

University of Washington Bothell

Space Management **SPACE GUIDELINES**



SECOND EDITION

2020

SPACE GUIDELINES

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OVERVIEW

This document is developed to define a set of general expectations for use of space. These expectations, stated as guidelines, establish a common initial framework for space allocation and space modification discussions.

Space guidelines are not a university policy, nor do they guarantee any faculty, administrator, student, or staff a specific space type and size. Instead, they are space recommendations that are intended to guide the assignment, planning, and design of university spaces. As such, the guidelines define space typologies and assignable areas. All university space, whether owned or leased, is a resource held by the University of Washington Bothell Chancellor that they or their designee apportion to Vice Chancellors and Deans to best meet campus-wide mission and strategic needs.

The physical facilities at the University of Washington Bothell (UWB), like personnel, finances, and equipment, are resources that must be managed, maintained, and used in ways that contribute toward fulfilling the mission of teaching, research, outreach, and service. In addition, UWB shares certain spaces and buildings with Cascadia College requiring additional attention relative to space use.

UWB departments that support these missions do not have exclusive or pre-emptive rights to the occupancy of a building or any individual space therein. The Vice Chancellors and Deans have the authority and responsibility to assign or re-assign existing apportioned space consistent with the original function/use of the space and the guidelines. However, space no longer needed to house its originally assigned function reverts to the Chancellor for reassignment. Vacant or underutilized space is subject to reevaluation for reassignment. Recognizing the fact that institutional space needs change over time, all parties must be flexible to ensure adequate space exists to support the mission of the university.

OBJECTIVES

The intent of these Space Guidelines is to maximize assigned space and may be used for new construction and renovation, but may also help users evaluate current space use. Current best practice is to allocate space based on functional needs rather than job title. It is the intent of the university to provide quality environments that support users and operations, promotes wellbeing and sustainability, and reduces operation and maintenance costs. The space guidelines should be seen as a living document that is periodically updated to meet university needs and objectives. The Space Utilization Provisioning Resource Group (SUPR-G,) with support from the UW Bothell Physical Planning & Space Management unit, is responsible for space guideline development, review, and recommendation to the Chancellor.

Optimizing current and future space on campus ensures efficient and effective use of physical resources. Accordingly, the following space guidelines are proposed to assist the university in establishing equitable, consistent, and flexible planning parameters, and to support management decisions regarding space allocations for both renovations of existing facilities and new construction. Existing facility space that is not consistent with the guidelines is “grandfathered” in until significant renovation projects occur.

New facility construction and renovations of existing facilities should consider:

- *Equity*: Across campus, space is allocated, renovated or built in an equitable manner to meet the functional needs of the users.
- *Effectiveness*: The degree which a space location, configuration and features produce a successful and desired outcome.
- *Efficiency*: Space is allocated and planned to maximize utilization of facility resources.

- *Flexibility*: Space planning incorporates flexibility to meet current needs and accommodate for changing needs and functionality.
- *Impact*: Space shuffling affects continuity and stability, and should be avoided except where changes have a significant improvement to educational and research programs or activities.

SPACE PLANNING PROCESS

Any university unit proposing the assignment or development of new space or the physical modification of existing assigned space must submit a completed Project Request Form, which is available [here](#).¹ The project request will be reviewed for completeness of information and to ensure a funding source is identified. Once received, Physical Planning & Space Management staff will work with the requesting client group to develop an initial space program and alternatives to meet the needs of the proposal while ensuring the concepts are consistent with campus guidelines and norms.

Space planning efforts cannot progress into project design development and implementation phases until the space plan is approved by the unit head and campus leadership, and has available adequate funding.

Guidelines are advisory to the Vice Chancellors and Deans. These guidelines are not intended to impose any rigid constraint on specific space assignments. In the event of disagreement over space assignments, the Vice Chancellors (or a subset thereof) should resolve the disagreement via open discussions with interested parties. Resolutions should be communicated in an open manner.

GENERAL GUIDELINES

- All University regulations and codes regarding safety, health, accessibility, fire, security, etc., automatically apply to all space allocation or modification guidelines and decisions.
- Spaces are provided for programs authorized at UWB based on institutional need, availability, and suitability for intended use.
- Spaces are not permanently assigned.
- Space utilization is reviewed regularly by the Office of Planning & Administration.
- Vacant or underutilized space is subject to reevaluation for reassignment.

SPACE CATEGORIES

Reference [Appendix C](#) for GeoSIMS: Room Type Definitions. Spaces types are typically categorized per the University of Washington Space Information [Management System \(SIMS\) Room Type Definitions](#):

| | |
|-----|--|
| 000 | Non-Assignable (walls, restrooms, infrastructure) |
| 100 | Classroom Facilities |
| 200 | Laboratory Facilities |
| 300 | Office Facilities |
| 400 | Study Facilities |
| 500 | Special-Use Facilities (athletic, media, clinic, greenhouse) |
| 600 | General-Use Facilities (assembly, food, lounge, recreation) |
| 700 | Support Facilities (shops, storage) |
| 800 | Health-Care Facilities (not applicable to UW Bothell) |
| 900 | Residential Facilities |

¹ <https://www.uwb.edu/campusplanning/request-form>

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000 Non-Assignable
(walls, restrooms, infrastructure)

NON-ASSIGNABLE / UNCLASSIFIED FACILITIES (000)

Unclassified facilities include those assignable areas that are inactive or unassigned. Non-assignable Restrooms and custodial services; Non-assignable circulation spaces required for physical access to floors or subdivisions of space within the building; Non-assignable mechanical and electrical services spaces of a building designed to house mechanical equipment and utility services, and shaft areas; Parking garage and related service spaces; inactive or unfinished areas, or areas in the process of conversion.

| | |
|-----|-------------------------|
| 010 | RESTROOM/SERVICE |
| 020 | CIRCULATION AREA |
| 030 | MECHANICAL AREA |
| 031 | ELECTRICAL CLOSET |
| 032 | TELECOMMUNICATIONS/DATA |
| 090 | PARKING GARAGE |
| 095 | PRKNG GARAGE SERVICE |

ASSIGNED USES

Size: Varies; limited to wall space available in circulation areas

Users: University departments

Assignment: Chancellor

Access: Public

Law or other policy references:

- [WAC 478--136--030](https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030): Limitations on use <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>
- University of Washington Bothell, Administrative Policy Statement, Use of Facilities for Publicity, [POL – 8.11](#)
- University of Washington Bothell, Administrative Policy Statement, Posters and Flyers, POL – 2.2
- [UW Presidential Orders, Executive Order No. 37](#)

Operations & Maintenance: Generally, the ongoing O&M is funded by central budget resources and will include cleaning, repair, and replacement. If an assigned use changes, the previous user may be responsible for repair.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

010 RESTROOM/SERVICE

A public restroom or a custodial service room. That portion of the non-assignable area, which is the sum of all areas of a building used to support its cleaning and public hygiene functions. Restrooms may be designated as 'All Gender', 'Men', 'Women' and with Showers and/or Lockers.

020 CIRCULATION AREA

A passageway used to transport people or things from one location to another. Restricted access private circulation aisles used only for circulation within an organizational unit's suite of rooms or other working areas may fall within the service subcategories of those room types.

Walls

Interior building hallways are heavily trafficked public thoroughfares and highly desirable for display. With this high visibility comes responsibility for maintaining an environment that is safe, protects the facility infrastructure, and provides an aesthetically pleasing environment for all users that is conducive to the mission of the university.

Wall space in circulation areas is used both for permanent and temporary installations including but not limited to:

- Safety designations and equipment
- Building signage
 - Directional and wayfinding
 - Occupant designation
 - Informational
- Approved communications about campus events, programs, and activities intended for UW Bothell community
- Approved promotion of the educational mission of the University
- Approved public art display
- Approved student and faculty art displays and course work displays

Wall spaces in circulation areas are available for assignment based on the following:

- All assignments including "General Campus Use" are governed by the University of Washington Bothell Administrative Policy Statement, Use of Facilities for Publicity, [POL-8.11](#)
- Assigned uses are reviewed by the Space Utilization & Provision Resource Group (SUPER-G) and are recommended to the Chancellor

030 MECHANICAL AREA

Included are covered and walled areas that house one or more utility and/or mechanical functions for the building, including mechanical equipment, utility services, shaft areas, elevators and escalators.

031 ELECTRICAL CLOSET

A mechanical area housing electrical equipment.

032 TELECOMMUNICATIONS/DATA

A mechanical area housing telecommunications equipment.

090 PARKING GARAGE

Includes structures, buildings, and spaces generally called parking decks or garages used to park vehicles.

095 PARKING GARAGE SERVICE

A room that directly serves one or more parking garage rooms as an extension of the activities the space.

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100 Classroom Facilities

CLASSROOMS FACILITIES (100)

Classroom facilities are an institution-wide resource. UW Bothell provides general use classrooms and computer classrooms to serve a wide range of academic and extra-curricular activities that support the University’s mission. Spaces that directly support the operation of these classroom spaces are identified as “Classroom Service”. Instructional spaces that are more specialized in definition will be addressed in the “Instructional Laboratory Facilities (200)” section of the Space Guidelines.

| | |
|-----|--------------------|
| 110 | GENERAL CLASSROOM |
| 112 | COMPUTER CLASSROOM |
| 115 | CLASSROOM SERVICE |

ASSIGNED USES

Size: Instructional space occupancies vary from 18 to 198 seats.

Users: Priority use by faculty and students of regularly scheduled classes. Auxiliary uses by events.

Assignment: Assigned by Registrar for regularly scheduled classes. Auxiliary event use assignment available following completion of Registrar’s class assignment process.

Access: Access controls should be considered at entry points for restricted lab facilities.

Law or other policy references:

- [WAC 478--136--030](https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030): Limitations on use <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance: Ongoing O&M is funded by central budget resources and will include cleaning, repair, and replacement. Information Technologies manages technology, personal white boards, and equipment.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

110 GENERAL CLASSROOMS

A room used by regularly scheduled classes that does not require special-purpose equipment and which commonly is used by more than one discipline. General classrooms are centrally scheduled by the UW Bothell Registrar. Additionally, these classrooms may be used for non-class related activities such as meetings, seminars, orientations, and other campus events when vacant. UW Bothell offers 4 modality types of General Classrooms.

Classic Classrooms

A classroom with a default seating configuration (usually rows), and the room must be returned to this configuration at the end of each use. Furniture plans are provided in each room to show egress and accessibility requirements. Classic classrooms contain:

- Flat floors
- Tables and Chairs in rows
- ePodium (fixed position)
- Ceiling mounted projector and screen
- 8ft to 12ft wide whiteboards mounted in the front of the room

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/classic-classrooms>

Flexible Classrooms

A classroom with a default seating configuration in these rooms is set up for groups, and the room must be returned to this configuration at the end of each use. The Flexible classrooms have wheeled furniture and can easily be moved into different seating configurations. Furniture plans are provided in each room to show egress and accessibility requirements. Flexible classrooms contain:

- Tables and chairs on wheels
- ePodium (fixed position)
- Ceiling mounted projector and screen
- 8ft whiteboards mounted in the front of the room

Items that may also be included:

- Personal whiteboards for individual or group work
- Additional 8ft whiteboard on side or back wall of room
- Specialized audio and 360° video recording equipment
- Laptop cabinets

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/flexible-classrooms>

Tiered Floor Classrooms

A multi-level classroom configured in a U-shape with affixed tables. Most of these rooms have chairs that could be moved if needed. Furniture plans are provided in each room to show egress and accessibility requirements. Tiered classrooms contain:

- ePodium (fixed position)
- Ceiling mounted projector and screen
- 8ft whiteboards mounted in the front of the room

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/tiered-floor-classrooms>

Learning Halls

A high-capacity classroom. Learning Halls have affixed tables and chairs or affixed tables and movable chairs and are configured in tiered rows. Furniture plans are provided in each room to show egress and accessibility requirements. Learning Halls contain:

- ePodium (fixed)
- Ceiling mounted projector and screen
- Whiteboards mounted in the front of the room

112 COMPUTER CLASSROOMS

A classroom with a computer at every student station as well as the instructor station configured so that each station can see the instructional display screen simultaneously with their own desktop screen. Computer classrooms are locked for security when not in use for scheduled courses. Computer Classrooms are centrally scheduled classrooms by the UW Bothell Registrar. Furniture plans are provided in each room to show egress and accessibility requirements.

Computer classrooms contain:

- Individual Computer Workstations
- ePodium (fixed position)
- Ceiling mounted projector and screen
- 8ft whiteboards mounted in the front of the room

Items that may also be included:

- Garage Desks- computer monitors fit down into desks for flexible use as either computer stations or flat desk surfaces.

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/computer-labs>

115 CLASSROOM SERVICE

A room that directly serve one or more classrooms to support the activities in those classrooms (i.e. a projection room or equipment closet). These rooms are secured and only accessible by permission of Information Technologies, Physical Planning & Space Management, or Campus Safety.

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200 Laboratory Facilities

LABORATORY FACILITIES (200)

A laboratory is a facility characterized by special purpose equipment or a specific room configuration which ties instructional or research activities to a specific discipline or a closely related group of disciplines. These activities may be individual or group in a nature, with or without supervision. Laboratory facilities can be subdivided into three categories: class, open, and research/non-class laboratory.

| | |
|-----|-----------------------------|
| 210 | CLASS LABORATORY |
| 212 | RESTRICTED CLASS LAB |
| 215 | CLASS LAB SERVICE |
| 220 | OPEN LABORATORY |
| 230 | COMPUTER LAB |
| 250 | RESEARCH LABORATORY |
| 255 | RESEARCH LABORATORY SERVICE |

ASSIGNED USES

Size: Varies.

Users: Priority use by faculty and students of regularly scheduled classes. Restricted use when classes are not scheduled.

Assignment: Assigned by Registrar for regularly scheduled classes. Restricted use assignment available following completion of Registrar's class assignment process and as identified by School. Computer Labs are open. Research use by faculty and authorized students.

Access: Access controls should be considered at entry points for lab facilities. All lab facilities except for drop-in computer labs can be restricted for authorized use.

Law or other policy reference:

- [WAC 478--136--030](https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030): Limitations on use. <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance: Ongoing O&M is funded by central budget resources and will include cleaning, repair, and replacement. Labs may also contain equipment and resources that are managed and funded by the School or department that authorizes restricted use of the space.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

210 CLASS LABORATORY

A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in a particular field of study. These rooms are scheduled by a School with oversight by the Registrar.

STEM Teaching Labs

The School of STEM manages Teaching Labs for the following curricular areas: Biology, Physics, Chemistry, Electrical Engineering, Mechanical Engineering, and Environmental Science.

STEM Teaching Labs contain:

- ePodium with a screen and LED projector
- White boards
- At least one sink
- Lab benches or tables
- Chairs or stools

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/science-labs>

212 RESTRICTED CLASS LABS

A specially designed or equipped room used for group instruction but restricted to a small number of courses by project work in progress, by the nature of equipment and materials, or by location. Authorized access after scheduled class time is available for project work.

STEM Labs / Student Project Labs

Designed specifically for courses that need laboratory space in the following curricular areas: Biology, Physics, Chemistry, Electrical Engineering, Mechanical Engineering, and Environmental Science.

ART STUDIO Labs

Space is designed specifically for courses that need studio space.

<https://www.uwb.edu/facultyandstaff/classrooms/room-list/arts-studios>

EDUCATION Labs

Space is designed specifically for Education courses.

215 LAB SERVICE

A room that directly serves one or more labs to support the activities in those rooms. These rooms may include specialized equipment, prep and staging areas, and a workstation(s) for lab personnel. Rooms are locked and only accessible by permission of the designated manager of the lab space, or by Campus Safety.

220 OPEN LABORATORY

A space intended to provide students access to specialized equipment (excluding computers) for individual or group work on a non-scheduled (drop-in) or event-scheduled basis.

230 COMPUTER LABS

A space intended to provide students access to computers for individual or group work on a non-scheduled (drop-in) or event-scheduled basis. While computer labs may be used for scheduled course instruction, the room and its resources must be accessible for individual or instructional use other times.

250 RESEARCH LABORATORY

A room used for laboratory applications, research, and/or training in a research methodology that requires special-purpose equipment for faculty and/or student experimentation or observation, usually housing activities contributing to research and research training. This space type includes spaces for Research Assistants.

255 RESEARCH LAB SERVICE

A room that directly serves one or more research laboratories as an extension of the activities in those rooms. The spaces may include specialized equipment, prep and staging areas, and a workstation(s) for lab personnel that includes chemical storage, cold room, research-specific server room, darkroom, DI/RO water, gas storage, glasswash/autoclave, and lab equipment. These spaces are locked and only accessible by permission of the designated manager of the lab space, or by Campus Safety.

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300 Office Facilities

OFFICE FACILITIES (300)

Office facilities are the spaces that support the daily work activities of the personnel that work at the University.

| | |
|-----|-------------------------|
| 311 | FACULTY OFFICE/DESK |
| 312 | DEAN/CHAIR/DIR/OFFICE |
| 315 | OFFICE GENERAL SUPPORT |
| 316 | PROSTAFF OFFICE/DESK |
| 350 | CONFERENCE ROOM |
| 355 | CONFERENCE ROOM SERVICE |
| 360 | BREAKROOM/KITCHEN |

ASSIGNED USES

Size: Occupancies vary.

Users: UW Bothell Personnel. Conference Rooms available to students and events as outlined in conference room guidelines.

Assignment: Chancellor assigns office suites to schools/departments. Individual assignments of personnel managed by assigned school/department unit head. PPSM and OE/HR consulted for recommendations as needed. The Vice Chancellor for Academic Affairs oversees the allotment of Faculty Office space to each school using a target formula of 1 office per tenure-track FTE and .67 office per full-time FTE.

Access: Access authorized by managing school/department or Campus Safety.

Law: WAC 478--136--030: Limitations on use <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance:

- Ongoing Operations & Maintenance is funded by central budget resources and will include standard general office infrastructure repairs, maintenance painting, cleaning - except when the Department or School has applied non-standard office furniture, finishes, fixtures or equipment.
- Office spaces are initially outfitted with a standard set of furniture. Changes or upgrades to the standard set of furniture is the responsibility of the assigned school or department; returning the furniture to the standard set will be the responsibility and funded by the school or department.
- Assigned school or department is responsible for funding of approved equipment, supplies, etc. that are not identified as a larger University project or expense.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

311 FACULTY OFFICE/DESK

An enclosed room or designated area used by instructional and research faculty containing workstation(s) and resources.

In addition to the Faculty positions, UW Bothell academic positions assigned to this room type include

Associate Deans, Assistant Deans, and Division Chairs.

Single-Occupant Faculty Offices

All single-occupant Faculty Offices contain:

- Desk with drawer storage
- Task chair
- File Cabinet Storage
- Wall shelving or bookcases
- Landline phone
- Computing equipment is the responsibility of the school

Items that may also be included:

- Meeting table and seating (optional, and based on office size)

Shared Faculty Offices

All shared Faculty Offices contain for each personnel:

- Desk with drawer storage
- Task chair

Shared resources may include:

- File Cabinet Storage
- Wall shelving or bookcases
- Landline phone for each occupant
- Computing equipment is the responsibility of the school

Items that may also be included:

- Meeting table and seating (optional, and based on office size)

312 DEAN/CHAIR/DIR/OFFICE

A room used by personnel engaged in the planning, management and operation of the academic and/or business affairs of the institution, college or department, including offices of the dean, chairpersons, central administration and directors.

UW Bothell positions assigned to this room type include Chancellor, Vice Chancellors, Deans, Associate and Assistant Vice Chancellors.

Dean/Chair/Dir Offices

Dean/Chair/Dir Offices contain:

- Desk with drawer storage
- Task chair
- File Cabinet Storage
- Wall shelving or bookcases
- Landline phone
- Computing equipment is the responsibility of the school/unit

Items that may also be included:

- Meeting table and chairs
- Video-conferencing equipment

315 OFFICE GENERAL SUPPORT

A room that directly serves one or more offices as an extension of the activities in those rooms. This includes file rooms, break rooms, kitchenettes serving office areas, copy and FAX rooms, vaults, closets, private rest rooms, records rooms, and office supply rooms.

316 PROSTAFF OFFICE/DESK

An enclosed room or designated area used by academic or administrative staff, other than directors of units, including offices of accountants, architects, assistants to directors, coordinators, graphic artists, advisors, managers, etc.

In addition to Professional Staff, UW Bothell positions assigned to this room type include Directors and Academic Administrators, Classified Staff, and Teaching Assistants.

All ProStaff Offices contain:

- Desk with drawer storage
- Task chair
- File Cabinet Storage
- Landline phone
- Computing equipment is the responsibility of the school/unit

Items that may also be included:

- Meeting table and chairs
- Wall shelving or bookcases

350 CONFERENCE ROOM

A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities. Like office assignments, room use is managed by the assigned school/department unit head.

Conference rooms may be equipped with audio-visual and a variety of furniture types and arrangements.

355 CONFERENCE ROOM SERVICE

A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

360 BREAKROOM/KITCHEN

A room serving an office complex and used as an employee breakroom or a kitchenette.

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400 Study Facilities

STUDY FACILITIES (400)

Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. A study room may contain equipment or materials which aid the study or learning process and which do not restrict the room to a particular academic discipline or discipline group. Identification of library space is also made through the use of the study facilities code. Library facilities contain space for library collections in their various formats, library user, staff to process library materials and make them available to users, and for interaction between users and staff.

| | |
|-----|----------------------------|
| 410 | STUDY ROOM |
| 412 | NON-LIBRARY STUDY ROOM |
| 430 | OPEN STACK STUDY ROOM |
| 440 | PROCESSING |
| 441 | USER ASSISTANCE PROCESSING |
| 442 | TECHNICAL PROCESSING |

ASSIGNED USES

Size: Varies. Space for bound volumes will dominate the area needed for collection space and serve as the indicator in evaluating the adequacy of overall collection space.

Users: Library staff, students, faculty, staff, and the general public. These library and study spaces serve both institutions on the collocated campus (UW Bothell and Cascadia College).

Assignment: Campus Library Operations.

Access: Library materials detectors at access points into the library. All 410, 412, 430 spaces are unsecured. The 420, 440, 441 and 442 category spaces are accessed by either proximity card readers and room keys.

Law or other policy references

- [WAC 478--136--030](#): Limitations on use

Operations & Maintenance: Ongoing O&M is jointly funded by UW Bothell and Cascadia College central budget resources and will include cleaning, repair, and replacement.

Inventory: Space inventory is maintained by Physical Planning & Space Management and UW Libraries. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

410 STUDY ROOM

A room located in a campus library used by individuals to study books or audio-visual materials, including reading rooms, carrels, study booths, etc., intended for general study purposes.

412 NON-LIBRARY STUDY ROOM

Areas used by individuals to study at their convenience, not located in areas assigned to libraries.

430 OPEN-STACK STUDY ROOM

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

440 PROCESSING

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

441 USER ASSISTANCE PROCESSING

Areas where users gain assistance in accessing library collections and resources, such as reference and information desks, index tables, on-line and card catalogs, CD-ROM stations, microfilm viewing areas, etc.

442 TECHNICAL PROCESSING

A processing room intended for specific library operations which support the overall library mission, i.e., space occupied by library staff to prepare materials for use.

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500 Special-Use Facilities

SPECIAL USE FACILITIES (500)

Several room use categories that are sufficiently specialized in their primary activity or function to merit a unique room code. Areas and rooms for athletic activity, media production, clinical activities, and demonstration, are included within Special Use Facilities. 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 rooms.

| | |
|-----|------------------------------|
| 520 | ATHLETIC FACILITIES |
| 525 | ATHLETIC FACILITIES SERVICES |
| 530 | MEDIA PRODUCTION |
| 535 | MEDIA PRODUCTION SERVICE |
| 580 | GREENHOUSE |
| 585 | GREENHOUSE SERVICE |

ASSIGNED USES

Size: Varies. Special use facilities are so specialized that each activity area requires its own unique space and space provisions.

Users: Students, faculty and staff. Some of these facilities serve both institutions on the collocated campus (UW Bothell and Cascadia College).

Assignment: Activity or unit specific.

Access: Access controls should be considered at entry points for special use facilities.

Law or other policy references

- [WAC 478--136--030](https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030): Limitations on use. <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance: Ongoing O&M is funded by a central budget or the activity/unit specific resource and will include cleaning, repair, and replacement.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

520 ATHLETIC FACILITIES

A room or area used by students, staff, or the public for athletic activities, including gymnasiums, ball courts, wrestling rooms, indoor tracks, swimming pools, etc.

525 ATHLETIC FACILITIES SERVICE

A room that directly serves one or more athletic facilities rooms as an extension of the activities in those rooms.

530 MEDIA PRODUCTION

A room or group of rooms used for the production and distribution of audio/visual, radio and television materials for the operation of equipment for communication of these materials, including sound and graphics studios and similar rooms.

535 MEDIA PRODUCTION SERVICE

A room that directly serves one or more media production rooms as an extension of the activities in those rooms. Rooms that merely store media materials and equipment would be Media Production Service (535) rooms.

580 GREENHOUSE

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

581 GREENHOUSE SERVICE

A room that directly serves a greenhouse facility as an extension of the activities.

UW BOTHELL PHYSICAL PLANNING & SPACE MANAGEMENT

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600 General-Use Facilities

GENERAL USE FACILITIES (Assembly, Food, Lounge, Recreation) (600)

General use facilities are characterized by a broader availability to faculty, students, staff, or the public. General use facilities comprise a campus general service or functional support system (assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings) for the institutional and community populations.

- 610 – ASSEMBLY
- 615 – ASSEMBLY SERVICE
- 630 - FOOD FACILITIES
- 635 - FOOD FACILITIES SERVICES
- 650 - PUBLIC LOUNGE
- 651 – DEPARTMENTAL LOUNGE
- 655 - LOUNGE SERV
- 660 – MECHANDISING
- 665 – MECHANDISING SERVICE
- 670 - RECREATION
- 675 – RECREATION SERVICE
- 680 - MEETING ROOM
- 685 - MEETING ROOM SERVICE

ASSIGNED USES

Size: Varies.

Users: Chancellor, Student Affairs, Events, Auxiliary Services, Students, Faculty, Staff and the General Public

Assignment: Chancellor

Access: Public

Law or other policy references:

- [WAC 478-136-030](#): Limitations on use
- University of Washington Bothell, Administrative Policy Statement, Use of Facilities for Publicity, [POL – 8.11](#)

Operations & Maintenance: Ongoing O&M is funded by a central budget or the activity/unit specific resource and will include cleaning, repair, and replacement.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

610 - ASSEMBLY

A room designed and equipped for the assembly of large numbers of persons for events; these rooms may incidentally serve instruction at times.

615 – ASSEMBLY SERVICE

A room that directly serves the assembly space as an extension of the activities in the room.

630 - FOOD FACILITIES

A room used for eating; includes the dining halls, cafeterias, snack bars, restaurants, and faculty clubs.

635 - FOOD FACILITIES SERVICE

A room that directly serves a food facility as an extension of the activities in that facility.

650 - PUBLIC LOUNGE

A space used for rest, relaxation, or informal socializing, not eating, that is not restricted to a specific group of people, unit, or area. Furnishings may vary depending on both campus policy and what is judged conducive to a comfortable and relaxing atmosphere.

651 – DEPARTMENTAL LOUNGE

A room in an office area used for informal meetings and conversations.

655 - LOUNGE SERVICE

A room that directly serves a public lounge as an extension of the activities in the room.

660 – MERCHANDISING

A room or group of rooms used to sell products or services, including bookstores, barber shops, post office, candy counters, etc.

665 – MERCHANDISING SERVICE

A room that directly serves one or more merchandising rooms as an extension of the activities in those rooms.

670 - RECREATION

A room used by students, staff, and the public for recreation, including ping-pong rooms, gaming rooms, music rooms.

675 – RECREATION SERVICE

A room that directly serves one or more recreation rooms as an extension of the activities in those rooms.

680 - MEETING ROOM

A room used for a variety of non-class meetings, including workshops, training sessions, student government, community groups, and other general purposes. Room reservation systems are managed by the Director of Administrative Services/Campus Operations.

Meeting rooms may be equipped with audio-visual and a variety of furniture types and arrangements.

685 - MEETING ROOM SERVICE

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

Space Management

SPACE GUIDELINES

700 Support Facilities

SUPPORT FACILITIES (700)

Support facilities, which provide centralized space for various auxiliary support systems and services of a campus to keep all institutional programs and activities operational. These areas provide a continuous, indirect support system to faculty, staff, students, and the public. Included are centralized areas for computer-based data processing and telecommunications, shop services, general storage and supply, vehicle storage, central services (e.g., printing, mail, shipping, receiving, and hazardous materials areas.)

| | |
|-----|-------------------------------|
| 711 | DEPARTMENTAL COMPUTER SUPPORT |
| 720 | SHOP |
| 725 | SHOP SERVICE |
| 730 | CENTRAL STORAGE |
| 750 | CENTRAL SERVICE |
| 755 | CENTRAL SERVICE SUPPORT |
| 760 | HAZARDOUS MATERIALS |

ASSIGNED USES

Size: Varies.

Users: Authorized personnel.

Assignment: Assigned by the Chancellor.

Access: Restricted keyed access.

Law or other policy reference:

- [WAC 478--136--030](https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030): Limitations on use. <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance: Ongoing O&M is funded by central budget resources and will include cleaning, repair, and replacement.

Inventory: Space inventory is maintained by Physical Planning & Space Management. Requests for space inventory information can be made by contacting uwb-ppsm@uw.edu.

711 DEPARTMENTAL COMPUTER SUPPORT

A room used for college or department minicomputers used directly for departmental administration, instruction or research.

720 REPAIR SHOP

A room used for the manufacture, repair, or maintenance of products or equipment, including physical plant shops, central print shop etc.; it *does not* include department instructional shops.

725 SHOP SERVICE

A room that directly serves one or more shop rooms as an extension of the activities in those rooms.

730 CENTRAL STORAGE

A room used to store materials, limited to a central storage warehouse and central inactive storage.

750 CENTRAL SERVICE

A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service; includes central food stores, laundry, central printing and duplicating, central mail, and central environmental testing or monitoring facilities.

755 CENTRAL SERVICE SUPPORT

A room that directly serves one or more central service rooms as an extension of the activities in those rooms.

760 HAZARDOUS MATERIALS

A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials

Space Management

SPACE GUIDELINES

800 Health Care Facilities
(not applicable to UW Bothell)

Space Management

SPACE GUIDELINES

900 Residential Facilities

RESIDENTIAL FACILITIES (900)

Residential facilities include housing for students, faculty, staff, and visitors to the institution.

| | |
|-----|-------------------|
| 950 | APARTMENT |
| 955 | RESIDENT SERVICES |

ASSIGNED USES

Size: One and two-bedroom apartments.

Users: Students and resident advisors.

Assignment: Annual application.

Access: Individual keyed entry.

Law or other policy references:

- [WAC 478-156-013](#) : Priority for residence halls and single student apartments.
- [WAC 478-156](#): Rules for the University of Washington, Seattle Campus Residence Halls, Single Student and Family Housing Apartment
- [478--136--030](#): Limitations on use. <https://apps.leg.wa.gov/wac/default.aspx?cite=478-136-030>

Operations & Maintenance: Ongoing O&M is funded by Auxiliary resources and will include cleaning, repair, and replacement.

Inventory: Space inventory is maintained by Housing Operations. Requests for space inventory information can be made by contacting uwbhousing@uw.edu .

950 GENERAL RESIDENCIES

A complete living unit that is not a separate structure for one or more individuals, typically furnished with beds, wardrobes, desks, and chairs, without an internally connected bath.

955 RESIDENT SERVICES

A room that directly serves one or more apartments as an extension of the activities in those rooms.

Space Management

SPACE GUIDELINES

Appendices

Appendix A

FIRST EDITION of SPACE GUIDELINES

The prior version of the University of Washington Bothell Space Guidelines is available at <https://www.uwb.edu/campusplanning/space-management/guidelines> until this edition is ratified.

The screenshot shows the University of Washington Bothell website. The breadcrumb trail is highlighted with a red box: Home > Physical Planning and Space Management > Space Management > Space Guidelines. The page title is 'Space Management Space Guidelines'. The left sidebar contains a navigation menu with items like 'Physical Planning and Space Management', 'Construction Projects', 'Contact Us', '2017 Campus Master Plan', 'Space Management', 'Space Guidelines', 'Space Inventory Management System (SIMS)', 'Space Scout', 'Surplus', 'SUPER-G Committee', 'Request Form', and 'Administration and Planning home'. The main content area has an 'Index' with links to 'Introduction', 'Guidelines', 'Process to Implement Guidelines', 'Process to Revise Guidelines', and 'Appendices'. Below the index is the '1. INTRODUCTION' section, which states: 'This document is developed to guide the process of space allocation and space modification. The document defines a set of general expectations for efficient usage of space in these classifications: teaching space, faculty offices, staff and administrative space, research space, and multi-use space. These expectations, stated as guidelines, establish a common initial framework for space discussions. The physical facilities at the University of Washington Bothell (UWB), like personnel, funds, and equipment, are resources that must be managed, maintained, and used in ways that contribute toward fulfilling the mission of teaching, research, outreach, and service.'

UWB departments that support these missions do not have exclusive or pre-emptive rights to the occupancy of a building or any individual space therein. Vacant or underutilized space is subject to reevaluation for reassignment. Recognizing the fact that institutional space needs change over time, all parties must be flexible to ensure adequate space exists to support the mission of the university.

The Office of Administrative Services at UWB assists the Chancellor in space allocation, planning and budgeting which includes the responsibility to review and evaluate requests for the allocation or modification of space. Administrative Services will routinely evaluate space issues and make recommendations to the Chancellor for final space decisions. To assist the Chancellor in the formulation of objective and equitable space planning and management, the UWB Planning & Budgeting Committee will provide advice regarding issues, policy, and procedures for UWB. In some instances, at the direction of the Chancellor, ad hoc sub-committees may also be established.

2. GUIDELINES GENERAL

- *All University requirements regarding safety, health, disability accommodations, fire regulations, security, etc., automatically apply to all space allocation or modification guidelines and decisions, even if some guidelines below do not explicitly specify this requirement.*
- *Spaces are provided for programs authorized at UWB based on institutional need, availability, and suitability for intended use.*
- *FTE generating courses have priority over other use of space.*
- *Spaces are not permanently assigned.*
- *Space utilization is reviewed regularly by the Office of Administrative Services.*
- *Vacant or underutilized space is subject to reevaluation for reassignment.*

- *Priorities (Assigned space may be shared with other personnel)*

1st Priority: University entities assigned full-time

2nd Priority: University entities assigned part-time

3rd Priority: University entities authorized for temporary assignment

4th Priority: Non-University entities authorized for assignment

2.1 TEACHING SPACE

- *Classrooms, auditoria, and teaching laboratories are scheduled based on institutional need, availability, and suitability for intended use.*
- *Classrooms and teaching laboratories are scheduled by the classroom scheduling unit administered by the UWB Registrar.*
- *Special use classrooms and teaching laboratories are scheduled and assigned based on institutional need.*

2.2 FACULTY OFFICES AND WORKSPACE

- *Faculty offices are assigned based on institutional need, availability, and suitability for intended use.*
- *Priorities for single occupant faculty offices*
 - 1st Priority: Tenure-track faculty (all ranks); there is no preference or difference based on rank*
 - 2nd Priority: Senior lecturers on multi-year appointment*
 - 3rd Priority: Full-time lecturers on multi-year appointment*
 - 4th Priority: Part-time lecturers with continuing appointments over several years*
 - 5th Priority: Grant funded or research faculty and staff*
 - 6th Priority: Other part-time lecturers*
- *Shared office space will be assigned after all single occupant offices have been filled.*
- *Faculty on sabbatical or leave. Faculty on extended sabbatical or leave away from UWB may not need access to a full office, and in such cases, the office may be reassigned for other temporary use in consultation with the faculty, academic director and Vice Chancellor for Academic Affairs.*
- *Emeritus Faculty (all ranks). No space is automatically assigned, although shared office space may be assigned on a temporary basis after other faculty needs have been satisfied.*
- *Academic directors. Office space should be used to accommodate temporary department needs.*

2.3 STAFF, SUPPORT, AND ADMINISTRATIVE SPACE

- *Staff offices are assigned based on institutional need, availability, and suitability for intended use*
- *Priorities for single occupant staff office.*
 - 1st Priority: Supervisory or other staff whose job responsibilities include regularly conducting confidential conversations, depending on privacy requirements and availability of space*
 - 2nd Priority: Full-time staff*
 - 3rd Priority: Full-time staff on multi-year contracts*
 - 4th Priority: Part-time staff*
 - 5th Priority: Grant funded staff*
 - 6th Priority: Hourly staff*
- *Shared office space will be assigned after all single occupant offices have been filled.*
- *In shared office space or common area, individual privacy may be ensured in consultation with the occupant (e.g. placement of partitions, etc.).*
- *Graduate students with a 50% or greater FTE assistantship (e.g., teaching or research) at UWB qualify for a lab desk assignment or a shared office space.*
- *UWB student government may be assigned office space (student clubs and organizations are not authorized for permanent space assignments).*

2.4 RESEARCH SPACE

- *Research space is assigned based on institutional need, availability, and suitability for intended use.*
- *Funded projects may have priority over long-term unfunded projects.*
- *Priorities (Assigned space may be shared with other personnel)*
 - 1st Priority: University researchers working full-time at UWB with grant funding appropriate to the assignment*

2nd Priority: University researchers working part-time at UWB with grant funding appropriate to the assignment

3rd Priority: University researchers working full-time at UWB without grant funding

4th Priority: University researchers working part-time at UWB without grant funding

- *The sense of community should be paramount in the assignment of research space. Sharing of research space among compatible faculty and interests should be, whenever possible, in the same space.*
- *Space used only part time for research should accommodate other compatible activities to achieve full utilization of space.*

2.5 MULTI-USE SPACE

- *Seminar rooms are scheduled by academic departments and may be assigned for classes.*
- *Interview rooms and break out spaces are available on a first come first served basis.*
- *Student space is available on a first come, first served basis; the ASUWB advises Student Life regarding preference for the use of UW2 002 (the Commons) and UW1 061.*
- *Storage*
- *Records for long-term or medium-term storage shall be stored off-campus or in other facilities unless frequent and/or immediate access is required*
- *Long-term records retention should follow schedules and procedures established by UW Records Management*
- *On-campus space for storage of furniture and equipment is limited; only essential items should be kept on campus*
- *Disposal of furniture or equipment should follow procedures established by UW Surplus Property*
- *Parking*
- *A valid UWB/CCC campus parking permit or cash payment is required to park a motor vehicle on the campus.*

3. PROCESS TO IMPLEMENT GUIDELINES

- *Guidelines are advisory to the Vice Chancellors of Academic Affairs and Administrative Services. These guidelines are **not** intended to impose any rigid constraint on the Vice Chancellors in specific space assignments.*
- *In the event of disagreement over space assignments, the Vice Chancellors (or a subset thereof) should resolve the disagreement via open discussions with interested parties. Resolutions should be communicated in an open manner.*
- *Frequent space shuffling impacts continuity and stability, and should be avoided.*
- *When possible, space assignment should accommodate adjacency. Adjacency may improve proximity to students or similar functions, enhance contact between colleagues with similar interests, and address issues associated with individual disabilities.*
- *Space allocation must conform to applicable health and safety standards, and other facilities regulations.*
- *In a shared office or common area, appropriate security must be provided to protect files, computer access, etc.*
- *Exceptions to the guidelines should be noted during the implementation process so that future revisions can use this record to improve the guidelines.*
- *Usage of space should be more visible to all faculty and staff to promote better understanding. A suggested mechanism is an annual space walk-through. The walk-through should be open to participation by interested faculty and staff, and should be advertised well in advance. Results of such space walk-through should be communicated to all faculty and staff so that errors and misunderstandings can be corrected in a timely manner.*

4. PROCESS TO REVISE GUIDELINES

- *The guideline document may be revised at the request of a collection of faculty and/or staff or of department administration. A periodic review (e.g. every 3 years maximum) is suggested for possible revisions and improvement.*
- *If a revision is desirable, the UWB Planning & Budgeting Committee or a subcommittee thereof should study and recommend revisions to the Chancellor.*

Appendix B

Space Categories Definitions

Table 0-1. Space categories

| | |
|--|--|
| Unclassified Facilities (000 series) | Restrooms. Nonassignable circulation spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not. Nonassignable mechanical and electrical services spaces of a building designed to house mechanical equipment and utility services, and shaft areas. Parking garage and related service spaces. Inactive or unfinished areas, or areas in the process of conversion. |
| Classrooms (100 series) | A room used by regularly scheduled classes that does not require special-purpose equipment and which commonly is used by more than one discipline. These classrooms are centrally scheduled. |
| Laboratory Facilities (200 series) | A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in several related fields of study. These rooms are centrally scheduled. |
| Office Facilities (300 series) | A room used by personnel engaged academic and/or business affairs of the institution., |
| Library and Study Facilities (400 series) | A room used by individuals for general study purposes. |
| Special-Use Facilities (500 series) | A room, group of rooms, or area used for athletics, media production, clinics, greenhouses, and other specialized activity. |
| General-Use Facilities (600 series) | A room, group of rooms, or space used for assembly, exhibition, food facilities, lounges, merchandising, recreation, meeting rooms and other facilities that are generally available to faculty, students, staff, or the public. |
| Support Facilities (700 series) | A room or group of rooms used for campus wide support services like computer services, shops, central storage, mail and hazardous materials. |
| Health Care Facilities (800 series) | Hospital; not applicable to UW Bothell. |
| Residential Facilities (900 series) | A room or group of rooms typically furnished with beds, wardrobes, desks, and chairs, as a living unit with or without connected restroom/shower. |

Appendix C

GeoSIMS: Room Use Codes and Definitions

Click here to download a spreadsheet of use types. Those shaded currently not in use at UWB at the time of the Guidelines release.

100: CLASSROOM FACILITIES

- **110 - Classroom:** A room used by regularly scheduled classes that does not require special-purpose equipment and which commonly is used by more than one discipline. These classrooms are centrally scheduled.
- **111 - Assigned Classroom:** A room with standard classroom furniture and equipment that is scheduled by a department or other academic unit.
- **112 - Computer Classroom:** A classroom with a computer at every student station as well as the instructor station configured so that each station can see the instructional display screen simultaneously with their own desktop screen. Computer classrooms are locked for security when not in use for scheduled courses.
- **115 - Classroom Service:** See Endnote 1
- **116 - Breakout Room:** A room used by regularly scheduled classes as an adjunct to the primary classroom for small group discussion/active learning activities occurring during the regularly scheduled meeting for the course.
- **140 - Remote Classroom:** A room with standard classroom furniture and equipment that is typically scheduled by a department or other academic unit due to its location off the main Seattle, Bothell or Tacoma campuses which restricts its use in general scheduling.

200: LABORATORY FACILITIES

- **210 - Class Laboratory:** A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in a particular field of study. These rooms are scheduled by a department or other academic unit.
- **211 - General Class Lab:** A specially designed or equipped room used primarily for group instruction in regularly scheduled classes that requires special-purpose equipment for student participation, experimentation, observation, or practice in several related fields of study. These rooms are centrally scheduled.
- **212 - Restricted Class Lab:** A specially designed or equipped room used for group instruction but restricted to a small number of courses by project work in progress, by the nature of equipment and materials, or by location.
- **215 - Class Lab Service:** See Endnote 1
- **220 - Open Lab:** A space intended to provide students access to specialized equipment (excluding computers) for individual or group work on a non-scheduled (drop-in) or event-scheduled basis. While open labs may be used for some scheduled course instruction, the room and its resources must be accessible for other individual or instructional use at non-class times.
- **225 - Open Lab Service:** See Endnote 1
- **230 - Computer Lab:** A space intended to provide students access to computers for individual or group work on a non-scheduled (drop-in) or event-scheduled basis. While computer labs may be used for some scheduled course instruction, the room and its resources must be accessible for other individual or instructional use at non-class times.

- **235 - Computer Lab Service:** See Endnote 1
- **250 - Research Laboratory:** A room used for laboratory applications, research, and/or training in a research methodology that requires special-purpose equipment for faculty and/or student experimentation or observation, usually housing activities contributing to research and research training.
- **255 - Research Laboratory Service:** See Endnote 1. Includes chemical storage, cold room, server room, darkroom, DI/RO water, gas storage, glasswasher/autoclave, lab equipment, and power rooms that serve a research laboratory.
- **260 - BL3 Lab:** Biosafety containment at an elevated level. Training required for working in this type of lab.
- **261 - Computation Dry Lab:** Generally, an office used specifically for research. No biosafety containment.
- **262 - BL2 Wet Lab:** Biosafety containment. Entire lab space must be safety approved.
- **264 - Specialized Wet Lab:** A research laboratory with no biosafety containment or just specific pieces of equipment are approved for biosafety containment in the room.

300: OFFICE FACILITIES

- **311 - Faculty Office:** A room used by instructional and research faculty in an office (i.e., working at a desk or table).
- **312 - Dean/Chair/Director Office:** A room used by personnel engaged in the planning, management and operation of the academic and/or business affairs of the institution, college or department, including offices of the dean, chairpersons, central administration and directors.
- **313 - Student Office:** A room used by students (working at a desk or table), including teaching and research assistants, trainees, student activity assistants, counseling assistants, curator assistant, non-medical intern, etc.
- **314 - Clerical Office:** A room used primarily by secretarial and clerical staff (working at a desk or table), as well as general office space where files, office machines, or reception space is in the same room with clerical personnel.
- **315 - Office Service:** See Endnote 1
- **316 - Prostaff Office:** A room used by academic or administrative staff, other than directors of units, including offices of accountants, architects, assistants to directors, coordinators, graphic artists, advisors, managers, etc.
- **317 - Other Office:** A room used by *non-university paid staff*, housed in University owned facilities, e.g., federal auditors.
- **318 – Office Storage:** A room that is used to store office materials.
- **319 – Contract Employee:** A room used by a contract employee.
- **350 - Conference Room:** A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.
- **355 - Conference Room Service:** See Endnote 1
- **360 – Breakroom/Kitchen:** A room serving an office complex and used as an employee breakroom or a kitchenette.
- **362 - Office Library:** Use room type 315 or 355.
- **363 – Office Equipment Room:** Use room type 315 or 355.
- **364 - Office Supply Storage:** Use room type 315 or 355.

400: STUDY FACILITIES

- **410 - Study Room:** A room located in a campus library used by individuals to study books or audio-visual materials, including reading rooms, carrels, study booths, etc., intended for general study purposes.
- **412 - Non-Library Study Room:** A room located in areas, not assigned to libraries, that individuals use to study at their convenience.
- **420 - Collections:** A room or portion of a room in a campus library used to provide shelving for library or audio-visual materials.
- **430 - Open-Stack Study Room:** A combination study space and stack, generally without physical boundaries between the stack and study areas.
- **440 - Processing:** A room or area devoted to processes and operations in support of library functions.
- **441 - User Assistance Processing:** Areas where users gain assistance in accessing library collections and resources, such as reference and information desks, index tables, on-line and card catalogs, CD-ROM stations, microfilm viewing areas, etc.
- **442 - Technical Processing:** A processing room intended for specific library operations which support the overall library mission, i.e., space occupied by library staff to prepare materials for use.
- **455 - Study Service:** See Endnote 1

500: SPECIAL-USE FACILITIES

- **520 - Athletic Facilities:** A room or area used by students, staff, or the public for athletic activities, including gymnasiums, ball courts, wrestling rooms, indoor tracks, swimming pools, etc.
- **523 - Athletic Facilities Spectator Seating:** The seating area used by students, staff, or the public to watch athletic events.
- **525 - Athletic Service:** See Endnote 1
- **530 - Media Production:** A room or group of rooms used for the production and distribution of audio/visual, radio and television materials for the operation of equipment for communication of these materials, including sound and graphics studios and similar rooms.
- **535 - Media Production Service:** See Endnote 1
- **540 - Clinic:** A room used for the diagnosis and/or treatment of patients in a program other than medicine, dentistry, and student health care; includes psychology, speech and hearing, remedial reading clinics, etc.
- **545 - Clinic Service:** See Endnote 1
- **550 - Demonstration:** A room or group of rooms used to practice the principles of certain disciplines of teaching, including demonstration schools and preschool nurseries if they support the training of college students as teachers.
- **555 - Demonstration Service:** See Endnote 1
- **560 - Field Building:** A barn or similar agricultural structure used for animal shelters or for the handling, storage, or protection of farm products, supplies, vehicles, or implements.
- **570 - Animal Quarters:** A room that houses laboratory animals maintained for the institution for research and/or instruction purposes, including cage rooms, stalls, wards and similar rooms.
- **575 - Animal Quarters Service:** See Endnote 1
- **580 - Greenhouse:** A building or room, usually composed chiefly of glass or other light-transmitting material, for the cultivation and/or protection of plants.
- **585 - Greenhouse Service:** See Endnote 1

600: GENERAL-USE FACILITIES

- **610 - Assembly:** A room designed and equipped for the assembly of large numbers of persons for events such as dramatic, musical, devotional, or commencement activities, including theaters, auditoriums, arenas, concert halls; these rooms may incidentally serve instruction at times.
- **615 - Assembly Service:** See Endnote 1
- **620 - Exhibition:** A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public, including museums and art galleries.
- **625 - Exhibition Service:** See Endnote 1
- **630 - Food Facilities:** A room used for eating; includes the dining halls, cafeterias, snack bars, restaurants, and faculty clubs.
- **635 - Food Facilities Services:** See Endnote 1
- **636 – Nutrition Stations:** Use room type 635.
- **637 – Food Preparation Area:** Use room type 635.
- **638 – Food Cleaning Areas:** Use room type 635.
- **639 – Serving Line:** Use room type 635.
- **640 - Day Care:** A room used to provide day and/or night child or elderly adult care as a non-medical service to members of the institutional community.
- **645 - Day Care Service:** See Endnote 1
- **650 - Public Lounge:** A space used for rest, relaxation, or informal socializing, not eating, that is not restricted to a specific group of people, unit, or area.
- **651 - Departmental Lounge:** A room in an office area used for informal meetings and conversations.
- **655 - Lounge Service:** See Endnote 1
- **660 - Merchandising:** A room or group of rooms used to sell products or services, including bookstores, barber shops, post office, candy counters, etc.
- **661 – Vending Area:** A room used to sell food products from a vending machine.
- **665 - Merchandising Service:** See Endnote 1
- **670 - Recreation:** A room used by students, staff, and the public for recreation, including bowling alleys, ping-pong rooms, ballrooms, hobby rooms, music rooms.
- **675 - Recreation Service:** See Endnote 1
- **680 - Meeting Room:** A room used for a variety of non-class meetings, including workshops, training sessions, student government, community groups, and other general purposes.
- **685 - Meeting Rooms Service:** See Endnote 1

700: SUPPORT FACILITIES

- **710 - Central Computer:** A room or group of rooms with large academic mainframe computers or administrative computing systems, used for general campus processing of administrative, instructional or research data.
- **711 - Departmental Computer Support:** A room used for college or department minicomputers used directly for departmental administration, instruction or research.
- **712 - Central Security System:** Use room type 710.
- **715 - Central Computer Service:** See Endnote 1
- **716 - Departmental Computer Support Service:** See Endnote 1
- **717 – Infrastructure Distribution System:** Use room type 710.
- **720 - Shop:** A room used for the manufacture, repair, or maintenance of products or equipment, including physical plant shops, central print shop etc.; *it does not* include department instructional shops.
- **725 - Shop Service:** See Endnote 1

- **730 - Central Storage:** A room used to store materials, limited to a central storage warehouse and central inactive storage.
- **731 – Furniture / Equipment:** Use room type 730.
- **735 - Central Storage Service:** See Endnote 1
- **740 - Vehicle Storage:** A room or structure used to house or store vehicles.
- **745 - Vehicle Storage Service:** See Endnote 1
- **750 - Central Service:** A room or area that is used for the processing, preparation, testing or delivery of a complex-central or campus-wide support service; includes central food stores, laundry, central printing and duplicating, central mail, and central environmental testing or monitoring facilities.
- **755 - Central Service Support:** See Endnote 1
- **760 - Hazardous Materials:** A centralized facility used for the storage, treatment, or disposal of hazardous or toxic waste materials.
- **765 - Hazardous Materials Service:** See Endnote 1

900: RESIDENTIAL FACILITIES

- **910 - Sleep/Study/WO/RR:** One or more residential rooms for one or more individuals, typically furnished with beds, wardrobes, desks, and chairs, *without* an internally connected bath.
- **919 – Restrooms/Showers:** A toilet and/or bathroom intended only for the occupants of the residential facility rather than for the general public.
- **920 - Sleep/Study/W/RR:** One or more rooms for individuals, typically furnished with beds, wardrobes, desks, and chairs, with an internally connected bath.
- **935 - Sleep/Study Service:** A room or group of rooms which directly serves the occupants of an individual Sleep/study room with or without restroom/shower.
- **950 – Apartment:** A complete living unit that is not a separate structure.
- **955 – Apartment [Residential] Service:** See Endnote 1
- **970 – House:** A complete living unit that is a separate structure.

Endnote 1. The definition of a service area is: "A room that directly serves one or more (name of main room) as an extension of the activities in those rooms."

References:

Facilities Evaluation and Planning Guide, (Revised by the Interinstitutional Committee of Space Officers representing the public four-year colleges and universities in the state of Washington) October, 1994.

Appendix D

DEFINITIONS

The definitions and explanations of building measurement terms, room use categories, functional codes, and other basic components of a facilities inventory data system are contained in the appropriately identified sections of this manual. In addition, this section contains brief definitions of generic terms related to facilities inventory data and explanations of the acronyms and abbreviations of terms or organizations referred to in this manual.

Academic Activity: An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or other formal award or resulting in credits that can be applied to one of these degrees.

Academic Year: The period of time generally extending from September to June; usually equated to three quarters of the UW academic calendar system from Autumn, Winter, and Spring.

Assignable Area: The space that can be assigned to occupants for a specific use is identified as assignable square feet (ASF).

Building: A roofed structure for permanent or temporary shelter of persons, animals, plants, materials, or equipment. A *building* is a) attached to a foundation; b) roofed; c) serviced by a utility, exclusive of lighting; and d) a source of significant repair and maintenance activities.

Building Services Area: The sum of all areas on all floors of a building used for custodial supplies, sink rooms, janitorial closets, and public restrooms. Note that Building Services are different than Room Service(s) as defined below.

Circulation Area: The sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not.

Collocated Institution: An institution that has either 1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or 2) a primary site or main campus with one or more branches attached to it.

Equipment: Attached appurtenances such as audio-visual projectors, projection screens, elevators, fire protection systems, lighting, plumbing, heating, ventilation, and built-in air conditioning systems.

Facilities: Any physical structure or space required by the institution for the performance of its programs and related activities.

Fixed Position: An item which is not easily moved, often physically attached to the floor, wall, or ceiling of a room.

Functional Use: The assignment of space to academic and support activities within it, usually determined by a survey of the space or a questionnaire completed by the users of the space.

Gross Area (GSF): Gross Area is the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including *all* vertical penetration areas, for circulation and shaft areas that connect one floor to another.

Infrastructure: Physical elements that directly service and support buildings, such as water, electricity, steam, sewage, telephone, and data systems. Excluded from space assessments are those elements that support campus activities, such as roadways, athletic fields, street lighting, spectator stands, plazas, parking lots, signage, walkways, emergency phones, and certain types of vehicles.

Inventory: A database containing statistical information on buildings, including both building and room/space data as defined in this glossary.

Mechanical Area: The sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas. Included should be mechanical areas such as central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and telecommunications closets, and each floor's footprint of air ducts, pipe shafts, mechanical service shafts, service chutes, and stacks

Net Assignable Area (ASF) : Net Assignable Area is the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.

Net Usable Area (USF): Net Usable Area is the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building.

Non-assignable Area: The sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. Spaces essential to building operation but not assignable to people or programs, such as corridors, electrical and mechanical rooms, restrooms and custodial rooms, are called non-assignable spaces. These are included in counts of gross square feet but not in counts of assignable square feet.

Off-Campus Facility: A facility located some distance away from the educational institution which operates it.

Organizational Unit: The basic component of the organizational structure of a postsecondary institution. Usually referred to as a department, but including both academic units (e.g., Education, STEM, School of Business, etc.) and administrative units (e.g., Office of the President, Registrar, Physical Planning & Space Management, etc.).

Parking Garage: The Gross Area and other building-level data for parking garage do not classify as

assignable space. Standard assignable areas within the parking garage , such as offices, may be appropriately classified. Institutions may also maintain parking garage data separately from the formal building and space inventory files.

Room: A covered contiguous area enclosed on all sides by walls, or imaginary boundary lines where a wall does not exist; it may consist of one or more *spaces* (see *Space*). Covered patios and covered walkways are exceptions to the enclosure criterion.

Room Data: Descriptive characteristics of assignable interior spaces of a building, including standard room use categories, institutional organizational units, academic discipline and functional codes, assignable floor areas and, in some instances, numbers of stations.

Room or Space Suitability: An evaluation of the functionality of the room for its assigned use and function at the time of the inventory, based on the design, configuration, and fixed equipment in the room.

Room Service(s) Area: A room that directly serves one or more rooms as an extension of the activities in those rooms.

Space: A covered contiguous area enclosed on all sides by walls or imaginary boundary lines (referred to as “phantom walls”) where a wall does not exist, that accommodates a single use; the smallest discrete spatial unit or data element used, tracked and analyzed in an institution’s space inventory. A *space* may be part of a *room*, and a *room* may contain several *spaces*.

Appendix E

Review Periods and Key Participants with PPSM (by Section)

| | |
|---------------------|--|
| Start February 2019 | with T. Guerrero & N. Sanderson: |
| 001 | Space Guidelines Overview |
| 020 | Circulation |
| Start March 2019 | with C. Cherrier, D. Snyder, S. Levesque, P. Lundquist: |
| 100 | Classroom Facilities |
| 200 | Instructional Laboratory Facilities |
| Start April 2019 | with S. Smith: |
| 300 | Office Facilities |
| Start May 2019 | with S. Leadley, T. Zorich, A. Brockhaus, D. Snyder: |
| 400 | Library/Study Facilities |
| | and |
| 500 | Special Use Facilities (athletic, media, greenhouse) |
| Start May 2019 | with C. Knodel, J. Sann, K. Dunn, N. Sanderson: |
| 600 | General Use Facilities (assembly, food, lounge, recreation) |
| Start June 2019 | with C. Brennan: |
| 250+ | Research Laboratory Facilities |
| Start June 2019 | with T. Guerrero, C. Long, T. Zorich, T. Rhoades, D. Snyder: |
| 700 | Support Facilities (shops, storage) |
| | and |
| 900 | Residential Facilities (cancelled due to new campus plans) |
| Start July 2019: | |
| 00 | Table of Contents |
| 000 | Non-Assignable |
| A-E | Appendices |

END OF APPENDICES