

Florida College System Facilities/Capital Outlay Database

Reporting Year 2019-20

Version 25.00



PREVIOUS VERSIONS ARE OBSOLETE

SUMMARY OF CHANGES

- No changes for 2019-20

Table of Contents

SECTION I: DOCUMENTS AND PROCEDURES

DOCUMENTS AND PROCEDURES.....	5
SUMMER END-OF-TERM (1E) DATA SUBMISSION CALENDAR.....	7
FALL END-OF-TERM (2E) DATA SUBMISSION CALENDAR	8
WINTER/SPRING END-OF-TERM (3E) DATA SUBMISSION CALENDAR	9
VERIFICATION REPORTS LIST	10
PROCEDURES AND DEFINITIONS.....	11
GENERAL DESCRIPTION OF FACILITIES & CAPITAL OUTLAY DATABASE (FCODB).....	13
DEFINITIONS AND INSTRUCTIONS FOR SITE RECORD	14
DEFINITIONS AND INSTRUCTIONS FOR FACILITY RECORD	16
DEFINITIONS AND INSTRUCTIONS FOR ROOM RECORD.....	19
DEFINITIONS AND INSTRUCTIONS FOR PECO FILE	24
ERROR REPORT.....	25
DATA TRANSMISSION/REPORT RETRIEVAL.....	28

SECTION II: DATA ELEMENT DICTIONARY

INTRODUCTION.....	31
TABLE OF FACILITIES DATABASE ELEMENTS.....	31
NOTES ON DATA ELEMENT EDIT DESCRIPTIONS.....	31
DATA ELEMENT ALPHABETICAL LISTING	32
DATA ELEMENT NUMERICAL LISTING.....	33
DATA ELEMENTS BY RECORD TYPE	34
DATA ELEMENT 5001: COLLEGE NUMBER	35
DATA ELEMENT 5002: TERM IDENTIFIER	36
DATA ELEMENT 5100: SITE NUMBER.....	37
DATA ELEMENT 5105: SITE COUNTY.....	38
DATA ELEMENT 5110: SITE NAME.....	39
DATA ELEMENT 5120: SITE TYPE.....	40
DATA ELEMENT 5130: SITE AREA.....	41
DATA ELEMENT 5140: SITE OWNERSHIP	42
DATA ELEMENT 5150: SITE LENGTH OF HOLDING	44
DATA ELEMENT 5160: SITE ACQUISITION MEANS	45
DATA ELEMENT 5170: SITE ACQUISITION DATE	46
DATA ELEMENT 5200: FACILITY NUMBER	47
DATA ELEMENT 5210: FACILITY NAME.....	48
DATA ELEMENT 5220: FACILITY TYPE.....	49
DATA ELEMENT 5230: FACILITY STATUS	51
DATA ELEMENT 5240: FACILITY CONDITION.....	52
DATA ELEMENT 5250: FACILITY AREA	53
DATA ELEMENT 5260: FACILITY OWNERSHIP.....	55
DATA ELEMENT 5270: FACILITY LENGTH OF HOLDING	57
DATA ELEMENT 5280: FACILITY ORIGINAL INSPECTION DATE	58
DATA ELEMENT 5290: FACILITY PARKING SPACES	59
DATA ELEMENT 5295: FACILITY LAST INSPECTION DATE.....	60
DATA ELEMENT 5300: ROOM NUMBER	61
DATA ELEMENT 5310: ROOM NAME	62
DATA ELEMENT 5320: ROOM USE CODE.....	63

DATA ELEMENT 5330: ROOM AREA	66
DATA ELEMENT 5340: ROOM ICS CODE	67
DATA ELEMENT 5350: ROOM JOINT-USE CODE.....	68
DATA ELEMENT 5360: ROOM CONDITION	69
SITE RECORD FORMAT – RECORD TYPE 1	70
FACILITY RECORD FORMAT – RECORD TYPE 2	71
ROOM RECORD FORMAT – RECORD TYPE 3	72
APPENDIX A	74
ROOM USE CODES: DEFINITIONS, DESCRIPTIONS AND LIMITATIONS	75
SECTION III: VERIFICATION REPORTS SELECTION CRITERIA	
EXCEPTIONS REPORT	116
SITE INVENTORY.....	117
FACILITY INVENTORY REPORT SERIES	118
FACILITY INVENTORY.....	120
ROOM INVENTORY SELECTION CRITERIA	121
FACILITIES UNDER CONSTRUCTION SELECTION CRITERIA	122
ROOM INVENTORY BY SPACE CATEGORY	123
AGGREGATE ROOM AREA BY SITE	124
AGGREGATE ROOM AREA BY FACILITY	125
ROOM AREA DIFFERENCE	126
FACILITY AND ROOM AREA COMPARISON SELECTION CRITERIA.....	127
PECO SITES REPORT	128
SECTION IV: DETAIL CODING FOR ADVANCED AND PROFESSIONAL, VOCATIONAL COURSES, AND PROGRAMS OF STUDY WITH STUDENT STATION SIZES	
DETAIL CODING FOR ADVANCED, PROFESSIONAL, AND VOCATIONAL COURSES AND PROGRAMS OF STUDY WITH STUDENT STATION SIZES	131
RELATED INSTRUCTION CLASSROOM, ROOM-USE CODE 212	151

Section I:
Documents and Procedures

Summer End-of-Term (1E) Data Submission Calendar

August 16, 2019	Open date. Submission period begins.
September 6, 2019	Adult Education Load/Due date. Adult education data submitted by this date will be used for federal reporting. Colleges with adult education programs must load successfully to satisfy necessary IDB edits for adult education students.
September 9, 2019	Certification form for adult education load date data is due.
September 13, 2019	Load/Due date. Colleges must load data.
September 16, 2019	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 4, 2019	Close date. Submission period ends. Summer End-of-Term data must be loaded.
October 7, 2019	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 8, 2019	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Fall End-of-Term (2E) Data Submission Calendar

January 3, 2020	Open date. Submission period begins.
February 7, 2020	Load/Due date. Colleges must load data.
February 10, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2020	Close date. Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded.
March 9, 2020	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 10, 2020	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Winter/Spring End-of-Term (3E) Data Submission Calendar

April 3, 2020	Open date. Submission period begins.
May 8, 2020	Load/Due date. Colleges must load data.
May 11, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 12, 2020	Term close date. Submission period ends. Winter/Spring End-of-Term data and data from any prior term resubmissions must loaded.
June 15, 2020	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2020	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 16, 2020- June 30, 2020	Data verification period. Data resubmission allowed only through a request signed by the college's President.
July 1, 2020	Annual close. No data resubmission will be accepted after this date. Resubmit certification form if changes were made in verification period.

Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description	File Name
Site Inventory	SITEINIV
Facility Inventory	FACINV
Room Inventory	ROOMINV
Facilities Under Construction	FACCONST
Room Inventory by Space Category	RMSPCAT
Aggregate Room Area by Site	RMAGGSIT
Aggregate Room Area by Facility	RMAGGFAC
Room Area Difference	DIFAREA
Facility and Room Area Comparison	SUMAREA
PECO Sites Report	PECOSITE
Exception Report	EXCEPT
Comparative Frequencies	COMPREQ

Procedures and Definitions

Purpose of Facilities Inventory

The Facilities and Capital Outlay Database (FCODB) provides the data for all reports involving the physical facilities of a college including the Facilities Inventory. From these reports, evaluations and decisions are made which affect the future of the college facilities. The data are used in many ways: for determining the number of existing student stations and instructional capacity, for planning sites, for conducting the Educational Plant Survey, for identifying space needs used for the capital outlay budget request, and for generating funding needs for facilities depreciation. With all these applications, it is critical for these data to be correct. Further, Sections 1013.03(3), 1013.03(10)(a)2, 1013.31(1)(2), 1013.60(2), and 1013.64(1)(4) of the Florida Statutes require that an updated facilities inventory be maintained for use by the Office of Educational Facilities, Department of Education.

Overview of Facilities Inventory

The FCODB contains information about each site, each facility on each site, and each room in each building used by the college. All facilities owned by the college, including those for which the Legislature has appropriated funds, are included. Leased or shared sites, facilities, and rooms are also included when the agreement for leasing or sharing is for more than one year. For the purposes of the facilities inventory, the following definitions are used:

Site. An area of ground occupied or to be occupied by an educational facility or program.

Facility. A building, covered walkway, structure or special use area built, installed or established to serve educational purposes.

Building. A structure enclosed with exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of individuals, animals, chattel, or property of any kind.

Covered Walkway. A covered walkway attached to or connecting a building. The walkway is either partially or completely constructed of either noncombustible or fire resistant materials in a fixed location with a life expectancy of more than twenty years.

Room. A delimited area defined by the college as a room. Rooms must be entered for all buildings. For buildings under construction, rooms may be aggregated by Room Use Code and ICS until plans are completed.

New Sites and Facilities

Official PECO Sites. Campuses, Centers, Special Purpose Centers, and Joint-Use Facilities must be approved by the State Board of Education, or through legislative appropriations, to receive PECO funding. Division of Florida Colleges' staff maintains an Official PECO Sites List. Sites and Joint-Use Facilities approved for ownership, property that has been obtained, or sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after

a lease has been signed. The PECO Sites List has a field (PECO Edit Flag) which will be set to “N” for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to ‘Y’ and ‘U’ will be edited against the facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

Instructional and Other Sites. Instructional and other sites funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Leased sites, sites acquired as gifts, or sites acquired with non-appropriated funds will be entered during the first submission period following acquisition of the site.

Facilities. Facilities funded through legislative appropriations will be entered during the submission period immediately preceding the effective date of the appropriation. Facilities leased for more than one year, facilities acquired as gifts, or facilities acquired with non-appropriated funds will be entered during the first submission period following acquisition of the facility.

Joint-Use Sites and Facilities

Information on Joint-Use Sites and Facilities, when the college is either host or visitor, are included in the FCODB. Information for all rooms is included for facilities owned by the college. Rooms assigned to or shared by visitors will be coded appropriately under Room-Use Code and Room Joint-Use Code. For facilities owned by another institution, room information is included only for the Rooms assigned to the college or rooms that the college shares. A Joint-Use Site or Facility is one that is designated as such in advance of its acquisition or construction, that is, one specifically funded for cooperative use. For all Joint-Use Facilities there are:

- the host institution that owns, maintains and operates the facility, and
- one or more visitor institutions that use some of the space in the building

Simple Line Drawings

In addition to maintaining the Facilities Inventory, the college is responsible for submitting simple line drawings to the Office of Educational Facilities. Please refer to State Requirements for Educational Facilities (SREF), Section 6.4, Doc C(2) and Doc D(1) which specify:

For each Site a copy of a simple line drawing site plan, on letter or legal-size paper, showing site number and name, building locations, and numbers and for each floor of a building which has a survey recommendation for remodeling or renovation, a copy of a simple line drawing floor plan, on letter or legal-size paper, showing building number and name, room locations and numbers. They are to be updated whenever changes are made.

General Description of Facilities & Capital Outlay Database (FCODB)

The FCODB consists of three types of records: 1) site, 2) facility, and 3) room. Each record is uniquely identified by its key element(s). The key element for a site is site Number. The key element for a facility consists of site number and facility number. For a room, it is the combination of site number, facility number, and room number. Data is referenced by these unique identifying numbers when it is processed.

The FCODB data is used in the preparation of the Capital Outlay Budget request, and is used by a college to prepare the Educational Plant Survey. The data is reported by term, and any changes to the FCODB due to the Educational Plant Survey must be submitted during the three regular open submission periods. When a file is submitted, (Site, Facility, or Room) the entire FCODB must be sent electronically to CCTCMIS via secure FTP through TIBCO. Use the following naming convention for the file:

CCxx.FAC.FACILITY.TtEccyy.PROD.txt

where **xx** = College Number, **t** = Term being submitted, and **ccyy** = The last year of the reporting year in four-digit form.

For example--Gulf Coast State College would submit the Summer FCODB submission with the filename: CC09.FAC.FACILITY.T1E2019.PROD.txt

General Instructions for FCODB

1. Data must be entered in **every** field.
2. **Data Entry by Numeric Codes.** In numeric fields, **only** numbers are to be used; **no dashes, slashes, commas, periods, etc. are allowed.** Only the site area field has an implied decimal point.
3. **Right-Justified Fields.** All numeric data fields are right-justified. Leading zeroes may or may not be added to the left-hand side to fill in the fields.
4. **Name Fields.** The fields for Site, Facility, and Room Name are twenty (20) characters wide. The characters that are allowed in the name fields include letters, numerals, blanks, periods, commas, hyphens, slashes, and parentheses. Other characters may be changed to blanks.
5. **Date Format.** All dates entered in the data fields must be in the form CCYYMM which stands for the century (CC), year (YY) and month (MM). (For example, July 2005 is entered as 200507.) The day of the month is not reported. Dashes and slashes are not allowed.
6. **Cross checking Between Site, Facility, and Room Data.** A Site in the FCODB may or may not contain any facilities, but a Facility must always be located on a Site. All buildings must have rooms, but a Facility other than a building will **not** have any rooms. Rooms cannot exist without a building. Rooms in a Joint-Use Building must have a Room Joint-Use Code of 1, 2, or 3; otherwise the Room Joint-Use Code is 0.

Definitions and Instructions for Site Record

A description of each data field that appears on the Site Record is listed in this section. Definitions of codes and special instructions are given for each field.

Data Fields

1. **College Number.** Two-place numeric field which is the college number. Must be from 01 to 28.
2. **File Number.** One-place numeric field that must be a 1 to indicate a site record.
3. **Site Number.** Two-place numeric field assigned by the college to each site. The number must be unique as it is the key element for identifying a site within the file. Must be from 01 to 97. Site 99 is reserved for use in the FTE report by site.
4. **Site County.** A two-digit numeric code to identify the county where the site is located. County codes range from 01–67 and are assigned to each county as the list appears alphabetically.
5. **Site Name.** Twenty-place alpha/numeric field assigned by the college.
6. **Site Type.** One-place numeric field that designates the nature of the site which is represented by the following codes:

Code	Meaning	Definition
1	Campus	An instructional and administrative unit of a college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services, including institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) Full-Time Equivalent (FTE) students and are in compliance with the criteria established in Florida Administrative Rule 6A-14.0061.
2	Center	An instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Florida Administrative Rule 6A-14.0061.
3	Special Purpose Center	A unit of a college consisting of college owned or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration and is in compliance with Florida Administrative Rule 6A-14.0061.
4	Instructional Site	An instructional unit of a college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.
0	Other	

7. **Site Area in Acres.** Six-place numeric field. Two decimal places are implied. This area is to be reported in acres. If site ownership is code 9 or PECO Edit Flag equal 'U', then the area can be zero.

8. **Site Ownership.** One-place character field. The agency with which the title to the site rests.

Code	Definition
0	Owned, Joint-Use Facility host.
1	Owned in fee simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether site is shared with another institution or organization).
3	Title vested in a holding company or land corporation to which payments are being made by the institution; title ultimately will pass to the institution (includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).
9	Unowned, Joint-Use Facility visitor.
A	Special Leased, Joint-Use Facility - Owned by another Florida Public Education Institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

9. **Site Length of Holding.** Two-place numeric field. The length is the number of years for which a site is leased or shared. Use 99 for more than 99 years. Use zero for owned site.

10. **Site Acquisition Means.** One-place numeric field. The means by which the site was acquired.

Code	Definition
1	Purchase
2	Gift
3	Gift and purchase
4	Transfer from Board of Public Instruction
5	Lease or rental agreement
6	Other
7	Not yet acquired (not purchased or leased)

11. **Site Acquisition Date.** Six-place numeric field. CCYMM form. This date is the year and month in which the site was acquired. Do not enter dashes or slashes.

Definitions and Instructions for Facility Record

A description of each data field that appears on the Facility Record is listed in this section. Definitions of codes and special instructions are given for each field.

Data Fields

1. **College Number.** Two-place numeric field assigned to a college. College Number must be from 01 to 28.
2. **File Number.** One-place numeric field. File Number must be a 2 to indicate a facility record.
3. **Site Number.** Two-place numeric field assigned by the college to each site. Site Number must be from 01 to 98. Site Number 99 is reserved for use in the FTE report by site. Must match a site number in the site inventory.
4. **Facility Number.** Four-place numeric field assigned by the college to each facility. Each Facility Number is a unique number for a given site. The site/facility number must be unique as it is the **key** for identifying a facility within the file.
5. **Facility Name.** Twenty-place alpha/numeric field. The college assigns the Facility Name.
6. **Facility Type.** One-place numeric field designating the nature of the Facility.

Code	Definition
1	Building
2	Parking Area
3	Athletic Area
4	Agricultural Field
5	Outdoor Swimming Pool
6	Covered Walkway
7	Building (<i>with parking</i>)
8	Parking Garage
0	Other

7. **Facility Status.** One-place numeric field for the classification of the life of the Facility is represented by the following codes:

Code	Definition
1	Permanent
2	Temporary
3	Under Construction

All facilities owned or leased for one year or more **must** be entered into the FCODB. Leased facilities and facilities acquired as gifts or with non-appropriated funds will be entered during the first submission period following acquisition of the Facility. Facilities funded through legislative appropriations will also be entered during the submission period immediately following the effective date of the appropriation. Facility status code 3 is used until the final inspection. At that time, the code is changed to either 1 or 2.

8. **Facility Condition.** One-place numeric field. The physical quality of the facility is represented by the following codes:

Code	Definition
1	Satisfactory: Suitable for continued use with normal maintenance.
2	Remodeling-A: Requires restoration to present acceptable standards without major room-use changes, alterations, or modernization. The approximate cost of Remodeling-A is up to 25% of the estimated replacement cost of the Facility.
3	Remodeling-B: Requires major updating and/or modernization of the Facility. The approximate cost of Remodeling-B is between 25% and 50% of the estimated replacement cost of the Facility.
4	Remodeling-C: Requires major remodeling of the Facility. The approximate cost of Remodeling-C is more than 50% of the estimated replacement cost of the Facility.
5	Demolition: Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for space or the availability of funds for replacement.
6	Termination: Planned termination or relinquishment of occupancy of the facility for reasons other than, structural unsoundness or the existence of dangerous conditions, such as abandonment of temporary units or vacating of leased space.

An unsatisfactory facility condition code (5 - Demolition or 6 - Termination) can be entered for a facility only at the recommendation of the Education Plant Survey in the written survey report or with the written concurrence of the Survey Section of the Office of Educational Facilities.

9. **Facility Area in Gross Square Feet.** Six-place numeric field. May be 0 if the facility is not a building or covered walkway (facility type codes 2, 3, 4, 5, 0) or if the college is a joint-use visitor (facility ownership code is 9). If a facility is a building or covered walkway, then the area is required. This includes buildings funded through legislative appropriations. The area for a building is the sum of the floor areas of the building included within the outside face of exterior walls for all stories or for areas that have floor surfaces. Gross area is computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. The area for a covered walkway should be measured from roof edge to roof edge. No covered walkway area should be included in the building area except that portion which falls beneath building roof overhang. Any area included in the building area must be excluded from the covered walkway area. Round to the nearest square foot.
10. **Facility Ownership.** One-place numeric field. The agency with which the title to the facility rests is represented by the following codes:

Code	Definition
0	Owned, Joint-Use Facility host.
1	Owned, fee simple.
2	Owned, Title vested in the institution being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Owned, Title vested in holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements).

Code	Definition
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).
9	Unowned, Joint-Use Facility visitor.
A	Special Leased, Joint-Use Facility - Owned by a Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

11. **Facility Length of Holding.** Two-place numeric field. This is the number of years for which the Facility is leased or shared. Use 99 for more than 99 years. Use zero for owned facility.

12. **Facility Original Inspection Date.** Six-place numeric field. The date will be zeros when the Facility Type is not a building or covered walkway (Facility Type codes 2, 3, 4, 5, 0). When facility is under construction (Facility Status code 3), or is unowned (Facility Ownership codes 4, 5, 6, 7, 8, 9) the date would be zeros. If Facility Status code 3 is changed to 1 or 2 on an owned building, then the new inspection date will be entered in the Facility Last Inspection Date.

CCYYMM form. The year and month the Certificate of Final Inspection was issued for a facility constructed for the college. It is the year and month in which construction was completed for purchased facility. Do not enter dashes or slashes.

13. **Facility Last Inspection Date.** Six place numeric field. The date is 0 if the facility is not a building or covered walkway (Facility Type codes 2, 3, 4, 5, 0), is under construction (Facility Status code 3) or is unowned (Facility Ownership codes 4, 5, 6, 7, 8, 9). Required when Facility Status code 3 is changed to code 1 or 2. On a new building the inspection date will be zeros until the Facility Status code is 1. At this point you will put in the number 0 if there has not been any remodeling or renovation changes.

CCYYMM form. The year and month the Certificate of Final Inspection was issued for a facility remodeled or renovated for the college. Facility Original Inspection Date will be used if the building has not been remodeled or renovated since facility has been built. It is the year and month in which construction was completed for the facility. Do not enter dashes or slashes.

Definitions and Instructions for Room Record

A description of each data field that appears on the Room Record is listed in this section. Definitions of codes and special instructions are given for each field.

At the time that a facility whose status is under construction is entered into the FCODB (see Item 7, Facility Status under Definitions and Instructions for Facility Record, above), the rooms for that building must be entered on the FCODB. Individual rooms may be entered based on information taken from the construction drawings or pseudo rooms may be used to enter aggregates of the area for the appropriate Room-Use Code. When the building is completed, the Room file is updated to report the rooms as built.

Data Fields

1. **College Number.** Two-place numeric field that is the number of the college. Must be from 1 to 28.
2. **File Number.** One-place numeric field that must be coded 3 to indicate a room record.
3. **Site Number.** Two-place numeric field that is assigned by the college to each site and must be from 1 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
4. **Facility Number.** Four-place numeric field that is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
5. **Room Number.** Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the facility. The Site/Facility/Room Number must be unique as it is the **key** for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The room number is broken into 3 parts as follows:
 - a. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
 - b. Core: four-places. Must contain at least one character or number right justified.
 - c. Suffix: one-place. May be blank.
6. **Room Name.** Twenty-place alpha/numeric field. Name as assigned to a room by the college, except a classroom for vocational laboratory-related instruction is always named RELATED INSTRUCTION. The name may describe the use of the room.
7. **Room-Use Code.** Three-place numeric field. This code is a description of the use for which the room is designed. For detailed definitions, refer to the *Higher Education Facilities Inventory and Classification Manual (1973)* published by the United States Office of Education. Room-Use Codes are provided as follows:

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

Group	Code	Definition
Classroom	110	Classroom
	115	Classroom Service
	120	Computer Classroom
Laboratory	125	Computer Classroom Service
	210	Class Laboratory
	212	Related Instruction Classroom (for Allowed Vocational Programs only)
	215	Class Laboratory Service
	220	Special Class Laboratory
	225	Special Class Laboratory Service
	240	Student Computer Terminal Room
	245	Student Computer Terminal Service
	Office	310
315		Office Service
350		Conference Room (Office Related)
355		Conference Room Service (Office Related)
Study	410	Reading/Study Room
	420	Stack
	430	Open-Stack Reading Room
	440	Processing Room
	455	Study Service
Special Use	510	Armory
	515	Armory Service
	520	Athletic/Physical Education
	523	Athletic Facilities Spectator Seating
	525	Athletic/Physical Education Service
	530	Audiovisual, Radio, TV
	535	Audiovisual, Radio, TV Service
	540	Clinic (Non-Health Professions)
	545	Clinic Service (Non-Health Professions)
	550	Demonstration
	555	Demonstration Service
	560	Field Building
	570	Animal Quarters
	575	Animal Quarters Service
	580	Greenhouse
	585	Greenhouse Service
590	Other	
General Use	610	Assembly
	615	Assembly Service
	620	Exhibition
	625	Exhibition Service
	630	Food Facilities
	635	Food Facilities Service
	640	Day Care
	645	Day Care Service

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

Group	Code	Definition
	650	Lounge
	655	Lounge Service
	660	Merchandising Facilities
	665	Merchandising Facilities Service
	670	Recreation
	675	Recreation Service
	680	Meeting Room
	685	Meeting Room Service
	690	Locker Room
<hr/>		
Supporting	710	Data Processing/Computer
	715	Data Processing/Computer Service
	720	Shop
	725	Shop Service
	730	Central Storage
	735	Central Storage Service
	740	Vehicle Storage
	745	Vehicle Storage Service
	750	Central Service
	755	Central Service Support
	760	Central Laundry
<hr/>		
Health-Care	810	Patient Bedroom
	815	Patient Bedroom Service
	820	Patient Bath
	830	Nurse Station
	840	Surgery
	845	Surgery Service
	850	Treatment/Examination
	855	Treatment/Examination Service
	860	Diagnostic Service Laboratory
	865	Diagnostic Service Laboratory Support
	870	Supplies
	880	Public Waiting
	890	Staff On-Call Facility
	895	Staff On-Call Facility Service
<hr/>		
Residential	910	Sleep/Study without Toilet/Bath
	919	Toilet/Bath
	920	Sleep/Study with Toilet/Bath
	935	Sleep/Study Service
	950	Apartment
	955	Apartment Service
	970	House
<hr/>		
Non-Assignable	010	Custodial Area
	020	Circulation Area
	030	Mechanical Area and Toilet Room
	040	Structural Area

Group	Code	Definition
	050	Joint-Use Room Used by Visitor in a Facility Owned by the College
Unsatisfactory *	001	Classroom
	002	Laboratory
	003	Other

***NOTE:** A room evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size even though it may be located in a satisfactory building.

8. **Room Area in Net Square Feet.** Six-place numeric field. This space is the floor area of the room computed by measuring from the inside surfaces of the walls, excluding unusable areas having less than six feet, six inches clear headroom. Round to nearest square foot.

For some reports, room areas are grouped into space categories. The combination of the Room-Use Code and the Information Classification Structure Code for a room determines into which category the area is placed. The ten assignable space categories are: classroom, academic laboratory, vocational laboratory, physical education, library, audiovisual, auditorium/exhibition, student services, offices and support services.

9. **Room Information Classification Structure (ICS) Code.** Eight-place numeric field. This code is the Florida College Information Classification Structure code that identifies the program or function to which the activities in the Room contribute. The codes and definitions are found in *Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes*. All eight places in the field **must** be filled. Use numbers only and do not separate numbers with dashes or decimal points.

The ICS code for a classroom for vocational laboratory-related instruction (Room-Use Code 212) is always the same as for the vocational laboratory to which it is related. This ICS code must be in the range 12000000 - 12999999.

The ICS code must be 00000000 if the room is in a Joint-Use Facility owned by the college and is used by the visitor institution. The code must be 90000000 if the room is non-assignable and is not a Joint-Use Facility Room used by the visitor institution.

When the Room-Use Code is 110, 120, 210, or 220, the Room ICS Code for the Advanced and Professional and Vocational Courses must be in the *Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes*.

10. **Room Joint-Use Code.** One-place numeric field. To identify if a room is in a Joint-Use Facility, and if so, whether the room is assigned totally to the college, if the college shares the room with another institution, or if the room is assigned totally to another institution, the following codes are used:

Code	Definition
0	Room is not in a Joint-Use Facility.
1	Room is in a Joint-Use Facility and assigned to the college.
2	Room is in a Joint-Use Facility and is shared by the college.
3	Room is in a Joint-Use Facility and is assigned to the visitor institution.

11. **Room Condition.** One-place numeric field. To identify a room that was not available for use for the term reported, because the Room was being remodeled. If the facility condition is reported as Remodeling A, B, or C, then the room may be reported as satisfactory.

Code	Definition
1	Satisfactory
2	Remodeling

Definitions and Instructions for PECO File

The Official PECO Sites List file is maintained by the Division of Florida Colleges, Facilities Planning & Budgeting. The file contains sites that have been approved by the State Board of Education or have been legislatively funded. Sites and Joint-Use Facilities approved for ownership, property has been obtained, and sites approved for lease with a signed lease must be entered into the FCODB during the first submission following the Board meeting or Legislative session when the Site or Joint-Use Facility is approved. Owned sites and Joint-Use Facilities without property must be entered into the FCODB during the first submission after property has been acquired. Leased sites without a lease must be entered into the FCODB during the first submission after a lease has been signed. The PECO Sites List has a field (PECO Edit Flag) which will be set to 'N' for owned sites without property and leased sites without a lease. Sites with the PECO Edit Flag equal to 'Y' and 'U' will be edited against the Facilities Inventory and a critical edit will be issued for sites that do not match. Colleges must inform Division of Florida Colleges staff of any owned site without property or leased site without a lease, so the PECO Edit Flag will be set properly.

Beginning with the 2004-05 Summer End-of-Term submission, the following critical edits will ensure matching between the Facilities and Capital Outlay Database (FCODB) and the Official PECO Sites List:

1. A site or Joint-Use Facility (JUF) on the Official PECO Sites List, with a PECO Edit Flag equal to 'Y', must be submitted on the FCODB.
2. A site in the Facilities Inventory with Site Type of Campus, Center, or Special Purpose Center must be on the Official PECO Sites List.
3. A site in the Facilities Inventory with Site Type of Instructional or Other must not be on the Official PECO Sites List.
4. A site in the Facilities Inventory with Site Area of zero areas will be edited against the PECO File to make sure that the PECO edit Flag is equal to 'U' unless the site ownership is a JUF visitor.

Data Fields

1. **College Number** - Two-place numeric field which is the number of the college. Must be from 01 to 28.
2. **Site Number** - Two-place numeric field which is assigned by the college to each site and must be from 01 to 98. Site 99 is reserved for use in the FTE report by site. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
3. **Facility Number** - Four-place numeric field which is assigned by the college to each facility. The Site/Facility Number must match a Site/Facility Number in the Facility Inventory.
4. **PECO Name** - Thirty-place alpha/numeric field for the name as reported by Division of Florida Colleges staff.
5. **PECO Type** - Twenty-place alpha/numeric field which is the approved designation of the site or JUF (Campus, Center, Special Use Center, or Joint-Use Facility).
6. **Site Date Approved** - Eight-place numeric field for the date the site was approved in CCYYMMDD format.
7. **PECO Flag** - One-place alpha/numeric field. This field will be used to determine whether editing should be performed between the FCODB and the PECO Sites file. The default is 'Y'. For specific, exceptional situations, the flag will be set to 'N' or 'U' by Division of Florida Colleges staff at the college's request. Examples of exceptional situations include:
 - a. A PECO-appropriated owned site for which land has not yet been acquired
 - b. A leased site for which the lease has not yet been signed

Error Report

When the Facilities and Capital Outlay Database (FCODB) is submitted, the data is edited and an error report is generated. The report has four parts. Critical errors are listed in the first three parts. Part four, which is for informational errors, has the same layout as part one. For each critical error, part one lists the error number as the data element number plus the data element's edit number from the Data Element Dictionary, (e.g., 5340_3 denotes the third edit listed for Room ICS Code), unique identifier or record key (e.g., Site/Facility/Room Number), the table number(s)*, the field value(s) in error, and a short message indicating why the field is in error. The errors are grouped by the data types: Site, Facility, Room, and Table Cross Edits. Part 2 lists the entire data records for any record that contains a field in error. The data records are grouped by the data types: Site, Facility, and Room. Part 3 gives a summary of the data records including the total number of records, the total number of good records, the total number of bad records, and the records totals by data type. Part 4 is for informational errors only.

***NOTE:** For error reporting purposes, the PECO Sites List file is identified as table number 4.

Error Report Codes and Messages

When the Error Report is generated, an error code and a short error message are listed. A critical error will cause a record to be put into an error file and data will not be loaded into the database. An informational error will not prevent data from being loaded into the database, but some field in the record needs attention to be sure it is correct. The following are the dataset names of the edit reports and file of records with errors generated by the editing process:

ERRLST
ERRSUM
ERRREC
INFOLST
FRQZRO

Error Correction

To correct any errors in the FCODB, the entire data file must be resubmitted.

Coding Summary for Site Record

Site Number	Assigned by college. Key element.
Name	Assigned by college. Twenty places.
County	A two-digit numeric code to identify the county ranging from 01–67 (see DE 5150).
Type	1 - Campus 2 - Center 3 - Special purpose center 4 - Instructional site 0 - Other
Area in Acres	Two decimal places are implied.
Ownership	0 - Owned, Joint-Use Facility host 1 - Owned in fee simple

Coding Summary for Site Record

	2 - Institution amortizing
	3 - Institution paying holding company
	4 - Unowned, leased, or rented
	5 - Unowned, nominal rate
	6 - Unowned, shared with non-postsecondary institution
	7 - Unowned, shared with postsecondary institution
	8 - Other
	9 - Unowned, Joint-Use Facility visitor
	A - Special Leased Joint-Use Facility
Length of Holding	Number of years of lease or sharing. Zero for owned.
Acquisition Means	1 - Purchase
	2 - Gift
	3 - Gift and purchase
	4 - Transfer from Board of Public Instruction
	5 - Lease or rental agreement
	6 - Other
	7 - Not available
Acquisition Date	Year and month site was acquired. CCYMM form.

Coding Summary for Facility Record

Site Number	Assigned by college. Key element.
Facility Number	Assigned by college. Key element.
Name	Assigned by college. Twenty spaces.
Type	1 - Building (without parking)
	2 - Parking area
	3 - Athletic area
	4 - Agricultural field
	5 - Outdoor swimming pool
	6 - Covered walkway
	7 - Building (with parking)
	8 - Parking Garage
	0 - Other
Status	1 - Permanent
	2 - Temporary
	3 - Under construction
Condition	1 - Satisfactory
	2 - Remodeling-A
	3 - Remodeling-B
	4 - Remodeling-C
	5 - Demolition
	6 - Termination

Coding Summary for Facility Record

Area in Gross Square Feet	Round to nearest square foot.
Ownership	<ul style="list-style-type: none"> 0 - Owned, Joint-Use Facility host 1 - Owned in fee simple 2 - Institution amortizing 3 - Institution paying holding company 4 - Unowned, leased, or rented 5 - Unowned, nominal rate 6 - Unowned, shared with non-postsecondary institution 7 - Unowned, shared with postsecondary institution 8 - Other 9 - Unowned, Joint-Use Facility visitor A - Special leased Joint-Use Facility
Length of Holding	Number of years of lease or sharing. Zero for owned.
Original Inspection Date	Year and month Certificate of Final Inspection was issued for facility constructed for college or construction completed for purchased facility. CCYYMM form.
Last Inspection Date	Year and month Certificate of Final Inspection was issued for Facility after remodeling or renovation completed for the college. CCYYMM form.
Facility Parking Spaces	A five-digit number to identify number of parking spaces (see DE 5290).

Coding Summary for Room Record

Site Number	Assigned by college. Key element.
Facility Number	Assigned by college. Key element.
Room Number	Assigned by college. Key element.
Name	Assigned by college. Twenty places.
Use Code	Code indicating the use for which the room is designed. Codes listed in Item 7, Room-Use Code, under Definitions and Instructions for Room Record.
Area in Net Square Feet	Round to nearest square foot.
Information Classification Structure Code	Code to identify program or function to which activities in room contribute. Codes can be found in the Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes located in Section IV.
Room Code	<ul style="list-style-type: none"> 0 - Not in Joint-Use Facility 1 - Joint-Use Facility, assigned to college 2 - Joint-Use Facility, shared

Coding Summary for Room Record

	3 - Joint-Use Facility, assigned to visitor
Room Condition	1 - Satisfactory
	2 - Remodeling

Data Transmission/Report Retrieval

Data should be formatted in accordance with the Record Formats contained in this publication.

Colleges send data and retrieve both the error reports and verification reports via FTP as outlined in the *Data Submission Procedures Guide*.

NOTE: All record types in the Facilities Database are 80 characters in length.

Section II:
Data Element Dictionary

Introduction

The Facilities and Capital Outlay Database was created to meet Federal and State requirements for reporting facilities information.

Table of Facilities Database Elements

The Facilities Database has three record types. The data elements that comprise the unique key for each record type are shown on Data Elements by Record Type. The machine record formats have the unique key data elements shaded.

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
College Number	5001
Facility Area	5250
Facility Condition	5240
Facility Last Inspection Date	5295
Facility Length of Holding	5270
Facility Name	5210
Facility Number	5200
Facility Original Inspection Date	5280
Facility Ownership	5260
Facility Parking Spaces	5290
Facility Status	5230
Facility Type	5220
Room Area	5330
Room Condition	5360
Room ICS Code	5340
Room Joint-Use Code	5350
Room Name	5310
Room Number	5300
Room-Use Code	5320
Site Acquisition Date	5170
Site Acquisition Means	5160
Site Area	5130
Site County	5105
Site Length of Holding	5150
Site Name	5110
Site Number	5100
Site Ownership	5140
Site Type	5120
Term Identifier	5002

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
5001	College Number
5002	Term Identifier
5100	Site Number
5105	Site County
5110	Site Name
5120	Site Type
5130	Site Area
5140	Site Ownership
5150	Site Length of Holding
5160	Site Acquisition Means
5170	Site Acquisition Date
5200	Facility Number
5210	Facility Name
5220	Facility Type
5230	Facility Status
5240	Facility Condition
5250	Facility Area
5260	Facility Ownership
5270	Facility Length of Holding
5280	Facility Original Inspection Date
5290	Facility Parking Spaces
5295	Facility Last Inspection Date
5300	Room Number
5310	Room Name
5320	Room-Use Code
5330	Room Area
5340	Room ICS Code
5350	Room Joint-Use Code
5360	Room Condition

Data Elements by Record Type

SITE (Record Type 1)

Unique Key Elements

College Number	5001
Term Identifier	5002
Site Number	5100

Non-Key Elements

Site Name	5110
Site County	5105
Site Type	5120
Site Area	5130
Site Ownership	5140
Site Length of Holding	5150
Site Acquisition Means	5160
Site Acquisition Date	5170

FACILITY (Record Type 2)

Unique Key Elements

College Number	5001
Term Identifier	5002
Site Number	5100
Facility Number	5200

Non-Key Elements

Facility Name	5210
Facility Type	5220
Facility Status	5230
Facility Condition	5240
Facility Area	5250
Facility Ownership	5260
Facility Length of Holding	5270
Facility Original Inspection Date	5280
Facility Parking Spaces	5290
Facility Last Inspection Date	5295

ROOM (Record Type 3)

Unique Key Elements

College Number	5001
Term Identifier	5002
Site Number	5100
Facility Number	5200
Room Number	5300

Non-Key Elements

Room Name	5310
Room-Use Code	5320
Room Area	5330
Room ICS Code	5340
Room Joint-Use Code	5350
Room Condition	5360

Data Element 5001

College Number

Characteristics

Length: 2
 Data Type: Numeric
 Physical Description: 9 (2)
 Last Modified: 2/29/1998

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Identifies a college.

TABLE VALUES

01	Eastern Florida	15	Miami Dade
02	Broward	16	North Florida
03	Central Florida	17	Northwest Fla
04	Chipola	18	Palm Beach
05	Daytona	19	Pasco-Hernando
06	FL SouthWestern	20	Pensacola
07	Fla. SC at Jax	21	Polk
08	Florida Keys	22	St. Johns River
09	Gulf Coast	23	St. Petersburg
10	Hillsborough	24	Santa Fe
11	Indian River	25	Seminole
12	Florida Gateway	26	South Florida
13	Lake-Sumter	27	Tallahassee
14	State College FL	28	Valencia

Edit:

5001_1	College Number (DE 5001) missing, invalid, or non-numeric	Critical
5140_2	Site Ownership (DE 5140) EQ A and College Number (DE 5001) NE 05	Critical
5260_2	Facility Ownership (DE 5260) EQ A and College Number (DE 5001) NE 05	Critical

Data Element 5002

Term Identifier

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (5)
Last Modified: 9/16/1997

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Indicates the academic term within the reporting year.

TABLE VALUES

1CCYY Summer Term
2CCYY Fall Term
3CCYY Winter/Spring Term

Where CC is the century and YY is the last two digits of the second year of the reporting year (e.g., code the reporting year of 2008-09 as 2009).

Edit:

5002_1	Term Identifier (DE 5002) missing, invalid, or non-numeric	Critical
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Data Element 5100

Site Number

Characteristics

Length: 2
 Data Type: Numeric
 Physical Description: 9 (2)
 Last Modified: 7/30/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Number assigned to a site by the college.

TABLE VALUES

1 - 97

NOTE: Site number 98 and 99 are reserved for use in the FTE report by site.

Edit

5100_1	Site Number (DE 5100) missing, invalid, or non-numeric	Critical
5100_2	College/Site is a duplicate	Critical
5100_3	College/site number in the facility file does not exist in the site file	Critical
5100_4	Site or Joint-Use Facility on Official PECO Site but not in site data	Critical
5120_2	Site Type (DE 5120) IN (1, 2, 3) and must match Site Number and Site Type on the Official PECO Site List	Critical
5120_3	Site Type (DE 5120) IN (0, 4) and Site Number and Site Type on the Official PECO Site List with PECO Flag EQ Y	Critical

IDB Edit:

FCO-PDB 4030_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical
FCO-SDB 3013_1	SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)	Critical

Data Element 5105

Site County

Characteristics

Length: 2
 Data Type: Numeric
 Physical Description: 9 (2)
 Last Modified: 10/15/2014

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Identifies the county where the site is located. The table values listed below are the official county codes for all Florida counties.

TABLE VALUES

01	Alachua	24	Hamilton	47	Okeechobee
02	Baker	25	Hardee	48	Orange
03	Bay	26	Hendry	49	Osceola
04	Bradford	27	Hernando	50	Palm Beach
05	Brevard	28	Highlands	51	Pasco
06	Broward	29	Hillsborough	52	Pinellas
07	Calhoun	30	Holmes	53	Polk
08	Charlotte	31	Indian River	54	Putnam
09	Citrus	32	Jackson	55	St. Johns
10	Clay	33	Jefferson	56	St. Lucie
11	Collier	34	Lafayette	57	Santa Rosa
12	Columbia	35	Lake	58	Sarasota
13	Dade	36	Lee	59	Seminole
14	DeSoto	37	Leon	60	Sumter
15	Dixie	38	Levy	61	Suwannee
16	Duval	39	Liberty	62	Taylor
17	Escambia	40	Madison	63	Union
18	Flagler	41	Manatee	64	Volusia
19	Franklin	42	Marion	65	Wakulla
20	Gadsden	43	Martin	66	Walton
21	Gilchrist	44	Monroe	67	Washington
22	Glades	45	Nassau		
23	Gulf	46	Okaloosa		

Edit:

5105_1	Site County (DE 5105) missing, invalid, or non-numeric	Critical
5105_2	Site County (DE 5105) NE Prior Term Site County (DE 5105)	Informational

Data Element 5110

Site Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 5/11/1989

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Name assigned to a site by the college.

Edit:

5110_1	Site Name (DE 5110) missing or invalid	Critical
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Data Element 5120

Site Type

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 7/30/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Designates the nature of the site.

TABLE VALUES

0	Other
1	Campus
2	Center
3	Special Purpose Center
4	Instructional Site

Edit:

5120_1	Site Type (DE 5120) missing, invalid, or non-numeric	Critical
5120_2	Site Type (DE 5120) IN (1, 2, 3) and must match Site Number and Site Type on the Official PECO Site List	Critical
5120_3	Site Type (DE 5120) IN (0, 4) and Site Number and Site Type on the Official PECO Site List with PECO Flag EQ Y	Critical
5120_4	Site Type (DE 5120) does not match the Official PECO Site Type	Critical

Data Element 5130

Site Area

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (4) V99
Last Modified: 7/17/2013

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The site's area in acres.

Edit:

5130_1	Site Area (DE 5130) missing or non-numeric	Critical
5130_2	Site Area (DE 5130) EQ 0 and Site Ownership (DE 5140) NE 9	Critical
5130_3	Site Area (DE 5130) EQ 0 and PECO Edit Flag NE U and Site Ownership (DE 5140) NE 9	Critical
5130_4	Site Area (DE 5130) NE 0 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9	Critical

Data Element 5140

Site Ownership

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 3/28/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Defines the agency with which the title to a site rests.

TABLE VALUES

0	Owned, Joint-Use Facility host
1	Owned, fee simple
2	Owned, title vested in the institution
3	Owned, title vested in a holding company
4	Unowned, leased, or rented at a typical local rate
5	Unowned, made available at no cost or at a nominal rate
6	Unowned, shared with an educational organization that is not postsecondary
7	Unowned, shared with a postsecondary institution
8	Other
9	Unowned, Joint-Use Facility visitor
A	Special leased, Joint-Use Facility – owned by another Florida Public Education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

NOTE: For property that has been approved to be purchased but has not yet been obtained, the site ownership code will be 1 (owned, fee simple). When the property is purchased or leased the ownership will be changed to the appropriate code.

Edit:

5140_1	Site Ownership (DE 5140) missing or invalid	Critical
5140_2	Site Ownership (DE 5140) EQ A and College Number (DE 5001) NE 5	Critical
5140_3	Site Ownership (DE 5140) IN (4, 5, 6, 7, 8, A) and Site Length of Holding (DE 5150) EQ 0	Critical
5140_4	Site Ownership (DE 5140) IN (0, 1, 2, 3) and Site Length of Holding (DE 5150) NE 0	Critical
5130_2	Site Area (DE 5130) EQ 0 and Site Ownership (DE 5140) NE 9	Critical
5130_3	Site Area (DE 5130) EQ 0 and PECO Edit Flag NE U and Site Ownership (DE 5140) NE 9	Critical
5130_4	Site Area (DE 5130) NE 0 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9	Critical

Edit:

5160_3	Site Acquisition Means (DE 5160) NE 7 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9	Critical
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Data Element 5150

Site Length of Holding

Characteristics

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Last Modified: 3/28/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The number of years for which a site is leased or shared.

Edit:

5150_1	Site Length of Holding (DE 5150) missing or non-numeric	Critical
5140_3	Site Ownership (DE 5140) IN (4, 5, 6, 7, 8, A) and Site Length of Holding (DE 5150) EQ 0	Critical
5140_4	Site Ownership (DE 5140) IN (0, 1, 2, 3) and Site Length of Holding (DE 5150) NE 0	Critical

Data Element 5160

Site Acquisition Means

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Last Modified: 7/17/2013

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The means by which a site was acquired.

TABLE VALUES

- 1 Purchase
- 2 Gift
- 3 Gift and purchase
- 4 Transfer from Board of Public Instruction
- 5 Lease or rental agreement
- 6 Other
- 7 Not yet acquired (not purchased or leased)

Edit:

5160_1	Site Acquisition Means (DE 5160) missing, invalid, or non-numeric	Critical
5160_2	Site Acquisition Means (DE 5160) EQ 7 and PECO Edit Flag NE U	Critical
5160_3	Site Acquisition Means (DE 5160) NE 7 and PECO Edit Flag EQ U and Site Ownership (DE 5140) NE 9	Critical

Data Element 5170

Site Acquisition Date

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (6)
Last Modified: 7/1/1997

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The year/month (CCYYMM) in which the site was acquired. Where CC is the century, YY is the last two digits of the year, and MM is the month (i.e., Code an acquisition date of April, 1955 as 195504).

Edit:

5170_1 Site Acquisition Date (DE 5170) missing or non-numeric Critical

Data Element 5200

Facility Number

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (4)
Last Modified: 7/30/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The number assigned to a facility by a college.

Edit:

5200_1	Facility Number (DE 5200) missing or non-numeric	Critical
5200_2	Facility Number (DE 5200) EQ 0	Critical
5200_3	College/Site/Facility number is a duplicate	Critical
5200_4	College/Site/Facility number in the room file does not exist in the Facility file	Critical
5200_5	Not in Facility file but is on the Official PECO List	Critical
5100_3	College/site number in the facility file does not exist in the site file	Critical
5100_4	Site or Joint-Use Facility on Official PECO Site but not in site data	Critical

IDB Edit:

FCO-PDB 4030_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical
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Data Element 5210

Facility Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 7/30/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Name assigned to a facility by a college.

Edit:

5210_1 Facility Name (DE 5210) missing or invalid Critical

Data Element 5220

Facility Type

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 4/26/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Designates the nature of the facility.

TABLE VALUES

0	Other
1	Building (without parking)
2	Parking Area
3	Athletic Area
4	Agricultural Field
5	Outdoor Swimming Pool
6	Covered Walkway
7	Building (with parking)
8	Parking Garage

NOTES:

1. Buildings classified as Facility Types 7 or 8 must have assignable parking spaces included in the gross square footage of the building. The building must have at least one room record described as parking (Room Use Code 740 and ICS Code of 90000000).
2. Room records for Type 7 facilities may use Room Use Codes 740, 010, 020, 030, or 040, but **must also have at least one room record that is other than 740, 010, 020, 030, or 040.**
3. Room records for Type 8 facilities must use Room Use Codes 740, 010, 020, 030, or 040.

Edit:

5220_1	Facility Type (DE 5220) missing, invalid, or non-numeric	Critical
5220_2	Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0	Critical
5220_3	Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility	Critical
5220_4	Facility Type (DE 5220) NOT IN (1, 7, 8) and rooms have been associated with the Facility	Critical
5220_7	Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040)	Critical
5220_8	Facility Type (DE 5220) EQ 8 and Room Use Code (DE 5320) NOT IN (740, 010, 020, 030, 040)	Critical

Edit:

5230_4	Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0	Critical
5220_3	Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility	Critical
5260_6	Facility Ownership (DE 5260) IN (0, 9, A) and Facility Type (DE 5220) NOT IN (2, 8) and not on the Official PECO List	Critical
5260_8	Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0	Critical
5280_4	Facility Original Inspection Date (DE 5280) NE Prior Term Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8)	Informational
5290_2	Facility Parking Spaces (DE 5290) EQ 0 and Facility Type (DE 5220) IN (2, 7, 8)	Critical
5290_3	Facility Parking Spaces (DE 5290) GT 0 and Facility Type (DE 5220) NOT IN (2, 7, 8)	Critical
5295_2	Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) (<i>permanent or temporary</i>) and Facility Type (DE 5220) IN (1, 6, 7, 8) (<i>building without parking, building with parking, parking garage, or covered walkway</i>) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) (<i>owned or special leased</i>)	Critical
5295_4	Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)	Critical

Data Element 5230

Facility Status

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 7/1/2012

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Classifies the life of a facility.

TABLE VALUES

1	Permanent
2	Temporary
3	Under construction

Edit:

5230_1	Facility Status (DE 5230) missing, invalid, or non-numeric	Critical
5230_3	Facility Status (DE 5230) EQ 3 and Facility Condition (DE 5240) NE 1	Critical
5230_4	Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0	Critical
5295_2	Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A)	Critical
5295_3	Facility Last Inspection Date (DE 5295) NE 0 and Facility Status (DE 5230) EQ 3	Critical
5295_4	Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)	Critical

Data Element 5240

Facility Condition

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 7/1/2012

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Defines the current physical state of a facility.

TABLE VALUES

- 1 Satisfactory
- 2 Remodeling A
- 3 Remodeling B
- 4 Remodeling C
- 5 Demolition
- 6 Termination

Note: For complete descriptions of the above table values, see Section I under Procedures and Definitions for the Facility Record.

Edit:

5240_1	Facility Condition (DE 5240) missing, invalid, or non-numeric	Critical
5220_3	Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility	Critical
5220_7	Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040)	Critical
5230_3	Facility Status (DE 5230) EQ 3 and Facility Condition (DE 5240) NE 1	Critical
5250_3	Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6)	Critical

Data Element 5250

Facility Area

Characteristics

Length:	6
Data Type:	Numeric
Physical Description:	9 (6)
Last Modified:	4/26/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including floor penetration areas (however insignificant) for circulation and shaft areas that connect one floor to another. Round measurements to the nearest whole square foot.

Buildings

- Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall faces. Exclude areas having less than a six-foot, six-inch clear ceiling height unless the criteria of a separate structure are met.
- In addition to all the internal floored spaces obviously covered above, gross area should include the following: excavated basement areas; mezzanines, penthouses, attics; garages, enclosed porches, inner or outer balconies (whether walled or not if they are utilized for operational functions); and corridors (whether walled or not provided they are within the outside face lines of the building to the extent of the roof drip line). The footprints of stairways, elevator shafts, and ducts (examples of building infrastructure) are to be counted as gross area on each floor through which they pass.
- Exclude open areas such as parking lots, playing fields, courts, and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.
- Include top, unroofed floor of parking structures where parking is available.
- Include open mall areas. Open malls are exterior areas open on at least two sides and roofed over and are computed at one-half (1/2) areas of roofing over it.
- Roof overhangs are computed at one-third (1/3) of the area based on the extent of overhang from exterior wall or structure to outside face of fascia.
- No covered walkway gross square feet should be included in building gross square feet except that portion which falls beneath building roof overhang.

Covered Walkways

Gross square footage should be reported for covered walkways supporting college buildings and should be computed at one-half (1/2) area using the width of the paving under the roof. This square footage must exclude any portion of covered walkways already included and reported as a part of building gross square feet.

Edit:

5250_1	Facility Area (DE 5250) missing or non-numeric	Critical
5250_3	Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6)	Critical
5220_2	Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0.	Critical

NOTE: See Form OEF 208A for complete instructions on Gross Square Footage for Facilities.

Data Element 5260

Facility Ownership

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 2/29/1998

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Indicates the agency with which the title to a facility rests.

TABLE VALUES

0	Owned, Joint-Use Facility host
1	Owned, fee simple
2	Owned, title vested in the institution
3	Owned, title vested in a holding company
4	Not owned, leased, or rented at a typical local rate
5	Not owned, made available at no cost or at a nominal rate
6	Not owned, shared with a non-postsecondary institution
7	Not owned, shared with a postsecondary institution
8	Not owned, other
9	Not owned, Joint-Use Facility visitor
A	Special leased, Joint-Use Facility - owned by another Florida public education institution, leased by the college and the funds for the building were appropriated by the legislature to the college (applies to Daytona State College only).

Edit:

5260_1	Facility Ownership (DE 5260) missing or invalid	Critical
5260_2	Facility Ownership (DE 5260) EQ A and College Number (DE 5001) NE 05	Critical
5260_3	Joint Use Facility on PECO No Match on Facility	Critical
5260_5	Facility Ownership (DE 5260) NOT IN (0, 9, A) but is a Joint-Use Facility on the Official PECO List	Critical
5260_6	Facility Ownership (DE 5260) IN (0, 9, A) and Facility Type (DE 5220) NOT IN (2, 8) and not on the Official PECO List	Critical
5260_8	Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0	Critical
5220_2	Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) NE 9 and Facility Area (DE 5250) EQ 0.	Critical
5230_4	Facility Status (DE 5230) EQ 1 or 2 and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased (EQ 0-3 or A) and Facility Original Inspection Date (DE 5280) EQ 0	Critical

Edit:

5295_2	Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) (<i>permanent or temporary</i>) and Facility Type (DE 5220) IN (1, 6, 7, 8) (<i>building without parking, building with parking, parking garage, or covered walkway</i>) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A) (<i>owned or special leased</i>)	Critical
5350_3	Room Joint-Use Code (DE 5350) NE 0 and Joint-Use Facility (DE 5260) NOT IN (0, 9, A)	Critical
5350_4	Room Joint-Use Code (DE 5350) EQ 0 and Joint-Use Facility (DE 5260) IN (0, 9, A)	Critical

Data Element 5270

Facility Length of Holding

Characteristics

Length: 2
Data Type: Numeric
Physical Description: 9 (2)
Last Modified: 4/26/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The number of years for which a facility is leased or shared.

Edit:

5270_1	Facility Length of Holding (DE 5270) missing or non-numeric	Critical
5260_8	Facility Ownership (DE 5260) IN (4, 5, 6, 7, 8, A) and Facility Type (DE 5220) IN (1, 7) and Facility Length of Holding (DE 5270) EQ 0	Critical

Data Element 5280

Facility Original Inspection Date

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (6)
Last Modified: 9/18/2012

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The year and month (CCYYMM) in which the Certificate of Final Inspection was issued for a facility constructed for a college.

Where:

CC is the century, YY is the last two digits of the year, and MM is the month (e.g., for an inspection date of November 1964, code 196411).

Edit:

5280_1	Facility Original Inspection Date (DE 5280) missing or invalid	Critical
5280_4	Facility Original Inspection Date (DE 5280) NE Prior Term Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8)	Informational
5230_4	Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) is owned or Special Leased IN (0-3, A) and Facility Original Inspection Date (DE 5280) EQ 0	Critical
5295_4	Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)	Critical

Data Element 5290

Facility Parking Spaces

Characteristics

Length: 5
Data Type: Numeric
Physical Description: 9 (5)
Last Modified: 7/1/2013

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Facility's parking capacity, in number of spaces.

NOTE: Enter a zero when Facility Type is any of 0 (Other), 1 (Building (without parking)), 3 (Athletic Area), 4 (Agricultural Field), 5 (Outdoor Swimming Pool), and 6 (Covered Walkways).

Edit:

5290_1	Facility Parking Spaces (DE 5290) missing or invalid	Critical
5290_2	Facility Parking Spaces (DE 5290) EQ 0 and Facility Type (DE 5220) IN (2, 7, 8)	Critical
5290_3	Facility Parking Spaces (DE 5290) GT 0 and Facility Type (DE 5220) NOT IN (2, 7, 8)	Critical

Data Element 5295

Facility Last Inspection Date

Characteristics

Length: 6
 Data Type: Numeric
 Physical Description: 9 (6)
 Last Modified: 7/1/2012

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The year and month (CCYYMM) in which the Certificate of Final Inspection was issued for a facility after remodeling or renovation construction for a college.

Where

CC is the century, YY is the last two digits of the year, and MM is the month (e.g., for an inspection date of November 1964, code 196411).

NOTE: *The Original Inspection Date will be used if there has been no remodeling or renovation on the facility.*

Edit:

5295_1	Facility Last Inspection Date (DE 5295) missing or invalid	Critical
5295_2	Facility Last Inspection Date (DE 5295) EQ 0 and Facility Status (DE 5230) IN (1, 2) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Ownership (DE 5260) IN (0, 1, 2, 3, A)	Critical
5295_3	Facility Last Inspection Date (DE 5295) NE 0 and Facility Status (DE 5230) EQ 3	Critical
5295_4	Facility Last Inspection Date (DE 5295) LT Facility Original Inspection Date (DE 5280) and Facility Type (DE 5220) IN (1, 6, 7, 8) and Facility Status (DE 5230) IN (1, 2)	Critical

Data Element 5300

Room Number

Characteristics

Length: 6
Data Type: Alphanumeric
Physical Description: X (6)
Last Modified: 2/29/1998

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Number assigned to a room by a college. Includes a one-place prefix, a four-place core number, and a one-place suffix.

NOTE: Room Number - Six-place alpha/numeric field. The Room Number must be unique among all room numbers for the Facility. The Site/Facility/Room Number must be unique as it is the key for identifying a room within the file. Only the characters A through Z, the numbers 0 through 9 and blanks are allowed. The Room Number is broken into 3 parts as follows:

1. Prefix: one-place. May be blank. If it is not blank, then the core must not contain blanks.
2. Core: four-places. Must contain at least one character or number right justified.
3. Suffix: one-place. May be blank.

Edit:

5300_1	Room Number (DE 5300) four-place core number is all blanks	Critical
5300_2	Room Number (DE 5300) four-place core number is invalid	Critical
5300_3	Room Number (DE 5300) prefix is invalid	Critical
5300_4	Room Number (DE 5300) suffix is invalid	Critical
5300_5	College/Site/Facility/room number is a duplicate	Critical
5220_3	Facility Type (DE 5220) IN (1, 7, 8) and Facility Condition (DE 5240) NOT IN (5, 6) and no rooms have been associated with the facility	Critical
5200_4	College/Site/Facility number in the room file does not exist in the Facility file	Critical
5220_7	Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040)	Critical

IDB Edit:

FCO-PDB 4030_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical
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Data Element 5310

Room Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 5/11/1989

Data Element is used in the Following Reports:

- State Reports

Description:

Name assigned to a room by a college.

Edit:

5310_1	Room Name (DE 5310) missing or invalid	Critical
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Data Element 5320

Room Use Code

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 6/1/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Describes the use for which the room is designed (see detailed descriptions in Appendix A at the end of the data element dictionary).

TABLE VALUES

CLASSROOM

110	Classroom	120	Computer Classroom
115	Classroom Service	125	Computer Classroom Service

LABORATORY

210	Class Laboratory	225	Special Class Laboratory Service
212	Related Instruction Classroom (restricted to select vocational programs)	240	Student Computer Terminal Rooms
215	Class Laboratory Service	245	Student Computer Terminal Rooms Service
220	Special Class Laboratory		

OFFICE

310	Office	355	Conference Room Service (office related)
315	Office Service		
350	Conference Room (office related)		

STUDY

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

SPECIAL USE

510	Armory	540	Clinic (Non-health Professions)
515	Armory Service	545	Clinic Service (Non-health Professions)
520	Athletic/Physical Education	550	Demonstration
523	Athletic/Facilities Spectator Seating	555	Demonstration Service
525	Athletic/Physical Education Service	560	Field Building
530	Audiovisual, Radio, TV	570	Animal Quarters
535	Audiovisual, Radio, TV Service	575	Animal Quarters Service

SPECIAL USE (continued)

580	Greenhouse	590	Other
585	Greenhouse Service		

GENERAL USE

610	Assembly	655	Lounge Service
615	Assembly Service	660	Merchandising Facilities
620	Exhibition	665	Merchandising Facilities Service
625	Exhibition Service	670	Recreation
630	Food Facilities	675	Recreation Service
635	Food Facilities Service	680	Meeting Room
640	Day Care	685	Meeting Room Service
645	Day Care Service	690	Locker Room
650	Lounge		

SUPPORTING

710	Data Processing/Computer	740	Vehicle Storage Facility
715	Data Processing/Computer Service	745	Vehicle Storage Facility Service
720	Shop	750	Central Service
725	Shop Service	755	Central Service Support
730	Storage	760	Hazardous Materials Storage
735	Storage Service	765	Hazardous Waste Service

HEALTH CARE

810	Patient Bedroom	855	Treatment/Examination Clinic Service
815	Patient Bedroom Service	860	Diagnostic Service Laboratory
820	Patient Bath	865	Diagnostic Service Laboratory Support
830	Nurse Station	870	Supplies
835	Nurse Station Service	880	Public Waiting
840	Surgery	890	Staff On-Call Facility
845	Surgery Service	895	Staff On-Call Facility Service
850	Treatment/Examination Clinic		

RESIDENTIAL

910	Sleep/Study without Toilet/Bath	950	Apartment
919	Toilet/Bath	955	Apartment Service
920	Sleep/Study with Toilet/Bath	970	House
935	Sleep/Study Service		

NON-ASSIGNABLE

010	Custodial	040	Structural Area
020	Circulation Area	050	Joint-Use Rooms used by visitor
030	Mechanical Area and Toilet Room		

UNSATISFACTORY

001	Classroom	003	Other
002	Laboratory		

NOTES: *An unsatisfactory room is defined as either of the following:*

- *a room in an unsatisfactory building, as recorded by the Educational Plant Survey in the written survey report, or as documented by written concurrence of the survey section of the Office of Educational Facilities, or*
- *a room that has been evaluated and coded by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.*

Edit:

5320_1	Room Use Code (DE 5320) missing, invalid, or non-numeric	Critical
5320_2	Room Use Code (DE 5320) EQ 050 and Room Joint-Use Code (DE 5350) NE 3	Critical
5320_3	Room Use Code (DE 5320) EQ 210 and Room ICS (DE 5340) not a valid ICS code for classroom or lab	Critical
5320_4	Room Use Code (DE 5320) IN (110, 120, 125) and Room ICS (DE 5340) does not begin with 1 for classroom or lab	Informational
5220_7	Facility Type (DE 5220) EQ 7 and Facility Condition (DE 5240) NOT IN (5, 6) and only room record(s) with Room Use Code (DE 5320) IN (740, 010, 020, 030, 040)	Critical
5220_8	Facility Type (DE 5220) EQ 8 and Room-Use Code (DE 5320) NOT IN (740, 010, 020, 030, 040).	Critical
5340_2	Room ICS Code (DE 5340) EQ 90000000 and Room-Use Code (DE 5320) NOT IN (001, 002, 003, 010, 020, 030, 040, 740)	Critical

Data Element 5330

Room Area

Characteristics

Length: 6
Data Type: Numeric
Physical Description: 9 (6)
Last Modified: 4/26/2017

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

The floor area of a room in net square feet.

Edit:

5330_1	Room Area (DE 5330) missing or non-numeric	Critical
5330_2	Room Area (DE 5330) EQ 0	Critical
5250_3	Facility Area (DE 5250) LT sum of Room Area (DE 5330) and Facility Condition (DE 5240) NOT IN (5, 6)	Critical

Data Element 5340

Room ICS Code

Characteristics

Length: 8
 Data Type: Numeric
 Physical Description: 9 (8)
 Last Modified: 7/1/2012

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Identifies the program or function to which the activities in the room contribute.

TABLE VALUES

00000000
 10000000 thru 12799999
 13000000 thru 13300000
 14000000 thru 14200000
 20000000
 30000000 thru 31000000
 40000000 thru 48000000
 50000000 thru 59000000
 60000000 thru 67300000
 70000000 thru 78000000
 80000000 thru 81300000
 90000000

NOTE: *If the Room-Use Code is 110, 120, 125, 210, or 220, then the Room ICS Code for the Advanced and Professional and Vocational courses must be in the 'Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes.'*

Edit:

5340_1	Room ICS Code (DE 5340) missing, invalid, or non-numeric	Critical
5340_2	Room ICS Code (DE 5340) EQ 90000000 and Room-Use Code (DE 5320) NOT IN (001, 002, 003, 010, 020, 030, 040, 740)	Critical
5340_3	Room ICS Code (DE 5340) EQ 00000000 and Room Joint-Use Code (DE 5350) NE 3	Critical
5320_3	Room Use Code (DE 5320) EQ 210 and Room ICS (DE 5340) not a valid ICS code for classroom or lab	Critical
5320_4	Room Use Code (DE 5320) IN (110, 120, 125) and Room ICS (DE 5340) does not begin with 1 for classroom or lab	Informational

Data Element 5350

Room Joint-Use Code

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 7/30/2009

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Identifies if a room is in a Joint-Use Facility and which institution is assigned use of that room.

TABLE VALUES

- 0 Room is not in a Joint-Use Facility (JUF)
- 1 Room is in a JUF and is assigned to the college
- 2 Room is in a JUF and is shared by the college
- 3 Room is in a JUF and is assigned to the visitor institution

Edit:

5350_1	Room Joint-Use Code (DE 5350) missing, invalid, or non-numeric	Critical
5350_3	Room Joint-Use Code (DE 5350) NE 0 and Joint-Use Facility (DE 5260) NOT IN (0, 9, A)	Critical
5350_4	Room Joint-Use Code (DE 5350) EQ 0 and Joint-Use Facility (DE 5260) IN (0, 9, A)	Critical
5260_3	Joint Use Facility on PECO No Match on Facility	Critical
5320_2	Room Use Code (DE 5320) EQ 050 and Room Joint-Use Code (DE 5350) NE 3	Critical
5340_3	Room ICS Code (DE 5340) EQ 00000000 and Room Joint-Use Code (DE 5350) NE 3	Critical

Data Element 5360

Room Condition

Characteristics

Length: 1
Data Type: Numeric
Physical Description: 9 (1)
Last Modified: 4/16/1996

Data Element is used in the Following Reports:

- Facilities and Capital Outlay

Description:

Defines the physical quality of a room.

TABLE VALUES

1 Satisfactory
2 Remodeling

NOTE: Code remodeling if the room was not available for use during the term because the room was being remodeled. Satisfactory may be coded if the Facility Condition is set as Remodeling A, B, or C.

Edit:

5360_1 Room Condition (DE 5360) missing, invalid, or non-numeric Critical

Site Record Format – Record Type 1

Create a record for each site

Field Characteristics

- 9 Numeric
- X Alphanumeric
- V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
5001	1-2	2	9 (2)	CCNUM	College Number
	3	1	9 (1)	FILE_NUMBER	FILE NUMBER = 1
5100	4-5	2	9 (2)	SITE_NUMBER	Site Number
5110	6-25	20	X (20)	SITE_NAME	Site Name
5120	26	1	9 (1)	SITE_TYPE	Site Type
5130	27-32	6	9 (4) V99	SITE_AREA	Site Area (in acres)
5140	33	1	X (1)	SITE_OWNER	Site Ownership
5150	34-35	2	9 (2)	SITE_HOLD_PERIOD	Site Length of Holding
5160	36	1	9 (1)	SITE_MEANS_ACQ	Site Acquisition Means
5170	37-42	6	9 (6)	SITE_DATE_ACQ	Site Acquisition Date (CCYYMM)
5002	43-47	5	9 (5)	TERM	Term Identifier
5105	48-49	2	9 (2)	SITE_COUNTY	Site County
	50-80	31		FILLER	

NOTE: Shaded fields are unique key elements.

Facility Record Format – Record Type 2

Create a record for each facility

Field Characteristics

- 9 Numeric
- X Alphanumeric
- V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
5001	1-2	2	9 (2)	CCNUM	College Number
	3	1	9 (1)	FILE_NUMBER	FILE NUMBER = 2
5100	4-5	2	9 (2)	SITE_NUMBER	Site Number
5200	6-9	4	9 (4)	FAC_NUMBER	Facility Number
5210	10-29	20	X (20)	FAC_NAME	Facility Name
5220	30	1	9 (1)	FAC_TYPE	Facility Type
5230	31	1	9 (1)	FAC_STATUS	Facility Status
5240	32	1	9 (1)	FAC_CONDITION	Facility Condition
5250	33-38	6	9 (6)	FAC_AREA	Facility Area in Gross Sq. Ft.
5260	39	1	X (1)	FAC_OWNER	Facility Ownership
5270	40-41	2	9 (2)	FAC_HOLD_PERIOD	Facility Length of Holding
5280	42-47	6	9 (6)	FAC_DATE_INSPECT	Facility Original Inspection Date (CCYMM)
5002	48-52	5	9 (5)	TERM	Term Identifier
5295	53-58	6	9 (6)	FAC_LAST_INSPECT	Facility Last Inspection Date (CCYMM)
5290	59-63	5	9 (5)	FAC_PARC	Facility Parking Spaces
	64-80	17		FILLER	

NOTE: Shaded fields are unique key elements.

Room Record Format – Record Type 3

Create a record for each facility

Field Characteristics

- 9 Numeric
- X Alphanumeric
- V Implied Decimal

DE#	From/To	Size	Structure	Field Name	Field Description
5001	1-2	2	9 (2)	CCNUM	College Number
	3	1	9 (1)	FILE_NUMBER	FILE NUMBER = 3
5100	4-5	2	9 (2)	SITE_NUMBER	Site Number
5200	6-9	4	9 (4)	FACILITY_NUMBER	Facility Number
5300	10	1	X (1)	ROOM_PREFIX	Room Number Prefix
5300	11-14	4	X (4)	ROOM_NUMBER	Room Number
5300	15	1	X (1)	ROOM_SUFFIX	Room Number Suffix
5310	16-35	20	X (20)	ROOM_NAME	Room Name
5320	36-38	3	9 (3)	ROOM_USE_CODE	Room-Use Code
5330	39-44	6	9 (6)	ROOM_AREA	Room Area in Net Sq. Ft.
5340	45-52	8	9 (8)	ROOM_ICS	Room ICS Code
5350	53	1	9 (1)	ROOM_JOINT_CODE	Room Joint-Use Code
5360	54	1	9 (1)	ROOM_CONDITION	Room Condition
5002	55-59	5	9 (5)	TERM	Term Identifier
	60-80	21		FILLER	

NOTE: Shaded fields are unique key elements.

Appendix A

Room Use Codes: Definitions, Descriptions and Limitations

General

The 2006 *Postsecondary Education Facilities Inventory and Classification Manual* updated the terminology from Room Use Category Structure to Space Use Category Structure. With the exception of the updated term, the definitions of the Space Use categories remain largely unchanged. For the purposes of this Appendix, the terms space and room can be used interchangeably. When a use can be either a room or a space, the term space is used. However, the term room is retained in most examples provided in the definitions, and is used for functions that would be housed only; in enclosed rooms, as defined in this appendix. For further information, see the *Postsecondary Education Facilities Inventory and Classification Manual, 2006 Edition* at <http://nces.ed.gov/pubs2006/2006160.pdf>.

100 – Classroom Facilities

General

The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other rooms used primarily for scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity. A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunications equipment) as long as these do not tie the room to instruction in a specific subject or discipline.

110 Classroom - 25 Sq. Ft. Student Stations

Definition. A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. Student Stations are assigned to 110 classrooms. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

Description. Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Limitations. This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space and by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of

computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

115 Classroom Service

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

Description. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.

Limitations. Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

120 Computer Classrooms

Student stations are assigned to 120 computer classrooms.

Definition. A space used for instruction classes and has computers as the primary workstation for the teaching environment. This room is not tied to specific subject or discipline by specific program equipment or software in the room or the configuration of the room.

Description. Includes rooms generally used for scheduled instruction that requires no special, restrictive equipment or configuration. These rooms may be called computer classrooms, computer lecture-demonstration rooms, and general purpose computer classrooms. The computer classroom would be equipped with computer workstations that may restrict the reconfiguration of the arrangement whether joined in groups or separately aligned, they may also be flexible in arrangement to allow for varying configurations of learning experiences or similar type of seating. These rooms may contain multimedia or telecommunications equipment and be configured for multi-discipline distance learning, but the primary determination is the student computer workstation design size as opposed to a multi-discipline distance-learning classroom with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement) be furnished with special equipment for other instruction support (e.g., globes, pianos, maps) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

The installation of specific educational program software should not restrict the use of this room by change of program software for other program disciplines in the future use. The space designation is a function of the space needed for the computer equipment in the general classroom, which in design and utilization is larger than a standard classroom workstation. Specific computer equipment as part of the workstation design and educational program function would not constitute a laboratory.

Limitations. This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A computer class laboratory is distinguished from a computer classroom based on **program specific** equipment in the room **and** by its restrictive use. If a room is restricted to a single or closely related group of disciplines by special computer equipment, program software, or room configuration, it may be logically considered as a laboratory (see Code 200 series).

125 Computer Classroom Service

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

Description. Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve computer classrooms.

Limitations. Does not include projection rooms, coat rooms, preparation rooms, closets or storage areas, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A project booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

200 - Laboratory Facilities

General

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc. "Laboratory facilities can be subdivided into two types: class and open. A class laboratory is used for **regularly scheduled** instruction. An open laboratory supports instruction but is not formally scheduled."

At Florida colleges, laboratory programs and courses (academic, vocational, adult general, preparatory, etc.) are housed in what are called "laboratory suites." The term "suite" is defined as the main laboratory along with all the various supporting spaces required for teaching a particular discipline.

The primary room of each laboratory suite is the 210 class laboratory. That is where the teachers and classes are assigned, where regularly scheduled instruction occurs, and where the student stations are counted. It is the main room. All the other rooms in the laboratory suite support the functions and operations of the instructional program assigned to the 210 laboratory.

The types of supporting spaces in a laboratory suite may include: 212 related instruction classroom, 215 class laboratory service, 220 open laboratory, 225 open laboratory service, 570 animal quarters, 575 animal quarters service, 580 greenhouse, and 585 greenhouse service. These spaces are necessary for the instructional program, but they are secondary to the 210 class laboratory. All of them are assigned to the primary 210 laboratory and none of them carry any student stations.

210 Class Laboratory (student stations sq. ft. varies according to programmatic function)

Student stations are assigned to 210 class laboratories. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges, in Section 6.1, State Requirements for Educational Facilities.

Definition. A space used primarily for formally or regularly scheduled classes that require special purpose equipment or a specific room configuration for student instruction, participation, experimentation, observation, or practice in an academic or vocational, adult education, or preparatory discipline.

Description. A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the Room's use by other disciplines. Included in this category are rooms generally called teaching laboratories, instructional shops, typing or computer laboratories (where the computer equipment is specific to the program), drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, **if they are used primarily for group instruction in formally or regularly scheduled classes.** Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.

Limitations. Does not include Classrooms (110) or Computer Classrooms (120). Does not include informally scheduled or un-scheduled laboratories (see 220). It does not include gymnasias, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special

Use Facilities (500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410) or Student Computer Terminal Rooms (240).

212 Related Instruction Classroom

Student stations are not assigned to 212 related instruction classrooms. Every 212 related classroom is assigned to a 210 class laboratory. It is one of a set of related spaces which together with the main laboratory make up a complete laboratory suite. Because the 210 class laboratory is assumed to be the primary point of instruction for the suite, student stations are assigned to that laboratory, not to the related classroom. For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges and Table (D) for Related Spaces, in Section 6.1, State Requirements for Educational Facilities.

Definition. A separate classroom or a classroom-type area within a laboratory that is part of a vocational/technical laboratory suite.

Description. Includes a classroom or an area set aside within a 210 class laboratory, which is used for teaching the theoretical aspects of a vocational discipline as well as other program-related information, which cannot be taught in the laboratory itself. This instruction may be either regularly or informally scheduled and is functionally tied to the 210 class laboratory program. This room does not have to be physically attached to the laboratory space, but should be conveniently located to the associated program.

Limitations. This category does not include Classroom (110), Computer Classroom (120), Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Classrooms (110) general purpose is distinguished from this related classroom in that the related classroom is tied to Class Laboratory via program function according to primary design and use. This 212 Related Classroom applies only to vocational/technical laboratories, which require classroom related instruction as indicated in the "Size of Space and Occupant Design Criteria Table," Section 6.1, State Requirements for Educational Facilities. A laboratory is authorized to have a related instruction classroom when code A-7 appears after the laboratory name under the column "Related Space." This does not apply to non-vocational laboratories.

215 Class Laboratory Service

Definition. A space that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description. Includes any room that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (includes temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.

Limitations. Does not include service rooms that support Classrooms (see 115), Computer Classrooms (125), Open Laboratories (225), Student Computer Terminal Rooms (245), Animal Quarters (575) and Greenhouses (585).

220 Open Laboratory

Student stations are not assigned to 220 open laboratories. Every 220 open laboratory is assigned to a 210 class laboratory. It is one of a set of related spaces which together with the main laboratory make up a complete laboratory suite. Because the 210 class laboratory is assumed to be the primary point of instruction for the suite, student stations are assigned to that laboratory, not to any open laboratories.

For details, refer to the Size of Space and Occupant Design Criteria Table (B) for Community Colleges and Table (D) for Related Spaces, in Section 6.1, State Requirements for Educational Facilities.

Definition. A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.

Description. An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the room is not formally or regularly scheduled, or 2) access is limited to specific groups of students. An open laboratory is a secondary laboratory which programmatically supports and is assigned to the primary 210 class laboratory where 1) the teachers and classes are assigned, and 2) the regularly scheduled instruction occurs. Included in this category are rooms such as botany greenhouses, music ensemble and practice rooms, special language laboratories, photography studios, criminal justice courtrooms, emergency medical telemetry operations, and computer laboratories involving specialized restrictive software or where access is limited to specific types of students.

Limitations. Laboratories with formally or regularly scheduled classes are Class Laboratories (210). A classroom used for teaching the theoretical aspects of a vocational discipline and other program-related information which cannot be taught in a laboratory is a Related Instruction Classroom (212). A room that contains equipment (such as, typewriters or micro-computers) which does not restrict use to a specific discipline or discipline group, and which is typically used at a student's convenience, should be classified as a Study Room (410) or a Student Computer Terminal Room (240).

225 Open Laboratory Service

Definition. A space that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description. Includes only those rooms that directly serve an Open Laboratory. Included are project rooms, telecommunications control booths, coat rooms, preparation room, closets, material storage (including temporary hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve Open Laboratories.

Limitations. Does not include service rooms that support classrooms (115), or Computer Classrooms (125), or Class Laboratories (215). Animal Quarters (570), Greenhouses (580), and Central Service (750) facilities are categorized separately.

240 Student Computer Terminal Room (study area)

Definition. A space or separate area equipped with computer terminals used by individual students for the purpose of studying.

Description. Included are open areas, enclosed rooms, booths, and carrels intended as places for students to study. Such spaces may be located in libraries, learning centers, academic buildings, or student services centers. The room or area is not scheduled either formally or informally, regularly or irregularly, but is intended to be available for students to study at their convenience. **Note:** This Room-Use Code (when used with all ICS codes) aggregates to the library/study space category.

Limitations. Does not include computer rooms that have formally scheduled instruction, Computer Classrooms (120) and Class Laboratories (210), or that have informally scheduled instruction, Open Laboratories (220).

245 Student Computer Terminal Service (study area service)

Definition. A space that serves student computer terminal rooms, as direct extension of the activities in those rooms.

Description. Included are areas which house materials and equipment, lockers and storage, which support study activities conducted in student computer terminal rooms. **Note:** This Room-Use Code (when used with all ICS codes) aggregates to the library/study space category.

Limitations. Does not include rooms that serve Classrooms (115), Computer Classrooms (125), Class Laboratories (215), or Open Laboratories (225).

300 - Office Facilities

General

Office facilities are individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university. While some institutions may wish to classify all office space as Office (310), others may wish to differentiate academic, administrative, staff, secretarial, clerical, or student assistant offices, etc., by applying additional codes.

310 Office

Definition. A space housing faculty, staff or students working at one or more desks, tables, or workstations.

Description. An office is typically assigned to one or more persons as a station or work area. It may be equipped with desks, chairs, tables, bookcases, filing cabinets, computer workstations, microcomputers, or other office equipment. Included are faculty, administrative, staff, secretarial, clerical, student and support services offices, etc.

Limitations. Any other rooms, such as glass shops, printing shops, study rooms, classrooms, laboratories, etc., that incidentally contain desk space for a technician or staff member may be classified according to the primary use of the room, rather than an office. However, office areas within the room may also be designated by office use codes if so designated on the room drawings and with room numbering sub-lettering. These areas do not need to have clearly visible physical boundaries. **Examples** of these office areas include open reception areas, building circulation areas, and library staff areas which would not otherwise be classified as Processing Rooms (440). In such cases, logical physical boundaries (phantom walls) may be assigned to calculate square footage. An office is differentiated from Office Service (315) by the latter's use as a casual or intermittent workstation or service room. For example, a room with a microcomputer intermittently used by one or more people separately assigned to an office should be coded as Office Service (315). However, if the microcomputer is located as part of the primary office workstation area it would be coded as Office (310). A combination office, studio, or class laboratory should be coded according to its primary use if multiple Space-Use Codes with prorations are not used. A receptionist room that includes a waiting area may be coded as Office (310) if prorations are not used.

315 Office Service

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

Description. Includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms serving office areas, student counseling rooms and testing (non-health and non-discipline-related) rooms, and open and private (restricted access) circulation areas.

Limitations. Waiting, interview, and testing rooms are included as office service if they serve a specific office or office area and not a classroom or laboratory; a student counseling (non-health) testing room should be coded as Office Service (315). A receptionist room that includes a waiting area should be coded as Office (310). Lounges which serve specific office areas and which are not generally available to the public should be coded as Office Service (315). Centralized mail rooms, shipping or receiving areas, and duplicating or printing shops that serve more than one building (or department or school, etc.) or that are campus-wide in scope should be classified Central Service (750).

350 Conference Room

Definition. A space serving an office complex and used primarily for staff meetings and departmental activities.

Description. A conference room is typically equipped with tables and chairs. Normally it is used by a specific organization unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting room functions, then the space should be classified according to its principal use. A conference space is distinguished from the facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.

Limitations. Does not include classrooms, seminar rooms, lecture rooms (see 110), auditoria (see 610), department lounges (see 315), open lounges (see 650), and meeting rooms (see 680).

355 Conference Room Service

Definition. A space that directly serves one or more conference spaces as an extension of the activities in those spaces.

Description. Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.

Limitations. Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

400 - Study Facilities

General

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities. A study room may contain equipment or materials, which aid the study or learning process (e.g., microcomputers, computer terminals, multimedia carrels, typewriters, records and tapes), and which do not restrict the room to a particular academic discipline or discipline group. Whereas a Study Room (410) may appear in almost any type of building on campus (e.g., academic, residential, student services), Stacks (420), Open-Stacked Study Rooms (430), and Processing Rooms (440) are typically located in, but not limited to, central, branch, or departmental libraries. Identification of library space should be made through the use of function codes, and departmental space through the combined use of academic discipline and function codes.

410 Study Space

Definition. A space or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

Description. Includes study or reading rooms located in libraries, residential facilities, academic or student service facilities, study carrel and booth areas, and similar spaces that are intended for general study purposes. Study stations may be grouped, as in a library reading room, or individualized, as in a carrel. Study stations may include computers, typewriters, microform readers, CD and DVD players, or other multimedia equipment. The category Study Space includes spaces commonly termed “learning labs” or “computer labs” if they are not restricted to specific disciplines by contained equipment or software. Study spaces are primarily used by students or staff for learning at their convenience, although access may be restricted by a controlling unit (e.g., departmental study room).

Limitations. Does not include Open Laboratories (220) that are restricted to a particular discipline or discipline group. This category also does not include Lounges (650) that are intended for relaxation and casual interaction.

420 Stack

Definition. A space used to house arranged collections of educational materials for use as a study resource.

Description. Stacks typically appear in central, branch, or departmental libraries and are characterized by accessible, arranged, and managed collections. Collections can include books, periodicals, journals, monographs, micromaterials, electronic storage media (e.g., tapes, disks, slides, etc.), musical scores, maps, and other educational materials.

Limitations. Does not include general storage areas for such materials that serve a particular room or area; such spaces would take the appropriate service code. Examples of these service spaces include tape storage rooms for language laboratories (see Open Laboratory Service-225), book storage rooms for classrooms (see Classroom Service-115), and music for general listening enjoyment (see Recreation Service-675). Also does not include collections of educational materials, regardless of form or type (i.e., from books to soils collections), that are for Exhibition (620) use rather than for study or reference.

430 Open-Stack Study Room

Definition. A combination study room and stack, generally without physical boundaries between the stack and study areas.

Description. Seating areas include those types of station and seating arrangements described under Study Room (410). The stack areas of these spaces may include any of the educational material collections described under Stack (420).

Limitations. Does not include Study Rooms (410) that have no stack areas. Those stack areas that have only a few incidental chairs or other seating, without a formally arranged study seating area, should be coded Stack (420). Institutions may wish to separate and code the seating or study areas (see Study Room-410) and Stack areas (see Stack-420) into separate space records. As with Stack (420) and Processing Rooms (440), Open-Stack Study Rooms (430) appear primarily in central, branch, and departmental libraries.

440 Processing Room

Definition. A space or area devoted to processes and operations in support of library functions.

Description. A processing room is intended for specific library operations which support the overall library mission. Included are card, microfiche, and on-line catalog areas; reference desk and circulation desk areas; bookbinding rooms; on-line search rooms; multimedia materials processing areas; interlibrary loan processing areas; and other areas with a specific process or operation in support of library functions.

Limitations. Areas that serve both as office stations and processing rooms should be coded according to primary use. Small incidental processing areas in larger stack or study areas should be included within the larger primary activity category (see 410, 420, 430). Does not include typical support rooms that serve study and other primary activity areas, such as storage rooms, copy rooms, closets, and other service-type rooms (see 455). Acquisitions work areas with a primary office use should be classified as Office (310).

455 Study Service

Definition. A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.

Description. Includes storage spaces, copy rooms, closets, locker rooms, coat rooms, and other typical service areas that support a primary study facilities room (see Codes 410, 420, 430, and 440). With the increasing implementation of wireless technology, service areas are migrating into the primary study space and stacks. Campuses need to adopt a consistent approach to using either predominate use or “phantom walls” to allow for the separation of service space. An example would be space occupied by routers, servers, or battery-charging equipment on the open floor of a library or student center.

Limitations. Does not include Processing Rooms (440) that house specific library support processes and operations (e.g., bookbinding rooms, multimedia processing rooms).

500 - Special Use Facilities

General

This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here. Although many of these special use facilities provide service to other areas, their special use or configuration dictates that these areas not be coded as service spaces.

510 Armory

Definition. A space or area used by Reserve Officer Training Corps (ROTC), or Police and Corrections, and ancillary units, etc., for military training and/or instructional activities.

Description. Spaces that are obviously designed or equipped for use in a military training or instructional program, such as indoor drill areas, indoor rifle ranges, and specially designed or equipped military science rooms, are included in this category. Ancillary units may include special rifle and drill teams.

Limitations. Conventional space use types such as Classrooms (110), Class Laboratories (210), Offices (310), and Study Rooms (410) are designated as such, even though they are located in an armory building. Military supply and weapons rooms are coded Armory Service (515).

515 Armory Service

Definition. A space that directly serves an armory facility as an extension of the activities in that facility.

Description. This category includes supply rooms, weapons rooms, and military equipment storage rooms.

Limitations. Spaces directly serving conventional primary activity areas are classified with the appropriate corresponding service code, e.g., Classroom Service (115), Class Laboratory Service (215), Office Service (315), and Study Service (455).

520 Athletic or Physical Education

Definition. A space or area used by students, staff, or the public for athletic or physical education activities.

Description. Includes gymnasias, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields and field houses. This category includes spaces used to teach dancing and bowling only if they are part of the physical education instructional program.

Limitations. This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas. Additional classification through function and academic discipline codes makes this distinction. Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis

rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

523 Athletic Facilities Spectator Seating

Definition. The seating area used by students, staff, or the public to watch athletic events.

Description. Includes indoor permanent or fixed seating areas in gymnasias, field houses, ice arenas, covered stadia, natatoriums, and cycling arenas.

Limitations. Does not include temporary or movable seating areas (e.g., movable bleachers). Outdoor uncovered permanent seating is not assignable seating although it may contain assignable areas under it (e.g., locker rooms, offices, etc.).

525 Athletic or Physical Education Service

Definition. A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.

Description. Includes locker rooms; shower rooms; non-office coaches' rooms; ticket booths; and rooms for dressing, equipment, supply, storage, first-aid, skate-sharpening, towels, etc.

Limitations. Does not include public rest rooms which should be classified as non-assignable building service space. Spaces that directly serve offices, classrooms, laboratories, etc., are classified with the appropriate corresponding service code. Cashiers' desks serving recreation facilities (see Recreation-670) are classified Recreation Service (675). Central ticket outlets serving multiple facilities or services are classified as Merchandising (660).

530 Media Production

Definition. A space used for the production or distribution of multimedia materials or signals.

Description. Includes spaces generally called TV studios, radio studios, sound studios, photo studios, video or audio cassette and software production or distribution rooms, and media centers. These spaces have a clearly defined production or distribution function that serves a broader area (e.g., department, entire campus) than would a typical service room. Include electronic visualization studios or facilities in this category if the primary use is the production of media rather than a student-focused learning experience.

Limitations. Does not include spaces that merely store media materials and equipment. Such spaces would be coded as Media Production Service (535) spaces if serving the primary production or distribution room, or the appropriate service category for space(s) they serve. Radio or TV broadcasting areas, simulation laboratories, and other media spaces used for teaching broadcasting to students should be coded as laboratories (see Class Laboratory-210, or Open Laboratory-220). This classification also does not include centralized computer-based data processing and telecommunications equipment facilities (see Central Computer or Telecommunications-710).).

535 Media Production Service

Definition. A space 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 space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance

rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).

Limitations. Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

540 Clinic

Definition. A space used for providing diagnosis, consultation, treatment, or other services to patients or clients or subjects with a primary purpose of instruction, research, or public service.

Description. Included are examination rooms, testing rooms, consultation rooms, and holding areas. Such spaces and their related uses are typically associated with educational programs such as psychology, law, speech, and hearing.

Limitations. Does not include spaces used for remedial instruction that should be classified as classrooms or laboratories (see Codes 100 and 200 series), testing or counseling rooms in non-health or non-discipline-related programs (see Office Service-315), or Health Care Facilities (see Code 800 series).

545 Clinic Service

Definition. A space that directly serves 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 spaces.

Limitations. Does not include spaces that serve health care facilities (see Code 800 series). Also does not include first aid treatment rooms that serve other primary activity areas, e.g., Athletic or Physical Education Service (525), Day Care Service (645).

550 Demonstration

Definition. A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and home management or economics.

Description. The key criterion here is practice activity within an instructional program which closely simulates a real-work or occupational setting. Includes a demonstration day care and development centers, laboratory schools and home economics or management houses, when these facilities are used for practice as a part of collegiate training or instruction.

Limitations. Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Services

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

Description. Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

Limitations. Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasias that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

560 Field Building

Definition. A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.

Description. Includes barns, animal and poultry shelters, sheds, silos, feed units, and hay storage. Structures are typically of light-frame construction with unfinished interiors and are frequently located outside the central campus area. Also includes storage space for farm vehicles and implements. Service areas that support field buildings are classified within this category.

Limitations. Animal facilities directly supporting research or instructional laboratories should be coded Animal Facilities (570). Location of a building, on or off the main campus, is not sufficient justification for classification as a field building. Finished spaces with other uses (e.g., laboratories, classrooms, etc.) should be coded as appropriate. Does not include buildings that house nonagricultural or non-farm-related vehicles (see Vehicle Storage-740).

570 Animal Facilities

Definition. A space that houses laboratory animals used for research or instructional purposes.

Description. Includes animal rooms; cage rooms; stalls; wards; and procedure, operating, recovery, isolation, quarantine, and similar spaces for instruction and research.

Limitations. Animal Facilities are typically subject to the rules and regulations of agencies regarding the care and use of laboratory animals (e.g., requirements of the American Association for Accreditation of Laboratory Animal Care (AAALAC)). Does not include agricultural field buildings sheltering animals that do not directly support instruction or research (see Field Building-560). Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

575 Animal Facilities Service

Definition. A space that directly serves an animal quarters facility as an extension of the activities in that facility.

Description. Includes feed storage rooms, feed mixing rooms, cage washing rooms, cage storage rooms, casting rooms, instrument rooms, and internal (nonpublic) circulation space.

Limitations. Does not include areas that directly serve facilities used for the treatment of animals (see Treatment/Examination Clinic-850).

580 Greenhouse

Definition. A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.

Description. The primary criterion here is the combination of structural design as a greenhouse and the use for cultivation or protection. An example would be a greenhouse that serves as a laboratory or service area for a botany or other (e.g., horticulture) educational program. This category includes any facility serving the greenhouse function (e.g., warehouse facilities equipped with special lighting controls for the cultivation or protection of plants).

Limitations. Greenhouses that are not used for plant cultivation or protection should be classified according to specific use (e.g., a greenhouse used for central storage should be coded Central Storage-730).

585 Greenhouse Service

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

Description. Includes equipment or material storage areas and rooms generally called headhouses.

Limitations. Excludes storage areas that do not directly serve greenhouses.

590 Other

Definition. A category of last resort.

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

Limitations. Should have very limited use, if used at all.

600 - General Use Facilities

General

General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.

610 Assembly

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

Description. Includes theaters, auditoria, concert halls, arenas, chapels, and livestock judging pavilions that are used primarily for general presentations (speakers), performances (dramatic, musical, dance), and devotional services. Seating areas, orchestra pits, chancels, aisles, and stages (if not used primarily for instruction) are included in and usually aggregated into the assembly space. This category also includes chapels located in health care, residential, or other facilities. Institutions may wish to separate the seating area from the stage and other specially configured areas through the use of additional codes.

Limitations. Stage areas used primarily for instruction or practice (dance, music, drama) are typically coded separately as laboratory space (see Codes 210, 220). Assembly facilities that are used primarily as instructional lecture halls are classified as Classroom (110) space.

615 Assembly Service

Definition. A room or area that directly serves an assembly facility as an extension of the activities in that facility.

Description. 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, etc.

Limitations. Entrance lobbies and other circulation areas outside of the primary assembly room are classified as nonassignable Lobby (W05). A concession stand in an assembly facility is classified as Merchandising (660). Lounge areas that are remote from the assembly area within an assembly facility are classified by the appropriate service code or the Lounge (650) code.

620 Exhibition

Definition. A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.

Description. Includes both departmental and institution-wide museums, galleries, and similar exhibition areas that are used to display materials and items for viewing by the institutional population and the public. Planetariums used primarily for exhibition are also included in this category. Planetariums used primarily for research should be classified in the Laboratory Facilities (Code 200) series.

Limitations. Displays that are intended only for instructional purposes and not for general exhibitions (e.g., departmental instructional displays of anthropological, botanical, or geological specimens) should be classified as laboratory or laboratory service (see Laboratory Facilities-200 series). Does not include bulletin boards and similar temporary or incidental displays in hallways, student centers, etc. Also does

not include collections of educational materials, regardless of form or type (e.g., books, tapes, soils collections), that are study resources (see Stack-420) as opposed to exhibition use.

625 Exhibition Service

Definition. A space that directly serves an exhibition facility as an extension of the activities in that facility.

Description. Includes preparation workrooms, storage rooms, vaults, etc., that serve general exhibition areas (see Exhibition-620).

Limitations. Research areas in museums are classified as Research/Nonclass Laboratory (250) or Research/Nonclass Laboratory Service (255). Service areas for displays that are part of an instructional program are classified as Classroom Service (115) or Laboratory Facilities service areas (see Code 200 series).

630 Food Facilities

Definition. A space used 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 students, faculty, staff, or the public at large. The primary distinction of a Food Facility (630) area is the availability of some form of accommodation (seating, counters, tables) for eating or drinking. This is, therefore, an area intended for the actual consumption of food and drink. Vending areas with seating, counters, or tables and sit down lunch or vending spaces that serve a shop facility are included in this category.

Limitations. Vending areas not provided with seating, counters, or tables are classified as Merchandising (660) or with the appropriate service code if the vending directly supports or is adjacent to a specific space for consuming the products (e.g., a Code 635 vending space serving a Code 630 dining hall). Lounges (650) with vending machines that are incidental to the primary use of the space (i.e., relaxation) are coded as part of the lounge, if within the space, or as Lounge Service (655) if separate from and directly supporting the main lounge facility (see Lounge-650). Break rooms serving specific office areas are classified as Office Service (315). Eating areas for children in demonstration or day care facilities are classified as primary activity categories within these respective areas (see Demonstration-550 and Day Care-640); staff-only eating or break rooms in these facilities are classified as service areas (see Demonstration Service-555 and Day Care Service-645).

635 Food Facilities Services

Definition. A space that directly serve a food facility as an extension of the activities in that facility.

Description. Includes kitchens and other preparation areas, cold storage and freezer refrigeration rooms, dishwashing rooms, food serving areas, cleaning areas, etc. Includes first aid and vending areas directly serving food facilities, or adjacent to an eating area.

Limitations. Does not include any type of food preparation space that does not serve a food facility or eating area (see Food Facility-630). Kitchenettes in residence facilities that do not serve a dining area are classified as Sleep/Study Service (935). Service areas for vending spaces are classified as Merchandising Service (665). Kitchens and food preparation areas in demonstration or day care facilities are classified as service areas for those facilities (see Demonstration Service-555 and Day Care Service-645).

640 Day Care

Definition. A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.

Description. Includes all primary activity spaces that provide oversight, supervision, developmental training, and general personal care for assigned children or adults (e.g., play areas, non-staff eating areas, and child training spaces). This type of facility serves as a central service center for faculty, staff, and students, with members of the community being served as needed. This is not a medical care facility (i.e., medical attention is strictly limited to maintaining prescribed medication schedules and providing first aid).

Limitations. Does not include those support spaces (e.g., storage rooms, closets, and pantries) typically used as service spaces (see Day Care Service-645). This category also does not include demonstration houses, laboratory schools, or other facilities with a primary function of providing practice for postsecondary students as part of the instructional process (see Demonstration-550). Also excluded from this category are those service areas classified as Central Service (750), and Laboratory Facilities (Code 200 series) that directly support instruction (e.g., vocational training programs for parent education and early childhood education).

645 Day Care Service

Definition. A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.

Description. Includes storage rooms, closets, kitchens or food preparation areas, pantries, private or staff-only eating areas and rest rooms, and other typical service spaces that support a primary activity area.

Limitations. Does not include those spaces (e.g., child training spaces, playrooms—see Day Care-640) where primary day care activities are conducted. Rest rooms designed for child training should be coded Day Care (640). Eating or training areas for children are classified as primary Day Care (640) activity space. Staff office areas should be coded as Office (310).

650 Lounge

Definition. A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.

Description. A lounge facility is typically equipped with upholstered furniture, draperies, and carpeting, and may include vending machines. This general use lounge differs from an office area or break room lounge (see Office Service-315) by virtue of its public availability. If a space is equipped with more than one or two seats for a seating area and intended for use by people visiting or passing through a building or area, it is coded as a Lounge (650). Such a space may have vending machines even though the primary use of the space is rest, relaxation, or informal socializing, not eating.

Limitations. A lounge facility is distinguished from a Conference Room (350) and a Meeting Room (680), both of which are intended for formal meetings, by its more informal function of rest, relaxation, or casual interaction and its public availability. A lounge area associated with a public rest room is included with the rest room as nonassignable (building service area) space. A space devoted to vending machines without accommodation (seating, counters, or tables) for local food or drink consumption is classified as Merchandising (660). A lounge that directly serves a specific or restricted area is classified by the appropriate corresponding service code (e.g., a lounge serving an assembly facility is classified Assembly Service-615). A lounge differs from a nonassignable lobby in placement, use, and intent. A Lobby (W05)

is generally located at a major entrance with openings to either hallways on more than one side or in front of elevator banks; and although it may have seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing. Separate waiting rooms in other than health care facilities are classified with the appropriate service code according to the room or area they serve. A receptionist room that includes a waiting area should be classified as Office (310). Public waiting areas in health care facilities are coded as Public Waiting (880).

655 Lounge Service

Definition. A space that directly serves a general use lounge facility.

Description. Includes kitchenettes, storage areas, and vending spaces that directly serve a general use Lounge (650).

Limitations. This category does not include kitchenettes, storage rooms, and small vending areas that directly serve other space use types (e.g., a small vending area serving a dining hall eating area should be classified as Food Facility Service-635).

660 Merchandising

Definition. A space used to sell products or services.

Description. Includes product and service sales areas such as bookstores, student supply stores, barber or beauty shops, post offices, campus food stores, walk-away vending machine spaces, and central ticket outlets servicing multiple facilities or activities.

Limitations. Does not include dining rooms, restaurants, snack bars, and similar Food Facilities (630). A vending machine space that directly serves a dining, lounge, or other primary activity area is classified with the appropriate service code; a vending machine area within a general use lounge is included in the Lounge (650) space. Vending areas that include accommodations (seating, counters, or tables) for consuming the products are classified as Food Facility (630). Meeting and conference rooms in hotels or motels are classified as Meeting Rooms (680). Sleeping rooms in hotels or motels are classified in the appropriate category of Residential Facilities (Code 900 series). Cashiers' desks that serve a specific recreational facility or area are classified as service space for that area (see Codes 670 and 675). Day care centers used for practice within an instructional program are classified as Demonstration (550). Day care centers that are not part of such a program are classified under Day Care (640).

665 Merchandising Service

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

Description. Includes storage rooms and closets, sorting rooms, private rest rooms, and other support spaces if they directly serve a Merchandising (660) facility.

Limitations. Storage rooms, sorting rooms, and private rest rooms that do not serve a merchandising area should be classified using the appropriate service code for the corresponding space use type.

670 Recreation

Definition. A space used by students, staff, or the public for recreational purposes.

Description. Includes exercise and general fitness rooms, billiards rooms, game and arcade rooms, table tennis rooms, chess rooms, card playing rooms, hobby rooms, TV rooms, reading (nonstudy) rooms, and music listening rooms that are used for recreation and amusement and not for instructional purposes.

Recreation rooms and areas are used for relaxation, amusement-type activities, whereas athletic facilities are typically used for the more vigorous pursuits within physical education, intercollegiate athletics, and intramural programs that typically require specialized configuration.

Limitations. Does not include gymnasias, basketball courts, weight rooms, racquetball courts, handball courts, squash courts, wrestling rooms, indoor swimming pools, indoor ice rinks, indoor tracks, indoor stadium fields, indoor golf and other areas primarily used for physical education, and intramural or intercollegiate athletic activities (see Code 520). Outdoor athletic and physical education fields, courts, and other nonenclosed areas are also excluded because they are not building space. This category also does not include bowling alleys, dance rooms, or any other activity areas that are primarily used for instruction. Reading or media use rooms that are designed and intended as study spaces are also excluded from this category (see Code 410).

675 Recreation Service

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

Description. Includes storage rooms, closets, equipment issue rooms, cashiers' desks, first aid, and other support areas that directly serve a recreation (670) facility.

Limitations. Does not include kitchens, snack bars, or other Food Facilities (630) and Food Facility Service (635) areas. Locker rooms, shower rooms, ticket booths, dressing rooms, equipment rooms, and other areas directly serving Athletic or Physical Education (520) facilities are classified as Athletic or Physical Education Service (525) rooms. Central Ticket outlets serving multiple facilities or services are classified as Merchandising (660).

680 Meeting Room

Definition. A room that is used by the institution or the public for a variety of nonclass meetings.

Description. The key concept here is public availability. Conference Rooms (350) are often confused with meeting spaces because they are both primarily used for nonclass meetings. However, conference spaces are restricted service components of an office complex or used by office occupants of a specific area and are generally limited to staff meetings or other departmental nonclass activities. Although it may be assigned to a specific organizational unit, a meeting space is more available and open to study groups, boards, governing groups, community groups, various student groups, nonemployees of the institution, and various combinations of institutional and community members. Meeting spaces in institutional hotels or motels and other for-fee meeting spaces are included in this category. Meeting spaces may be configured like classrooms (i.e., with participant focus to the front of the room), or may be equipped with a variety of furniture types (e.g., tables and chairs, lounge-type furniture, tablet armchairs, or a large table) in various combinations and arrangements.

Limitations. Spaces serving an office complex and used primarily for staff meetings are classified as Conference Room (350). Seminar and lecture rooms used primarily for scheduled classes are classified as Classroom (110). Spaces designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc., should be classified as Assembly (610).

685 Meeting Room Service

Definition. A space that serves a meeting space as an extension of the activities in that space.

Description. Includes kitchenettes, multimedia storage and control rooms, furniture storage rooms, and other support spaces that directly serve a meeting space.

Limitations. Does not include kitchenettes, storage rooms, and other support areas that serve a Conference Room (350) or an Assembly (610) facility.

690 Locker Room

Definition. A space that serves as locker room or as an extension of the locker activities in that room.

Description. Includes areas where lockable storage (either individualized or group) is made available to students, faculty, or staff. These areas are often associated with Athletic facilities, and may have dressing with circulation space included, but this area is not a requirement as other instructional programs or support services areas may require these.

Limitations. Does not include service areas, classroom/lab storage rooms, and other support services/storage areas that have lockable storage as a "xx5" "Service" use code designation available.

700 - Support Facilities

General

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing and duplicating, mail, shipping and receiving, environmental testing or monitoring, laundry, or food stores), and hazardous materials areas.

710 Central Computer or Telecommunications

Definition. A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.

Description. A Central Computer or Telecommunications room or a Secured Compartmented Information Facility (SCIF) may be one of a group of spaces that constitute a center for delivering data processing or telecommunications services to various levels of user groups. Although the ongoing primary activity of this category is tied more closely to equipment than human activity, these areas require technical support staff, and physical access may be restricted to these personnel. These central equipment spaces appear most frequently at the campus-wide and large organizational unit levels and are generally subject to environmental and security controls and procedures limiting users to remote access. Includes central rooms housing a computer or computers (e.g., large mainframe, server farms, etc.), peripheral input (e.g., data entry terminals, tape or disk drives, data reading equipment, monitors, etc.), and output devices (e.g., printers, output tape or disk drives, etc.). This category also includes spaces in a central computer complex that are primarily or exclusively dedicated to data or program code entry or job submissions through one or more terminals. Computer-based telecommunications equipment rooms, ranging from micro-driven LAN (local area) to the larger PBX (private branch) network centers and hubs, including central spaces housing satellite signal reception or transmission equipment, should be assigned the 710 code. This equipment may be dedicated to data, audio or telephone, video, or any combination of these electronic transmissions.

Limitations. Does not include Office (310) space assigned to programmers, analysts, engineers, data entry personnel, and other technical staff, even though these spaces usually contain an access terminal. Also does not include instructional laboratories and study spaces equipped with personal computers or terminals (see Class Laboratory-210, Open Laboratory-220, Study Room-410), or Offices (310) with data processing equipment used as office tools. Personal computer or terminal work spaces and printer rooms that serve an office area should be coded Office Service (315). Small closet areas housing telecommunications equipment and wiring that are not used by technical or support staff on a regular basis (i.e., repair or modification only) should be classified as nonassignable mechanical space.

715 Central Computer or Telecommunications Services

Definition. A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.

Description. Includes paper and forms storage, off-line tape and disk storage, separate control or console rooms or booths, tool and parts rooms, bursting and decollating rooms, areas used to store only

inactive support equipment (e.g., multiplexers, modems, spoolers, etc.), and separate areas used for delivering tapes or picking up printouts. Also includes the repair and assembly rooms that directly serve the central computer or telecommunications facility.

Limitations. Does not include Office (310) areas for personnel (technicians, engineers, analysts, programmers) assigned to the central computer facility, primary equipment (computer, I/O device) rooms (see Central Computer or Telecommunications-710), and office areas containing data processing or networking office service equipment or materials (see Office-310, Office Service-315). Also does not include spaces directly supporting study spaces (see Study Service-455) or laboratories (see Code 200 series) that contain special computer equipment used for study, instruction, or research. A non-office workroom containing a remote printer or data/job entry terminal that is part of an office area, and not the central computer facility, should be coded Office Service (315). A printer room serving a general purpose terminal room in a dormitory should be classified as Study Service (455).

720 Shop

Definition. A space used for the manufacture, repair, or maintenance of products or equipment.

Description. Includes carpenter, plumbing, HVAC, electrical, and painting shops, and similar physical plant maintenance facilities. This category also includes centralized shops for construction or repair of research or instructional equipment, and repair and maintenance of multimedia equipment and devices. Special purpose shops (e.g., glass blowing, machining) supporting multiple spaces for scientific instruction and research are included in this category.

Limitations. Does not include instructional shops (i.e., industrial arts or vocational/technical shops used for instruction), which should be classified as Laboratory Facilities (200 series). Facilities used for producing and distributing multimedia materials and signals are classified as Media Production (530). Architectural and engineering drafting rooms serving the facilities management operation are classified as Office (310). Blueprint storage rooms are classified as Office Service (315). Small, incidental equipment repair, assembly, or cleaning rooms that directly serve an adjacent or nearby primary activity room should be classified according to the appropriate corresponding service code. This category also does not include areas used for the repair and maintenance of institution-owned vehicles (see Vehicle Storage Service-745) or spaces directly serving media production or distribution areas (see Media Production Service-535). Also excludes costume and scene shops serving theater areas (see Assembly Service-615). Greenhouses used for campus physical maintenance or improvements should be coded 580.

725 Shop Service

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

Description. Includes tool storage rooms, materials storage rooms, and similar equipment or material supply or storage rooms. Locker, shower, first aid, and similar nonpublic areas that serve the shop facility should be included.

Limitations. Does not include service areas for Class Laboratories (210) or Research/Non-class Laboratories (250). Also does not include vehicular repair facilities (i.e., garages) classified as Vehicle Storage Service (745). Blueprint storage rooms should be classified as Office Service (315). Spaces directly serving media production or distribution facilities are coded Media Production Service (535). Sit-down lunch or vending spaces that serve a shop facility are classified Food Facility (630).

730 Central Storage

Definition. A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.

Description. The concept of central or general is key to applying this code correctly. The vast majority of storage spaces on a campus are service rooms that directly support a primary activity room or room group; for example, a paper storage room (see Office Service-315) can serve several Offices (310) in an area. Service storage rooms are somewhat closer to the areas they serve and are used more than occasionally. Central storage areas include areas commonly called warehouses, surplus storage, central campus supply or storage, and inactive storage. A storage space used to store bulk janitorial supplies would be included in this category. It also includes storage rooms in a building or building area that serve multiple space use categories and that are used for general or surplus (e.g., furniture, equipment) collection or storage. The 730 code can usually be used for all assignable storage areas that do not qualify as service spaces.

Limitations. Does not include a storage space directly serving a primary space use category or group of such spaces (i.e., a space that is clearly a service space). Also, this category does not include the non-assignable Custodial Supply Closet (X01) used to store small quantities of janitorial supplies, or any other category codes within the non-assignable Circulation Areas (WWW), Building Service Areas (XXX), or Mechanical Areas (YYY). Offices within warehouses or other central storage buildings are coded as Office (310). Centralized food stores and laundries are classified Central Service (750). Compact storage facilities for library materials are excluded from this category unless they are incorporated into a larger central storage facility serving multiple units and functions.

735 Central Storage Service

Definition. A space that directly serves a central storage facility as an extension of the activities in that facility.

Description. Central storage service spaces are typically limited to support rooms associated with the transporting of materials in and out of large central storage facilities and warehouses. Storage spaces for hand trucks and other moving equipment, shelving storage, and other spaces supporting the central storage function are included.

Limitations. Only those spaces directly supporting the (usually) larger Central Storage (730) area should be classified with this code.

740 Vehicle Storage

Definition. A space or structure that is used to house or store vehicles.

Description. Includes structures, buildings, and spaces generally called parking decks, garages, boathouses, and airplane hangars. The definition of “vehicle” is broadly interpreted here to include forklifts, moving equipment, lawn equipment, and other powered transport devices or equipment, as well as automobiles and trucks.

Limitations. This category does not include unroofed surface parking lots. It also does not include structures that house or store farm vehicles and implements (see Code 560). (*See Parking Structure, section 3.2.10, FICM, for suggested classification of parking structures.*)

745 Vehicle Storage Service

Definition. A space that directly serves a vehicle storage facility as an extension of the activities in that facility.

Description. Includes any areas or rooms directly serving a vehicle storage facility, such as storage rooms and areas used for maintenance and repair of automotive equipment, boats, airplanes, and other vehicles as defined in Vehicle Storage (740).

Limitations. Does not include shops as defined in Shop (720) (e.g., carpenter, plumbing, electrical, painting, etc.). Offices within a Vehicle Storage facility should be classified as Office (310).

750 Central Service

Definition. A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.

Description. The central service delivery may be provided by special equipment, human activity, the special availability of space, or any combination of these elements. Includes centralized food stores and laundries that typically serve the occupants or activities of more than one building. Also includes central facilities for printing and duplicating services, central mail facilities, central shipping and receiving areas, and central environmental testing or monitoring facilities, if they serve the occupants and activities of more than one building. Institutions may wish to differentiate individual central services through the use of additional codes in this series. Most of these centralized areas have a campus-wide service scope.

Limitations. Does not include those spaces providing the above listed functions if they support other primary activity spaces in the same building. For example, a food storage area in a cafeteria should be coded as Food Facility Service (635); a laundry room in a residence hall should be coded as Sleep/Study Service (935); a copy room or mail room in an office area is coded Office Service (315). Media production or distribution facilities are coded separately as Media Production (530); and computer-based data processing and telecommunications equipment centers are coded separately as Central Computer or Telecommunications (710). Facilities used for the manufacture, repair, or maintenance of products or equipment should be coded Shop (720). Central Storage (730) and Vehicle Storage (740) facilities also have separate codes.

755 Central Service Support

Definition. A space that directly serves a central service facility as an extension of the activities in that facility.

Description. Central Service Support spaces are typically limited to extension storage rooms for supplies, parts, and moving or nonactive equipment, and adjacent, directly supporting repair and maintenance areas.

Limitations. Offices within a central service area or complex should be coded Office (310). Centralized physical plant repair and maintenance facilities that do not directly support a Central Service (750) facility should be coded Shop (720).

760 Hazardous Materials Storage

Definition. A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.

Description. Hazardous materials include those materials that are flammable, chemically aggressive (e.g., acids or bases), chemically unstable, biologically toxic, or radioactive. These materials are “new” in nature, in that they had been acquired for specific planned use and are not remnants or “leftovers” from other work activities. This category of space is separate from hazardous waste storage (770).

Limitations. Does not include centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or a dedicated Unit Storage (see Codes 215, 225, 255, 770, 775, 780).

765 Hazardous Materials Service

Definition. A facility that serves a centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.

Description. Includes those facilities that directly serve the Hazardous Materials (760) facility.

Limitations. Does not include facilities that serve temporary storage or disposal sites located near or adjacent to instructional facilities.

770 Hazardous Waste Storage

Definition. A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

Description. This includes facilities specifically devoted to the storage, treatment, and/or disposal of toxic or hazardous waste. Hazardous or toxic waste materials are those materials remaining in excess from any particular process or procedure and so represent waste, the disposal of which is regulated by government environmental regulations.

Limitations. Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); small area satellite storage areas located around the institution; satellite accumulation areas located near or adjacent to instructional, research, or process facilities; or dedicated Unit Storage (see Codes 215, 225, 255, 760, 775, 780).

775 Hazardous Waste Service

Definition. Small storage areas distributed throughout the institution used for temporary storage of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.

Description. Hazardous waste materials services provides for distributed collection areas located in (close) proximity to hazardous waste generators for the temporary storage of hazardous waste materials until relocated to the central hazardous waste storage location, or until collected for final disposal. This includes satellite accumulation areas located near or adjacent to instructional, research, or process facilities.

Limitations. Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); or dedicated Unit Storage (780) (see Codes 215, 225, 255, 760, 770, 780).

780 Unit Storage

Definition. A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

Description. A dedicated storage unit or location typically remote from the controlling unit's work space and under its direct control and management for the purpose of storing materials and equipment related to and in support of the unit's particular program and activities. This category of space is different from hazardous materials storage (760) or hazardous waste storage (770).

Limitations. Does not include centralized storage of hazardous materials (see Hazardous Materials Storage-760); centralized storage of hazardous waste materials (see Hazardous Waste Storage-770); small area satellite storage areas located around the institution; or satellite accumulation areas located near or adjacent to instructional, research, or process facilities (see Codes 215, 225, 255, 760, 770, 775).

800 - Health Care Facilities

General

This series provides Room-Use classifications for patient care rooms that are located in separately organized health care facilities: student infirmaries, teaching school hospitals and clinics, and veterinary and medical schools. Room codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized health care facilities (see 540). Whereas the codes in this series are confined to the settings listed, these facilities usually house areas that are classified using applicable codes from the other use classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).

810 Patient Bedroom

Definition. A room equipped with a bed and used for patient care.

Description. This category includes general nursing care, acute care, semi-convalescent and 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 may be aggregated with Patient Bedroom (810) space or classified separately as Patient Bedroom Service (815). Stalls or cage rooms for animal patients are also included, although specific bedding areas may not be provided. Veterinary facility areas commonly called veterinary quarters, small or large animal ward, equine stall, bovine stall, etc., are included in this category.

Limitations. Student residence quarters should be classified with the Residential Facilities (Code 900 series) codes. Staff on-call spaces for resting and sleeping are coded as Staff On-Call Facility (890). Does not include non-patient animal shelters used for farm animals (see Field Building-560) or non-veterinary school laboratory animals (see Animal Facilities-570).

815 Patient Bedroom Service

Definition. A space that directly serves one or more patient bedrooms as an extension of the activities in those spaces.

Description. Included are linen closets, patient lounges, children's play rooms, and any other service areas that are used primarily by patients rather than staff. Also includes small anterooms and closets connected to the patient bedrooms if these areas are not aggregated with the Patient Bedroom (810) space. Veterinary facility areas commonly called ward storage and groom spaces should be classified within this category.

Limitations. Excludes the small, connected clothes closets in patient bedrooms, which are included in the Patient Bedroom (810) space. Support areas that do not directly serve a patient bedroom or patient bedroom ward should be classified with the service code corresponding to the primary activity area being served. Also not included are the utility, storage, medication preparation, and other work rooms that serve a nurse station (see Nurse Station Service-835). Does not include feed storage or mixing rooms, cage washing areas, surgery, casting, or instrument rooms that serve a laboratory animal quarters facility (see Animal Facilities Service-575). Veterinary institution feed storage and food preparation rooms are classified as Nurse Station Service (835).

820 Patient Bath

Definition. A room containing patient bath and toilet facilities.

Description. Included in this category are toilet and bath facilities adjoining or in proximity to patient bedrooms. These rooms may contain various configurations of toilet, tub, shower, or commode

facilities; individual types of Patient Bath (820) may be distinguished through the application of extension codes. Animal cleaning rooms in veterinary schools are included in this classification unless the cleaning rooms are specifically used for surgery preparation (see Surgery Service-845).

Limitations. Public rest rooms and private rest rooms serving areas other than patient bedrooms (e.g., Office Service-315, Nurse Station Service-835) are excluded. Special tub rooms used by nursing staff for cleaning patients are classified Nurse Station Service (835). Animal groom rooms should be coded 815.

830 Nurse Station

Definition. A space or area used by nurses or other patient care staff that are supervising or administering health care services.

Description. This is the primary workstation area used by nurses and other patient care staff; these personnel are typically assigned to a specific ward of the facility. Includes ward reception and admissions desks and records or charting work areas.

Limitations. Spaces that are used as Offices (310) should be so classified.

835 Nurse Station Service

Definition. A space that directly serves one or more nurse station rooms as an extension of the activities in those spaces.

Description. Includes nurse lounges or break rooms, locker rooms, private staff rest rooms, utility rooms, storage (e.g., medications, supplies, etc.), formula and medication preparation areas, equipment sterilization, and other work rooms directly serving the nurse station. Also includes special tub rooms, nourishment rooms, and separate storage rooms for records and charts. Animal or poultry maintenance service rooms in veterinary institutions, including tack rooms, horseshoeing rooms, food preparation, and feed storage rooms, are also included in this category.

Limitations. Spaces used as Offices (310) should be so classified. Pharmacy and other central supply areas are classified as Central Supplies (870). Areas directly serving patient bedrooms are coded Patient Bedroom Service (815). Additional codes may be used to distinguish clean and soiled utility rooms, medication and nourishment rooms, etc., as needed.

840 Surgery

Definition. A room used for surgery.

Description. Included in this category are major and minor surgery rooms, delivery rooms, and special procedures operating rooms (e.g., OB-GYN, ophthalmic operating rooms). These spaces are typically equipped with operating room tables, sterile lights, anesthesia machines, and various types of monitoring equipment. Institutions may wish to distinguish specific types of surgery or operating rooms through extension coding. Also includes rooms in veterinary facilities typically referred to as large animal surgery, small animal (includes poultry) surgery, bovine surgery, bull surgery, etc.

Limitations. Does not include the various surgery support spaces that are used as a direct extension of surgery activities (see Surgery Service-845). Also does not include spaces used for the minor invasive procedures (e.g., blood withdrawal, cardiac catheterization) of the diagnostic examination process (see Treatment/Examination Clinic-850).

845 Surgery Service

Definition. A space that directly serves a surgery room as an extension of the activities in that facility.

Description. Included are recovery rooms, labor rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up rooms, gown rooms, locker rooms, instrument cleanup and storage rooms, sterile supply storage rooms, patient (surgery preparation) cleaning rooms, monitor rooms, gas and gurney storage areas, postoperative and operating room repair rooms, and clean and dirty utility areas, if these spaces directly serve the surgery facility. Animal holding rooms are also included here if they directly serve a veterinary surgery room.

Limitations. Storage and other support spaces that do not directly serve a Surgery (840) facility should be classified with the appropriate service space category. Rooms used for the direct implementation of surgical procedures are classified Surgery (840).

850 Treatment/Examination Clinic

Definition. A space used for examinations, diagnosis, consultation, or treatment.

Description. Included are rooms used for radiology, fluoroscopy, angiography, physical and occupational therapy, dialysis, body (e.g., CAT, MRI, ultrasound) scanning, cardiac catheterization, pulmonary function and vascular testing, EEG, ECG, EMC, EMR, linear acceleration, dental examination, treatment, speech, hearing, and other similar activities. Also includes combined doctor's office and treatment/examination clinic rooms. In veterinary institutions, rooms commonly called isolation treatment, small or large animal treatment, small or large animal x-ray, etc., are included.

Limitations. Does not include rooms used for the more radically invasive treatment procedures of surgery (see Surgery-840). Treatment/Examination Clinic (850) diagnosis differs from Diagnostic Service Laboratory (860) testing and diagnosis in that the former requires the presence of the patient.

855 Treatment/Examination Service

Definition. A space that directly serves a treatment/examination room as an extension of the activities in that facility.

Description. Included are dressing rooms, x-ray and film reading or viewing rooms, film processing rooms, dark rooms, work preparation areas, equipment and supply storage areas, soundproof rooms, patient dressing rooms, and clean and dirty utility rooms if these areas directly serve the primary activity treatment/examination clinic facility. Also includes spaces in veterinary institutions commonly called animal holding pens, or other similar services if these areas serve a treatment/examination clinic area.

Limitations. Does not include service areas for diagnostic service laboratories (see Diagnostic Service Laboratory-860, Diagnostic Service Laboratory Support-865), which typically support the entire health care facility. Primary activity rooms that are used to deliver therapeutic and diagnostic treatment should be coded Treatment/Examination Clinic (850). Treatment, examination, or clinic waiting rooms are classified as Public Waiting (880) facilities.

860 Diagnostic Service Laboratory

Definition. A space used to provide diagnostic support services to an entire health care facility.

Description. Includes pathology, pharmacy, autopsy, isotope rooms or labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, and basal metabolism. Also includes areas commonly termed "animal necropsy rooms" in veterinary institutions.

Limitations. Laboratories used primarily for instructional purposes should be classified with the Laboratory Facilities (Code 200 series). Rooms used for diagnostic and therapeutic examination or treatment of patients should be classified as Treatment/Examination Clinic (850) facilities.

865 Diagnostic Service Laboratory Support

Definition. A space that directly serves a diagnostic service laboratory as an extension of the activities in that facility.

Definition. Included are cadaver storage rooms, morgues, autoclave and centrifuge rooms, warm and cold rooms, lockers, scrub-up and gown rooms, special processing rooms, and supply and storage areas that directly serve one or more diagnostic service laboratories. Also includes carcass refrigerators and other areas with the above service functions in veterinary institutions.

Limitations. Does not include storage areas, dressing rooms, work preparation rooms, and other areas that support a patient Treatment/Examination Clinic (850) room.

870 Central Supplies

Definition. A room used centrally to store health care supplies in a health care facility.

Description. This classification, which serves a central storage or supply function similar to the Central Storage (730) classification, applies only to health care materials and supplies in a health care facility. Storage is relatively inactive in comparison to (usually smaller) standard service rooms. Included are pharmacy supply and storage rooms, dispensary areas, and central linen storage rooms. Additional codes may be used by institutions that wish to differentiate among the specific materials being stored.

Limitations. Does not include central storage areas for materials or equipment that are not directly health care related (e.g., furniture, office equipment); such areas should be classified as Central Storage (730). Linen closets that serve nurse stations and other limited scope service areas should be classified with the appropriate service code. Also excluded are multipurpose supply or storage facilities that serve more campus units than just the health care facility.

880 Public Waiting

Definition. A space used by the public to await admission, treatment or information within a health care facility.

Description. Included are lobby areas that are specifically configured and furnished for public waiting; physical or phantom boundaries should be assigned, as needed, to define non-assignable areas of entrance lobbies that simply serve a circulation function. Also includes patient waiting rooms, visiting areas, viewing rooms, and ward day rooms.

Limitations. Open lounges (see Lounge-650) and other service room lounges (e.g., patient lounge—see Patient Bedroom Service-815) should be classified appropriately. Only areas specifically assigned to public waiting for admission, treatment, or information should be classified with this code.

890 Staff On-Call Facility

Definition. A room or quarters used by health care staff to rest or sleep while on call to assigned duties within a health care facility.

Description. Includes areas or rooms used by doctors, nurses, emergency medical technicians, night care crews, etc., to rest or sleep while on-call to specific duties within the facility.

Limitations. Staff on-call rooms or quarters differ from open and service area lounges (see Lounge-650) in that specific provisions are made for sleeping, and use is restricted to staff who typically work a long shift. Bedrooms for patients should be coded as Patient Bedroom (810); student residence quarters should be classified with the Residential Facilities (900 series) codes.

895 Staff On-Call Facility Service

Definition. A space that directly serves as a staff on-call room as an extension of the activities in that facility.

Description. Includes kitchens, baths, laundry rooms, lounges, closets, storage rooms, and other service areas that directly serve the on-call quarters.

Limitations. Does not include storage and other support spaces that serve Patient Bedrooms (815). Also excluded are Central Supply areas (870).

900 - Residential Facilities

General

Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).

NOTE: *Not all space in residential facilities is coded using the 900 series. Conventional primary activity and service codes, as with libraries, apply to specific areas. Included are Offices (310), Lounges (650), Study Rooms (410), dining areas (see Food Facility-630), Recreation (670) rooms, and their corresponding service codes. Service rooms that typically appear in residential facilities are specified in the Sleep/Study Service (935) or Apartment Service (955) descriptions.*

910 Sleep/Study without Toilet or Bath

Definition. A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath, toilet, or either.

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 and study. Connected closets are considered part of the room.

Limitations. Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Space (410). Residential quarters equipped with internal cooking facilities are coded Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded Sleep/Study Service (935) unless there is an accompanying eating area (see Food Facility-630) that the food preparation area directly serves. The appropriate service code of Food Facility Service (635) would then be applied.

919 Toilet or Bath

Definition. A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.

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

Limitations. Does not include public rest rooms. Bathrooms internal to a Sleep/Study With Toilet or Bath (920), Apartment (950), or House (970) are included in those respective categories. Private rest room areas that serve offices are Office Service (315).

920 Sleep/Study with Toilet or Bath

Definition. A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.

Description. Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately classified Toilet or Bath (919). A sleep/study facility with toilet or bath may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living and study, and includes connected closets. A sleep/study with toilet or bath facility, by definition, has a private toilet or bath that is accessible without having to go out to a hallway or other general circulation area. Suites may

have a study and living room that is private to the residents of the suite area. These areas are included as part of the Sleep/Study With Toilet or Bath (920) space.

Limitations. Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as Study Rooms (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Sleep/Study Rooms Without Toilet or Bath (910) and their corresponding external Toilet or Bath (919) rooms are coded separately.

935 Sleep/Study Service

Definition. A room that directly serves the occupants of sleep/study rooms.

Description. This is the service code for the Sleep/Study Rooms Without Toilet or Bath (910) and Sleep/Study With Toilet or Bath (920) residential facility categories. Includes mail rooms, laundry and pressing rooms, linen closets, housekeeping rooms, serving rooms, trunk storage rooms, and telephone rooms that serve the occupants of sleep/study facilities. Kitchen or food preparation spaces that serve sleeping areas and do not serve an accompanying eating or dining area (see Food Facility-630) are also classified as Sleep/Study Service (935).

Limitations. Does not include Offices (310), Lounges (650), Study Rooms (410), eating or dining areas (see Food Facility-630), toilet/bath areas for occupants of Sleep/Study rooms (see Toilet or Bath-919), Recreation (670) areas, or Meeting Rooms (680) in any residential facility, including institutionally controlled hotels or motels.

950 Apartment

Definition. A complete living unit, with private cooking facilities, that is not a separate structure.

Description. This is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and rest room facilities). It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be included. Includes apartments provided for faculty, staff, students, or visiting guests. Apartments need not be located in a residential building. Duplex units or townhouses should be classified as Apartments (950) because they are not separate, freestanding structures.

Limitations. Does not include single, freestanding structures (see House-970) or any residential units that do not contain private cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) and Sleep/Study with Toilet or Bath (920).

955 Apartment Service

Definition. A space or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description. Includes laundry rooms, mail rooms, linen closets, maintenance, housekeeping or security rooms, trunk storage rooms, telephone rooms, and weight or exercise rooms that serve apartment facilities. Apartment service facilities may be located in a separate building that serves an apartment complex. Service rooms (laundry, storage, etc.) that are internal to an apartment unit are included in the Apartment (950) space.

Limitations. Does not include service rooms (laundry, mail, trunk, etc.) that directly serve residential facilities that have no internal cooking facilities such as Sleep/Study Rooms without Toilet or Bath (910) or Sleep/Study with Toilet or Bath (920). This category also excludes service rooms within a separate, freestanding residential unit (see House-970).

970 House

Definition. A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternities and sorority houses only if owned or controlled by the institution.

Description. This room is the basic module or group of rooms designed as a complete housekeeping unit (i.e., it contains bedroom(s), living room(s), kitchen, and toilet facilities). It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students. Should include fraternity and sorority houses only if owned by the institution.

Limitations. Houses and other residential properties that are owned or controlled by an institution as commercial investments, and that do not serve the institution's primary missions, are often excluded from the formally coded facilities inventory. Does not include complete living units that are part of a larger structure (see 950). Houses used as office areas should be classified with the Office Facilities (300 series) codes.

OXX – Non-Assignable Facilities

Non-Assignable facilities are rooms and areas not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. They include custodial, circulation, mechanical, sanitation, and structural spaces located throughout the building. They are not directly connected with any certain user or particular program. They are general building spaces which serve and support the users and functions of the entire building.

"Also, included under non-assignable facilities are the rooms in a Joint-Use Facility that are assigned to and used by a visitor in a building owned by the college. Such rooms also are considered "non-assignable" because they are not available for assignment by the college to a college occupant or for college use."

010 Custodial Area

020 Circulation Area

030 Mechanical Area and Toilet Room

040 Structural Area

050 Joint-Use Spaces used by visitor in a facility owned by the college.

Definition. Spaces in an official Joint-Use Facility owned by the college, which are assigned to the Visitor Agency or Institution, by mutual agreement of the Joint-Use Partners, as recorded in their joint comprehensive plans for operation and management of the facility. The spaces may be of any type. The Visitor Agency retains primary control over scheduling the rooms assigned to it.

Limitations. Joint-Use Spaces must be located in an official Joint-Use Facility, either authorized pursuant to Section 1013.52, Florida Statutes, or specifically designated by the Florida Legislature.

(00X) Unsatisfactory Facilities

Concept and implementation:

The concepts and definitions of (1) unsatisfactory facilities and (2) unsatisfactory rooms:

(1) Consider unsatisfactory facilities:

A building is qualified as unsatisfactory (i.e., the facility condition is coded as unsatisfactory) when: either 1) it should be demolished because it is unsafe or structurally unsound, or 2) a plan exists to terminate occupancy of the building because of some other reason. (These designations/definitions exist in the Facilities Record as the "Facilities Condition" (5) Demolition, (6) Termination. They are carried in addition, whenever the condition of a building is coded unsatisfactory, all the rooms in the building also are counted as unsatisfactory, whether or not they are coded with the unsatisfactory Room-Use Codes (001, 002, 003).

(2) On the other hand, a room is qualified as unsatisfactory when: either 1) the facility condition of the building it is in, is unsatisfactory (i.e., code 5 - demolition, or code 6 - termination), as explained in the preceding paragraph, or 2) it carries an unsatisfactory Room-Use Code (001, 002, or 003) because it

has been evaluated by the Educational Plant Survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.

In either case, by carrying an unsatisfactory Room-Use Code, and/or by being located in a building qualified as unsatisfactory, the square footage of a room is not counted when evaluating space needs.

001 Unsatisfactory Classroom (designated for alteration or conversion)

Definition. Classrooms temporarily out of use because they are unsatisfactory for either out of date or unusable for the current programmatic requirements and need to be altered, remodeled, or rehabilitated at the time of the inventory.

Limitations. Other rooms inactive or unsatisfactory for current college mission at the time of the inventory are classified as Other Area (003). **Note:** Facilities Condition Codes should also be assigned to the facility.

002 Unsatisfactory Laboratory (designated for alteration or conversion)

Definition. Laboratories temporarily out of use because they are unsatisfactory for either out of date or unusable for the current programmatic requirements and need to be altered, remodeled, or rehabilitated at the time of the inventory.

Limitations. Other rooms inactive or unsatisfactory for current college mission at the time of the inventory are classified as Other Area (003). **Note:** Facilities Condition Codes should also be assigned to the facility.

003 Unsatisfactory Other (designated for alteration or conversion)

Definition. Other spaces temporarily out of use because they are unsatisfactory because they are either out of date or unusable for the current requirements. These need to be altered, remodeled, or rehabilitated at the time of the inventory.

Limitations. Unsatisfactory Classrooms (001) and Unsatisfactory Laboratories (002) inactive or unsatisfactory for current college mission at the time of the inventory are classified as such. **Note:** Facilities Condition Codes should also be assigned to the facility.

**Section III:
Verification Reports Selection Criteria**

Exceptions Report

The Exceptions Report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

5120	Site Type
5130	Site Area (in acres)
5140	Site Ownership
5150	Site Length of Holding
5160	Site Acquisition Means
5170	Site Acquisition Date
5105	Site County
5220	Facility Type
5230	Facility Status
5240	Facility Condition
5250	Facility Area (in gross sq. ft.)
5260	Facility Ownership
5270	Facility Length of Holding
5280	Facility Original Inspection Date
5295	Facility Last Inspection Date
5320	Room-Use Code
5330	Room Area (in net sq. ft.)
5340	Room ICS Code
5350	Room Joint-Use Code
5360	Room Condition

Site Inventory

The Site Inventory displays information for each record found in the site table.

SELECTION CRITERIA

Site Table

Site Number	DE 5100
Site Name	DE 5110
Site Type	DE 5120
Site Area	DE 5130
Site Ownership	DE 5140
Site Length of Holding	DE 5150
Site Acquisition Means	DE 5160
Site Acquisition Date	DE 5170
Site County	DE 5105

Facility Table

Count of all Facility Numbers (DE 5200) within each site.

Facility Inventory Report Series

General

The Facility Inventory report is a report that shows the different facilities under their particular site. This report shows the various types of information about each Facility, such as: type, status, condition, area GSF, ownership, length of holding and original inspection date. This verification report is built automatically after the college has successfully passed the edit process and their data is loaded into the CCTCMIS facility tables.

The Facility Inventory report uses the Site - Record Type 1 and the Facilities - Record Type 2 to build the report.

All the Verification reports have:

- The College MIS number (SBCC MIS): Usually is the program name plus a number for the different formats of the report.
- The Run Date: is the date the report was built.
- The Run Time: is the time of the day when the report was built.

Report Description

This report shows the site name and number with all of the facilities under that particular site and shows the facility information about each facility.

Report Column Headers Definition

Site Name	(DE 5110) – The name assigned to a site by the college.
Site Number	(DE 5100) – The number assigned to a site by the college.
Facility Number	(DE 5200) – The number assigned to a facility by the college.
Facility Name	(DE 5210) – The name assigned to the facility by the college.
Facility Type	(DE 5220) – Shows the nature of the facility
Facility Status	(DE 5230) – Classifies the life of a facility
Facility Condition	(DE 5240) – Defines the physical quality of a facility
Area GSF	(DE 5250) – This is the facility area in gross square feet (GSF). Gross area is computed by physically measuring or scaling measurements from the outside faces of exterior walls disregarding cornices, pilasters, etc., which extend beyond the wall faces.
Ownership	(DE 5260) – This ownership represents the agency with which the title to a facility rests. Owned, Joint-Use Facility host, which is when it is in the Public Education Capital Outlay (PECO) List.
Length Holding	(DE 5270) – Number of years for which a facility is leased or shared. If a facility is owned, Length Holding is zero.
Original Inspection Date	(DE 5280) – The year and month (ccyyymm) in which the Certificate of Final Inspection (or Certificate of Occupancy) was issued for a facility constructed for a college. The original inspection date is only done once during the life of the facility.

Last Inspection Date	(DE5295) – The year and month (ccyymm) in which the Certificate of Final Inspection (or Certificate of Occupancy) was issued for a facility upon completion of remodeling or renovation.
Owned Buildings	Total area in GSF (DE 5250) for all <i>building</i> type facilities where ownership (DE 5260) is reported as <i>owned</i> .
Owned Joint-Use Bldgs.	Total area in GSF (DE 5250) for all <i>building</i> type facilities where ownership (DE 5260) is reported as <i>joint-use</i> .
Unowned Buildings	Total area in GSF (DE 5250) for all building type facilities where ownership (DE 5260) is reported as <i>not owned</i> .

Facility Inventory

The Facility Inventory displays information for each record found in the Facility table sorted by site.

SELECTION CRITERIA

Facilities Table

Site Number	DE 5100
Facility Number	DE 5200
Facility Name	DE 5210
Facility Type	DE 5220
Facility Status	DE 5230
Facility Condition	DE 5240
Facility Area in Gross Square Feet	DE 5250
Facility Ownership	DE 5260
Facility Length of Holding	DE 5270
Facility Original Inspection Date	DE 5280
Facility Last Inspection Date	DE 5295
Facility Parking Spaces	DE 5290

OWNED BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) of = 1, 2, or 3.

OWNED JOINT-USE BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) EQ 0.

UNOWNED BUILDINGS: Totals of Buildings' GSF (DE 5250) where Facility Ownership (DE 5260) of = 4, 5, 6, 7, 8, 9, or A.

Room Inventory Selection Criteria

The Room Inventory displays information for each record found in the table.

SELECTION CRITERIA

Room Table

Site Number	DE 5100
Facility Number	DE 5200
Room Number (prefix/core number/suffix)	DE 5300
Room Name	DE 5310
Room Use Code	DE 5320
Room Area in Net Square Feet	DE 5330
Room ICS Code	DE 5340
Room Joint-Use Code	DE 5350
Student Station Size	Derived from combination of DE 5320 and DE 5340 as listed in Section IV of this Guide

Facility Table

Facility Status	DE 5230
Facility Condition	DE 5240
Facility Area in Gross Square Feet	DE 5250
Facility Ownership	DE 5260

For each facility, aggregate information appears at the bottom of the page. The breakdown of that information is as follows:

STUDENT STATIONS	Totals for these three categories: Classroom [DE 5320 IN (110 or 120)]; Non-Vocational Labs (Room ICS Code LT 120000000); and Vocational Labs (Room ICS Code GE 120000000).
ASSIGNABLE SQ FT	Aggregate room area where DE 5320 NOT IN (010, 020, 030, 040).
NET SQUARE FEET	Assignable sq. ft. + [Aggregate room area where DE 5320 IN (010, 030)].
CIRC + STRUCT SQ FT	Aggregate room area where DE 5320 IN (020, 040).
TOTAL BLDG SPACE	Net sq. ft. + [CIRC + Structural sq. ft.].
GROSS SQUARE FT	Facility Area in Gross Square Feet (DE 5250).

Facilities Under Construction Selection Criteria

The Facilities Under Construction Report displays information for each facility that is reported as being under construction.

SELECTION CRITERIA

Facility Table

Site Number	DE 5100
Facility Number	DE 5200
Facility Name	DE 5210
Facility Type	DE 5220
Facility Status	DE 5230
Facility Condition	DE 5240
Facility Area in Gross Square Feet	DE 5250
Facility Ownership	DE 5260
Facility Length of Holding	DE 5270
Facility Original Inspection Date	DE 5280

Where

Facility is under construction	DE 5230 EQ 3
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Room Inventory by Space Category

This report displays the detailed Room Inventory by Space Category. Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in Section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

SELECTION CRITERIA

Room Table

Site Number	DE 5100
Facility Number	DE 5200
Room Number (prefix/core number/suffix)	DE 5300
Room Name	DE 5310
Room Use Code	DE 5320
Room Area in Net Square Feet	DE 5330
Room ICS Code	DE 5340
Room Joint Use Code	DE 5350

Determine the Space Category. Refer to the *State Requirements for Educational Facilities* (SREF), Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

Aggregate Room Area by Site

This report displays summarized data by site; facility status, and facility ownership from the detailed report, Room Inventory by Space Category. Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” is located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

SELECTION CRITERIA

Facility Table

Site Number	DE 5100
Facility Number	DE 5200
Facility Ownership	DE 5260
Facility Status	DE 5230
Facility Condition	DE 5240
Facility Length of Holding	DE 5270
Select:	

Room Table

Site Number	DE 5100
Facility Number	DE 5200
Room Number (prefix/core number/suffix)	DE 5300
Room Name	DE 5310
Room Use Code	DE 5320
Room Area in Net Square Feet	DE 5330
Room ICS Code	DE 5340
Room Joint-Use Code	DE 5350

Determine the Space Category. Refer to the *State Requirements for Educational Facilities (SREF)*, Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

Aggregate Room Area by Facility

This report displays summarized data by facility, facility status, and facility ownership from the detailed report, Room Inventory by Space Category Refer to the State Requirements for Educational Facilities (SREF) for guidance regarding the different space categories. Student Stations are listed in the “Detail Coding of Advanced and Professional and Vocational Courses and Programs of Study with Student Station Sizes” in section 4. The two-page document extracted from SREF Section 6.3 entitled “Space Categories by Room-Use Code and Information Classification Structure Code” is located in Data Element Room-Use Code (DE 5320) which outlines the acceptable combination of Room-Use Code (RUC) and Room ICS Code for each Space Category.

SELECTION CRITERIA

Facility Table

Site Number	DE 5100
Facility Number	DE 5200
Facility Ownership	DE 5260
Facility Status	DE 5230
Facility Condition	DE 5240
Facility Length of Holding	DE 5270

Room Table

Site Number	DE 5100
Facility Number	DE 5200
Room Number (prefix/core number/suffix)	DE 5300
Room Name	DE 5310
Room Use Code	DE 5320
Room Are in Net Square Feet	DE 5330
Room ICS Code	DE 5340
Room Joint-Use Code	DE 5350

Determine the Space Category. Refer to the *State Requirements for Educational Facilities (SREF)*, Section 6.3 (Space Categories by Room-Use Code and Information Classification Structure Code).

Space Categories

1. Classroom Spaces
2. Non-vocational Laboratory Spaces
3. Vocational Laboratory Spaces
4. Library/Study Spaces
5. Audiovisual Services Spaces
6. Auditorium Spaces
7. Student Services Spaces
8. Physical Education Spaces
9. Office Spaces
10. Support Services

Room Area Difference

This report highlights differences in room area between the actual current term submitted and the previous term reported. Only rooms with differences are shown on the report. The report is sorted by site and facility.

SELECTION CRITERIA

Site Table from both Current and Prior Terms

Site Number	DE 5100
Site Name	DE 5110
Site Area	DE 5130

Facility Table from both Current and Prior Terms

Site Number	DE 5100
Facility Number	DE 5200
Facility Name	DE 5210
Facility Area	DE 5250

Room Table from both Current and Prior Terms

Site Number	DE 5100
Facility Number	DE 5200
Room Area in Net Square Feet	DE 5330

Each site will appear with the facilities on each page. The breakdown of that information is as follows:

Rooms ASF	Total building area in net square feet.
Facility GSF	Total facility gross square feet.
Area	Difference between last term and current term area in square feet.
%	Percent difference between current and prior term.

Facility and Room Area Comparison Selection Criteria

This report compares the gross square feet reported for each facility to the aggregate net square feet reported for rooms within that facility. As a rule of thumb, total net square feet should not differ more than 10% from the gross square feet of a facility. The report is sorted by site and facility.

SELECTION CRITERIA

Site Table

Site Number	DE 5100
Site Name	DE 5110
Site Area	DE 5130

Facility Table

Site Number	DE 5100
Facility Number	DE 5200
Facility Name	DE 5210
Facility Area	DE 5250

Room Table

Site Number	DE 5100
Facility Number	DE 5200
Room Area in Net Square Feet	DE 5330

PECO Sites Report

The PECO Sites Report displays information for each site identified as a PECO site by staff from Finance and Business Services (FBS).

SELECTION CRITERIA

Site Table

Site Number	DE 5100
Site Name	DE 5110
Site Type	DE 5120
Site Ownership	DE 5140

PECO Table

PECO Name	Provided by FBS
PECO Type	Provided by FBS
PECO Date	Provided by FBS
PECO Flag	Provided by FBS

Section IV:
**Detail Coding for Advanced and Professional,
Vocational Courses, and Programs of Study
with Student Station Sizes**

Detail Coding for Advanced, Professional, and Vocational Courses and Programs of Study with Student Station Sizes

These Information Classification Structure (ICS) Codes are used by the Facilities System. Beginning with the June 30, 1988 inventory, the number of Student Stations were calculated for each instructional room based on the Room's Room-Use Code, net square footage, the ICS code and the appropriate station size criterion included in Section 6.1(B) State Requirements for Educational Facilities (SREF). In order to do the calculations, it was necessary to add and/or expand some ICS codes for rooms for Advanced and Professional and Vocational courses. These codes are marked with an asterisk (*) in the following list. All other rooms should use the standard ICS codes. The codes for Advanced and Professional and Vocational courses are for facilities use only.

The following pages provide the detailed coding for courses and programs in Advanced and Professional (Part 1); Vocational (Part 2); and Adult General and Preparatory (Part 3). Note that the fourth through the seventh digits of the Advanced and Professional codes are taken from the **Higher Education General Information Survey (HEGIS) Taxonomy**. The coding logic and structure for Occupational courses and programs is similar to that found in **USOE Handbook VI Standard Terminology for Curriculum and Instruction in Local and State School Systems**. The major exception is the use of an additional cluster called Public Service and the deletion (nonuse) of the Technical cluster. The rationale for this modification was that Technical is a level of instruction rather than a unique functional group. It was also based on the increasing number of public service programs that do not relate to the Trade and Industrial cluster.

With respect to the level of detail, the coding standards are as follows:

1. Each course (Advanced and Professional and Vocational) offered by the college will be given a seven-digit code to identify them to the subcategory level.
2. Each vocational program of study will be assigned a seven-digit code. An eighth-digit is also used to distinguish between programs that have the same seven-digit code.
3. Each advanced and professional program will be assigned a three-digit code to identify student educational objectives to the cluster level.

Information Classification Structure (ICS) Codes by Program Laboratory Space Included In Section 6.1(B), State Requirements for Educational Facilities (SREF) – 2007, Size of Space and Occupant Design Criteria Table

PART 1: 1.1X.XXXX ADVANCED AND PROFESSIONAL PROGRAMS

ICS Code	Course/Program Title	Station Size
1.11. XXXX	NATURAL SCIENCES	
1.11. 01XX	Agriculture and Natural Resources	55
0101	Agriculture, General	
0102	Agronomy	
0103	Soils Science	
0104	Animal Science	
0105	Dairy Science	
0106	Poultry Science	
0107	Fish, Game and Wildlife Management	
0108	Horticulture	
0109	Ornamental Horticulture	
0110	Agriculture and Farm Management	
0111	Agriculture Economics	
0112	Agriculture Business	
0113	Food Science	
0114	Forestry	
0115	Natural Resources Management	
0116	Range Management	
0118	Citrus Farming	
1.11. 02XX	Architectural and Environmental Design	55
0201	Environmental Design, General	
0202	Architecture	
0203	Interior Design	
0204	Landscape Architecture	
0205	Urban Architecture	
0206	City, Community and Regional Planning	
1.11. 04XX	Biological Sciences	55
0401	Biology, General	
0402	Botany, General	
0403	Bacteriology	
0404	Plant Pathology	
0405	Plant Pharmacology	
0406	Plant Physiology	
0407	Zoology, General	
0408	Pathology, Human and Animal	
0409	Pharmacology, Human and Animal	
0410	Physiology, Human and Animal	
0411	Microbiology	
0412	Anatomy	
0413	Histology	
0414	Biochemistry	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
0415	Biophysics	
0416	Molecular Biology	
0417	Cell Biology	
0418	Marine Biology	
0419	Biometrics and Biostatistics	
0420	Ecology	
0421	Entomology	
0422	Genetics	
0423	Radiobiology	
0424	Nutrition, Scientific	
0425	Neuroscience	
0426	Toxicology	
0427	Embryology	
1.11. 09XX	Engineering	80
0901	Engineering, General	
0902	Aerospace, Aeronautical and Astronautical Engineering	
0903	Agricultural Engineering	
0904	Architectural Engineering	
0905	Bioengineering and Biomedical Engineering	
0906	Chemical Engineering	
0907	Petroleum Engineering	
0908	Civic, Construction and Transportation Engineering	
0909	Electrical, Electronics and Communications Engineering	
0910	Mechanical Engineering	
0911	Geological Engineering	
0912	Geophysical Engineering	
0913	Industrial and Management Engineering	
0914	Metallurgical Engineering	
0915	Materials Engineering	
0916	Ceramic Engineering	
0917	Textile Engineering	
0918	Mining and Mineral Engineering	
0919	Engineering Physics	
0920	Nuclear Engineering	
0921	Engineering Mechanics	
0922	Environmental and Sanitary Engineering	
0923	Naval Architecture and Marine Engineering	
0924	Ocean Engineering	
1.11. 12XX	Health Professions	80
1201	Health Professions, General	
1202	Hospital and Health Care Administration	
1203	Nursing (Four Year Programs)	
1204	Dentistry, D.D.S. or D.M.D. Degree	
1205	Dental Specialties	
1206	Medicine, M.D. Degree	
1207	Medical Specialties	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
1208	Occupational Therapy	
1209	Optometry	
1210	Osteopathic Medicine, D.O. Degree	
1211	Pharmacy	
1212	Physical Therapy	
1213	Dental Hygiene	
1214	Public Health	
1215	Medical Record Librarianship	
1216	Podiatry or Podiatric Medicine	
1217	Biomedical Communication	
1218	Veterinary Medicine	
1219	Veterinary Medicine Specialties	
1220	Speech Pathology and Audiology	
1221	Chiropractic	
1222	Clinical Social Work	
1223	Medical Laboratory Technologies	
1224	Dental Technologies	
1225	Radiologic Technologies	
1.11. 19XX	Physical Science	55
1901	Physical Sciences, General	
1902	Physics, General	
1903	Molecular Physics	
1904	Nuclear Physics	
1905	Chemistry, General	
1906	Inorganic Chemistry	
1907	Organic Chemistry	
1908	Physical Chemistry	
1909	Analytical Chemistry	
1910	Pharmaceutical Chemistry	
1911	Astronomy	
1912	Astrophysics	
1913	Atmospheric Sciences and Meteorology	
1914	Geology	
1915	Geochemistry	
1916	Geophysics and Seismology	
1917	Earth Sciences, General	
1918	Paleontology	
1919	Oceanography	
1920	Metallurgy	
1.12. XXXX	FINE AND APPLIED ARTS	
1.12. 10XX	Fine and Applied Arts	40
1001	Fine Arts, General	40
1002	Art	50
1003	Art History and Appreciation	40
1004	Music (Performing, Composition, Theory)	40

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
10041*	Music (Choral or Band) ** Design at 35, Inventory at 70	70**
10042*	Music (Piano)	50
1005	Music (Liberal Arts Program)	40
1006	Music History and Appreciation	40
1007	Dramatic Arts	40
1008	Dance	40
1009	Applied Design	50
1010	Cinematography	50
1011	Photography	50
1.13. XXXX	LETTERS AND FOREIGN LANGUAGES	
1.13. 11XX	Foreign Languages	40
1101	Foreign Languages, General	
1102	French	
1103	German	
1104	Italian	
1105	Spanish	
1106	Russian	
1107	Chinese	
1108	Japanese	
1109	Latin	
1110	Greek, Classical	
1111	Hebrew	
1112	Arabic	
1113	Indian	
1114	Scandinavian Languages	
1115	Slavic Languages	
1116	African Languages	
1.13. 15XX	Letters	25
1501	English, General	
1502	Literature, General	
1503	Comparative Literature	
1504	Classics	
1505	Linguistics	
1506	Speech, Debate and Forensic Science	
1507	Creative Writing	
1508	Teaching English as a Foreign Language	
1509	Philosophy	
1510	Religious Studies	
1.14. XXXX	EDUCATION	
1.14. 08XX	Education	45
0801	Education, General	
0802	Elementary Education, General	
0803	Secondary Education, General	
0804	Junior High School Education, General	
0805	Higher Education, General	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
0806	Junior and Community College Education, General	
0807	Adult and Continuing Education, General	
0808	Special Education, General	
0809	Administration Of Special Education	
0810	Education of the Mentally Retarded	
0811	Education of the Gifted	
0812	Education of the Deaf	
0813	Education of the Culturally Disadvantaged	
0814	Education of the Visually Handicapped	
0815	Speech Correction	
0816	Education of the Emotionally Disturbed	
0817	Remedial Education	
0818	Special Learning Disabilities	
0819	Education of the Physically Handicapped	
0820	Education of the Multiple Handicapped	
0821	Social Foundations	
0822	Educational Psychology	
0823	Pre-Elementary Education	
0824	Educational Statistics and Research	
0825	Educational Testing, Evaluation and Measurement	
0826	Student Personnel	
0827	Educational Administration	
0828	Educational Supervision	
0829	Curriculum and Instruction	
0830	Reading Education	
0831	Art Education	
0832	Music Education	
0833	Mathematics Education	
0834	Science Education	
0835	Physical Education	
0836	Driver and Safety Education	
0837	Health Education	
0838	Business, Commerce and Distributive Education	
0839	Industrial Arts, Vocational and Technical Education	
0840	Foreign Language Education	
1.15. XXXX	BUSINESS AND MANAGEMENT	
1.15. 05XX	Business and Management	45
0501	Business and Commerce, General	
0502	Accounting	
0503	Business Statistics	
0504	Banking and Finance	
0505	Investments and Securities	
0506	Business Management and Administration	
0507	Operations Research	
0508	Hotel and Restaurant Management	
0509	Marketing and Purchasing	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
0510	Transportation and Public Utilities	
0511	Real Estate	
0512	Insurance	
0513	International Business	
0514	Secretarial Studies	
0515	Personnel Management	
0516	Labor and Industrial Relations	
0517	Business Economics	
1.16. XXXX	MATHEMATICS AND COMPUTER SCIENCE	
1.16. 07XX	Computer and Information Science	45
0701	Computer and Information Science, General	
0702	Information Science and Systems	
0703	Data Processing	
0704	Computer Programming	
0705	Systems Analysis	
1.16. 17XX	Mathematics	25
1701	Mathematics, General	
1702	Statistics, Mathematical and Theoretical	
1703	Applied Mathematics	
1.17. XXXX	SOCIAL SCIENCES	
1.17. 03XX	Area Studies	25
0301	Asian Studies, General	
0302	East Asian Studies	
0303	South Asian Studies	
0304	Southeast Asian Studies	
0305	African Studies	
0306	Islamic Studies	
0307	Russian and Slavic Studies	
0308	Latin American Studies	
0309	Middle Eastern Studies	
0310	European Studies, General	
0311	East European Studies	
0312	West European Studies	
0313	American Studies	
0314	Pacific Area Studies	
1.17. 20XX	Psychology	55
2001	Psychology, General	
2002	Experimental Psychology	
2003	Clinical Psychology	
2004	Psychology for Counseling	
2005	Social Psychology	
2006	Psychometrics	
2007	Statistics in Psychology	
2008	Industrial Psychology	
2009	Developmental Psychology	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
2010	Physiological Psychology	
1.17. 22XX	Social Sciences	55
2201	Social Sciences, General	
2202	Anthropology	
2203	Archaeology	
2204	Economics	
2205	History	
2206	Geology	
2207	Political Science and Government	
2208	Sociology	
2209	Criminology	
2210	International Relations	
2211	Afro-American Relations	
2212	American Indian Cultural Studies	
2213	Mexican-American Cultural Studies	
2214	Urban Studies	
2215	Demography	
1.18. XXXX	OTHER DISCIPLINES	
1.18. 06XX	Communications	45
0601	Communications, General	
0602	Journalism	
0603	Radio/Television	
0604	Advertising	
0605	Communications Media	
1.18. 13XX	Home Economics	80
1301	Home Economics, General	
1302	Home Decoration and Home Equipment	
1303	Clothing and Textiles	
1304	Consumer Economics and Home Management	
1305	Family Relations and Child Development	
1306	Foods and Nutrition	
1307	Institutional Management and Cafeteria Management	
1.18. 14XX	Law	25
1401	Law, General	
1.18. 16XX	Library Science	25
1601	Library Science, General	
1.18. 18XX	Military Science	25
1801	Military Science, General	
1802	Naval Science	
1803	Aerospace Science	
1.18. 21XX	Public Affairs	25
2101	Community Services, General	
2102	Public Administration	

ICS Code	Course/Program Title	Station Size
2103	Parks and Recreation Management	
2104	Social Work and Helping Services	
2105	Law Enforcement and Correction	
2106	International Public Service	
1.18. 23XX	Theology	25
1.18. 49XX	Interdisciplinary	55
4901	General Liberal Arts and Sciences	
4902	Biological and Physical Sciences	
4903	Humanities and Social Sciences	
4904	Engineering and Other Disciplines	
1.19. XXXX	GENERAL DEGREE TRANSFER	
1.19. XXXX	General Degree Transfer	25

PART 2: 1.2X.XXXX VOCATIONAL AND TECHNICAL PROGRAMS

ICS Code	Course/Program Title	Station Size
1.21. XXXX	AGRICULTURAL	
1.21. 01XX	Agricultural Production and Processing	128
0101	Animal Science	
0102	Plant Science	
0103	Farm Mechanics	
0104	Farm Business Management (Agri-Business)	
0105	Citrus Production Management	
0106	Citrus Processing Technology	
0107	Farm Co-Op Training	
1.21. 02XX	Agricultural Supplies and Services	53
0201	Agricultural Chemicals	
0202	Feeds	
0203	Seeds	
0204	Fertilizers (Plant Food)	
0205	Pest Control Technology	
1.21. 03XX	Agricultural Mechanics	142
0301	Agricultural Power and Machinery	
0302	Agricultural Structures and Conveniences	
0303	Soil Management	
0304	Water Management	
0305	Agricultural Mechanics Skills	
0306	Agricultural Construction and Maintenance	
0307	Agricultural Electrification	
0308	Golf Course Mechanics	
1.21. 04XX	Agricultural Products	53
0401	Food Products	

ICS Code	Course/Program Title	Station Size
	0402 Non-Food Products	
1.21. 05XX	Ornamental Horticulture (Production, Processing, Marketing and Services)	50
	0501 Arboriculture	
	0502 Floriculture	
	0503 Greenhouse Operation and Management	
	0504 Landscaping	
	0505 Nursery Operation and Management	
	0506 Turf Management (Golf Course, etc.)	
1.21. 06XX	Agricultural Resources (Conservation, Utilization and Services)	74
	0601 Forests	
	0602 Recreation (Parks, etc.)	
	0603 Soil	
	0604 Wildlife (Including Game Farms and Hunting Areas)	
	0605 Water	
	0606 Air	
	0607 Fish (Including Farms and Hatcheries)	
	0608 Ranch (Range)	
1.21. 07XX	Forestry (Production, Processing, Management, Marketing, and Services)	74
	0701 Forests	
	0702 Forest Protection	
	0703 Logging (Harvesting and Transportation)	
	0704 Wood Utilization	
	0705 Recreation	
	0706 Special Products	
1.21. 99XX	Other Agricultural	74
	9901 Biological Parks	
1.22. XXXX	DISTRIBUTIVE	
<p>SREF includes eight distributive education laboratories, several of which could be appropriate for teaching a given program. When developing program facility lists or designing space, the most appropriate laboratory may be selected. However, one standard station size, 57 square feet, is used for all distributive education laboratories in the facilities inventory database.</p>		
1.22. XXXX	Custodial & Housekeeping	36
1.22. XXXX	Floristry	113
1.22. XXXX	Hotel-Motel I	43
1.22. XXXX	Hotel-Motel II	57
1.22. XXXX	Management & Supervision	27
1.22. 07XX	Sales Merchandising I	57
1.22. XXXX	Sales Merchandising II	57

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
1.22. XXXX	Warehousing	240
0100	Advertising Services	
0200	Apparel and Accessories (Fashion)	
0300	Automotive (Sales)	
0400	Finance and Credit (Banking, S&L, etc.)	
0500	Floristry	
0600	Food Distribution	
0700	Food Services	
0800	General Merchandise	
0900	Hardware, Building Materials, Farm and Garden Supplies and Equipment	
1000	Home Furnishings	
1100	Hotel and Lodging	
1200	Marketing and Distribution	
1300	Insurance	
1400	International Trade	
1500	Personal Services	
1600	Petroleum	
1700	Real Estate	
1800	Recreation and Tourism	
1900	Transportation	
2000	Retail Trade	
3100	Wholesale Trade	
9900	Other Distributive (General Marketing, etc.)	
1.23. XXXX	HEALTH OCCUPATIONS	
1.23. 01XX	Dental Assisting	71
0101	Dental Assisting	71
0102	Dental Hygiene (Associate Degree)	95
0103	Dental Laboratory Technology	50
1.23. 02XX	Medical Laboratory Technology	91
0201	Cytology (Cytotechnology)	91
0202	Histology	91
0203	Medical Laboratory Assisting	63
0204	Hematology	91
0205	Certified Laboratory Assistant	63
1.23. 03XX	Nursing	158
0301	Nursing (Associate Degree – RN)	158
0302	Practical Nursing (Vocational – LPN)	263
0303	Nursing Assistance (Aide)	62
0304	Psychiatric Aide	80
0305	Surgical Technician (Operating Room Technician)	100
0306	Obstetrical Technician	100
0307	Home Health Aide	62
0308	School Health Aide	62
0309	Central Service Aide	74

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
	0310 Medical Assisting	95
1.23. 04XX	Rehabilitation	80
	0401 Occupational Therapy	80
	0402 Physical Therapy	80
	04021* Physical Therapy Assistant	80
	04022* Physical Therapy Aide	64
	0403 Prosthetics	80
	0404 Orthotics	80
	04050* Massage Therapy	63
1.23. 05XX	Radiologic	80
	0501 Radiologic Technology (x-ray)	
	0502 Radiation Therapy	
	0503 Nuclear Medical Technology	
	05040* Diagnostic Medical Sonography	
1.23. 06XX	Ophthalmic	79
	0601 Ophthalmic Dispensing	79
	0602 Orthoptics	63
	0603 Optometrist Assistant	63
1.23. 07XX	Environmental Health	80
	0701 Environmental Health Assistant	
	0702 Radiological Health Technician	
	0703 Sanitarian Assistant	
1.23. 08XX	Mental Health	80
	0801 Mental Health Technician (Human Services Aide, etc.)	
	0802 Mental Retardation Aide	
1.23. 09XX	Miscellaneous Health Education	88
	0901 Electroencephalograph Technician	88
	0902 Electrocardiograph Technician	88
	0903 Inhalation Therapy (Respiratory Therapy)	80
	09031* Respiratory Therapist	80
	09032* Respiratory Therapy Technician	95
	0904 Medical Assistant (Assistant in Physician's Office)	95
	0905 Central Supply Technician	74
	0906 Community Health Aide	95
	0907 Medical Emergency Technician	88
	0908 Dietetic Technology	95
	09090* Funeral Services	160
	0910 Orthopedic Assisting	95
	0911 Optician Technology	63
	0912 Veterinary Medical Assisting	100
	0913 Hearing Aide Technology	107
	09140* Cardiopulmonary Technology	167
	09150* Perfusionist	80
	99XX Health Occupations Education, Other	56

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
9901	Health Care Management	80
9902	Health Service Aide	74
9903	Hospital Housekeeping	74
9904	Hospital Ward Clerk	74
9905	Medical Records Transcriptionist	88
99060*	Hospital Admitting Officer	88
99070*	Health Unit Coordinator	74
99080*	Pharmacy Assisting	133
1.24. XXXX HOME ECONOMICS		
1.24. 01XX	Homemaking: Preparation For Personal, Home and Family Living	45
0101	Comprehensive Homemaking of Home Economics	45
0102	Child Development	52
0103	Clothing and Textiles	73
0104	Consumer Education	45
0105	Family Health	45
0106	Family Relations	45
0107	Foods and Nutrition	95
0108	Home Management	63
0109	Housing and Home Furnishings	80
01100*	Interior Design	53
1.24. 02XX	Occupational Preparation	63
0201	Care and Guidance of Children	52
0202	Clothing Management, Production and Services	95
02021*	Clothing Production and Management	90
02022*	Clothing Production Services	73
0203	Food Management, Production and Services	95
0204	Home Furnishings, Equipment and Services	80
02041*	Home Furnishings, Equipment and Services	80
02042*	Upholstering	93
0205	Institutional and Home Management and Supporting Services	63
02060*	Interior Design Technology	80
02070*	Power Sewing Machine Operation	95
1.25. XXXX OFFICE OCCUPATIONS		
1.25. 01XX	Accounting	56
0101	Accounting	
0102	Bookkeeping	
0103	Cashier	
0104	Machine Operators: Billing, Bookkeeping and Computing	
0105	Tellers	
0106	Income Tax Preparation	
1.25. 02XX	Business Data Processing Systems	63
0201	Computer and Console Operators	
0202	Peripheral Equipment Operators	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
0203	Programmers	
0204	Systems Analysts	
1.25. 03XX	Filing, Office Machines and General Office Clerical	52
0301	Duplicating Machine Operators	
0302	File Clerks	
0303	General Office Clerks	
1.25. 04XX	Information Communication	52
0401	Communication Systems Clerks and Operators	
0402	Correspondence Clerks	
0403	Mail and Postal Clerks	
0404	Mail Preparing and Mail Handling Machine Operators	
0405	Messengers and Officer Aides	
0406	Receptionists and Information Clerks	
1.25. 05XX	Materials Support (Transporting, Storing and Recording)	52
0501	Planning and Production Clerks	
0502	Quality Control Clerks	
0503	Shipping and Receiving Clerks	
0504	Stock and Inventory Clerks	
0505	Traffic, Rate and Transportation Clerks	
1.25. 06XX	Personnel and Training	52
0601	Personnel Training Specialists	
0602	Interviewers and Test Technicians	
0603	Personnel Assistants	
1.25. 07XX	Stenographic and Secretarial	58
0701	Executive Secretary	58
0702	Secretaries	58
0703	Stenographers	58
0704	Medical Secretary	58
0705	Legal Secretary	58
0706	Court Reporting	58
07070*	Word Processing	70
1.25. 08XX	Supervisory and Administrative Management (General Business, etc.)	52
0801	Administrative Assistants	
0802	Budget Management Analysis	
0803	Clerical and Office Supervisors	
0804	Data Methods and Systems Procedures Analysts	
0805	Office Managers and Chief Clerks	
1.25. 09XX	Typing	70
0901	Clerk-Typists	
0902	Typists	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
1.26. XXXX	TRADE AND INDUSTRIAL	
1.26. 01XX	Air Conditioning and Environmental Control (HARV, HVAC, Etc.)	143
0101	Cooling (Air Conditioning)	
0102	Heating	
0103	Ventilating (Filtering and Humidification)	
0104	Environmental Control	
1.26. 02XX	Appliance Repair	143
0201	Electrical Appliances	143
02011*	Electrical Appliances	143
02012*	Sewing Machine Maintenance and Repair	57
02013*	Vending Machine Repair	95
0202	Gas Appliances	57
1.26. 03XX	Automotive Services	59
0301	Body and Fender	190
03011*	Automotive Body Repair	190
03012*	Tractor and Trailer Body Repair	213
0302	Mechanics	171
03021*	Automotive Mechanics	171
03022*	Automotive Machine Shop	213
03023*	Truck and Bus Mechanics	170
03024*	Heavy Equipment Mechanics	170
03025*	Motorcycle Mechanics	95
0303	Specialization, Other	59
03031*	Specialization, Other	59
03032*	Commercial Vehicle Driving	33
03033*	School Bus Driving	27
0304	Service Station	
1.26. 04XX	Aviation	76
04001*	Avionics	76
04002*	Aeronautical Technology	155
04003*	Aviation Quality Control	85
0401	Airframe Maintenance	119
0402	Aircraft Operations	119
0403	Ground Operations	27
0404	Commercial Pilot Training	72
0405	Aviation Management and Administration	76
0406	Power Plant Maintenance	95
1.26. 06XX	Business Machine Maintenance	57
1.26. 07XX	Commercial Art	119
0701	Interior Decorating	
0702	Window Display	
0703	Product Design	
0704	Advertising Art	

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
0705	Studio Art	
1.26. 08XX	Commercial Fishery and Oceanographic	114
0801	Seamanship	
0802	Ship and Boat Operations and Maintenance	
0803	Oceanographic	114
08040*	Boat Building	143
1.26. 09XX	Commercial Photography	95
0901	Photographic Laboratory and Darkroom Occupations	
1.26. 10XX	Construction and Maintenance	85
10001*	Construction Trades	85
10002*	Building Construction Technology	66
1001	Carpentry	95
1002	Electricity	114
1003	Heavy Equipment (Construction)	33
1004	Masonry	95
1005	Painting and Decorating	85
10051*	Painting and Decorating	85
10052*	Floor Covering Installation	57
1006	Plastering	85
10061*	Plastering	85
10062*	Lathing	85
1007	Plumbing and Pipefitting	114
1008	Dry Wall Installation	85
1009	Glazing	85
1010	Roofing	85
1011	Architectural Technology	66
1012	Civil Engineering Technology	93
1013	Surveying	66
10140*	Blueprint Reading and Estimating	27
10150*	Structural Steel Work	95
10160*	Insulation Installation	85
10170*	Tile Setting	85
1.26. 11XX	Custodial Services	36
1.26. 12XX	Diesel Engine Mechanics	107
1.26. 13XX	Drafting and Design	76
1.26. 14XX	Electrical	72
1401	Industrial Electrician	85
1402	Lineman	114
1403	Motor Repairman	76
1.26. 15XX	Electronics	76
1501	Communications	57
15011*	Communications Electronics	57
15012*	Telephone Technology	36

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
1502	Industrial Electronics	76
1503	Radio/Television	85
1504	Electronic Technology	76
15041*	Electronic Technology	76
15042*	Electronic Chassis Assembly	76
1505	Electro-Mechanical Technology	115
15060*	Computer Electronics	76
15070*	Laser/Electro-Optic Technology	114
1.26. 16XX	Fabric Maintenance Services	85
1601	Dry Cleaning	
1602	Laundering	
1.26. 17XX	Foremanship, Supervision and Management Development	57
1701	Industrial Management and Supervision	
1.26. 19XX	Graphic Arts	142
19001*	Graphic Arts Technology	142
19002*	Graphic Design	57
1901	Composition, Makeup and Typesetting	142
1902	Printing Press	142
1903	Lithography, Photography and Platemaking	95
1904	Photoengraving	95
1905	Silkscreen Making and Printing	142
1906	Bookbinding	142
1907	Technical Illustration	66
1.26. 20XX	Industrial Atomic Energy	72
2001	Installation, Operation and Maintenance of Reactors	
2002	Radiography	
2003	Industrial Uses of Radioisotopes	
1.26. 21XX	Instrument Maintenance and Repair	57
2101	Instruments (Other than Watches and Clocks)	57
2102	Watchmaking and Repair	56
1.26. 22XX	Maritime Occupations	170
2201	Marine Propulsion Technology	
1.26. 23XX	Metalworking	114
2301	Foundry	114
2302	Machine Shop	147
2303	Machine Tool Operation	147
2304	Metal Trades, Combined	114
2305	Sheet Metal	114
2306	Welding and Cutting	142
2307	Tool and Die Making	147
2308	Die Sinking	147
2309	Metal Pattern Making	147
23100*	Ornamental Iron Work	95

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
23110*	Gunsmithing	95
1.26. 24XX	Metallurgy	114
1.26. 25XX	Other Engineering Related Technologies	27
2501	Chemical	57
2502	Industrial	72
2503	Instrumentation	72
2504	Mechanical	66
2505	Scientific Data Processing	88
2506	Safety	57
25061*	Safety Engineering Technology	57
25062*	Occupational Safety and Health Technology	27
25070*	Optical Technology	36
25080*	Engineering Model Making	119
1.26. 26XX	Personal Services	66
2601	Barbering	66
2602	Cosmetology	76
1.26. 27XX	Plastics	114
1.26. 29XX	Quantity Food	95
2901	Baker	
2902	Cook-Chef	
2903	Meat Cutter	
2904	Waiter/Waitress	
1.26. 31XX	Small Engine Repair, Internal Combustion	95
1.26. 32XX	Stationary Energy Sources	142
3201	Electric Power Generating Plants	
3202	Plumbing Plants	
1.26. 33XX	Textile Production and Fabrication	95
3301	Dressmaking	
3302	Tailoring	
1.26. 34.XX	Leather Working	72
3401	Shoe Manufacturing	
3402	Shoe Repair	
1.26. 35XX	Upholstering	95
35010*	Upholstering	
35020*	Automotive Upholstering	
1.26. 36XX	Woodworking Occupations	171
3601	Millwork and Cabinet Making	
1.26. 99XX	Related Trade and Industrial, Other	27
9901	Quality Control and Reliability Technology	56
9902	Technical Writing	66
9903	Meteorological Analysis	27

Florida College System
Facilities/Capital Outlay Database
2019-20 Reporting Year

ICS Code	Course/Program Title	Station Size
99040*	Jewelry Manufacturing and Repair	85
99050*	Industrial Machinery Maintenance Repair	140
9906	Manufacturing Technology	142
9907	Radio and Television Broadcasting	27
9908	Radio and Television Production	27
1.27. XXXX	PUBLIC SERVICE	
1.27. 01XX	Fire Science	100
01010*	Fire Science Technology	
01020*	Fire Fighting	
1.27. 02XX	Law Enforcement	96
0201	Law Enforcement, General	96
02011*	Law Enforcement	96
02012*	Criminal Justice Technology	80
02013*	Criminal Justice Assisting	96
0202	Security	35
0203	Corrections	82
0204	Probation	35
0205	Legal Assisting	62
1.27. 03XX	Education (Teacher Aide)	78
1.27. 04XX	Library	78
1.27. 05XX	Audio-Visual (Multi-Media)	78
1.27. 06XX	Recreation	29
1.27. 07XX	Social Services (Work)	78
1.27. 08XX	Public Administration	78
08010*	Public Administration Technology	78
08020*	Public Service Telecommunications	44
1.27. 09XX	Urban, Rural and Community Development Services	93
1.27. 10XX	Resources Management Services	93
1001	Air Pollution Control	
1002	Environmental Pollution Control	
1003	Water and Waste Water Treatment	
1004	Environmental Science	
1005	Environmental Marine Science	
1.27. 11XX	Music, Dance and Theater	78
1101	Music	
1102	Dance	
1103	Theater	
1.3X. XXXX	ADULT GENERAL EDUCATION	

SREF includes five adult general education laboratories. They differ in number of occupants and types of related spaces, but each uses the standard station size of **47 square feet**. When developing program

ICS Code	Course/Program Title	Station Size
facility lists or designing space, the laboratory most appropriate for teaching a given program may be selected.		
1.31. 1XXX	College Preparatory	47
1.31. 2XXX	Vocational Preparatory	47
1.32. 1XXX	Adult Basic	47
1.32. 2XXX	Adult Secondary	47
1.32. 3XXX	Preparation for the GED Test	47

ATTACHMENT

Related Instruction Classroom, Room-Use Code 212

Definition, Description, Limitations and Facilities Database Coding

A "related instruction classroom," Room-Use Code (RUC) 212, is a service area or support space directly related to certain vocational program laboratories. It is a separate room adjacent to, or a designated area within, the teaching laboratory. It is a clean, quiet place used for teaching theory and other laboratory-related information that cannot be taught in the laboratory itself.

A related instruction classroom is different from a general-purpose classroom. It is dedicated to a specific vocational program. It is not available for use by a variety of classes in other areas of study. It is small to moderate in size, on average, around 525 square feet.

A related instruction classroom is part of the greater laboratory suite. It does not carry student stations. Classes are not scheduled in it nor students assigned to it. Instead, classes are scheduled in and students are assigned to the teaching laboratory itself, which carries the vocational student stations.

Only some vocational laboratories can have a related instruction classroom. Nonvocational laboratories are never eligible to have any. Each eligible vocational laboratory is entitled to only one related classroom. Every related instruction classroom, RUC 212, must be attached to a particular vocational laboratory; they cannot exist alone.

In the facilities database, the coding for a related instruction classroom is: (a) room name is RELATED INSTRUCTION, (b) RUC is 212, and (c) room ICS code is the same as for the vocational program laboratory to which it is related.

In the Florida College System, there are 423 different vocational programs of study. Each vocational program has its own name and ICS code (Information Classification Structure code), which are used to identify it in the facilities inventory and capital outlay database records for existing facilities.

In the "Size of Space and Occupant Design Criteria Table" for Colleges, there are space criteria for 201 different vocational laboratory facilities, which are used for evaluating existing space and planning new space. The "Size of Space and Occupant Design Criteria Table" is contained in Section 6.1(B)(D), State Requirements for Educational Facilities (SREF).

Vocational Program Laboratory Facilities Eligible to have Related Instruction Classrooms

Every vocational program of study does not require a unique vocational laboratory facility. Many vocational laboratory facilities can be used to teach a variety of different vocational programs. Based on programmatic needs for facilities, the 423 vocational programs are appropriately assigned to the 201 vocational facilities.

Some of the vocational laboratory facilities are authorized to have a related instruction classroom; others are not. The vocational laboratories that can have a related classroom are specified in the SREF "Space...Criteria Table." Eligible laboratories are indicated by the code A-7 in the "Related Spaces" column.

In total, 283 of the vocational programs are assigned to 132 of the vocational laboratory facilities, which are authorized to have related instruction classrooms, RUC 212. The other 140 vocational programs are

assigned to the other 69 vocational laboratory facilities, which are not authorized to have related classrooms.

The attachment includes the 283 vocational programs of study, by name and ICS code, which are assigned to vocational laboratory facilities, contained in the SREF "Space...Criteria Table," which are eligible to have a related instruction classroom, RUC 212. In other words, the vocational programs listed in the attachment are assigned to laboratories that are eligible to have related instruction classrooms.

List of Vocational Programs, by Name and Information Classification Structure (ICS) Code, Assigned to Laboratory Facilities Authorized to have Related Instruction Classrooms

The teaching laboratories for some vocational programs are authorized to have a related instruction classroom, Room-Use Code (RUC) 212, as part of the laboratory facilities.

The laboratory facilities which are authorized to have a related instruction classroom are identified in the "Size of Space and Occupant Design Criteria Table" for Colleges, contained in Section 6.1(B)(D), State Requirements for Educational Facilities (SREF). Eligible laboratories are indicated by the code A-7 in the "Related Spaces" column.

The vocational programs of study, which are assigned to vocational laboratory facilities that are eligible to have a related instruction classroom, RUC 212, are listed below by name and information classification structure (ICS) code.

ICS Code	Vocational Program Name
1.21. XXXX	AGRICULTURAL
1.21. 01XX	Agricultural Production and Processing
0101	Animal Science
0102	Plant Science
0103	Farm Mechanics
0104	Farm Business Management (Agri-Business)
0105	Citrus Production Management
0106	Citrus Processing Technology
0107	Farm Co-Op Training
1.21. 02XX	Agricultural Supplies and Services
0201	Agricultural Chemicals
0202	Feeds
0203	Seeds
0204	Fertilizers (Plant Food)
0205	Pest Control Technology
1.21. 03XX	Agricultural Mechanics
0301	Agricultural Power and Machinery
0302	Agricultural Structures and Conveniences
0303	Soil Management
0304	Water Management
0305	Agricultural Mechanics Skills
0306	Agricultural Construction and Maintenance
0307	Agricultural Electrification
0308	Golf Course Mechanics

ICS Code	Vocational Program Name
1.21. 04XX	Agricultural Products
0401	Food Products
0402	Non-Food Products
1.21. 05XX	Ornamental Horticulture (Production, Processing, Marketing and Services)
0501	Arboriculture
0502	Floriculture
0503	Greenhouse Operation and Management
0504	Landscaping
0505	Nursery Operation and Management
0506	Turf Management (Golf Course, etc.)
1.21. 06XX	Agricultural Resources (Conservation, Utilization and Services)
0601	Forests
0602	Recreation (Parks, etc.)
0603	Soil
0604	Wildlife (Including Game Farms and Hunting Areas)
0605	Water
0606	Air
0607	Fish (Including Farms and Hatcheries)
0608	Range (Ranch)
1.21. 07XX	Forestry (Production, Processing, Management, Marketing and Services)
0701	Forests
0702	Forest Protection
0703	Logging (Harvesting and Transportation)
0704	Wood Utilization
0705	Recreation
0706	Special Products
1.21. 99XX	Other Agricultural
9901	Biological Parks
1.22. XXXX	DISTRIBUTIVE
1.22. 0100	Advertising Services
0200	Apparel and Accessories (Fashion)
0300	Automotive (Sales)
0400	Finance and Credit (Banking, S & L, etc.)
0500	Floristry
0600	Food Distribution
0700	Food Services
0800	General Merchandise
0900	Hardware, Building Materials, Farm and Garden Supplies and Equipment
1000	Home Furnishings
1100	Hotel and Lodging
1200	Marketing and Distribution
1300	Insurance
1400	International Trade
1500	Personal Services

ICS Code	Vocational Program Name
1600	Petroleum
1700	Real Estate
1800	Recreation and Tourism
1900	Transportation
2000	Retail Trade
3100	Wholesale Trade
9900	Other Distributive (General Marketing, etc.)
1.23. XXXX	HEALTH OCCUPATIONS
1.23. 01XX	Dental
0101	Dental Assisting
0102	Dental Hygiene (Associate Degree)
1.23. 02XX	Medical Laboratory Technology
0201	Cytology (Cytotechnology)
0202	Histology
0204	Hematology
1.23. 03XX	Nursing
0301	Nursing (Associate Degree) (RN)
0302	Practical Nursing (Vocational) (LPN)
0310	Medical Assisting
1.23. 04XX	Rehabilitation
0401	Occupational Therapy
0403	Prosthetics
0404	Orthotics
04050*	Massage Therapy
1.23. 05XX	Radiologic
0501	Radiologic Technology (x-ray)
0502	Radiation Therapy
0503	Nuclear Medical Technology
05040*	Diagnostic Medical Sonography
1.23. 07XX	Environmental Health
0701	Environmental Health Assistant
0702	Radiological Health Technician
0703	Sanitarian Assistant
1.23. 09XX	Miscellaneous Health Education
0901	Electroencephalograph Technician
0903	Inhalation Therapy (Respiratory Therapy)
09031*	Respiratory Therapist
09032*	Respiratory Therapy Technician
0904	Medical Assistant (Assistant in Physician's Office)
0906	Community Health Aide
0907	Medical Emergency Technician
0908	Dietetic Technology
0910	Orthopedic Assisting

ICS Code	Vocational Program Name
0912	Veterinary Medical Assisting
09140*	Cardiopulmonary Technology
09150*	Perfusionist
1.23. 99XX	Health Occupations Education, Other
09905	Medical Records Transcriptionist
99080*	Pharmacy Assisting
1.24. XXXX	HOME ECONOMICS
1.24. 01XX	Homemaking: Preparation For Personal, Home and Family Living
0102	Child Development
1.24. 02XX	Occupational Preparation
0201	Care and Guidance of Children
02042*	Upholstering
1.25. XXXX	OFFICE OCCUPATIONS
1.25. 02XX	Business Data Processing Systems
0201	Computer and Console Operators
0202	Peripheral Equipment Operators
0203	Programmers
0204	Systems Analysts
1.26. XXXX	TRADE AND INDUSTRIAL
1.26. 01XX	Air Conditioning and Environmental Control (HARV, HVAC, Etc.)
0101	Cooling (Air Conditioning)
0102	Heating
0103	Ventilating (Filtering and Humidification)
0104	Environmental Control
1.26. 02XX	Appliance Repair
0201	Electrical Appliances
02011*	Electrical Appliances
02012*	Sewing Machine Maintenance and Repair
02013*	Vending Machine Repair
0202	Gas Appliances
1.26. 03XX	Automotive Services
0301	Body and Fender
03011*	Automotive Body Repair
03012*	Tractor and Trailer Body Repair
0302	Mechanics
03021*	Automotive Mechanics
03022*	Automotive Machine Shop
03023*	Truck and Bus Mechanics
03024*	Heavy Equipment Mechanics
03025*	Motorcycle Mechanics
0303	Specialization, Other
03031*	Specialization, Other
0304	Service Station

ICS Code	Vocational Program Name
1.26. 04XX	Aviation
04001*	Avionics
04022*	Aeronautical Technology
0401	Airframe Maintenance
0402	Aircraft Operations
0404	Commercial Pilot Training
0405	Aviation Management and Administration
0406	Power Plant Maintenance
1.26. 06XX	Business Machine Maintenance
1.26. 08XX	Commercial Fishery and Oceanographic
0801	Seamanship
0802	Ship and Boat Operations and Maintenance
0803	Oceanographic
08040*	Boat Building
1.26. 09XX	Commercial Photography
0901	Photographic Laboratory and Darkroom Occupations
1.26. 10XX	Construction and Maintenance
10001*	Construction Trades
1001	Carpentry
1002	Electricity
1004	Masonry
1005	Painting and Decorating
10051*	Painting and Decorating
10052*	Floor Covering Installation
1006	Plastering
10061*	Plastering
10062*	Lathing
1007	Plumbing and Pipefitting
1008	Dry Wall Installation
1009	Glazing
1010	Roofing
10150*	Structural Steel Work
10160*	Insulation Installation
10170*	Tile Setting
1.26. 12XX	Diesel Mechanics
1.26. 14XX	Electrical
1401	Industrial Electrician
1402	Lineman
1403	Motor Repairman
1.26. 15XX	Electronics
1501	Communications
15011*	Communications Electronics
15012*	Telephone Technology

ICS Code	Vocational Program Name
1502	Industrial Electronics
1503	Radio/Television
1504	Electronic Technology
15041*	Electronic Technology
15042*	Electronic Chassis Assembly
15060*	Computer Electronics
15070*	Laser/Electro-Optic Technology
1.26. 16XX	Fabric Maintenance Services
1601	Dry Cleaning
1602	Laundering
1.26. 17XX	Foremanship, Supervision and Management Development
1701	Industrial Management and Supervision
1.26. 19XX	Graphic Arts
19001*	Graphic Arts Technology
19002*	Graphic Design
1901	Composition, Makeup and Typesetting
1902	Printing Press
1903	Lithography, Photography and Platemaking
1904	Photoengraving
1905	Silk Screen Making and Printing
1906	Bookbinding
1.26. 20XX	Industrial Atomic Energy
2001	Installation, Operation and Maintenance of Reactors
2002	Radiography
2003	Industrial Uses of Radioisotopes
1.26. 21XX	Instrument Maintenance and Repair
2101	Instruments (Other Than Watches and Clocks)
1.26. 22XX	Maritime Occupations
2201	Marine Propulsion Technology
1.26. 23XX	Metalworking
2301	Foundry
2302	Machine Shop
2303	Machine Tool Operation
2304	Metal Trades, Combined
2305	Sheet Metal
2306	Welding and Cutting
2307	Tool and Die Making
2308	Die Sinking
2309	Metal Pattern Making
23100*	Ornamental Iron Work
23110*	Gunsmithing
1.26. 24XX	Metallurgy
1.26. 25XX	Other Engineering Related Technologies

ICS Code	Vocational Program Name
2501	Chemical
2502	Industrial
2503	Instrumentation
2505	Scientific Data Processing
2506	Safety
25061*	Safety Engineering Technology
25070*	Optical Technology
1.26. 26XX	Personal Services
2601	Barbering
2602	Cosmetology
1.26. 27XX	Plastics
1.26. 29XX	Quantity Food
2901	Baker
2902	Cook-Chef
2903	Meat Cutter
2904	Waiter/Waitress
1.26. 31XX	Small Engine Repair, Internal Combustion
1.26. 32XX	Stationary Energy Sources
3201	Electrical Power Generating Plants
3202	Plumbing Plants
1.26. 34XX	Leather Working
3401	Shoe Manufacturing
3402	Shoe Repair
1.26. 36XX	Woodworking Occupations
3601	Millwork and Cabinet Making
1.26. 99XX	Trade and Industrial, Other
9901	Quality Control and Reliability Technology
99050*	Industrial Machinery Maintenance and Repair
1.27 XXXX	PUBLIC SERVICE
1.27. 01XX	Fire Science
01010*	Fire Science Technology
01020*	Fire Fighting
1.27. 02XX	Law Enforcement
0201	Law Enforcement, General
02011*	Law Enforcement
02012*	Criminal Justice Technology
02013*	Criminal Justice Assisting
0203	Corrections
1.27. 05XX	Audio-Visual (Multi-Media)
1.27. 06XX	Recreation

ICS Code	Vocational Program Name
1.27. 07XX	Social Services (Work)
1.27. 08XX	Public Administration
08010*	Public Administration Technology
1.27. 09XX	Urban, Rural and Community Development Services
1.27. 10XX	Resources Management Services
1001	Air Pollution Control
1002	Environmental Pollution Control
1003	Water and Waste Water Treatment
1004	Environmental Science
1005	Environmental Marine Science

State Requirements for Educational Facilities (SREF) 2014

The State Requirements for Educational Facilities (SREF) 2014 can be located on the Internet at the following address: <http://www.fldoe.org/finance/edual-facilities/sref/index.stml>