will be back in the Campus screen.

- **To delete a campus:**
 - click anywhere on the row containing the campus you want to delete. A triangle arrow will appear beside the campus you have selected. Click the **Delete Campus** button at the bottom of the screen. You will be given several chances to cancel the delete action. **Remember that when you delete a Campus, you also delete all the lands, buildings and facilities for that campus.**
- **To change campus data:**
 - move your cursor to the field you want to change and make your change. If you highlight the contents of the field, you can overwrite. If you click the cursor in the data, you can insert or delete specific characters. Move the cursor to another campus or item on the screen to save the change.

Note: To undo a change or entry before it is saved, you can press the **esc** button at the upper left corner of your keyboard. This action will reverse your changes. Once the change has been saved (by moving out of your current row of data), you cannot undo the change this way.

3.5.3 Land Entry and Maintenance

Before starting to work on land data, ensure the campus you want to work on is displayed in the **Campus** drop-down box at the top of the form. If the campus you want is not available in the drop-down list, it is a new campus and must be entered from the **Campus Entry and Maintenance** form before you enter the land information.

Note: When using any drop-down box (such as **Ownership or Portability**), you can either:

- click on the triangle arrow on the right side of the drop-down box to display the list of choices then click on your choice, or
- if you already know which item you want, tab into the drop-down box and start to type the first few letters of your choice. The drop-down box will display the first item in the list to match your entry. On a short list of choices, the first letter may be enough to display your choice. A longer list may require more entry.

The screenshot shows the 'Land Entry and Maintenance' window in the Facilities Inventory System. The window title is 'Facilities Inventory System Version 3 - [Land Entry and Maintenance]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. The main form area is titled 'Land Entry and Maintenance' and contains the following fields:

- Institution:** TEST INSTITUTION
- Campus:** 01 - TEST CAMPUS 1
- Land Code:** LO1
- Location:** 135 INSTITUTION DRIVE
- Acquired date:** 2005/01/01
- Hect:** 2
- OwnerShip:** OWNED
- Comment:** Legal description such as PID #, or Lot #.

At the bottom of the form, there are two buttons: 'Delete Land' and 'Close'. The status bar at the bottom of the window shows 'Record: 1 of 1' and 'Land code unique to this parcel of land.'

- **To enter new land:**
 - move your cursor to the **Land Code** field to the right of the asterisk. Enter a land code that is unique for this campus. Tab across the row entering information in the other fields. **Enter a street address for the land in the Location field**, and if desired, the legal description (PID, or Lot number, etc.) or other comments in the Comment field. If there is no street address for the parcel of land, enter the legal description. The land information will be saved when you move your cursor to another field or row on the form.

All fields for the Land except comments are required. You cannot skip required fields.

- **To delete a land entry:**
 - click anywhere on the row containing the land you want to delete. The triangle arrow will appear beside the land code of the land you have selected. Click the **Delete Land** button at the bottom of the screen. You will be given several chances to cancel the deletion. **Remember that when you delete a land, you also delete all the facilities associated with that land.**
- **To change land data:**
 - move your cursor the field you want to edit. Either highlight the entire field to overwrite it completely, or click in the data field to insert or delete characters. Moving the cursor to another row or item on the form will save the data. To undo unsaved changes, press **Esc**.

When you are finished entering the land data for that campus, click on the Close button; this will take you back to the Campus screen if you opened it from the Campus screen. If you opened the Land screen from the Main Menu, clicking the close button will take you back to the Main Menu.

3.5.4 Building/Facility Entry and Maintenance

Before starting to work on buildings and facilities, ensure the campus you want to work on is displayed in the **Campus** drop-down box at the top of the form. If the campus you want is not available in the drop-down list, it is a new campus and must be entered from the **Campus Entry and Maintenance** form before you enter the building and facility information.

The asterisk indicates where a new building can be added. If the * is not visible use the scrollbar on the right to move to the end of the buildings.

To find another campus, click the arrow on the right of the **Campus** drop-down box. Select the campus you want from the list.

If select 'Other' in Space Type or Station Type, a Comment box will open for entering what type of other.

Current facility is 1st record.

Total number of facilities for this
1 1 1

The triangle arrow indicates the 'current' building. Facilities shown below are always for the current building. To see facilities for other buildings, click on another building.

- **To enter a new building:**
 - move your cursor to the **Building Code** field to the right of the asterisk. Enter a building code that is unique for this campus. Tab across the row entering information to the other fields. The building information will be saved when you move your cursor to another building or item on the form.

All fields for the Building are required. You cannot skip any fields.

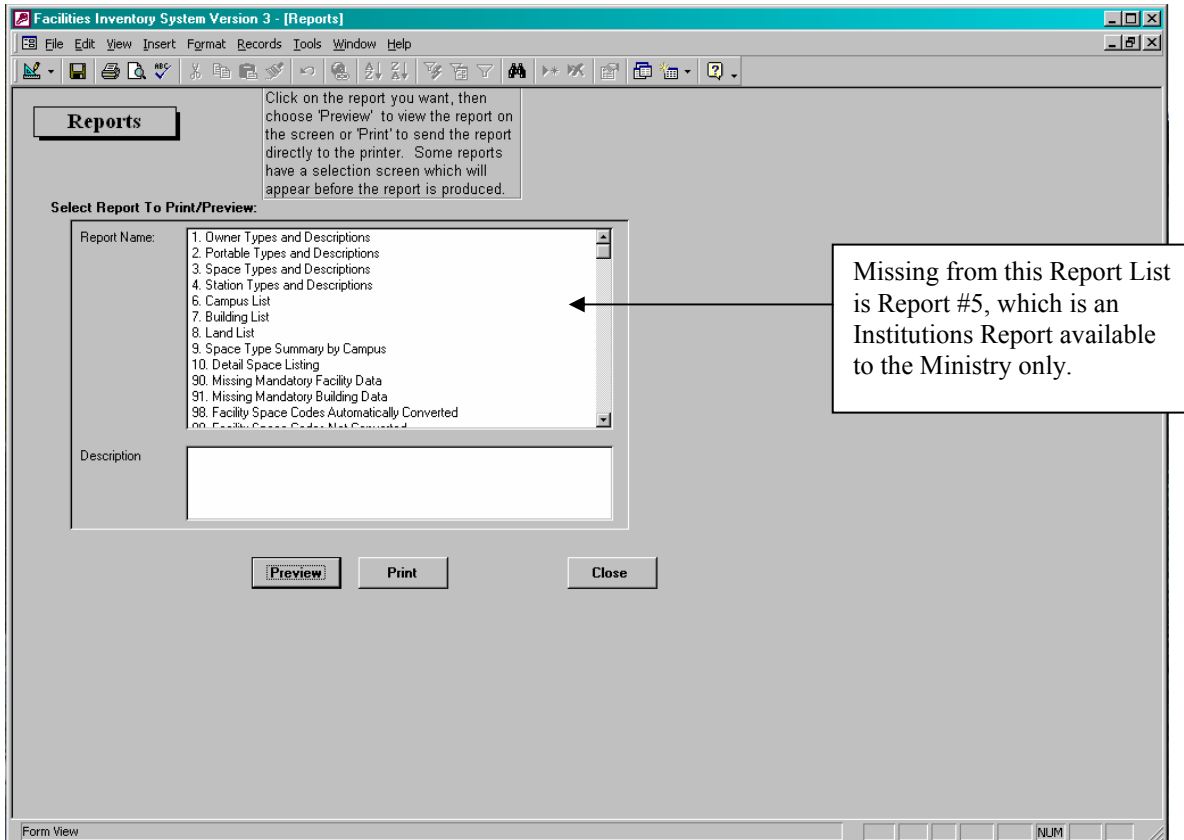
- **To delete a building:**
 - click anywhere on the row containing the building you want to delete. The triangle arrow will appear beside the building code of the building you have selected. Click the **Delete Building** button at the bottom of the screen. You will be given several chances to cancel the deletion. **Remember that when you delete a building, you also delete all the facilities associated with that building.**
- **To change building data:**
 - move your cursor the field you want to edit. Either highlight the entire field to overwrite it completely or click in the data to insert or delete characters. Moving the cursor to another row or item on the form will save the data. To undo unsaved changes, press **Esc**.
- **To enter a new facility:**
 - ensure the building you want to add a facility to has been selected in the **Building** portion of the form. (triangle arrow is positioned to the left of the building code you want to work on; the name of the building will show in the title above the facility portion of the form.)
 - move down through the existing facility data by using the scroll bar on the right side of the facility portion of the form until you reach the end of the data. A blank row with an asterisk (*) to the left indicates the next new record. Position your cursor in the **Facility code** field next to the asterisk. Enter a facility code that is unique to this building. Tab across the row, entering other fields. The Notional Student Spaces (NSS) will be auto-calculated once you enter the Area and Space Type Code. The record will be saved once you move the cursor out of the current row to another facility or item on the screen.

All facility fields require entry. You cannot skip required fields.

- **To Delete a Facility:**
 - click anywhere on the row containing the facility you want to delete. The triangle arrow will appear beside the facility code of the facility you have selected. Click the **Delete Facility** button at the bottom of the screen. You will be given several chances to cancel the deletion.
- **To change Facility data:**
 - move your cursor to the field you want to edit. Either highlight the entire field to overwrite it completely or click in the data to insert or delete characters. Moving the cursor to another row or item on the form will save the changes. To undo unsaved changes, press **Esc**.

3.5.5 Reports

Reports are available from a single screen. To run a report, you simply click on the desired report, then click the **Preview** button to view the report on your screen or the **Print** button to send the report directly to the printer.



Reports 1 through 4 are a listing of the various codes tables.

Report 5 is a list of institutions and available to the Ministry only.

Reports 6 through 10 take you to a parameter screen before running the report. You can choose the campus (or building where applicable) you want to report on from drop-down lists. **If you leave all drop-down boxes blank, all your data for all fields are reported.**

Report parameter screens

Click on the report you want, then choose 'Preview' to view the report on the screen or 'Print' to send the report directly to the printer. Some reports have a selection screen which will appear before the report is produced.

Select Report To Print/Preview:

Report Name: 1. Owner Types and Descriptions
2. Portable Types and Descriptions
3. Space Types and Descriptions
4. Station Types and Descriptions
6. Campus List
7. Building List
8. Land List
9. Space Type Summary by Campus
10. Detail Space Listing
90. Missing Mandatory Facility Data
91. Missing Mandatory Building Data
98. Facility Space Codes Automatically Converted
99. Facility Space Codes Not Converted

Description: List of all campuses for an institution.

Buttons: Preview, Print, Close

Form View

NUM

Enter Parameter Value

FormsIfrmRptSelectIcboInstitution

Buttons: OK, Cancel

Report #6. Campus List parameter screen has a pop-up window to type in a parameter. Leave blank and click OK to view all Campuses.

7. Building List

Select one or more parameters then click OK:

Report includes: **** All Records ****

Campus: 01 - TEST CAMPUS 1
02 - TEST CAMPUS 2

Select the campus to report. Double-click to clear selection.

Buttons: OK, Clear, Close

Select the campus to report. Double-click to clear selection.

FLTR NUM

Your selections will display here.

If you just want to report one campus, select from the drop-down list. Double-click to clear campus selections.

Press OK to run the report.

Click to clear both the campus and building entries.

Report 12 – Detail Space Listing

- has a more complicated parameter selection screen.

This screen allows you to select by a variety of parameters such as type of space, facilities with scheduled capacity, or area, greater than, less than or equal to an entered value, or facilities containing a selected word or phrase in the facility description. The report will always be sorted by campus and building but within the building you can pick your own sorts.

If you leave all selection and sort fields blank, all your facilities will be reported. They will be sorted by Campus, building code, then facility code.

Double clicking in any field will clear the entered value.

3.6 Data Element Descriptions

This is the description of all the data elements within the FIS system.

The following are the tables and the descriptions of the fields they contain.

Institution: the college, university college, or institute that is administratively responsible for the space.

- Code: each institution is given a unique, two-digit capitalized alphabetical (universal) code.
- Institution: name of the college or institution (to be updated by institution).
- Last UpDate: Date that the institution last made changes to any data.
- Last TransferDate: Last time data was transferred into Ministry database. Only used by Ministry.
- Next Sequence Number: Used to build key fields such as Campus_ID, Building_ID, etc. for campus, building, lands and facilities. Each time a new campus, building, land or facility is added to FIS, the key for that item is formed using the value of the NextSequence Number plus the Institution code. Then the Next Sequence Number is incremented by one. ***Very important that this field never be changed or reset except by the FIS program.***

Campus: designates each separate group of one or more buildings and land under the jurisdiction of the institution.

- Campus_ID: Unique identifier for each campus record. This field is created in the background and is never seen by the user. It provides a way to uniquely identify each campus across institutions. The first two characters of the Campus_ID are the Institution code followed by the latest value of the NextSequence Number.
- Code: the user defined code to identify the campus uniquely within the institution. Codes should generally be 2 – 4 alphanumeric in length. ***You do not need to include the institution code in the Campus Code.***
- Campus: name of campus.
- Street Address: complete street address of the campus.
- Postal Code: Postal Code for campus.

Land: the parcel of land that the campus buildings are sited on, and any separate parcels of land associated with that campus. Each parcel of land must have an ownership code.

- Land_ID: (System created) Unique identifier for each land record. This field is created in the background and is never seen by the user. It provides a way to uniquely identifying land parcels across institutions. The first two characters of the Land_ID are the Institution code followed by the latest value of the NextSequence Number.
- Land Code: The land code consists of 2 – 4 alphanumeric provided by the user to uniquely identify the land within a campus. The same land code could be used by two pieces of land on two different campuses.

You do not need to include the institution and campus codes in the land code.

- Location: Street address of the parcel of land, if applicable; if not, use legal description (e.g., Parcel Identifier – PID, Lot number, etc.)
- Acquired: Date this parcel of land was acquired by the institution.
- Hectares: Area of the parcel of land in hectares.
- Ownership: Type of ownership for this land.
- Comments: Memo field for any comments needed, e.g., legal description, P.I.D. number or other comments.

Building: designates the specific building where the facilities are located.

- Building_ID: (System created) Unique identifier for each building record. This field is created in the background and is never seen by the user. It provides a way to uniquely identifying each building across institutions. The first two characters of the Building_ID are the Institution code followed by the latest value of the NextSequence Number.
 - Building Code: the building code consists of 2 – 4 alphanumeric provided by the user to uniquely identify the building within a campus. Two buildings on two different campuses could use the same building code. ***You do not need to include institution and campus codes in the building code.***
 - Description: Name of the building.
 - Portability: Type of portability for this building.
 - Ownership: Type of ownership for the building.
 - Original Year Built: Year in which this building was originally built.
-

- **Effective Year Built:** Year in which a building was built, or the year in which a building underwent a major retrofit of major building systems and/or exterior components that extends the life of the facility significantly.
- **GSM:** Gross Square Meters (includes wall thickness) total for each building (e.g., outside of wall to outside of wall).
- **% Capital Funded:** Percentage of capital funding provided by the Ministry of Advanced Education for building construction.
- **Comment:** Double-click on box to open pop-up window for entering information regarding additions, retrofitting, etc. This is optional entry. Box will show 'Y' if comments are entered; blank if no comments.

Facility: refers to all the spaces within a building. It applies to rooms, classrooms, laboratories, offices, utility rooms, cafeterias, hallways, storage, crawl spaces, etc.

- **Facility_ID:** (System created) Unique identifier for each Facility. This field is created in the background and is never seen by the user. It provides a way to uniquely identifying facilities across institutions. The first two characters of the Facility_ID are the Institution code followed by the latest value of the NextSequence Number.
- **Code:** Code that identifies the specific facility, The Facility code can consist of up to 8 alphanumeric characters provided by the user to uniquely identify the facility within a campus. The same facility code could be used by two facilities in two different buildings.

You do not need to include the institution code, campus code and building code in the facility code.

- **Description:** Description of the facility provided by the user;
- **Shape:** Geometric shape of the space. If the shape is irregular, select 'I'; if shape is rectangular or square, select 'R'.
- **Area:** The total area of the space is entered in square meters.
- **Space Type:** from Universal Codes – the drop-down table to select from has been substantially changed for offices and instructional space. Institutions will need to select a more specific type (see list page 27). If an 'Other' type space is selected, institutions will need to enter what type of other in a 'Comment' field. Selection of an instructional type space, along with entry in 'Area' field, will generate an entry automatically in the Notional Student Stations (NSS) field.

- Notional Student Stations (NSS) – this field will be automatically calculated when data is entered in ‘Area’ field and ‘Space Type’ field; this field is view-only by institutions. This is a new field, which allows institutions to compare their scheduled capacity with the Standard Guidelines.
- Scheduled Capacity: Number of student stations (seats) that institutions have assigned to the space.
- Station Type: from Universal Codes – a drop-down table to select from – if ‘Other’ is selected, a comment field allows entry of what type of other.

4 Code Tables

Universal Codes are those codes that are shared by all institutions and can only be changed by the Ministry. They are contained within Codes.mdb and when there are changes to these codes, the Ministry will distribute a new copy of Codes.mdb to replace the existing one.

The following list is only available to the Ministry. However, Institutions are asked to make any changes to their name in the Institution Inquiry Window. The Institution Code will remain the same. This list will be updated when data is transferred to the Ministry.

4.1 List of Institutions Codes

Institution Code	Institution Name
BT	BC INSTITUTE OF TECHNOLOGY
CM	CAMOSUN COLLEGE
CP	CAPILANO COLLEGE
CR	THOMPSON RIVERS UNIVERSITY
DG	DOUGLAS COLLEGE
EC	EMILY CARR INSTITUTE OF ART & DESIGN
EK	COLLEGE OF THE ROCKIES
FV	UNIVERSITY COLLEGE OF THE FRASER VALLEY
IG	INSTITUTE OF INDIGENOUS GOVERNMENT
JI	JUSTICE INSTITUTE OF BC
KW	KWANTLEN UNIVERSITY COLLEGE
LG	LANGARA COLLEGE
ML	MALASPINA UNIVERSITY COLLEGE
NC	COLLEGE OF NEW CALEDONIA
NI	NORTH ISLAND COLLEGE
NL	NORTHERN LIGHTS COLLEGE
NV	NICOLA VALLEY INSTITUTE OF TECHNOLOGY
NW	NORTHWEST COMMUNITY COLLEGE
OK	OKANAGAN COLLEGE
OL	OPEN LEARNING AGENCY
SL	SELKIRK COLLEGE
VC	VANCOUVER COMMUNITY COLLEGE

4.2 List of Building Owner Type Codes and Descriptions

Owner Type

Owner Code	Owner Description
L	LEASED
O	OWNED
S	SHARED
T	TEMPORARY

Ownership Descriptions

Owned: A building or part-building, the title of which is held by the institution without rental arrangements. Responsibility for maintenance of structure and protection of capital investment is generally that of the institute or college.

Leased: A building or part-building, where the title is held by the landlord or owner, who agrees to the use of the building by the institution, for a specified term, usually at a defined rental rate. Responsibility for maintenance of structure and protection of capital investment is that of the lessor (landlord or owner).

Shared: A building or part-building, the title to which is held by the institution under some arrangement other than as in owned or leased buildings, mutually agreed with the agency. This includes space, which for the term of the arrangement is under full-time administrative control of the institution.

Temporary: A building or part-building that is not owned or leased by, or on behalf of the institution, but used on a limited time basis with considerable fluctuations - week by week, semester by semester or year by year.

4.3 List of Building Portability Codes and Descriptions

Portable Type

Portability Code	Portability
D	DEMOUNTABLE
M	MOBILE
P	PERMANENT
R	RELOCATABLE

Portability Descriptions

Permanent: A fixed, built-on-site structure that is non-demountable.

Demountable: A portable structure that is not easily taken apart in units and relocated. There are considerable inter-connections between the original units or other complex configurations.

Relocatable: A portable structure designated in modular units that has no complex internal interconnections and configurations and the units of which can be easily taken apart and reconnected into a structure similar to the original.

Mobile: A trailer or highly portable unit of dimensions not exceeding those permitted by the Ministry of Transportation and Highways.

4.4 List of Station Type Codes and Descriptions

Station Type

Station Code	Station Description
A	TABLES AND CHAIRS
B	LAYOUT TABLES
C	MOVEABLE TABLES / ARM CHAIRS
D	FIXED TABLES / ARM CHAIRS
E	FIXED CHAIRS
F	MOVEABLE CHAIRS
G	DRAFTING TABLES
H	CARRELS
I	LABORATORY BENCHES
J	DESKS (1 OR 2 PEDESTALS) & CHAIRS
K	OTHER [Comment field "enter what type of other"]
L	NOT APPLICABLE

Comment Field added; if choose 'Other' must enter what type of other station.

For instructional spaces, institutions should select Station Codes A to J, and the Code K – Other only if none of these are appropriate. If Station Code K is selected, a comment field will open to enter what type of stations are used in the facility. Selecting Station Code L - Not Applicable is for those areas that do not have student stations.

4.5 List of Space Type Codes and Descriptions

Space Type

SPACE TYPE CODES AND DESCRIPTIONS TABLE			New columns added	
Space_Type Code	Space_Type Description	Scheduled Capacity Mandatory?	Unit Area / St. St. (net m ²)	Definition of classroom size
000	OFFICE FACILITIES			
020	OFFICE – ADMINISTRATIVE	N		
025	OFFICE – FACULTY	N		
030	OFFICE – ASSOCIATED WITH LIBRARIES	N		
035	OFFICE – ASSOCIATED WITH TEACHING KITCHENS	N		
040	OFFICE – ASSOCIATED WITH NON-TEACHING KITCHENS	N		
045	OFFICE – ASSOCIATED WITH GYMNASIUMS	N		
055	OFFICE SUPPORT SERVICES	N		
100	CLASSROOM FACILITIES			
105C	SEMINAR / SMALL CLASSROOM	Y	2.50	up to 60.0 m ²
110C	MID-SIZED CLASSROOM	Y	1.95	over 60 to 117 m ²
115C	MID-SIZED TIERED CLASSROOM	Y	1.65	40.0 to 100.0 m ²
120C	LARGE CLASSROOM	Y	1.50	Over 117 m ²
125C	LECTURE THEATRE & INSTR. ASSEMBLY	Y	1.80	Over 100.0 m ²
130C	VIDEO-CONFERENCING ROOM	Y	(no std.)	
150C	CLASSROOM SUPPORT SERVICES	N		
155C	LECTURE THEATRE SUPPORT SERVICES	N		
200	LABORATORY FACILITIES			
201L	COMPUTER / LANGUAGE / BUSINESS LAB	Y	3.40	
202L	CAD / GIS / DRAFTING / MULTIMEDIA LAB	Y	5.50	
203L	DRY SCIENCE - LOWER LEVEL	Y	3.00	
204L	DRY SCIENCE - UPPER LEVEL	Y	4.60	
205L	WET SCIENCE - LOWER LEVEL	Y	5.00	
206L	WET SCIENCE - UPPER LEVEL	Y	6.00	
207L	ELECTRONICS LAB	Y	8.50	
208L	NURSING / COMMUNITY CARE	Y	7.00	
209L	FINE ARTS STUDIO - PAINTING / DRAWING	Y	5.00	
210L	OTHER (MUST ENTER WHAT TYPE OF OTHER)	Y	(no std.)	
220L	SPECIAL-CLASS & INDIVIDUAL STUDY LAB	Y	(no std)	
250L	LAB SUPPORT SERVICES & NON-CLASS LAB	N		
260L	RESEARCH/NON-CLASS LABORATORY	Y	(no std.)	
265L	RESEARCH/NON-CLASS LAB SUPPORT SERVICES	N		

300 INSTRUCTIONAL SHOP FACILITIES			
305S	CARPENTRY / BUILDING TRADES	Y	15.00
310S	ELECTRICAL	Y	15.00
315S	WELDING	Y	10.00
320S	MACHINE TOOLS / MILLWRIGHT	Y	21.00
325S	AUTOMOTIVE MECHANICS	Y	22.00
330S	HEAVY DUTY / DIESEL	Y	23.00
335S	FINE ARTS STUDIO - SCULPTURE	Y	7.50
340S	OTHER (MUST ENTER WHAT TYPE OF OTHER)	Y	(no std.)
345S	OPEN AIR INSTRUCTION YARD	Y	(no std.)
350S	INSTRUCTIONAL SHOP & YARD SUPPORT SERVICES	N	
400 LIBRARY / STUDY FACILITIES			
410	LIBRARY READING / STUDY SPACE	Y	(no std.)
420	STACK SPACE	N	
430	REMAINDER LIBRARY SPACE	N	
435	BUILDING SERVICES AREA IN LIB COMPLEX	N	
440	READING STUDY, NON-LIBRARY	Y	(no std.)
450	A-V AND EDUCATIONAL SUPPORT SERVICES	N	
500 SPECIAL USE FACILITIES			
510	MEDIA PRODUCTION	N	
515	MEDIA PRODUCTION SUPPORT SERVICES	N	
520	ATHLETIC/PHYSICAL EDUCATION	N	
530	BUILDING SERVICES AREA IN GYMNASIA	N	
540	CLINIC (NON-HEALTH PROFESSIONS)	N	
545	CLINIC (NON-HEALTH) SUPPORT SERVICES	N	
550	DEMONSTRATION SPACE	N	
560	ANIMAL QUARTERS AND SUPPORT SERVICES	N	
580	GREENHOUSE AND SUPPORT SERVICES	N	
590	OTHER (ALL PURPOSE)	N	
591	DAYCARE	N	
600 GENERAL USE FACILITIES			
610	ASSEMBLY AND AUDITORIUM	N	
615	ASSEMBLY & AUDITORIUM SUPPORT SERVICES	N	
620	EXHIBITION AND SUPPORT SERVICES	N	
630	CAFETERIA, WITH SEATING	Y	(no std.)
640	KITCHEN, TEACHING	Y	(no std.)
650	KITCHEN, NON-TEACHING	N	
655	BUILDING SRVS AREA IN FOOD SRVS AREA	N	
660	ALL OTHER FOOD SERVICE ROOMS	N	
665	MERCHANDISING FACILITIES	N	
670	ALL OTHER EATING SPACES	Y	(no std.)

680	CONFERENCE/MEETING RMS AND SUPPORT SRVCS	Y	(no std.)
690	LOCKER ROOM (SHOP AND STAFF)	N	
700	SUPPORTING FACILITIES		
710	DATA PROCESSING/COMPUTER	N	
720	BUILDING MAINTENANCE AND STORAGE	N	
740	VEHICLE STORAGE AND SERVICE	N	
760	LAUNDRY	N	
800	HEALTH CARE FACILITIES		
810	HEALTH CARE	N	
900	RESIDENTIAL FACILITIES		- -
910	RESIDENTIAL	N	
	UNCLASSIFIED FACILITIES		
YYY	UNFINISHED, INACTIVE OR CONVERSION AREA	N	
	NON-ASSIGNABLE AREAS		
ZZZ	BUILDING SERVICES	N	

*Note: Building Service Areas include circulation, custodial, mechanical, structural, generator, transformer, electrical, telephone, cloak room and washroom areas. *(Penthouse structures are to be included; added small enclosures to improve aesthetics are to be excluded.)*

5 Space Type Definitions and Descriptions

In the Revised Table, the 000, 100, 200, 300, etc., codes and descriptions have been greyed-out. These are assigned as “Series or Category” codes, and will not be available to select. Institutions must select a more specific Space Type within the category.

Any FIS_V2 codes that can be converted to the new FIS_V3 codes () will be done during re-linking of the FIS_V3 application to the new Codes Tables and the Institution’s data files.

Two reports will be generated that will show which FIS_V2 Space Type codes were converted to the new FIS_V3 codes (Report #98), and which codes institutions will need to change manually (Report #99), i.e., not converted or converted to a default category which needs a more specific code.

000 OFFICE FACILITIES

000 relates to the series number and is not available for selection.

020 Office - Administrative

Definition: A space used by staff, for administration purposes (administrative, clerical in a non-instructional related capacity) working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets; included is a studio (music, art, etc.) if that space also serves as the office of a staff member.

025 Office - Faculty

Definition: A space used by faculty, or students, working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets; included are faculty, graduate and teaching assistant, and student offices, etc. Included is a studio (music, art, etc.) if that space also serves as the office of a faculty member (**or teaching assistant**).

030 Office - Associated With Libraries

Definition: A space used by staff, for administration purposes (administrative, clerical in a non-instructional related capacity) associated in a library space working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets.

035 Office - Associated With Teaching Kitchens

Definition: A space used by staff, for administration purposes (in a non-instructional related capacity) working at a desk (or table). Faculty offices associated with a teaching kitchen would fall under 025 Office – Faculty.

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets.

040 Office - Associated With Non-Teaching Kitchens

Definition: A space used by staff, for administration purposes (administrative, clerical) working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets.

045 Office - Associated With Gymnasiums

Definition: A space used by staff, for administration purposes (administrative, clerical in a non-instructional related capacity) working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets.

055 Office Support Services

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

Description: Included are file rooms, photocopy rooms, vaults, waiting rooms, interview rooms, closets, private toilets, mailrooms, records rooms, and office supply rooms.

100 CLASSROOM FACILITIES

100 relates to the series number and is not available for selection.

Classrooms have been re-coded to separate out different sizes and types of classrooms.

105C Seminar / Small Classroom	Up to 60.0 m ²
110C Mid-Sized Classroom	Over 60.0 to 117 m ²
115C Mid-Sized Tiered Classroom	40.0 to 100.0 m ²
120C Large Classroom	Over 117 m ²

Definition: A room used for classes and that is also not tied to a specific subject or discipline by equipment in the room. Select appropriate facility description based on size of room, as below.

Description: Included are spaces generally used for scheduled instruction requiring no special or restrictive equipment or configuration and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms.

A classroom may be equipped with table-arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating.

A classroom may also be furnished with special equipment i.e. multi-media or telecommunications equipment appropriate to a specific area of study, **if this does not render the room unsuitable for use by classes in other areas of study.**

125C Lecture Theatre & Instructional Assembly Over 100.0 m²

Definition: A space designed and equipped for the assembly of large numbers of persons for regularly or irregularly scheduled delivery of instruction.

Description: Includes lecture theatres and other large spaces intended for the delivery of instruction.

130C Video-Conferencing Room

Definition: A space designed and equipped for delivery of instruction to or from off-site with use of telecommunication/internet equipment;

Description: A classroom may be equipped with table-arm chairs (flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating, arranged for viewing the video-conference.

150C Classroom Support Services

Definition: A space that directly serves one or more classrooms as an extension of the activities in such a room.

Description: Included are projection rooms, cloakrooms, preparation rooms, closets, and storage, if they serve classrooms.

155C Lecture Theatre Support Services

Definition: A space that directly serves a lecture theatre as an extension of the activities in that facility.

Description: Includes projection booths, control rooms, storage, etc.

200 LABORATORY FACILITIES

200 relates to the series number and is not available for selection.

Laboratories have been re-coded to separate out different types of laboratory facilities.

201L Computer / Language / Business Lab

202L CAD / GIS / Drafting / Multimedia Lab

203L Dry Science Lab - Lower Level

204L Dry Science Lab - Upper Level

205L Wet Science Lab - Lower Level

206L Wet Science Lab - Upper Level

207L Electronics Lab

208L Nursing / Community Care

209L Fine Arts Studio - Painting / Drawing

210L Other (Comment field to enter what type of other)

Definition: A space used primarily by regularly scheduled classes that require special-purpose equipment or type of furnishing that limits the space to a single specialized use. (Furniture or equipment that can be readily moved would not fall in this category.) Select appropriate facility based on specialized use, as below.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The configuration of and/or equipment in such a space normally limits or precludes its use for other disciplines.

Included in this category are spaces generally referred to as teaching laboratories, typing laboratories, drafting rooms, band rooms, choral rooms (group), music practice rooms, language laboratories, (group) studios, Fine Arts Studios, i.e., Painting, Drawing, Print Making, Photography, and similarly designed and/or equipped spaces, if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students

in the use of Electronic Data Processing equipment are classified as class laboratories.

220L Special-Class & Individual Study Lab

Definition: A space that requires special purpose equipment or student participation and used primarily for irregularly scheduled classes.

Description: A special class laboratory is designed for or furnished with equipment that serves the needs of a particular discipline where:

- 1) use of the room is not formally or regularly scheduled; or
- 2) access is limited to specific groups of students. Included in this category are rooms generally called individual music practice rooms, individual study laboratories, individual fine arts project rooms, non-scheduled computer labs (a few per Institution).

250L Lab Support Services & Non-Class Lab

Definition: A room that directly serves as support space to one or more class laboratories.

Description: Includes any room that directly serves a class laboratory. Included are balance rooms, cold rooms, stock rooms, dark rooms, equipment storage, equipment issue rooms, and tape storage rooms.

260L Research/Non-Class Laboratory

Definition: A room used primarily for laboratory experimentation, research or training in research methods; or professional research and observation; or structured creative activity within a specific program.

Description: A research/non-class laboratory is designed or equipped for faculty, staff and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principle investigator(s). These activities do not include practice or independent study projects and activities, which, although delivering “new knowledge” to a student, are not, intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes labs that re used for experiments, testing or “dry runs” in support of instructional, research or public service activities. Non-class public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.

Limitations: Student practice activity rooms should be classified under Special-Class & Individual Study Laboratory (220L).

265L Research/Non-Class Laboratory Support Services

Definition: A room that directly serves one or more research/non-class laboratories as an extension of the activities in those rooms.

Description: Includes only those rooms that directly serve a research/non-class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/non-class laboratories.

300 INSTRUCTIONAL SHOP FACILITIES

300 relates to the series number and is not available for selection.

305S Carpentry / Building Trades

310S Electrical

315S Welding

320S Machine Tools / Millwright

325S Automotive Mechanics

330S Heavy Duty / Diesel

335S Fine Arts Studio - Sculpture

340S Other (Comment field to enter what type of other)

Definition: An inside workspace primarily used for instructional purposes in which fixed/movable special purpose machinery or equipment is installed to provide for the development of related skills in trade, technical or artistic fields. Select appropriate facility based on specialized use, as below.

Description: Spaces equipped to provide for specific trade, technical or artistic disciplines. Such shops are generally suitable only for instruction in such skills or in specialized related fields.

345S Open Air Instruction Yard

Definition: A workshop area outside a building structure primarily used for instructional purposes in which special purpose fixed or mobile machinery or

equipment is used to provide for the development of related practical skills in trade, technical or artistic fields.

Description: Characteristically, buildings constrain and prevent full development of relevant skills. Specialized machinery or installations may be required; erection of materials to form structures may require spaces and heights not available in closed shops. Examples include landscape and horticulture areas, steel trades, construction yards, pipe welding yards, heavy duty equipment operating training areas, stone masonry and sculpture yards.

350S Instructional Shop & Yard Support Services

Definition: A space that serves an Instructional shop or yard directly by providing support without which the shop could not function. Also includes ancillary spaces not completely enclosed by walls although frequently roofed, providing essential support facilities.

Description: Spaces such as equipment and material storage, tool storage, stripping, and de-greasing spaces, changing and washrooms, instructor's individual and studio or work areas adjacent to and supporting related instructional shops. Includes storage buildings, areas for vehicles and equipment used for instructional purposes in the Open Air Yards. Also includes outside storage for working equipment materials and machinery, space for preparation of equipment for instructional purposes, spaces such as welding generator shelter, fertilizer and horticultural equipment storage and steam cleaning areas.

400 LIBRARY AND OTHER STUDY SPACES

400 relates to the series number and is not available for selection.

410 Library Reading/Study Space

Definition: A space used by individuals to study books or audiovisual materials.

Description: Included are library reading rooms, carrels, study rooms, individual-study stations, study booths and similar rooms, that are intended for general study purposes. Study stations may be grouped or individual, and may also include typewriters, remote terminals of a computer, electronic display equipment, etc., and can include open-stack reading space.

420 Stack Space

Definition: A space used to provide shelving for library or audiovisual materials.

Description: Included are library stacks.

430 Remainder Library Space

Definition: Other library spaces, which are neither reading/study nor stack space, including processing rooms. Offices in libraries – see 030. Includes spaces that serve these reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Includes areas generally used to house card catalogues, circulation desks, bookbinding, microfilm processing, and audiovisual record-playback equipment for distribution to individual study stations.

435 Building Services area associated with Library Complex

Definition: A space that is required for physical access to spaces within Library Complexes, whether directly bounded by partitions or not. Also, the sum of all areas of a building used for its protection, care and maintenance. Included is that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities. Also construed to mean that portion of the gross area, which cannot be occupied or put to use because of structural building features. (For non-Library building service areas, see ZZZ.)

Basis for Measurement: Should be measured from the inside surface of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Measurements should be taken to the nearest one-tenth (or 0.1) of a meter. Do not include unusable areas with less than 1.8m (6 feet) clear headroom.

Description: Should include corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, tunnels, bridges, trashrooms, guardrooms, custodial rooms, custodial lock rooms and custodial supply rooms. Should also include mechanical areas in central utility plants, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical-service shafts, meter and communications closets, service chutes, stacks, and non-private washrooms (custodial and public). Examples of building features normally classified as structural areas are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

440 Reading Study, Non-Library

Definition: A space designated for reading or study but which is not located in a library.

Description: Included are study or reading spaces that are found in residence halls or academic buildings.

450 Audiovisual and Educational Support Services

Definition: A space (or group of spaces) used for, or serving the production and distribution of audiovisuals, radio, and TV materials, and for the operation of the equipment for the communication of these materials. Also a space used primarily as a resource type area for student drop-in activities that are support in nature to instruction.

Description: Includes spaces generally referred to as studios, and similar rooms. Includes film libraries, control rooms, VTR rooms, property storage rooms, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, equipment storage rooms and editing spaces. The function of these spaces is regarded as direct support to the basic educational program, functioning as a drop-in area with certain special educational resources (both materials/equipment and personnel).

500 SPECIAL-USE FACILITIES

500 relates to the series number and is not available for selection.

510 Media Production

Description: A room used for the *production* or *distribution* of multimedia materials or signals.

Description: Includes rooms generally called TV studios, radio studios, sound studios, photo studios, video or audio-cassette and software production or distribution rooms, and media centers. These rooms have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room.

Limitations: Does not include rooms that merely store media materials and equipment. Such rooms would be coded as Media Production Support Service (515) rooms if serving the primary production or distribution room (510), or the appropriate service category for the room(s) they serve. Radio or TV broadcasting areas and other media rooms used for teaching broadcasting to students for instructional purposes should be coded as laboratories (see 210L). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see 710).

515 Media Production Support Services

Definition: A room 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 room should serve a media production or distribution room and not another primary activity room. Examples include film, tape, or cassette libraries or storage areas; media equipment storage

rooms; recording rooms; engineering maintenance rooms; darkrooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see 510).

Limitations: Those rooms containing media materials, equipment or operations, which serve a primary activity room other than a 510 should be assigned the appropriate corresponding service code.

520 Athletic/Physical Education

Definition: A space used by students, staff, and/or the public for recreational purposes. Includes also the permanent seating used to watch athletic events. For the related office spaces (see 045).

Description: Includes areas specifically for bowling alleys, pool and billiards rooms, ping-pong rooms, ballrooms, chess rooms, hobby rooms, card-playing rooms, permanent seating areas in field houses, gymnasias, and natatoria. Also included are physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first-aid rooms, skate-sharpening rooms, towel rooms, storage closets, equipment-issue rooms, cashiers' desks.

530 Building Service area associated with Gymnasia

Definition: A space that is required for physical access to spaces within Gymnasia, whether directly bounded by partitions or not. Also, the sum of all areas of a building used for its protections, care and maintenance. Included is that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities. Also construed to mean that portion of the gross area, which cannot be occupied or put to use because of structural building features. (For non-Gymnasia building service areas, see ZZZ.)

Basis for Measurement: Should be measured from the inside surface of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Measurements should be taken to the nearest one-tenth (or 0.1) of a metre. Do not include unusable areas with less than 1.8m (6 feet) clear headroom.

Description: Should include corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, tunnels, bridges, trashrooms, guardrooms, custodial rooms, custodial lock rooms and custodial supply rooms. Should also include mechanical areas in central utility plants, air duct shafts, boiler

rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical-service shafts, meter and communications closets, service chutes, stacks, and non-private washrooms (custodial and public). Examples of building features normally

classified as structural areas are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

540 Clinic (Non-health Professions)

Definition: A space used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry and student health care.

Description: Included are patient examination rooms, testing rooms, and consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

545 Clinic Support Services (Non-health Professions)

Definition: A space that directly services 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 rooms.

550 Demonstration Space

Definition: A space (or a group of spaces) used to practice the principles of certain disciplines such as teaching and home economics; also those spaces that directly serve a demonstration facility as an extension of the activities in that facility.

Description: Includes demonstration schools, laboratory schools, preschool nurseries, etc. if the facilities support the training of the college-level students as teachers. This category includes home-management houses that serve to train college-level students in home economics. Also those areas that are referred to as storerooms, laundry, etc., in a home demonstration facility, and kitchen, lockers, shower rooms, etc., in a laboratory school.

560 Animal Quarters and Support Services

Definition: A space that houses or serves laboratory animals maintained for the institution for research and/or instructional purposes. Includes areas that serve for handling, storage, and/or protection of farm products or animals, supplies and tools.

Note: Spaces intended to house animal patients should be classed as Space Type 810.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seed-houses. Structures are typically of light frame

construction with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Also included are meteorological field test stations. Includes animal rooms, cage rooms, stalls, wards, and similar rooms used to house animals intended for class laboratories, non-class laboratories, special-class laboratories, or individual-study laboratories. Also includes feed storage rooms, feed mixing rooms, cage-washing rooms, and similar facilities such as surgery, casting or instrument rooms.

580 Greenhouse and Support Services

Definition: A building or space, usually composed chiefly of glass or other light-transmitting material, used for or serving the cultivation and/or protection of plants.

Description: Includes greenhouses and spaces generally referred to as header houses.

590 Other (All Purpose)

Definition: A category of last resort.

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

591 Daycare

Definition: Spaces used wholly for the minding or caring of children.

Description: Includes all spaces used for a government certified day care program or child-minding operations. Also includes washrooms, kitchens, storage rooms, cloakrooms that are used in direct support to and are an integral part of the day care or child-minding operations.

600 GENERAL-USE FACILITIES

600 relates to the series number and is not available for selection.

610 Assembly and Auditorium

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

Description: Includes theatres, auditorium, concert halls, arenas, chapels, and livestock-judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities.

615 Assembly & Auditorium Support Services

Definition: A space that directly serves an assembly facility or lecture theatre as an extension of the activities in that facility.

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, control rooms, etc.

620 Exhibition and Support Services

Definition: A space used for exhibition of materials, work of art, artifacts, etc., and intended for general use by students and the public; additionally, those spaces that directly serve an exhibition facility as an extension of the activities in that facility.

Description: Includes museums, art galleries, similar exhibition areas, workrooms for the preparation of materials and displays, vaults, or other storage for works of art, check rooms etc.

FOOD SERVICES

630 Cafeteria/Food Services, with seating

Definition: A space servicing or an area used mainly 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 the student body and/or the public at large. This Space Type requires entry of Scheduled Capacity although there is no standard for Unit Area per Student Station.

640 Kitchen, teaching

Definition: A space used and designed primarily for teaching of food preparation and related skills. For related office spaces, see 035. This Space Type requires entry of Scheduled Capacity although there is no standard for Unit Area per Student Station.

Description: Includes kitchen areas for food preparation, etc. that were intended for teaching purposes.

650 Kitchen, non-teaching

Definition: A space that serves a production food facility as an extension of the activities in that facility. For related office spaces (see 040.)

Description: Includes food preparation areas that are not used for teaching functions.

655 Building Service areas associated with Food Services

Definition: A space that is required for physical access to spaces within Food Service Areas, whether directly bounded by partitions or not. Also, the sum of all areas of a building used for its protections, care and maintenance. Included is that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities. Also construed to mean that portion of the gross area, which cannot be occupied or put to use because of structural building features. (For non-Food Service building service areas, see ZZZ.)

Basis for Measurement: Should be measured from the inside surface of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Measurements should be taken to the nearest one-tenth (or 0.1) of a metre. Do not include unusable areas with less than 1.8m (6 feet) clear headroom.

Description: Should include corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, tunnels, bridges, trash rooms, guardrooms, custodial rooms, custodial lock rooms and custodial supply rooms. Should also include mechanical areas in central utility plants, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical-service shafts, meter and communications closets, service chutes, stacks, and non-private washrooms (custodial and public). Examples of building features normally classified as structural areas are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

660 All Other Food Service Rooms

Definition: Areas used to serve food facilities as extensions of the activities in that facility, including spaces serving lounge facilities, such as a kitchenette. Also includes areas used for processing and storage of foods.

Description: Includes refrigeration rooms, freezers, dishwashing rooms, special areas for food preparation or cleaning, food-storage areas, lockers, cold rooms, refrigerators, meat-processing areas, as well as similar facilities located in a central food-stores building.

665 Merchandising Facility

Definition: A space servicing or used for selling products or services.

Description: Includes bookstores, barbershops, post offices, dairy stores, student union "desks", supply closets, sorting rooms, freezers and telephone rooms.

670 All Other Eating Spaces

Definition: Areas typically equipped with upholstered furniture, carpeting and in which food consumption is permitted.

Description: An informal area that is generally publicly available and may include vending machines, such as a Student Lounge or Staff Room. This Space Type requires entry of Scheduled Capacity although there is no standard for Unit Area per Student Station.

680 Conference/Meeting Rooms and Support Services

Definition: A space used for a variety of non-class meetings, often serving an office complex and used for activities other than instructional activities. Additionally includes those spaces that also serve as extensions to these meeting rooms.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs and used primarily by groups for general purposes such as student senate, student government, community groups, conferences, meetings and short-term meetings. In addition, included are related kitchenettes, chair storage rooms, projection rooms, sound-equipment rooms, etc. This Space Type requires entry of Scheduled Capacity although there is no standard for Unit Area per Student Station.

690 Locker Room (Shop and Staff)

Definition: A space used specifically for changing clothes and/or storing personal materials.

Description: Includes service spaces intended for student and/or staff use, principally for storage of clothing and/or individual materials, e.g. physical-plant locker room, not gymnasium-related (see 520).

700 SUPPORTING FACILITIES

700 relates to the series number and is not available for selection.

710 Data Processing/Computer

Definition: A space (or group of spaces) used for processing of data by computers, and spaces that directly serve a data processing computer facility.

Description: Includes, electronic data-processing rooms, electronic computer rooms, , paper-form storage, tape storage, and control rooms, plug board storage

and wiring rooms, and equipment repair rooms, observation rooms, and similar services.

720 Building Maintenance and Storage

Definition: A space used to serve or manufacture, repair or maintain products or equipment; also, for storage of materials and hazardous goods.

Description: Includes carpenter, plumbing, electrical, and painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, and ground maintenance facilities such as tool and equipment sheds. Includes tool-supply storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker, shower, and lunchrooms and similar non-public areas that serve the shop facility should be included.

740 Vehicle Storage and Service

Definition: A space or structure that is used to house, store, and/or service vehicles.

Description: Includes parking structures and other spaces and buildings generally referred to as garages, boathouses, airport hangers, and other storage areas for vehicles, and areas used for maintenance and repair of automotive equipment, boats, airplanes, and vehicles.

760 Central Laundry

Definition: A central facility used for cleaning, washing, drying rooms, ironing linens, uniforms, etc.

Description: Includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

800 HEALTH CARE FACILITIES

800 relates to the series number and is not available for selection.

810 Health Care

Definition: This category does not include non-medical clinic facilities. The spaces that are included in this category are spaces equipped with beds and used for patient care, patient bath and toilet facilities, nursing administration stations, surgery, diagnostic health-care and therapeutic treatment, emergency first aid treatment centres, diagnostic support services, supply storage, public waiting areas, health-care service, housekeeping areas and linen storage.

Note: This code describes health-care facilities for humans as well as animals.

Description: Includes general nursing care, acute care, semi-convalescent/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 are included, as are stalls for animal patients. Also, includes toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Included are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formulation-preparation areas, medications areas, etc.

Included are major and minor surgery rooms, delivery rooms, special-procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room, such as labour rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g. anesthesia, heart, lung, X-ray, etc.), dictation booths, scrub-up areas, instrument cleanup and storage, gurney storage, and sterile supplies storage.

Included are spaces used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac cauterization, pulmonary function/vascular testing, EEG, EGG, EMG, pathology, combined doctor's office and examination/treatment rooms, and spaces which support treatment rooms as a direct extension of the activities of such a facility, such as dressing rooms, film-processing and viewing rooms, work-preparation rooms, and special-equipment storage.

Included are spaces used for pathology, pharmacy, autopsy labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope rooms and spaces which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, and warm and cold rooms.

Included are central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature other than that included in other primary and service-room types. Included are lobbies, waiting and reception areas, and viewing areas, used in connection with a Health Care Unit.

Also spaces used by housekeeping, and linen storage and handling. Includes spaces used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation.

900 RESIDENTIAL FACILITIES

900 relates to the series number and is not available for selection.

910 Residential

Definition: A space (or group of spaces) that are used for some form of individual/group living accommodation, and spaces that directly serve the occupants of these spaces, typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

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/study and including connected closets.

Includes common or shared bathroom facilities which may consist of full or half-bath, showers, or toilet/shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Includes single or multiple sleep/study rooms with bath facilities internal to the suite. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Includes laundry and pressing rooms, linen closets, maid rooms, serving rooms trunk storage rooms and telephone rooms, which serve the occupants of sleep/study facilities.

Includes a basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. Includes laundry rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms, which serve apartment facilities.

Includes living units that are separate structures. This basic module or group of rooms designed as a complete housekeeping unit.

In large areas which serve as residential facilities, such as apartments or houses, it is not intended that individual rooms be identified, but only that the total interior space be accounted for. Includes apartments/houses provided for faculty, staff, or students.

UNCLASSIFIED FACILITIES

YYY Unfinished, Inactive or Conversion Area

Definition: Spaces that are potentially assignable to other areas, but unassigned at the time for different reasons, such as currently undergoing modifications, renovations, or new additions not completed.

