SPACE CLASSIFICATION GUIDE

How to use this document

The following document explains how and why the University of Washington classifies space, the essential data fields that accompany its management, and the associated parties who are responsible for recording and maintaining the space data for accuracy.

> ***Tip**: To quickly jump to a particular section of this document, open the Table of Contents tab at the upper left corner of this screen and select the desired topic from the following list:*

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System of Record

FM:Systems is the University's official space management platform. The commonly used name is 'Space Manager', which may be accessed via the link below after successful completion of required training.

- **Space Manager** is available to authorized UW personnel to edit and view space data.
- **Space Viewer** is an alternate resource that is available to all UW students, staff, and faculty to view space data in a read-only format. No training is required to access Space Viewer.

Space Classification Structure

All University-owned and/or occupied space is classified according to an organizational structure established by the National Center for Educational Statistics, Post-Secondary Facilities Inventory Classification Manual (FICM), 2006.

Building types are classified by the most predominant space category recorded within a building, as measured by building area. UW uses two building type classifications, as follows, to accommodate various reporting obligations:

Table 1: Building Type Classification Structure

FICM Building Types	Sightlines Building Types
Unclassified	Unclassified
Classroom	Education & General
Laboratory	Education & General
Office	Education & General
Study	Education & General
Support	Education & General
General Use	Education & General
Special Use-Other	Education & General
Special Use-Athletics	Athletics
Health Care	Medical
Resident	Housing
Mechanical	Non-Assignable

Room-level classification: Rooms are classified by Space Category and Primary Use, both of which are further distinguished between assignable and non-assignable space types as follows:

- *Assignable spaces* must be assigned to the occupying Unit's departmental or organizational CC or CCH cost center[2], "VACANT", or "NOTUW".
- *Non-assignable spaces* are recorded as "NONASGN" assignment key. Unit CC or CCH are prohibited from being assigned to non-assignable spaces.

Table 2: Room-Level Space Classification Structure (Assignable Space)

Assignable Space Category Codes (parent level)	**Space Category Titles**	**Sub-categories are called Primary Uses[1]** (child level)
000	Unclassified Facilities	050-070
100	Classroom Facilities	110-140
200	Laboratory Facilities	210-264
300	Office Facilities	311-360
400	Study Facilities	410-455
500	Special Use Facilities	502-590
600	General Use Facilities	610-685
700	Support Facilities	710-765
800	Health Care Facilities	810-895
900	Resident Facilities	910-970

Table 3: Room-Level Space Classification Structure (Non-Assignable Space)

Non-assignable Space Category Codes (parent level)	**Space Category Titles**	**Sub-categories are called Primary Uses[1]** (child level)
WWW	Circulation Area	W00
XXX	Building Service Area	X01-X06
YYY	Mechanical Area	Y03-Y05

Table Notes:

1. A comprehensive list of space types, primary uses, and associated definitions are contained in the following section of this document titled, "UW FICM Standards – Space Types and Definitions".
2. Campus Architecture & Planning will record all Unit assignments on behalf of the Unit. The Unit's designated space manager shall notify capspace@uw.edu of the appropriate lowest-level cost center (CC or CCH) to use for space assignment.

UW FICM Standards – Space Types and Definitions

000 UNCLASSIFIED FACILITIES

Unclassified facilities are assignable areas that are inactive or temporarily unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.

- Operative word(s): inactive, temporarily unassigned.

Primary Use Code	Primary Use Name	Room Type Definition
050	UNASSIGNED AREA	Rooms available for assignment but unassigned at this time. *Includes* spaces that are allocated to non-University parties or tenants for which detailed knowledge of room level use is not available
060	ALTER/ CONVERSION	Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at this time.
070	UNFINISHED AREA	All potentially assignable areas in new buildings, shell space, or additions to existing buildings are not completely finished at this time. *Includes* shelled space to be finished at a future date.

100 CLASSROOM FACILITIES

General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction.

- Operative word(s): scheduled, non-laboratory instruction

Primary Use Code	Primary Use Name	Room Type Definition
110	GENERAL CLASSROOM	A room used by regularly scheduled classes that does not require special-purpose equipment and which commonly is used by more than one discipline. These classrooms are centrally scheduled. *Includes* lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. *Excludes* conference rooms (300), meeting rooms (600), class laboratories (200).
111	ASSIGNED CLASSROOM	Same description as 110 (above) but scheduled by a department or other academic unit.
112	COMPUTER CLASSROOM	A classroom with a computer at every student station as well as the instructor station configured so that each station can see the instructional display screen simultaneously with their own desktop screen. Computer classrooms are locked for security when not in use for scheduled courses.

115	CLASSROOM SERVICE	A room that directly serves one or more classrooms as an extension of the activities in those rooms.
116	BREAKOUT SPACE	A room used by regularly scheduled classes as an adjunct to the primary classroom for small group discussion/active learning activities occurring during the regularly scheduled meeting for the course.
140	REMOTE CLASSROOM	A room with standard classroom furniture and equipment that is typically scheduled by a department or other academic unit due to its location off the main Seattle, Bothell or Tacoma campuses which restricts its use in general scheduling.

200 LABORATORY FACILITIES

Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional or research activities to a particular discipline or a closely related group of disciplines.

- Operative word(s): laboratory

Primary Use Code	Primary Use Name	Room Type Definition
210	LAB CLASSROOM	A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in a particular field of study. These rooms are scheduled by a department or other academic unit. *Includes* teaching laboratories, instructional shops, drafting rooms, band/choral rooms, group studios, theater stage areas used for instruction, instructional health laboratories, and similar specially designed or equipped rooms if they are used for group instruction or regularly scheduled classes.
211	GENERAL CLASS LAB	A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in several related fields of study. These rooms are centrally scheduled.
212	RESTRICTED CLASS LAB	A specially designed or equipped room used for group instruction but restricted to a small number of courses by project work in progress, by the nature of equipment and materials, or by location. *Includes* instructional shop spaces.
215	CLASS LAB SERVICE	A room that directly serves one or more class labs as an extension of the activities in those rooms.

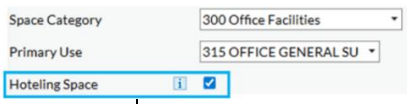
		Includes projection rooms, telecommunications control booths, coat rooms, prep rooms, closets, lab material storage (incl. temporary hazardous chemical storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms that serve class laboratories.
220	OPEN LABORATORY	A space intended to provide students with access to specialized equipment (excluding computers) for individual or group work on a nonscheduled (drop-in) or event-scheduled basis. While open labs may be used for some scheduled course instruction, the room and its resources must be accessible for other individual or instructional use at non-class times. *Includes* music practice rooms, language laboratories, studios for individualized instruction, special laboratories or learning laboratories (e.g. speech, hearing, law, psychology, and health-related professions) if discipline-restricted.
225	OPEN LAB SERVICE	A room that directly serves one or more open labs as an extension of the activities in those rooms.
230	COMPUTER LABORATORY	A space intended to provide students with access to computers for individual or group work on a non-scheduled (drop-in) or event scheduled basis. While computer labs may be used for some scheduled course instruction, the room and its resources must be accessible for other individual or instructional use at non-class times.
235	COMPUTER LAB SERVICE	A room that directly serves one or more computer labs as an extension of the activities in those rooms.
250	RESEARCH LAB	A room used for research/non-class laboratory applications, and/or training in a research methodology that requires special-purpose equipment for faculty and/or student experimentation, application, observation, composition or research training in a structured environment directed by one or more faculty or principal investigators (PIs). These spaces are generally confined to faculty, staff, and assigned students and are applicable to any academic discipline. *Includes* laboratories used for experiments, testing, or "dry runs" in support of instructional, research or public service activities. Performing arts and other non-science activities are included if they are controlled and structured to the extent that they are intended to produce a specific research or experimental outcome. *Excludes* class laboratories (210), open laboratory/student practice rooms (220).

255	RESEARCH LAB SERVICE	A room that directly serves one or more research labs as an extension of the activities in those rooms. *Includes* chemical storage, cold room, server room, darkroom, DI/RO water, gas storage, glass wash/autoclave, lab equipment, and power rooms that serve a research laboratory. *Excludes* class lab service (215) or open lab service (225).
260	BL3	Biosafety containment at an elevated level. Training required for working in this type of lab.
261	COMPUTATIONAL RESEARCH OFFICE	An office used predominantly for sponsored research typically used by research faculty, research scientists/engineers or post docs. No biosafety containment in this type of lab.
262	BL2 WET LAB	Biosafety containment is required in this type of lab. The entire lab space must be safely approved.
263	SPECIALIZED DRY LAB	A research laboratory for electronic based research that does not contain wet lab work. Can contain electronic and robotic equipment.
264	SPECIALIZED WET LAB	A research laboratory with no biosafety containment, but specific pieces of equipment are approved for biosafety containment in the room.

300 OFFICE FACILITIES

Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.

- Operative word(s): academic/administrative

Primary Use Code	Primary Use Name	Room Type Definition
N/A	HOTELING SPACE 	Space Manager allows any primary use within the 300-series space category to be designated as a hoteling space. Hoteling spaces are not assigned to a specific employee and are typically reservable for day use or partial day use. May include desks in a reservation system or available for drop-in. How to designate in Space Manager: Open 1.40 Rooms module in Space Manager. Navigate to the desired room or workstation record and select "Edit" at far left. Assign the desired room(s) or workstation(s) to 300-Office Facilities space category, then assign the appropriate primary use 311 - 360. Click save. Once saved, the Hoteling Space checkmark will appear below the

		Primary Use field. Select the checkmark to designate the space as hoteling (shown left).
311	FACULTY OFFICE/DESK	A room used by instructional and research faculty in an office (i.e., working at a desk, table, or workstation).
312	DEAN/CHAIR/DIR/ OFFICE	A room used by personnel engaged in the planning, management and operation of the academic and/or business affairs of the institution, college or department, including offices of the dean, chairpersons, central administration and directors.
313	TA/RA OFFICE/DESK	A room used by students (working at a desk or table), *Including* teaching and research assistants, trainees, student activity assistants, counseling assistants, curator assistant, non-medical intern, etc.
314	CLERICAL OFFICE/DESK	A room used by students (working at a desk or table), *Including* teaching and research assistants, trainees, student activity assistants, counseling assistants, curator assistant, non-medical intern, etc.
315	OFFICE GENERAL SUPPORT	A room that directly serves one or more offices as an extension of the activities in those rooms. *Includes* office computer service and circulation aisles within a suite of rooms such as a corridor in an office suite. *Excludes* private restrooms that are configured as an extension of an office and reserved for specific staff within a building; refer to 502, 503, 504.
316	PROSTAFF OFFICE/DESK	A room used by academic or administrative staff, other than directors of units, including offices of accountants, architects, assistants to directors, coordinators, graphic artists, advisors, managers, etc.
317	OTHER SPACE/DESK	A room used by non-university paid staff, housed in University owned facilities, e.g., federal auditors.
318	OFFICE STORAGE	A room that is used to store office materials.
319	CONTRACT EMPLOYEE	A room used by a contract employee.
350	CONFERENCE ROOM	A room serving an office complex and used primarily for staff meetings and departmental noninstructional meetings. *Includes* traditional and modular conference rooms, as well as teleconference spaces including single occupancy video conference rooms.
355	CONFERENCE SERVICE	A room that directly serves one or more conference rooms as an extension of the activities in those rooms. *Excludes* spaces that support meeting rooms (685) or offices (315).

360	BREAKROOM/KITCHEN	A room serving an office complex and used as an employee breakroom or a kitchenette

400 STUDY FACILITIES

Study rooms, stacks, open-stack reading rooms, library processing spaces, and study service.

- Operative word(s): study

Primary Use Code	Primary Use Name	Room Type Definition
410	LIBRARY STUDY ROOM	A room located in a campus library used by individuals to study books or audio-visual materials, including reading rooms, carrels, study booths, etc. These spaces are intended for general study purposes by individuals to use at their convenience and not restricted to a particular subject or discipline.
412	NON-LIBRARY STUDY ROOM A	A room located in areas not assigned to libraries, that individuals use to study at their convenience.
420	OPEN-STACK STUDY ROOM	A combination study space and stack, generally without physical boundaries between the stack and study areas.
430	PROCESSING ROOM	A room or area devoted to processes and operations in support of library functions.
440	USER ASSISTANCE	Areas where users gain assistance in accessing library collections and resources, such as reference and information desks, index tables, on-line and card catalogs, CD-ROM stations, microfilm viewing areas, etc.
442	TECHNICAL PROCESSING	A processing room intended for specific library operations which support the overall library mission, i.e., space occupied by library staff to prepare materials for use. *Includes* book binding rooms.
455	STUDY SERVICE	A room that directly serves one or more study spaces as an extension of the activities in those rooms. *Includes* study storage spaces, copy rooms, closets, coat rooms, and other services areas that support a primary study facility room.

500 SPECIAL USE FACILITIES

Spaces whose primary activity or function do not align with other space use categories and therefore merits a unique room code assignment. Spaces within this category are applicable to limited group(s) of occupants.

Primary Use Code	Primary Use Name	Room Type Definition
502	PRIVATE RESTROOM, FEMALE	A female-designated restroom available to a limited group of occupants. *Includes* restrooms within an office suite or in direct support of an adjacent assignable area primary use. *Excludes* public restrooms that are available to all building occupants (X02). *Excludes* restrooms for resident use in a resident facility; refer to 900 Resident Facilities.
503	PRICATE RESTROOM, MALE	A male-designated restroom available to a limited group of occupants. *Includes* restrooms within an office suite or in direct support of an adjacent assignable area primary use. *Excludes* public restrooms that are available to all building occupants (X03). *Excludes* restrooms for resident use in a resident facility; refer to 900 Resident Facilities.
504	PRIEATE RESTOOM, ALL GENDER	A restroom designated for individuals of all genders and available to a limited group of occupants. *Includes* restrooms within an office suite or in direct support of an adjacent assignable area primary use. *Excludes* public restrooms that are available to all building occupants (X04). *Excludes* restrooms designated for resident use in a resident facility; refer to 900 Resident Facilities.
505	PRIVATE SHOWER ROOM	A shower room that is available as a building amenity for a limited group of building occupants. *Excludes* shower rooms that are available to all building occupants. Refer to X05 General Use Shower Room. *Excludes* showers within residence facilities; refer to section 900. *Excludes* shower facilities within athletic or intramural facilities; refer to 525 Athletic Facilities Service.
520	ATHLETIC FACILITIES	A room or area used by students, staff, or the public for athletic or intramural activities.

		Includes indoor gymnasia, ball courts, wrestling rooms, weight or exercise rooms, indoor tracks, indoor swimming pools, etc. *Excludes* spaces for recreational use which are primarily for relaxation and amusement type activities (670). *Excludes* outdoor fields, outdoor ball courts, or other non-building facilities.
523	ATHLETIC SPECTATOR SEATS	The covered seating area used by students, staff, or the public to watch athletic events. *Includes* covered permanent or fixed seating gymnasia, field houses, and covered stadia. *Excludes* temporary or movable steading areas/bleachers. Uncovered permanent seating is not assignable space.
525	ATHLETIC FACILITY SERVICE	A room that directly serves one or more athletic facilities rooms as an extension of the activities in those rooms. *Includes* athlete locker rooms, nonoffice coaches' rooms, ticket booths, equipment supply and field support buildings. *Excludes* public restrooms; refer to X02, X03, X04. *Excludes* Central ticket outlets service multiple facilities/services are classified as Merchandising (660).
530	MEDIA PRODUCTION	A room or group of spaces used for the production and distribution of multimedia materials or signate (e.g. audio/visual, radio and television materials for the operation of equipment for communication of these materials, including sound and graphics studios and similar rooms).
535	MEDIA PRODUCTION SERVICE	A room that directly serves one or more media production rooms as an extension of the activities in those rooms.
540	CLINIC	A room used for diagnosis, consultation, treatment, or other services to patients or clients. *Includes* examination rooms, testing rooms, consultation rooms and holding area. Such spaces are typically associated with educational programs such as psychology, law, speech and hearing. *Excludes* services for medicine, dentistry, and student health care. *Excludes* remedial reading clinics which should be classified as classrooms or laboratories instead.
545	CLINIC SERVICE	A room that directly serves one or more clinic rooms as an extension of the activities in those rooms.
550	DEMOSTRATION	A room or group of spaces used to practice within an instructional program and the principles of certain disciplines. *Includes* real-world simulation spaces, demonstration schools,

		and preschool nurseries if they support the training of college students as teachers. *Excludes* day care and development centers that are not used as part of an instructional program. See Day Care 640 instead.
555	DEMOSTRATION SERVICE	A room that directly serves one or more demonstration rooms as an extension of the activities in those rooms.
560	FIELD BUILDING	A structure for the handling, storage, or protection of farm products, supplies, vehicles, or implements. Structures are typically light-frame construction with unfinished interiors and are frequently located outside the central campus area. Service areas that support field buildings are classified within this category. *Excludes* animal facilities directions supporting research or instructional laboratories, see Animal Facilities (570). *Excludes* non-agricultural, non-farm related vehicles, see Vehicle Storage (740).
570	ANIMAL QUARTERS	A space that houses laboratory animals maintained for the institution for research and/or instruction purposes. *Includes* animal rooms, cage rooms, stalls, wards, isolations, quarantine, and similar spaces for instruction and research. Spaces are typically subject to rules and regulations of agencies regarding animal care and laboratory animals (e.g. AAALAC). *Excludes* sheltering animals that do not directly support instruction or research (e.g. veterinary functions).
571	ANIMAL SURGERY	A research space used for animal procedures, operating, and recovery.
575	ANIMAL SERVICE	A room that directly serves one or more animal quarters or animal surgery rooms as an extension of the activities in those rooms.
580	GREENHOUSE	A building or room, usually composed chiefly of glass or other light-transmitting material, for the cultivation and/or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvements. *Includes* any facility serving the greenhouse function (e.g. botany or horticulture greenhouse). *Excludes* uses that have repurposed a greenhouse (e.g. a space now used for storage function).
585	GREENHOUSE SERVICE	A room that directly serves one or more greenhouse rooms as an extension of the activities in those rooms.
590	NOT CLASSIFIED	**A category of last resort.** This is to be used only for those spaces or facilities that cannot be described, even

		approximately, with other codes and definitions. The goal is to avoid/minimize spaces being assigned to this category. **PLEASE CONSULT CAP at capspace@uw.edu BEFORE ASSIGNING ANY ROOMS TO THIS USE CLASSIFICATION. THERE IS LIKELY A MORE SUITABLE ALTERNATIVE.**

600 GENERAL USE FACILITIES

Spaces whose primary use is characterized by a broader availability to faculty, students, staff, or the public than those classified as Special Use Facilities.

Primary Use Code	Primary Use Name	Room Type Definition
610	ASSEMBLY	A room designed and equipped for the assembly of large numbers of people for events. These rooms may incidentally serve instruction at times. Assembly rooms are typically equipped with fixed seating. *Includes* dramatic, musical, devotional, or commencement activities, theaters, auditoriums, arenas, concert halls, chapels in health care or residential facilities. *Excludes* stage areas used primarily for instruction or practice (dance, music, drama) which are typically classified as a separate room, often coded as laboratory space (200). For meeting spaces without fixed seating, refer to 680 Meeting Room.
615	ASSEMBLY SERVICE	A room that directly serves one or more assembly rooms as an extension of the activities in those rooms. *Includes* check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume and scenery shops and storage, green rooms, multimedia and telecommunications control rooms. *Excludes* lobbies or circulation areas; Use W00.
620	EXHIBITION	A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public. *Includes* departmental and institution-wide museums, art galleries, exhibit-based planetariums. *Excludes* displays that are intended for instructional purposes and not for general exhibitions.
625	EXHIBITION SERVICE	A room that directly serves one or more exhibition rooms as an extension of the activities in those rooms.

630	FOOD FACILITIES	A space used for eating that includes some form of accommodation for eating or drinking (e.g. seating, counters, tables). *Includes* dining halls, cafeterias, snack bars, restaurants, faculty clubs. This category includes facilities open to students, faculty, staff, or the general public at large. *Excludes* food vending areas not provided with seating, counters, or tables. See Vending Area (661).
635	FOOD VACILITIES SERVICE	A room that directly serves one or more food facilities as an extension of the activities in those rooms. *Includes* kitchens and other prep areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, first aid and vending areas directly serving food facilities, or adjacent to an eating area. Also includes nutrition stations, food preparation areas, food cleaning areas, and serving lines. *Excludes* kitchenettes.
640	DAY CARE	A room used to provide day and/or night child or elderly adult care as a non-medical service to members of the institution.
645	DAY CARE SERVICE	A room that directly serves one or more day care rooms as an extension of the activities in those rooms.
650	PUBLIC LOUNGE	A space primarily used for rest, relaxation, or informal socializing that is not restricted to a specific group of people, unit, or area. *Excludes* spaces whose primary use is for eating. See also Vending Area (661).
651	DEPARTMENTAL LOUNGE	A room used by students, faculty or staff for informal meetings and conversations.
652	PERSONAL WELLNESS ROOM	A quiet room for meditation, prayer, etc. The room may be reservable.
653	MOTHER'S ROOM	A supportive space for mothers to nurse a child or express milk, typically containing a sink. *Includes* lactation room
655	PUBLIC LOUNGE SERVICE	A room that directly serves one or more lounges as an extension of the activities in those rooms.
660	MERCHANDISING	A room or space used to sell products or services. *Includes* bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, and central ticket outlets serving multiple facilities or activities.
661	VENDING AREA	A space used to sell food products from a vending machine.
665	MERCHANDISING SERVICE	A room that directly serves one or more merchandising rooms as an extension of the activities in those rooms.

670	RECREATION	A room or space used by students, staff, and the public for recreation. *Includes* exercise and general fitness rooms, billiard rooms, game and arcade rooms, table tennis, game rooms, TV rooms, music listening rooms for the primary purpose of recreation and amusement. These spaces are not for instructional purposes. *Excludes* intercollegiate athletic facilities and intramural facilities that typically require specialized configuration; See 520. *Excludes* gymnasia, ball courts, weight rooms, wrestling rooms, indoor swimming pools, and indoor fields.
675	RECREATION SERVICE	A room or space that directly serves one or more recreation rooms as an extension of the activities in those rooms.
680	MEETING ROOM	A room used for a variety of non-class meetings, including study groups, workshops, training sessions, student government, affinity groups, community groups, and other general purposes. Meeting rooms are typically not equipped with fixed seating. *Includes* modular meeting rooms that are publicly available. *Excludes* conference rooms (350) whose use is restricted to departmental occupants. For meeting spaces with fixed seating, refer to 610 Assembly.
685	MEETING SERVICE	A room that directly serves one or more meeting rooms as an extension of the activities in those rooms.

700 SUPPORT FACILITIES

Spaces that provide centralized support for the activities of a campus such as computing facilities, shops, central storage, vehicle storage areas.

Primary Use Code	Primary Use Name	Room Type Definition
710	CENTRAL COMPUTER	A room or group of rooms with large academic mainframe computers, computing systems, or institutional networking communications, used for general campus processing of administrative, instructional or research data. *Includes* UWIT-managed spaces (server rooms, data centers) only. *Excludes* MDF, IDF telecom rooms; refer to Y05 Telecommunications
711	DEPARTMENT COMPUTER	A room used for college or departmental-managed network communications. *Includes* departmentally managed IT (server rooms) only.

		Excludes MDF, IDF telecom rooms; refer to Y05 Telecommunications.
715	COMPUTER SERVICE	A room that directly serves one or more computer rooms as an extension of the activities in those rooms. *Excludes* Office Computer Service (315).
720	SHOP	A room used for the manufacture, repair, or maintenance of products or equipment, *Includes* UWF physical plant shops, central print shop, special purpose shops (e.g. machining, non-instructional wood shop). *Excludes* instructional shops (e.g. industrial arts or vocational/technical shops, costume and scene shops, architectural and engineering shops) and vehicle maintenance shops.
725	SHOP SERVICE	A room that directly serves one or more shop rooms as an extension of the activities in those rooms.
730	CENTRAL STORAGE	A room used to store centrally managed materials, furniture, or equipment.
731	DEPARTMENTAL STORAGE	A room used to store college or departmentally managed materials, furniture, or equipment. *Excludes* storage of items that are directly related to another primary use (e.g. office storage is 318).
735	CENTRAL STORAGE SERVICE	A room that directly serves one or more central storage rooms as an extension of the activities in those rooms.
740	VEHICLE STORAGE	A room or structure used to house or store vehicles. *Includes* a broad definition of "vehicles" to include bicycles, forklifts, moving equipment, lawn equipment, as well as automobiles and trucks. *Includes* the covered circulation area required for the "vehicles" to enter, maneuver, and exit the parking structures, decks, or garages. *Excludes* exterior bicycle storage shelters or bicycle lockers which do not meet the definition of a building and are therefore not tracked in this space management system.
745	VEHICLE STORAGE SERVICE	A room that directly serves one or more vehicle storage rooms as an extension of the activities in those rooms.
750	CENTRAL SERVICE	A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service.

		Includes services with campus-wide scope such as central food stores, central laundry, mail, central environmental testing or monitoring facilities
755	CENTRAL SERVICE SUPPORT	A room that directly serves one or more central service rooms as an extension of the activities in those rooms.
760	HAZARDOUS MATERIALS	A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials. *Excludes* dedicated unit or departmental storage of hazardous waste/materials; use applicable lab service space code instead.
765	HAZMAT SERVICE	A room that directly serves one or more hazmat rooms as an extension of the activities in those rooms.

800 HEALTH CARE FACILITIES

Facilities used to provide patient care.

Primary Use Code	Primary Use Name	Room Type Definition
810	PATIENT BEDROOM	A room equipped with a bed and used for patient care in a student health center, health-profession clinics, and in hospitals.
815	PATIENT BEDROOM SERVICE	A room that directly serves one or more patient bedrooms as an extension of the activities in those rooms.
820	PATIENT BATH	A room containing patient bath and toilet facilities.
830	NURSE STATION	A room or area used by nurses who are supervising and/or administering health-care facilities.
835	NURSE STATION SERVICE	A room that directly serves one or more nurse stations as an extension of the activities in those rooms.
840	SURGERY	A room used for surgery and its service areas. *Excludes* animal surgery (refer to 571).
845	SURGERY SERVICE	A room that directly serves one or more surgery rooms as an extension of the activities in those rooms.
850	TREATMENT/EXAM	A room used for diagnostic and therapeutic treatment and its service areas. Patients are typically present. *Includes* room used for telehealth.
855	TREATMENT/EXAM SERVICE	A room that directly serves one or more treatment/exam rooms as an extension of the activities in those rooms.
860	DIAGONSTIC SERVICE LABORATORY	A room used to provide diagnostic support services to health-care facilities and its service areas. Patients are not typically present.

865	DIAGONSTIC LABORATORY SUPPORT	A room that directly serves one or more diagnostic lab rooms as an extension of the activities in those rooms.
870	CENTRAL SUPPLIES	A room used to store supplies for health-care facilities.
880	PUBLIC WAITING	A room used by the public to await admission, treatment, or information.
890	STAFF ON-CALL	A room or quarters used by health care staff to rest or sleep while on-call to assigned duties within a health care facility.
895	STAFF ON-CALL SERVICE	A room that directly serves one or more staff on-call rooms as an extension of the activities in those rooms.

900 RESIDENT FACILITIES

Housing facilities for students, faculty, staff, and visitors.

Primary Use Code	Primary Use Name	Room Type Definition
910	SLEEP/STUDY without RESTROOM	One or more residential rooms for one or more individuals, typically furnished with beds, wardrobes, desks, and chairs, without an internally connected bath.
919	RESTROOMS/ SHOWERS	A toilet and/or bathroom intended only for the occupants of the residential facility rather than for the general public.
920	SLEEP/STUDY with RESTROOM	One or more rooms for individuals, typically furnished with beds, wardrobes, desks, and chairs, with an internally connected bath.
935	SLEEP/STUDY SERVICE	A room or group of rooms which directly serves the occupants of an individual sleep/study room with or without restroom/shower.
950	APARTMENT	A complete living unit that is not a separate structure.
955	APARTMENT SERVICE	A room that directly serves one or more apartments as an extension of the activities in those rooms.
970	HOUSE	A complete living unit that is a separate structure.

WWW CIRCULATION AREA

Non-assignable spaces required for physical access to floors or subdivisions of space within the building, whether physically bounded by partitions or not.

Primary Use Code	Primary Use Name	Room Type Definition
W00	CIRCULATION AREA	A passageway used to transport people or things from one location to another. *Includes* hallways, corridors, fire towers, lobbies, elevator lobbies, tunnels, bridges, and stairways. Also includes public corridors or walkways, whether walled or not, provided that they are within the outside face lines of buildings to the extent of the roof drip line or, if covered, to the extent of their cover's drip line. *Excludes* restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms, such as a corridor in an office suite. Refer to the support uses for the surrounding space instead (i.e. 315 Office Support). *Excludes* elevators and escalators; refer to Y04 Mechanical Area.

XXX BUILDING SERVICE AREA

Non-assignable spaces used to support its cleaning and public hygiene functions.

Primary Use Code	Primary Use Name	Room Type Definition
X01	CUSTODIAL ROOM	A room containing custodial supplies and/or equipment for daily use by custodial staff.
X02	PUBLIC RESTROOM, FEMALE	A female-designated restroom available to all building occupants or multiple tenants of a floor. *Excludes* private restrooms that are configured as an extension of an adjacent space and reserved for specific staff within a building; Use Special Use Restroom (502). *Excludes* restrooms for resident use in a resident facility; refer to 900 Resident Facilities.
X03	PUBLIC RESTROOM, MALE	A male-designated restroom available to all building occupants or multiple tenants of a floor. *Excludes* private restrooms that are configured as an extension of an adjacent space and reserved for specific staff within a building; Use Special Use Restroom (503). *Excludes* restrooms for resident use in a resident facility; refer to 900 Resident Facilities.

X04	PUBLIC RESTROOM, ALL GENDER	A restroom designated for individuals of all genders and available to all building occupants or multiple tenants of a floor. *Excludes* private restrooms that are configured as an extension of an adjacent space and reserved for specific staff within a building; Use Special Use Restroom (504). *Excludes* restrooms designated for resident use in a resident facility; refer to 900 Resident Facilities.
X05	GENERAL USE SHOWER ROOM	A shower room that is available as a building amenity for all occupants of a building or multiple tenants of a floor. *Excludes* shower rooms that are available a limited group of occupants. Refer to 505 Private Shower Room. *Excludes* showers within residence facilities; refer to section 900. *Excludes* shower facilities within athletic or intramural facilities; refer to 525 Athletic Facilities Service.
X06	TRASH / RECYCLE ROOM	A space for the temporary storage of nonhazardous waste or recycling awaiting disposal or removal. *Excludes* rooms or spaces that house hazardous waste; use Hazardous Materials (760) or Haz Mat Service (765).

YYY MECHANICAL AREA

Non-assignable spaces of a building designed to house mechanical equipment, utility services, and shaft areas, including central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and telecommunications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks.

Primary Use Code	Primary Use Name	Room Type Definition
Y03	ELECTRICAL	A mechanical area housing electrical equipment.
Y04	MECHANICAL AREA	Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. *Includes* each floor's footprint of elevator shafts and escalators.
Y05	TELE-COMMUNICATIONS	A mechanical area housing telecommunications equipment. *Includes* MDF, IDF rooms.

Space Inventory: Definitions, Scope, and Responsibilities

The University's space inventory is a comprehensive database that records core data about its physical, built assets, specifically those that meet the definition of a *building*.

> ***A building is defined*** as a roofed structure for permanent or temporary shelter of persons, animals, plants, materials or equipment. The following criteria must be satisfied to qualify as a building:
>
> - attached to a foundation;
> - roofed;
> - serviced by a utility, exclusive of lighting;
> - a source of significant repair and maintenance activities.

Structures or spaces that do not meet the aforementioned building definition are not recorded in Space Manager. Examples of non-buildings include cell towers, unheated bicycle shelters, unroofed/unheated portions of sports venues.

The University's space inventory reflects its portfolio of owned and/or occupied buildings across all UW campuses, field stations, and leased facilities. Space inventory includes many data fields that originate from integrated systems and therefore require little to no additional manual support. However, a small number of fields require human assessment, data entry, and ongoing data maintenance as follows:

Table 4: Space Data Fields Requiring Active Management for All Records

Core Space Data Terminology	**Definition**	**Data-Responsible Parties** (Seattle campus only)[1]
Assignment Key (Unit assignment)	Assignment Key is the data field used to assign space to a particular Unit/College, sub-college, department, or organization. The lowest-relevant cost center (CC) or cost center hierarchy (CCH) shall be used to assign space to a group, typically levels 07-09. • Only assignable space (space categories 000-900) may be assigned to Units. • "VACANT " assignment key shall be recorded for all unoccupied assignable spaces. • "NOTUW" assignment key shall be recorded for all UW-owned spaces that are occupied by non-University parties or tenants (e.g. Metro Tract, Agua Verde, and Paddle Club tenants) • "NONASGN" assignment key shall be recorded for all non-assignable spaces.	Campus Architecture & Planning (CAP) records all Unit assignments on behalf of the Unit[1]. The Unit's designated space manager shall notify capspace@uw.edu of the appropriate CC or CCH to assign.

Core Space Data Terminology	Definition	Data-Responsible Parties (Seattle campus only)[1]
Space Category Code	Space Category is the parent-level space classification code as defined by FICM standards. Space Categories are summarized in Tables 2 and 3 and detailed in the preceding section of this document, titled UW FICM Standards.	CAP supports the initial recording of space data following completion of a capital project or new lease. Space Manager of occupying unit is responsible for on-going maintenance such as changes of use.
Primary Use Code	Primary Use is the child-level space classification code as a subcategory of the parent-level Space Category. See Tables 2 and 3 for a summary table or the UW FICM Standards section of this document for complete details.	Same responsibilities as Space Category above.

Table 5: Conditional Use Data Fields Requiring Active Management

Core Space Data Terminology	Definition and Conditional Use	Data-Responsible Parties (Seattle campus only)[1]
Occupant (Employee assignment)	The name and employee ID number for the occupant assigned to a particular workspace. *Conditional Use:* this field's use is limited to rooms whose Primary Use is eligible for employee assignment, specifically: • 200-series Laboratory Facilities, Primary Uses 250-264 only (*excl.* lab service, lab classroom) • 300-series Office Facilities, Primary Uses 311-317, 319 only	Space Manager of occupying unit.
Shared Space	*Conditional Use:* applies to spaces shared by more than one department or organization as well as research spaces. If space is shared between departments or Units, the respective percentage of each party's allocated area shall be designated in module 1.60 Shared Space. The cumulative shared space within a given room may not exceed 100%.	Space Manager(s) of occupying unit(s).

Core Space Data Terminology	Definition and Conditional Use	Data-Responsible Parties (Seattle campus only)[1]
Functional Use	Assigns one of 13 functional use codes to all rooms, research and non-research, which is then used to set Facilities and Administrative (F&A) rates for cost rate calculation process. A complete list of functional use codes and their associated definitions are available on the Space Functional Use Definitions page. *Conditional Use:* this field applies to assignable areas only (space categories 000-900). Functional use does not apply to non-assignable areas (space categories WWW, XXX, YYY).	Space Manager of occupying unit. MAA is available to support functional use questions.

Table Notes:

1. See Campus Support below Figure 1 for contact information at UW Bothell and Tacoma.
2. Space categories and Primary Uses may be recorded or modified in 1.40 Rooms module of Space Manager.
3. Once the Assignment Key is recorded, the Unit's designated space manager(s) will be able to alter primary uses, record/alter employee assignments, and other research and grant-related data field outlined above.

Table 6: The following fields are used exclusively for lab and lab support spaces.

Core Space Data Terminology	Definition and Conditional Use	Data-Responsible Parties (Seattle campus only)[1]
Principal Investigator (PI)	The name of the PI leading the research occurring in a specific room. May include more than 1 individual. If a space is shared between PI's, enter the respective percentage of area allocation in the PI Percent field. Please note that the total shared space within a given room may not exceed 100%. However, if a PI is assigned to more than 1 room, their cumulative percentage from multiple rooms may or may not exceed 100%.	Space Manager of occupying unit.
WorkTag Codes	Enter the relevant worktag ID (grant, gift, project or program) associated with the research that is being conducted in a specific room. If the room is the primary location where the research takes place, designate it as such by selecting the Primary Room checkbox.	Space Manager of occupying unit.

How To Determine Space Category and Primary Use

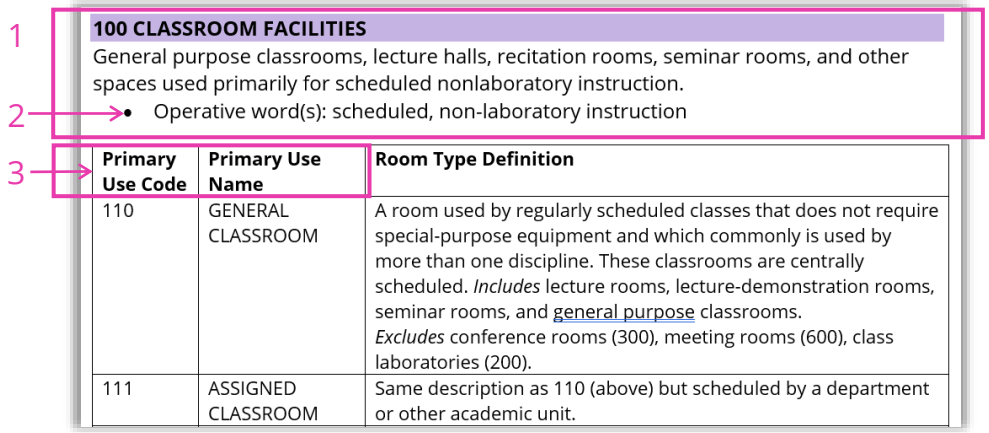
A room can be assigned to only one Space Category and Primary use, which is determined by the use that occurs the majority of the time. Use the following instructions while referencing UW FICM Standards (previous section in this document) to identify and record the appropriate room-level use.

Step 1. Using UW FICM Standards, identify the most relevant Space Category, distinguished by colored table headings shown in Figure 1 below. The row headings correspond to the Space Category codes and titles listed in Table 1 above.

Step 2. To aid with step 1, operative words have been identified, where applicable, to add clarity and distinction of use.

Step 3. Once the Space Category is selected, refer to the Primary Use column and identify the appropriate Primary Use based on the corresponding name and definition.

Figure 1: Space Category and Primary Use, excerpted from UW FICM Standards



Seattle campus support: If Seattle-campus Units have questions about identifying the appropriate use classification, please consult Campus Architecture & Planning for guidance at capspace@uw.edu.

Bothell and Tacoma campus support: Units shall inquire with their respective campus contact for all space data change requests:

- Bothell contact: Facilities Planning & Project Services
- Tacoma contact: UW Tacoma Facilities Space Planning

Example Scenarios

Example Scenario A:

A research lab hosts a class once a week but is also used to support research on sponsored projects for the rest of the week.

- Decision Guide: The room should be coded as Research Lab (250) rather than as a lab classroom (210) because the space functions as a research lab the majority of the time.

Example Scenario B:

Faculty conduct computer-based student testing on an individual or small group basis outside of class time (i.e. make-up exam room). Should this be categorized as a classroom, laboratory, or other?

- Decision Guide: The space is not used for instruction therefore, classroom facilities (100) do not apply. Similarly, Lab Classroom (210) does not apply because it is not used for regularly scheduled instruction. Open Laboratory (220) does not apply because its definition specifically excludes computers. The definition for Computer Laboratory (230) allows computer equipment, and accommodates drop-in or event-scheduled use, therefore Computer Laboratory (230) is appropriate to assign.

Example Scenario C:

A researcher conducts computational experiments on their desk computer. They also use the space for general office work. Should this be classified as an office or a laboratory?

- Decision Guide: The applicable category applies to the most common (primary) use. The definition for Computational Research Office (261) allows for computational research and office function therefore Computational Research Office (261) is appropriate to assign.

Example Scenario D:

A room is primarily used for faculty or administrative meetings. Should this be categorized as a Conference Room (350) or Meeting Room (680)?

- Decision Guide: Conference Room (350) applies to spaces primarily used by faculty or administration. Meeting Room (680) applies to publicly available groups such as students. In this scenario, Conference Room (350) is appropriate to assign due to its departmental use.

How to Record Space Data into Inventory

Please consult the Space Manager training site for current instructions, after first completing required training to become an authorized user.

When Space Data is Required vs. Optional

Space data supports many planning and operational functions across the enterprise as well as institutional, State, and Federal reporting obligations. Recording and maintaining data is critical to ensure accurate reporting records, informed decision-making, and routine business activities. The following matrix is provided to clarify circumstances when space data records are essential (required), when they are optional at the occupying Unit's discretion, and when space data is not required.

Table 7: Space Data Requirements

Essential Space Data The following conditions trigger reporting obligations and/or operational activities. Space data must be recorded for the following:	**Optional Space Data** Units may opt to include space data in the following circumstances, but these categories are not required. Existing space data records may continue to remain.	**Excluded Space Data** Data that is expressly *excluded* from Space Manager Inventory:
All UW-Owned facilities incl. UW properties managed by UWRE including but not limited to: 4545 15th Alumni House Ben Hall Metro Tract (only when UW is tenant) Airlift NW (Bremerton) Sandpoint UW Tower	• **Residential leases** • **International leases** • **Airlift NW leases** • **Leased or subleased properties** to external tenants[1] • **includes Metropolitan Tract** properties leased to external parties/tenants	**Non-buildings meaning structures or infrastructure** that do not meet the definition of a building including: • Land incl. field research sites • Seismic equip. agreements • Land infrastructure • (utilities, streets, tunnels, water, water-rights) • Waterfront infrastructure • (docks, fishponds) • Marine vessels • Food trucks • Cell towers • Surface parking lots • Helipads • Bank ATM equipment
Facility types historically associated with F&A rate negotiations: • category listed above • off-campus (leased) organized research • South Lake Union facilities • Applied Physics Lab • Regional Primate Center • instructional sponsored research (on campus or leased)	**Short-term leases** less than 24-month term, unless associated with any categories in left column.	

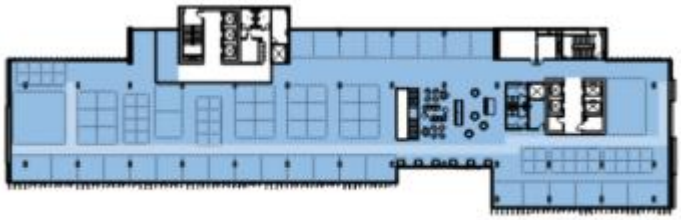
[1] If optional space data is recorded for spaces occupied by non-University tenants, the assignment key shall be recorded as "NOTUW", and the associated rooms shall be classified as primary use 050 Unassigned Area.

Essential Space Data The following conditions trigger reporting obligations and/or operational activities. Space data must be recorded for the following:	**Optional Space Data** Units may opt to include space data in the following circumstances, but these categories are not required. Existing space data records may continue to remain.	**Excluded Space Data** Data that is expressly *excluded* from Space Manager Inventory:
All spaces leased by academic units or administrative units.	**Buildings shared with Cascadia College including:** • Buildings 1, 2, 3 (FACNUMs 3995, 3996, 6107)	
All spaces, owned or leased by UW, which use and/or store chemicals, subject to tracking by EH&S which relies upon CAD data.	**Leased facilities for self-sustaining units, including occupants of ground leases,** which do not require active facilities management (e.g. work orders are fulfilled by a non-University party such as landlord or property manager): • UW Medicine Primary Care* • UW Physicians Network facilities* • 6423 Radford Drive • Nordheim Court Garage • Residential Village (UWB) * Indicates facility types whose space data is subject to further use-benefit assessment.	

AREA CALCULATION METHODS

Area Calculation Methods

Building areas are calculated in a number of ways to distinguish various types of interior space for a variety of analytical and reporting purposes. The area conventions used in the University of Washington's space inventory are as follows:

Area Measurement Convention	Diagram
Assignable Area also known as: Assignable Square Feet (ASF), or Net Assignable Area (NASF) Areas of a building that are assigned to, or available to be assigned to specific occupants and/or managing Units. Assignable areas include all space categories 000 – 900. Examples include instructional areas, research facilities, offices, study facilities, general or specialized use, health care, and resident facilities. A complete list of assignable areas may be found in the Space Classification Structure section of this document.	 **Includes** exterior balconies as an extension of interior assignable areas, only if the area is covered from above by an overhead building structure. **Includes** the top, unroofed floor of parking structures. **Excludes** non-assignable areas. **Excludes** floor penetrations or light wells that are open to below. **Excludes** balcony areas if they are uncovered and open to the sky.

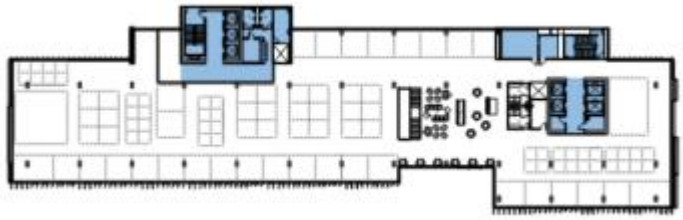
Non-Assignable Area

also known as: Non-Assignable Square Feet, Net Non-Assignable Area (NNASF)
Refers to areas of a building that are not available for assignment to occupants or managing units, but necessary to facilitate building operations.

Non-assignable areas include all space categories WWW, XXX, YYY, including custodial and restroom areas, circulation areas*, and building systems such as mechanical (including elevators), electrical and communications areas.

A complete list of non-assignable areas may be found in the Space Classification Structure section of this document.

Special Notes:
All non-assignable areas must be recorded as “NONASGN” assignment key in Space Manager.
Unit cost centers are prohibited from being assigned to non-assignable areas.

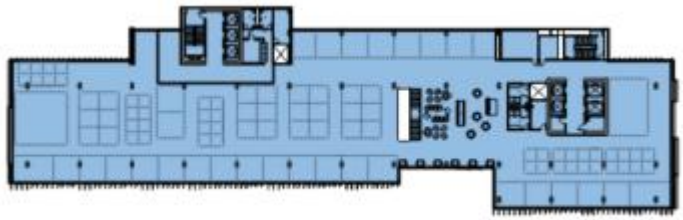


* **Includes** exterior circulation areas only if covered by a permanent canopy or overhead building structure (e.g. covered porch, covered colonnade, covered portion of loading dock).

Excludes assignable areas.
Excludes floor penetrations that are open to below, including shaft spaces.
Excludes areas having less than 3’ height clearance.

Usable Area

also known as: Usable Square Feet (USF)
Usable Area = Assignable + Non-Assignable areas

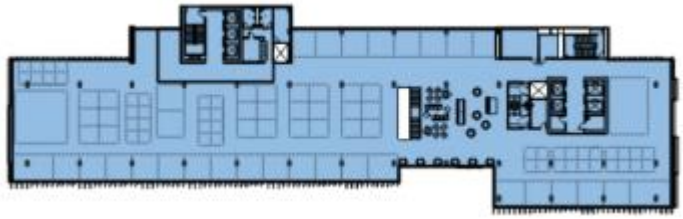


Excludes areas occupied by interior/exterior walls.

Gross Area

also known as: Gross Square Feet (GSF)
Gross Area = Usable area + Structural space

Gross area is the total area of a building, measured to the outside face of exterior walls.



Includes areas occupied by interior/exterior walls.

Excludes floor penetrations and light wells that are open to below, including shaft spaces.
Excludes unexcavated basement areas.

Rentable Area

also known as: Rentable Square Feet (RSF)

RSF is an area convention used exclusively for lease agreements for non-university owned properties.

There is no direct correlation or translation between RSF and any of the area conventions listed above. Therefore, there is no expectation that RSF or ASF values agree for a property because the methods of measurement are fundamentally different.

Special Notes:
For clarification about the RSF for a specific property, or the associated lease term, please contact UW Real Estate.

Includes tenant-occupied spaces (assignable and non-assignable) plus a portion of common spaces and/or shared amenity areas (when present) that are available to a tenant as part of the rent.