

Space Use Codes Reference Sheet

This is a quick reference guide for the different Space Use Codes. The codes are organized into sections for ease-of-reference. To see THECB's detailed descriptions, click [here](#) (see page 73). Contact Space Inventory with questions concerning these codes SpaceInventory@utdallas.edu | 972-883-2249).

Definition and Background

The *Space Use Code* is a room's exclusive or predominant design or use. These codes should only change when a room's predominant use or physical characteristics have been changed and/or remodeled.

Note: Unlike CIP and Function codes that may be prorated to reflect more than one use, **only one Space Use Code can be assigned to a given room.** For rooms with more than one use, a single determination for the primary activity of the space must be made. The room's one best Space Use Code should be evaluated in terms of time usage rather than space usage.

Service Codes

Some spaces are used to support other rooms. If a particular room, in design/function and use, is dependent upon or justified by another room (usually nearby), it is considered a service space and identified with a Space Use Codes ending in "5".

Below are some examples of service spaces and their corresponding codes:

- A projection room supporting an adjoined classroom would be considered a *Classroom Service (115)*.
- A storage area for a research lab would be considered a *Research / Non-Class Lab Service (255)*.
- A lounge area or break room used by UTD faculty/staff would be considered an *Office Service (315)*.

Finding the Correct Space Use Code for a Given Room

The exclusive or predominant design/use of a room determines its Space Use Code. To find the correct Space Use Code for a given room, ask yourself: what is the room designed/configured as and how is it being used?

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



Space Use Code Groups/Definitions

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

Classroom Facilities

Classroom facilities used as an institution-wide resource (even if they fall under different levels of organizational control)

Laboratory Facilities

Instructional or research facilities with special purpose equipment or a specific space configuration that limits activities to a particular discipline or a closely related group of disciplines.

Office Facilities

Individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions.

Study Facilities

Spaces used to aid in the study or learning process. Includes spaces serving university library functions.

Special Use Facilities

Spaces sufficiently specialized in their primary activity or function to merit a unique space code (and typically limited to a small group or special population).

General Use Facilities

Spaces comprising a campus general service or functional support system for the institutional and participant community populations.

Supporting Facilities

Facilities providing a centralized space for various auxiliary support systems and services of the campus.

Health Care Facilities

Facilities used for the administration and support of both human and animal health care services.

Residential Facilities

Housing for students, faculty, staff, and visitors to the institution.

Unclassified Areas

Houses and other residential properties that are owned or controlled by the institution as commercial investments and do not serve the institution's primary mission.

Non-Assignable Areas

General use spaces that are not assigned to a specific organizational unit or program. Includes public restrooms, circulation areas, and building service areas.

Classroom Facilities

Classroom facilities used as an institution-wide resource (even if they fall under different levels of organizational control).

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Classroom	110	Space used for regularly scheduled instruction with no restrictive equipment.	<ul style="list-style-type: none"> • Classroom • Lecture room • Seminar room
Classroom Service	115	Space that directly serves classrooms as an extension of classroom activities.	<ul style="list-style-type: none"> • Closets • Coatrooms • Preparation rooms • Projections rooms • Storage areas • Telecom control booths
Class Laboratory	210	Space used for regularly scheduled instruction (through Astra) that requires special purpose equipment or space configuration.	<ul style="list-style-type: none"> • Band/choral rooms • Computer labs • Instructional shops • Language labs • Group music practice rooms • Teaching labs • Theater stage areas
Class Lab Service	215	Space that directly serves laboratories as an extension of activities.	<ul style="list-style-type: none"> • Closets • Coatrooms • Preparation rooms • Projection room • Storage areas • Telecom control booths



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Special Class Lab	220	Space used for individual or group instruction that is informally scheduled, unscheduled, or open. Has specialized equipment/configuration that serves the needs of a particular discipline.	<ul style="list-style-type: none"> • Music practice rooms • Speech labs • Hearing labs • Law labs • CAD labs
Special Class Lab Service	225	Space that directly serves Special Class Labs as an extension of activities.	<ul style="list-style-type: none"> • Closets • Coatrooms • Preparation rooms • Projection room • Storage areas • Telecom control booths
Individual Study Lab	230	Space used for Individual student experimentation, observation, or practice. Individual study spaces that are intended for general study purposes should use Space Use Code 410.	<ul style="list-style-type: none"> • Language lab • Music practice room • Study labs serving a particular subject
Individual Study Lab Service	235	Space that directly serves Individual Study Labs as an extension of activities.	<ul style="list-style-type: none"> • Closets • Coatrooms • Preparation rooms • Projection room • Storage areas • Telecom control booths
Research / Non-Class Lab	250	Space used for sponsored or professional research and observation.	



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Research / Non-Class Lab Service	255	Directly serves Research/Non Class Lab as extension of activities.	<ul style="list-style-type: none">• Closets• Coatrooms• Preparation rooms• Projection room• Storage areas• Telecom control booths

Laboratory Facilities

Instructional or research facilities with special purpose equipment or a specific space configuration that limits activities to a particular discipline or a closely related group of disciplines.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Classroom	110	Space used for regularly scheduled instruction with no restrictive equipment.	<ul style="list-style-type: none"> • Classroom • Lecture room • Seminar room
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Research / Non-Class Lab	250	Space used for sponsored or professional research and observation.	
Research / Non-Class Lab Service	255	Directly serves Research/Non Class Lab as extension of activities.	<ul style="list-style-type: none">• Closets• Coatrooms• Preparation rooms• Projection room• Storage areas• Telecom control booths



Office Facilities

Individual, multi-person, or workstation spaces specifically assigned to academic, administrative, and service functions.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Office	310	Space that houses faculty, staff or students working at one or more desks, tables, or workstations.	<ul style="list-style-type: none"> • Office • Receptionist room with waiting area
Office Service	315	Space that directly serves an office or offices as an extension of activities in those spaces.	<ul style="list-style-type: none"> • Break rooms • Private circulation areas • Closets • Copy and fax room • File Rooms • Kitchenettes for offices • Lounge/non public • Private restrooms • Record rooms • Student counseling • Testing/assessment rooms • Vaults
Conference Room	350	Space used by a specific organization for staff meetings and department activities. Meeting Rooms used for general meetings and not associated with a particular department should use Space Use Code 680.	



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Conference Room Service	355	Space that directly serves a conference room as an extension of activities in those spaces.	<ul style="list-style-type: none">• Control booths• Kitchenettes• Projection rooms• Sound equipment rooms• Storage spaces

Study Facilities

Spaces used to aid in the study or learning process. Includes spaces serving university library functions.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Study Space	410	Area used by individuals at their convenience for general purpose studies. Space may have restricted access, but it does not have equipment designated to a particular subject or discipline.	<ul style="list-style-type: none"> • Study/reading rooms (in libraries, residential facilities, academic facilities) • Learning labs • Computer labs
Stack	420	Space used to house arranged collections of educational materials for use as a study resource.	<ul style="list-style-type: none"> • Typically in central, branch, or departmental libraries • Can include any form of educational media
Open-Stack Study Room	430	Combination of study and stack space that is generally without physical boundaries between the stack and study areas.	<ul style="list-style-type: none"> • Study areas within stacks
Processing Room	440	Space devoted to processes and operations in support of library functions.	<ul style="list-style-type: none"> • Bookbinding rooms • Card and microfiche areas • Circulation desk areas • Interlibrary loan processing areas • Materials processing areas • Reference desk area



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Study Service	455	Space that directly serves any of the 400 series Space Use Codes above (i.e., 410, 420, 430, 440).	<ul style="list-style-type: none">• Closets• Coatrooms• Copy rooms• Storage areas

Special Use Facilities

Spaces sufficiently specialized in their primary activity or function to merit a unique space code (and typically limited to a small group or special population).

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Athletic or Physical Education	520	Space used by students, staff, or public for athletic or physical education activities.	<ul style="list-style-type: none"> • Basketball courts • Bowling • Dancing space • Field houses • Gymnasiums • Handball courts • Swimming pools (indoor) • Tracks (indoor) • Weight/exercise rooms
Athletic Facilities Spectator Seating	523	Covered seating area used by students, staff, and public to watch athletic events. Does not include areas with moveable bleachers.	<ul style="list-style-type: none"> • Includes fixed seating in gyms, field houses, covered stadia, etc.
Athletic or Physical Education Service	525	Space that directly serves athletic or physical education facility as an extension of that facility.	<ul style="list-style-type: none"> • Coaches rooms (non-office) • Dressing area • Equipment storage • First Aid • Locker and/or Shower rooms • Supply rooms • Ticket booths • Towel room



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Media Production	530	Space used for production or distribution of multimedia materials or signals. Media space used for teaching should use Space Use Code 210 or 220 .	<ul style="list-style-type: none"> • Media centers • Photo/Video studios • Radio studios • Software production or distribution rooms • Sound studios • TV studios
Media Production Service	535	Space that directly serves media production or distribution space.	<ul style="list-style-type: none"> • Media storage rooms • Dark rooms • Studio control booths
Clinic	540	Space used for providing diagnosis, consultation, or treatment to patients/clients/subjects for the primary purpose of instruction, research, or public service. Services are associated with psychology, law, speech, and hearing. Healthcare facilities should use a Space Use Code in the 800 section.	<ul style="list-style-type: none"> • Consultation rooms • Examination rooms • Holding areas • Testing rooms
Clinic Service	545	Space that directly serves a clinic as an extension of activities.	<ul style="list-style-type: none"> • Waiting rooms • Records rooms • Diagnostic laboratories



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Demonstration	550	Room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, childcare/development, and family and consumer science.	<ul style="list-style-type: none"> • Demonstration daycare • Family and Consumer Science houses
Demonstration Service	555	Space that directly serves Demonstration space as an extension of activities.	<ul style="list-style-type: none"> • Storerooms • Kitchens/Pantries
Field Building	560	Barn or similar agricultural structure (not serving research and/or instructional).	<ul style="list-style-type: none"> • Sheds • Silos • Storage
Animal Facilities	570	Space that houses laboratory animals used for research and/or instructional purposes.	<ul style="list-style-type: none"> • Cage rooms • Operating recovery • Isolation and Quarantine
Animal Facilities Services	575	Space that directly serves animal facilities as an extension of activities.	<ul style="list-style-type: none"> • Feed storage rooms • Cage storage rooms • Instrument rooms
Greenhouse	580	Space usually enclosed by light-transmitting material used for cultivation/protection of plants.	



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Other	590	Category of last resort for spaces not described, even approximately, with other definitions. This code should have very limited use, if used at all!	

General Use Facilities

Spaces comprising a campus general service or functional support system for the institutional and participant community populations.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Assembly	610	Space designed and equipped for assembly of many persons for events. <i>Assembly used primarily as instruction (lecture halls) should use Space Used Code 110. Stage areas used primarily for special instruction/practice should use Space Use Code 210 or 220.</i>	<ul style="list-style-type: none"> • Arenas • Auditoriums • Chapels • Concert halls • Livestock judging pavilions • Orchestra pits • Stages • Theaters
Assembly Service	615	Space that directly services an Assembly facility as an extension of activities.	<ul style="list-style-type: none"> • Coat rooms • Control rooms • Green rooms • Ticket booths
Exhibition	620	Space used for exhibition of materials, works of art, and artifacts. Intended for general use by faculty, students, staff, and public. <i>Exhibition space used as a planetarium for research should use a Space Use Code in the 200 section.</i>	<ul style="list-style-type: none"> • Galleries • Museums • Planetariums for exhibition

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Exhibition Service	625	Space that directly services an Exhibition facility/space as an extension of activities.	<ul style="list-style-type: none"> • Preparation rooms • Storage rooms • Vaults
Food Facility	630	Space used for eating that has available seating or counters for eating. Vending areas without seating should use Space Use Code 660.	<ul style="list-style-type: none"> • Cafeterias • Dining halls • Restaurants • Snack bars
Food Facility Service	635	Space that directly services a Food facility/space as an extension of activities.	<ul style="list-style-type: none"> • Kitchens • Serving areas • Cold storage and freezers • Dishwashing areas
Day Care	640	Space used to provide child or elderly care as a nonmedical service.	<ul style="list-style-type: none"> • Play areas • Child training areas
Day Care Service	645	Space that directly serves a Day Care facility as an extension of activities.	<ul style="list-style-type: none"> • Storage rooms • Kitchen or prep rooms
Lounge	650	Space used for general-use rest and relaxation that is not restricted to a specific group, people, unit, or department. Office break rooms should use Space Use Code 315.	<ul style="list-style-type: none"> • Area equipped with several seats and intended for use by public



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Lounge Service	655	Space that directly serves Lounge space as an extension of activities.	<ul style="list-style-type: none"> • Kitchenette • Vending areas
Merchandising	660	Space used to sell products or services. Dining Rooms, Restaurants, and Snack bars should use Space Use Code 630.	<ul style="list-style-type: none"> • Beauty shops • Bookstores • Central ticket outlets • Food stores • Post office • Space used to sell products or services • Student supply stores • Vending machine spaces (without seating)
Merchandising Service	665	Space that directly serves Merchandising space as an extension of activities.	<ul style="list-style-type: none"> • Storage rooms • Closets • Private restrooms • Sorting spaces
Recreation	670	Space used by students, staff, or public for recreational purposes. Recreation space used by athletics should use Space Use Code 520.	<ul style="list-style-type: none"> • Billiards and/or Chess rooms • Exercise rooms • Game/arcade rooms • Hobby rooms • Music listening or reading rooms (not for study) • TV rooms



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Recreation Service	675	Space that directly serves Recreation space as an extension of activities.	<ul style="list-style-type: none"> • Equipment issue rooms • Cashier's desk
Meeting Room	680	Room used by the institution or public for a variety of non-class meetings. Conference rooms should use Space Use Code 350.	<ul style="list-style-type: none"> • Meeting space that is open and available to the public
Meeting Room Service	685	Space that directly serves a Meeting Room as an extension of activities.	<ul style="list-style-type: none"> • Kitchenettes • Furniture storage • Control rooms
Locker Room	690	Space used for changing clothes or storing personal materials. Athletic locker rooms should use Space Use Code 525. Custodial locker rooms should use Space Use Code XXX. Healthcare facility locker rooms should use a Space Use Code in the 800 section.	

Supporting Facilities

Facilities providing a centralized space for various auxiliary support systems and services of the campus.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Central Computer or Telecom	710	Space used as a data or telecommunication center with broad applications that serve overall administrative or academic primary equipment needs. Small closets housing telecom equipment and wiring that are only accessed for repair or modification should use Space Use Code Y04.	<ul style="list-style-type: none"> • Central HUBS • Central network centers • Telecommunication equipment rooms • Mainframe • Server farms
Central Computer or Telecom Service	715	Space that directly serves Central Comp or Telecom as an extension of activities.	<ul style="list-style-type: none"> • Paper or forms storage • Tools and parts rooms • Control rooms
Shop	720	Space use for the manufacture, repair, or maintenance of products or equipment. Instructional shops should use a Space Use Code in the 200 section. Vehicle Repair shops should use Space Use Code 745.	<ul style="list-style-type: none"> • Carpenter • Electrical • HVAC • Plumbing

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Shop Service	725	Space that directly serves Shop space as an extension of activities.	<ul style="list-style-type: none"> • First aid • Locker rooms • Materials storage • Shower rooms • Tool storage rooms
Central Storage	730	Space or building used to store equipment and/or materials that serve multiple space use categories, organizational units, or buildings.	<ul style="list-style-type: none"> • Bulk janitorial supplies • Inactive storage • Surplus storage • Warehouse
Central Storage Service	735	Space that directly serves Central Storage space as an extension of activities.	<ul style="list-style-type: none"> • Shelving storage
Vehicle Storage	740	Space used to house vehicles.	<ul style="list-style-type: none"> • Boathouses • Forklift storage • Garages • Lawn equip storage • Parking decks
Vehicle Storage Service	745	Space that directly serves Vehicle Storage space as an extension of activities.	<ul style="list-style-type: none"> • Storage rooms • Maintenance and repair rooms

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Central Service	750	Room or area used for processing, preparation, testing, or delivery of complex-central or campus wide support services.	<ul style="list-style-type: none"> • Centralized food stores • Environmental monitoring facilities • Mail facilities • Printing facilities • Shipping/Receiving
Central Service Support	755	Space that directly serves Central Service space as an extension of activities.	<ul style="list-style-type: none"> • Supply rooms • Parts rooms
Hazardous Material Storage	760	Central facility used to store hazardous materials planned for future use or distribution.	<ul style="list-style-type: none"> • Also includes HazMat Storage service spaces
Hazardous Waste Storage	770	Central facility used for treatment and/or disposal of hazardous or toxic waste materials.	<ul style="list-style-type: none"> • Temporary storage of hazardous or toxic "waste" materials
Hazardous Waste Service	775	Space that directly serves Hazardous Waste Storage space as an extension of activities.	<ul style="list-style-type: none"> • Satellite storage areas

Health Care Facilities

Facilities used for the administration and support of both human and animal health care services.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Patient Bedroom	810	Room equipped with one or more beds used for patient care.	<ul style="list-style-type: none"> • General nursing care rooms • Rehabilitative rooms • Infant care nurseries • Intensive care rooms • Emergency bed care rooms
Patient Bedroom Services	815	Space that directly serves Patient Bedroom space as an extension of activities.	<ul style="list-style-type: none"> • Children's play rooms • Linen closets • Patient lounges
Patient Bath	820	Room containing patient bath and toilet facilities.	<ul style="list-style-type: none"> • Toilet and bath facilities adjoining or in proximity to patient bedrooms
Nurse Station	830	Room/area used by nurses or other patient care staff that are supervising or administering health care services.	<ul style="list-style-type: none"> • Admissions desks • Records/charting work areas • Ward reception
Nurse Station Service	835	Space that directly serves Nurse Station space as an extension of activities.	<ul style="list-style-type: none"> • Nurse lounges • Break rooms • Staff restrooms
Surgery	840	Room used for surgery (also includes veterinary surgery).	<ul style="list-style-type: none"> • Major and minor surgery rooms



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Surgery Service	845	Space that directly serves Surgery space as an extension of activities.	<ul style="list-style-type: none"> • Gown rooms • Locker rooms • Recovery rooms • Scrub up rooms • Sterile supply storage • X-ray rooms
Treatment / Examination Clinic	850	Space used for examinations, diagnosis, consultation, or treatment.	<ul style="list-style-type: none"> • CAT, MRI, Ultrasound scanning • Physical or occupational therapy
Treatment / Exam Clinic Service	855	Space that directly serves Treatment/Exam space as an extension of activities.	<ul style="list-style-type: none"> • Dressing rooms • Equipment/supply storage • Patient dressing room • X-ray viewing room
Diagnostic Service Laboratory	860	Space used to provide diagnostic support services to an entire health care facility.	<ul style="list-style-type: none"> • Pathology • Pharmacy • Blood banks • Chemistry tissue
Diagnostic Service Lab Support	865	Space that directly serves Diagnostic Lab space as an extension of activities.	<ul style="list-style-type: none"> • Scrub and gown rooms • Special processing rooms
Central Supplies	870	Room used as central storage for health care supplies in a health care facility.	<ul style="list-style-type: none"> • Central linen storage • Dispensary areas • Pharmacy supply



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Public Waiting	880	Space used by the public to await admission, treatment, or information within a health care facility.	<ul style="list-style-type: none">• Lobby areas• Patient waiting rooms• Visiting areas
Staff On-Call Facility	890	Room or quarters used by health care staff to rest or sleep while on call within a health care facility.	<ul style="list-style-type: none">• Staff on-call quarters
Staff On-Call Facility Service	895	Space that directly serves a Staff On-Call facility as an extension of activities.	<ul style="list-style-type: none">• Baths• Closets• Kitchens• Laundry rooms



Residential Facilities

Housing for students, faculty, staff, and visitors to the institution.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Sleep / Study <i>without</i> Toilet or Bath	910	Residential room for one or more individuals without an internally connected bath or toilet.	
Toilet or Bath	919	A toilet or bathroom in a residence.	
Sleep / Study <i>with</i> Toilet or Bath	920	Residential room for one or more individuals with an internally connected bath or toilet.	
Sleep / Study Service	935	Room that directly serves the occupants of sleep/study rooms. Kitchen/food preparation spaces that serve sleeping areas <u>and</u> accompanying eating or dining areas should use Space Use Code 630.	<ul style="list-style-type: none"> • Mailrooms • Laundry/pressing rooms • Linen closets • Housekeeping rooms • Serving rooms • Kitchen/food prep spaces
Apartment	950	Complete living unit, with private cooking facilities that is not a separate, free-standing structure. Freestanding living structures should use Space Use Code 970. Residential units that do not contain private cooking facilities should use Space Use Code 910 or 920.	<ul style="list-style-type: none"> • Units within an apartment complex, duplex unit, or townhouse



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Apartment Service	955	Room that directly serves an apartment or group of apartments as an extension of the activities in that facility. Service rooms that are internal to an apartment unit should use Space Use Code 950.	<ul style="list-style-type: none">• Laundry rooms• Mail rooms• Linen closets• Maintenance• Housekeeping• Security rooms• Weight/exercise rooms
House	970	Complete living unit, with private cooking facilities that is a separate, free-standing structure. Houses used as office areas should use Space Use Code in the 300 section.	<ul style="list-style-type: none">• Houses that are owned or controlled by the institution• Fraternity houses• Sorority houses

Unclassified Areas

Houses and other residential properties that are owned or controlled by the institution as commercial investments and do not serve the institution's

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Inactive Area	050	Rooms available for assignment, but unassigned at time of survey.	
Alteration or Conversion Area	060	Space temporarily out of use because of alteration or remodel.	
Unfinished Area	070	Potentially assignable areas in new buildings or additions to existing buildings, that are not completely finished at the time of the survey.	

Non-Assignable Areas

General use spaces that are not assigned to a specific organizational unit or program. Includes public restrooms, circulation areas, and building service areas.

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Men's Public Restroom	M10	<i>Note: CIP Code for rooms with this Function Code is: 000000.</i> Private restrooms should use Space Use Code 315.	
Unisex Public Restroom	U10	<i>Note: CIP Code for rooms with this Function Code is: 000000.</i> Private restrooms should use Space Use Code 315.	
Women's Public Restroom	W10	<i>Note: CIP Code for rooms with this Function Code is: 000000.</i> Private restrooms should use Space Use Code 315.	

Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Circulation Area			
Bridge/Tunnel	W01	Covered or walled connecting passageways for people to pass over/under ground to gain access to another facility.	
Elevator	W02		



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Escalator	W03		
Loading Dock	W04	Covered area or platform used to load or off-load goods or materials.	
Lobby	W05		
Public Corridor	W06	Private circulation in office area should use Space Use Code 315.	
Stairway	W07		
Building Service Area		Spaces used to support a buildings cleaning and public hygiene functions.	
Custodial Supply Closet	X01	Stores limited quantities of custodial supplies for daily use by custodial staff.	
Janitor Room	X02	Space dedicated to janitorial staff.	<ul style="list-style-type: none"> • Sink room for wet mop activities • Clothes changing room • Desk for paperwork • Lockers • Small eating area •
Trash Room	X04	Space used for temporary storage of nonhazardous waste awaiting disposal or removal.	
Mechanical			
Central Utility Plant	Y01	Houses central utility production and/or distribution to more than one facility on campus.	<ul style="list-style-type: none"> • Steam Plants • Cogeneration Facilities • Electrical distribution



Space Use Name	Space Use Code	Description / Frequently mistaken codes	Examples
Fuel Room	Y02	Room/area within a building in which fuel for heating/cooling of building is stored.	
Shaft	Y03	Accessible or non-accessible shaft spaces available to house utility pipes and cables or distribute air. Elevator shafts should use Space Use Code W02.	
Utility Mechanical	Y04	Houses one or more utility and/or mechanical functions of building - both large rooms and small closets.	
Structural Area	ZZZ	Remaining area within gross square footage that is "structural" or "construction area which cannot be put to use.	<ul style="list-style-type: none">• Space that is structurally unable to be occupied