

2009 (To accompany May 2006 FICM)
UVM Supplemental Room Use Codes/Definitions
(Codes Not defined in May 2006 FICM Manual)

100

CLASSROOM FACILITIES

- 111 Classroom - Schedule Priority
- 112 Classroom - Special Equipment
- 113 Classroom - Restricted Schedule
- 114 Classroom - Departmental

200

LABORATORY FACILITIES

- 252 Instrument Room
- 253 Constant Temperature Room
- 254 Photo Lab/Dark Room
- 256 Glass Wash
- 257 Warm Room
- 258 Cold Room
- 259 Electron Microscope

300

OFFICE FACILITIES

- 311 Office Non-Positioned Persons
- 316 Lavatory-Private

500

SPECIAL USE FACILITIES

- 571 Satellite Animal Quarters
- 572 Remote Animal Quarters
- 576 Cage Wash
- 595 Other Special Use Facilities Service

900

RESIDENTIAL FACILITIES

- 980 Multiple-Family Dwelling
- 981 Married Student Housing-Assigned Room

UNCLASSIFIED

- 080 Unusable Space

BUILDING SERVICE AREA

- 096 Lavatory

CIRCULATION AREA

- 095 Elevator

STANDARD CLASSIFICATION OF ROOMS BY TYPE
2009 (To accompany May 2006 FICM)
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(Codes Not defined in May 2006 FICM Manual)

111 CLASSROOM-SCHEDULE PRIORITY

Definition: A room which would normally qualify as a type 110 classroom, except that a particular academic department or program is given first priority by Administrative Resources when scheduling this room for classes.

Notes: Whenever a classroom is coded 111 in the Room file, the assignment of a 4 digit departmental code is necessary in order to identify the department or program receiving the priority consideration during scheduling. The "priority" aspect of this type of classroom is a conditional departmental privilege. That is, the privilege will be honored for scheduling during each new semester only up to and including the deadline established by the Registrar's Office for submission of the schedule of courses information for that semester. During the balance of that semester (following the latter deadline), all free periods will be scheduled in accordance with the rules applicable to 110 Classroom-General Purpose.

112 CLASSROOM-SPECIAL EQUIPMENT

Definition: A room which is under the control of Administrative Resources for the purposes of scheduling and which is used by classes that require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as curriculum laboratories, experimental classrooms and audio-visual rooms. This type of classroom is equipped with special equipment or is of a structural layout appropriate to a specific area of study which limits, but does not preclude its use by classes in other areas of study. This may include such things as two-way mirrors or closed circuit television and/or sound systems, as well as television monitors equipped to receive educational television broadcasts.

Limitations: This category does not include other types of classrooms without special equipment or structural layout.

113 CLASSROOM-RESTRICTED SCHEDULE (No longer USED)

Definition: A room which, although it meets the identifying physical characteristics of a type 110 Classroom, is scheduled by a particular academic department or program for its own classes. After this department or program completes its scheduling, the open periods in some situations may be released to Administrative Resources for scheduling any other appropriate classes.

Notes: Whenever a classroom is coded 113 in the Room File the assignment of a 4 digit departmental code is necessary in order to identify the department or program exercising scheduling exclusiveness.

114 CLASSROOM-DEPARTMENTAL

Definition: A room which normally is not under the control of Administrative Resources for the purpose of scheduling because it is assigned to a particular department or program for its own academic needs. The assignment of a 4 digit departmental code is necessary in order to identify the department or program to which the classroom is assigned.

Description: Included in the category are rooms which are utilized by a department for regularly scheduled classes, seminars, colloquia, group discussions or other instructional purposes. This room type is generally furnished with a table and chairs or lounge type furniture and may contain a departmental library or a collection of books devoted to a particular area of study which is not under the control of the Director of Libraries.

Limitations: This category does not include lounges or conference rooms. Rooms which are primarily used for informal reading, study or conversation should be classified as study rooms or lounges. A room used primarily for meetings or impromptu gatherings should be classified as a conference room.

252 INSTRUMENT ROOM

Definition: A room that houses laboratory instruments which directly serve one or more Non-class Laboratories.

Description: Included in this category are balance rooms, culture rooms, equipment rooms etc... that serve a Non-Class Laboratory.

Limitations: This category does not include Constant Temperature Rooms(253), Photo Lab/Dark Rooms(254), Non-Class Laboratory Service rooms(255), Glass Wash rooms(256), Warm Rooms(257), Cold Rooms(258) or Electron Microscope rooms(259).

253 CONSTANT TEMPERATURE ROOM

Definition: A room used to maintain a constant temperature which serves one or more Non-Class laboratories.

Limitations: This category does not include rooms defined as Warm Rooms (257), Cold Rooms (258) or Greenhouses (580).

254 PHOTO LAB/DARK ROOM

Definition: A room used as a photo lab/dark room that directly serves as an extension of activities taking place within a Non-Class Laboratory.

Limitations: This category does not include photo labs that serve Audio/Visual, Radio, T.V. rooms(535).

256 GLASS WASH

Definition: A room used for cleaning laboratory glassware which directly serves one or more Non-Class Laboratories.

- 257** **WARM ROOM**
Definition: A room used to maintain a "warm" temperature which directly serves one or more Non-Class Laboratories.
Limitations: This category does not include Greenhouses(580).
- 258** **COLD ROOM**
Definition: A room used to maintain a "cold" temperature which directly serves one or more Non-Class Laboratories.
Limitations: This category does not include freezers or cold rooms which serve other types of rooms such as Food Facilities(630).
- 259** **ELECTRON MICROSCOPE**
Definition: A room which houses one or more electron microscopes which serve one or more Non-Class Laboratories.
Limitations: Electron Microscope rooms which serve Class Laboratories are coded 215 and those serving Special Class Laboratories are coded 225.
- 311** **OFFICE NON-POSITIONED PERSONS**
Definition: Office used for occupying personnel that are not in HR system.
- 316** **LAVATORY-PRIVATE**
Definition: A room equipped with a toilet/sink and possibly a shower which directly serves an office (310) or group of offices. It is usually entered into through an office and is generally not located off of a main hallway used by the general public.
Limitations: This category does not include public toilets(096), patient baths(820), toilets located in residential facilities(919) or (920) and intended for use by the residents only.
- 571** **SATELLITE ANIMAL QUARTERS**
Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.
Description: This category includes rooms not located in, managed by or under the jurisdiction of the Central Animal Facility. These rooms are located in other departments and are the responsibility of the department in which they are located.
Limitations: This category does not include areas for treatment of patient animals. See Health Care Facilities (800).

572 REMOTE ANIMAL QUARTERS

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms that are located in departments other than the Central Animal Facility, but are managed and supervised by the Central Animal Facility.

Limitations: Does not include areas for treatment of patient animals. See Health Care Facilities (800).

576 CAGE WASH

Definition: A room which directly serves an animal care facility as a place where animal cages are washed.

Limitations: This category does not include areas that directly serve rooms used for the treatment of patient animals. See Health Care Facilities (800).

595 OTHER Special Use Facilities Service

980 MULTIPLE FAMILY DWELLING

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does not include investment properties which may be rented to non-institutional personnel.

981 MARRIED STUDENT HOUSING-ASSIGNED ROOM

Definition: Residential rooms which are located in the Married Student Housing Complex and are assigned, by the Residential Life Department, to students.

Limitations: This code is for use only in the Married Student Housing Complex at the discretion of the Residential Life Department.

080 UNUSABLE SPACE

Definition: This space is not functionally usable or available for assignment to an organizational unit or activity due to the presence of an unsafe structural and/or environmental condition(s). Such space would include areas that have fallen into disrepair, uninsulated areas, damp areas and any other space that could potentially be assigned but is not due to an adverse condition(s). Also included in these category are areas ruled out for use as determined by fire codes.

Limitations: Space that can be described as dead air space, voids between walls, light and air shafts and any other space that is restricted for use due to the presence of structural features would be classified Structural Spaces (094).

096**LAVATORY****Definition:**

This category includes toilets open for use by the general public. It also includes areas often referred to as entryways or vestibules which are directly adjacent to a restroom and serve as a direct entryway to that restroom.

Limitations:

This category does not include private toilets associated with offices(316), or toilets associated with Health Care Facilities(820) or Residential Facilities (919, 920, 950, 970, 980).

095**ELEVATOR****Definition:**

This category includes elevators used for personnel and/or freight. This category also includes elevator machine rooms.