

## **Space Utilization Code Definitions:**

### **DEPARTMENTAL ADMINISTRATION**

Includes space used for administrative and supporting services that benefit common or joint departmental activities. This includes such activities associated with deans, assistant deans, department chairs (to the extent of their effort in departmental administration), and administrative staff in academic departments.

### **GENERAL ADMINISTRATION**

Includes space for activities that support the entire campus across divisional boundaries. Examples include Chancellor, Provost, Payroll, Accounting, Business Services, UM System offices (President, Controller, Treasurer, Internal Audit, General Counsel), etc.

### **INSTRUCTION**

Includes space used in teaching and training activities for both credit and non-credit courses. This also includes space used for advising and counseling students concerning specific courses in which they are enrolled or they may enroll.

Departmental Research includes space that is devoted to research development and scholarly activities that are not organized research and are not separately budgeted and accounted for. An example of Department Research is Start-up funds and seed money for research projects.

### **EXTERNALLY FUNDED RESEARCH**

Space devoted to all research and development activities, sponsored by Federal and Non-Federal (state and local government or private sector) agencies and organizations, which are separately budgeted and accounted for.

Research activities can also include grants or contracts for research training (training individuals in research techniques).

### **UNIVERSITY FUNDED RESEARCH**

Includes all research activities funded by the University from any source (originating as General Operating, Designated, etc) of separately budgeted funds. Examples of University funded research are:

- Divisional Research Centers
- Research Council Awards for Research
- Research Board Awards for Research
- Research Incentive Funds (RIF) when expended specifically to support research projects

### **OTHER SPONSORED ACTIVITIES**

Includes space for activities funded by external entities including Federal agencies that involve the performance of work other than organized research, sponsored instruction/training, and departmental research. Examples include health service projects, extension and other community service programs.

### **OTHER INSTITUTIONAL ACTIVITIES**

Includes space used by service operations, recharge centers independent operations, development/fundraising activities and intercollegiate athletics.

Space for animal care facilities is to be classified as other institutional activity with the exception of rooms directly related to research protocols including procedure rooms, operating and recovery rooms,

isolation rooms, quarantine rooms, as well as rooms that house animals involved in research that are not generally removed from the facility for conducting research.

#### **AUXILIARY ENTERPRISES**

Includes space used to provide support and convenient services to students, faculty, and staff. Examples include residential life, the bookstore, Memorial Union, campus dining, parking, etc.

#### **HOSPITAL AND CLINIC**

Includes space devoted to providing medical care or treatment including medical residency. Generally, this would include all activities associated with a Hospital. This also includes space devoted to the patient care activities of the Medical Practice Plan.

#### **PLANT OPERATIONS AND MAINTENANCE**

Space utilized for operations and maintenance, supervision, preservation, and protection of the institution's grounds and physical facilities. This includes space used for such activities janitorial, utility services, repairs and ordinary alterations of buildings, care of grounds, security, environmental safety, and hazardous waste.

#### **LIBRARY**

Includes space dedicated to Library functions on each campus including, but not limited to, Ellis Library, Miller Nichols Library, Curtis Laws Wilson Library, and Thomas Jefferson Library. Library space can also include branch/departmental libraries such as the Law, Health Sciences, Engineering, Math, and Journalism libraries.

#### **STUDENT SERVICES**

Space devoted to the administration of student affairs and for services to students including functions of the Vice Chancellor for Student Services, admissions, registrar, student advisors, counseling, and placement services and student health.

#### **NON-ASSIGNABLE**

This space includes public circulation areas and mechanical areas of the building. Examples of such areas are corridors/hallways, lobbies, stairwells, boiler rooms, public restrooms, electric/telephone switching rooms, etc.

#### **UNASSIGNED (VACANT)**

Includes assignable space such as vacant rooms, inactive space, or space devoted to temporarily (more than 12 months) unusable areas due to alternations or renovations.

#### **UNSPECIFIED UTILIZATION**

This is a system-calculated percentage based on what is entered in the space survey for the above categories. This utilization should always be 0% at the time the survey is submitted for each room.