THE UNIVERSITY OF TEXAS AT DALLAS
Facilities Management

Function Codes Reference Sheet

This is a quick reference guide for the different Function Codes. The codes are organized into categories for ease-of-reference. To see THECB's detailed descriptions for these codes, click here (see page 112).

Contact Space Inventory with questions concerning these codes (SpaceInventory@utdallas.edu | 972-883-2249).

Definition and Background

The *Functional Category Code* (a.k.a. "*Function Code*") is a program-oriented code that profiles the actual function of a room and helps determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves.

Note: Function codes may be prorated to reflect more than one function.

Finding the Correct Function Code for Your Department / Program

Function codes are grouped by the respective area served. To find the correct Function code for a given space in your department or program, ask yourself: who uses the space and for what purpose?

Refer to the definitions on the next page for guidance in selecting the correct Function Code(s).

Rooms with Multiple Functions

Up to three Function Codes may be assigned to a single room: primary, secondary, and remaining. When a room serves several purposes or uses, it may be reported based on *time spent* on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent (usually expressed in estimates, such as 60-40, 55-45, 30-70).

Note: Only a room's function (via Function Code) and program area (via CIP Code) may be prorated, unlike its space use (via Space Use Code).

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Function Code Groups/Definitions

Use the following (clickable) definitions to determine the Function Code for a given room/space.

General Education

Activities that are part of an institution's instructional program.

Continuing Education

Activities associated with instructional programs that are funded by state appropriations and open to the public.

Research Programs

Activities specifically organized to produce research results and funded by institutional state funds or another state agency.

Public Service

Programs making institutional resources, services, and expertise available to the community-at-large.

Academic Support

Provide support services for institution's primary mission for instruction, research, and/or public service.

Student Service

Programs that contribute to emotional and physical well-being of students, as well as intellectual, cultural, and social development.

Institutional Admin

Space for operations that provide planning and executive direction, public relations, employee services, and student recruiting & admissions.

Physical Plant Operations

Space for operations providing maintenance of buildings, grounds, utilities, and planning future plant expansions and modifications.

Independent Operations

Space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency.

Non-Assigned Space

Space not assigned directly to support programs, but necessary for general operation of a building.

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General Education

All activities that are part of an institution's instructional program.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
General Academic Instruction	**11**	Includes space for programs associated with academic disciplines offering credit courses, as well as space occupied and utilized by faculty associated with such programs.	• Offices • Conference rooms • Lounges
Vocational / Technical Instruction	**12**	Includes space for programs that are part of the institution's formal degree or certificate programs that prepare student for immediate entry into specific occupation or career, as well as space occupied and utilized by faculty associated with such programs.	• Offices • Conference rooms • Lounges
Requisite Preparatory / Remedial Instruction	**13**	Space used for instruction to provide basic knowledge required by the institution before formal academic courses. Generally non-credit courses.	

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Continuing Education

Activities associated with instructional programs that are funded by state appropriations and open to the public. *Note: All Function Codes within this category share the same explanation. They differ by type of subjects covered (see the* **Examples** *column).*

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
General Studies	**14**	Space with classes typically administered by a continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.	• Continuing education classes in painting, sculpture, fine arts, foreign language, and computer literacy
Occupation-Related Instruction	**15**	Space with classes typically administered by a continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.	• Continuing education classes for physicians and nurses, real estate, word processing and spreadsheet classes
Social Roles / Interaction Instruction	**16**	Space with classes typically administered by a continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.	• Continuing education classes in civil defense, consumerism, and languages for persons seeking US citizenship
Home and Family Life Instruction	**17**	Space with classes typically administered by a continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.	• Child development • Gardening • Do-it-yourself repair • Household budgeting
Personal Interests and Leisure Instruction	**18**	Space with classes typically administered by a continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.	• Speed reading • Leadership development • Folk dancing • Personality development

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Research Programs

Activities specifically organized to produce research results and funded by institutional state funds
or another state agency.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Institutes and Research Centers	**21**	Includes spaces for research activities conducted within the framework of a formal research organization. Auxiliary funded research should use Function Code **55** or **56**. Federally funded research should use Function Code **92**.	• Agricultural Experiment Stations • Center for Behavioral Sciences
Individual or Project Research	**22**	Space where research is normally managed within the academic departments and has a stated goal or purpose and projected outcome. The research is generally for specific time period as result of contract, grant, or specific allocation of institutional resources. Personnel Development research should use Function Code **48**.	

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Public Service

Programs making institutional resources, services, & expertise available to the community-at-large.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Direct Patient Care	**31**	Space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). Medical Services for students should use Function Code **57**. Medical Services for faculty/staff should use Function Code **65**.	
Health Care Supportive Services	**32**	Spaces that directly support teaching hospitals.	• Blood banks • Pharmacies • Optical services • Medical records • In-patient reception • Admitting offices
Community Service	**33**	Space providing resources, services, and expertise to persons and groups outside the context of regular instruction, research, and support programs. Fee is often charged for service.	• Consulting services • Summer camps for public school students • Community meetings and recreational programs not a part of student services
Cooperative Services	**34**	Space providing resources, services, and expertise to persons and groups outside the context of regular instruction, research, and support programs. Fee is often charged for service.	• Consulting services • Soil testing • Seminars for companies/ businesses
Public Broadcasting Services	**35**	Space provided for the operation and maintenance of broadcast services operated outside the context of institution's instructional, research, and support programs. These spaces usually receive funding from national public broadcasting agencies and listener support grants. Broadcast student labs should use Function Code **11**. Student broadcasting clubs should use Function Code **52**.	

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Academic Support

Provide support services for institution's primary mission for instruction, research, and/or public service.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Library Services	**41**	Centrally operated, staffed, and controlled library space. Space is separately funded and does not include departmental libraries furnished by department operating funds.	
Museums and Galleries	**42**	Space for collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Areas in which research associated with museums is conducted should use Function Code **22**.	• Cataloging • Repairing • Exhibits • Reference services
Educational Media Services	**43**	Space for audio, visual, and other media that support instruction, research, and public service. Areas using media production for institutional information, news, or public relations should use Function Code **66**.	
Academic Computing Support	**44**	Space includes mainframe computer rooms and computer maintenance areas. Often a part of a central mainframe center that additionally provides Administrative Computing or Telecommunications Support (64) and would therefore be prorated. Computer labs and study areas with computer equipment should use Function Code **11** or **22**.	
Ancillary Support	**45**	Space unique to a particular academic program or department.	• Planetariums • Kilns • Glassblowing shops • University presses

Academic Support (Contd.)

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Academic Administration	**46**	Space for academic deans, department heads, and their administrative staff. Also includes academic advising offices. *Note: Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Admin (46) and General Academic Instruction (11).* Space assigned to administrative officers (vice presidents, vice chancellors, etc.) should use Function Code **61**.	
Course Curriculum Development	**47**	Space for formal planning and development. Generally such responsibilities are assigned to the academic vice president's area.	• Course/curriculum research • Curriculum development • Curriculum evaluation
Academic Personnel Development	**48**	Provides faculty with opportunities for academic growth and development. Includes departmental research areas when the research is for the professional development of academic personnel and not separately budgeted.	

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Student Service

Programs that contribute to emotional and physical well-being of students, as well as intellectual, cultural, and social development. Programs are outside context of formal instruction and research.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Student Service Administration	**51**	Space for the administration of student service activities. Chief administrative offices (vice president or vice chancellor for student affairs) should use Function Code **61**. Offices for specific programs (placement, financial aid, etc.) should use their respective codes (i.e., Function Code **53** or **54**).	• Dean of students • Dean of student personnel services • International student advising (only when supported by state funds)
Social and Cultural Developments	**52**	Space that houses programs that provide social and cultural development outside formal academic program. Typically supported by student fees and controlled by student body. *Note: Rooms with this Function Code typically use one of these Space Use Codes- 220, 310, 610, 620, 670, 680.* Space used by Intercollegiate Athletics should use Function Code **56**.	• Students' legal advising • Student organizations • Student newspapers • Intramural athletics
Placement and Career Guidance	**53**	Space that houses activities that are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense should use Function Code **54**.	• Career placement offices • Career counseling and guidance • Vocational testing services
Financial Aid Administration	**54**	Space that houses activities that are provided to assist students with financial aid.	• Financial aid counseling and evaluation • Financial aid records maintenance and reporting • Student employment services • Student loan offices

Student Service (Contd.)

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Student Auxiliary Services	**55**	Space used by housing administrative services, food services, retail services, concessions, and specialized services. Fee is often charged for services. If service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65).	• Bookstores • Cafeterias • Snack bars, Vending areas • Photocopy area for fee • Billiards rooms • Childcare centers (for children of students)
Intercollegiate Athletics	**56**	All areas involving intercollegiate athletics.	• Directors office • Coaches office • Training rooms • Dressing rooms • Stadiums • Gymnasiums • Athletic meeting rooms • Cheerleading offices • Concessions • Athletic fund raising areas • Sports information offices
Student Health / Medical Services	**57**	Space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. Typically supported by fees from services rendered.	• Infirmaries • Student health services • Counseling centers and wellness programs

Institutional Administration

Space for operations that provide planning and executive direction, public relations, employee services, and student recruiting & admissions.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Executive Management	**61**	Includes boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provost, and emeritus executive management administrators. Also includes offices that report directly to the chief executive officer.	• Internal audit • Risk management • Affirmative action • Institutional attorney • Institutional planning • Human resources management • Assistant to the president
Financial Management and Operations	**62**	Space includes financial management and fiscal offices that generally come under the wing of the institutions chief fiscal officer.	• Comptroller • Business manager • Bursar • Payroll • Accounts receivable • Accounts payable • Travel reimbursement • Accounting • Internal auditing if auditor does not report directly to the chief executive officer
General Administration and Logistical Services	**63**	Space used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.	• Faculty/staff insurance administration • Faculty/staff records • Room scheduling • Facilities mgmt./reporting • Campus police • Purchasing • Shipping • Inventory control • Central storage • Campus mail • Printing & duplicating services • Affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer

Institutional Administration (Contd.)

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Administrative Computing or Telecommunication Support	**64**	Space includes mainframe computer rooms, computer maintenance areas, telecommunication with rooms, and telecommunication maintenance rooms that provide administrative support. This is often part of central mainframe computer center that also provides Academic Computing Support (44). Computer laboratories and study areas with computer equipment should use Function Code **11** or **22**. Data for switch area that provide both institutional and residential service is prorated with this code (**64**) and Function Code **55**. Telephone closets should use Function Code **03**.	• Mainframe computer rooms • Areas for software development • Equipment storage • Computer personnel offices • Computer center reception areas
Faculty and Staff Auxiliary Services	**65**	Areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee is often charged.	• Faculty/staff clubs • Coffee shops • Lounges • Wellness programs where fees are charged and childcare centers provided only for children of faculty/staff • Governmental relations other than those assigned to the institution's legal office
Alumni Records	**66**	Spaces for operations that maintain relations with alumni.	
Student Recruitment and Admissions	**67**	Activities in these areas include identification and recruitment of prospective students and the processing of admissions applications.	
Student Records	**68**	Spaces used for maintaining, handling, and updating records for current and former students.	• Registrar's office • Transcript offices

Institutional Administration (Contd.)

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Public Relations / Development	**69**	Space used for operations that maintain relations with local community and general public about the institution.	• News and information offices that provides news releases, internal newsletters, institutional brochures and other publications

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Physical Plant Operations

Space for operations providing maintenance of buildings, grounds, utilities, and planning future plant expansions and modifications.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Physical Plan Administration	**71**	Space assigned to physical plant director, campus architects, and construction engineers.	
Building Maintenance	**72**	Space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.	
Custodial Services	**73**	Space includes Offices (310) and other assignable areas required for custodial service. Custodial Closets should use Function Code **02**.	
Utilities	**74**	Space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for operation of physical plant. Mechanical rooms should use Function Code **03**.	
Landscape and Grounds Maintenance	**75**	Includes Offices (310), Shops (720), Field Service Bldgs. (560), and other areas required for grounds maintenance and landscaping.	
Construction Project Management	**76**	Space used by staff that manages/oversees construction projects.	

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Independent Operations

Space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency. *This space is unrelated to or independent of the institution's mission.*

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Independent Operations / Institutional	**91**	Space, usually designed to generate income, that services activities unrelated to institutions mission and not intended to provide services to students, faculty, and staff. This space is controlled by the institution.	• Commercial Rental Space • Conference Centers • Development/fundraising offices
Independent Operations / External Agencies	**92**	Space controlled and/or leased to outside agencies, including state agencies.	• Federally funded research centers

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Non-Assigned Space

Space not assigned directly to support programs, but necessary for general operation of a building.

Function Name	Function Code	Description / Frequently Mistaken Codes	Examples
Custodial Areas	**02**	Space used for the protection, care, and maintenance of a building.	• Trash rooms • Custodial rooms • Custodial locker rooms • Custodial storage/supply rooms
Mechanical Areas	**03**	Includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical shafts, telephone closets, air ducts, etc. Elevator space also may be included in this category.	
Mothballed and/or Incapable of Use	**04**	Space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.	
Public Rest Rooms	**05**	Rest rooms accessible to the public. Private restrooms are service areas and should use a service Function Code.	
Shell Space / Space Under Renovation	**06**	Unfinished space designed to be converted into usable space.	
Circulation Areas	**07**	Space includes areas of common access, transit, or general use that are accessible to the public and not used for instructional purposes.	• Atriums • Entrances • Hallways • Passageways • Walkways • Lobbies • Corridors • Foyers • Reception areas • Waiting rooms