

COU CODES QUICK REFERENCE SHEET

Code	Category	Type	Room Type	Description
01.0	Classroom Facilities	01.1	Tiered Classrooms	Tiered or sloped-floored lecture theatres, lecture rooms, demo rooms and classrooms.
		01.2	Non-Tiered Classrooms	Flat-floored lecture rooms, classrooms, seminar rooms and tutorial rooms.
		01.3	Active Learning Classrooms	Classrooms that focus on Group Learning . Classroom space moderated for group interaction (may or may not utilize technology). Includes Tiered and Non-Tiered classrooms.
		01.4	Classroom Service Space	Exam rooms, projection rooms, prep rooms, closets, storage and other related rooms.
02.0	Laboratory - Undergraduate	02.1	Scheduled Class Lab	Teaching labs, special subject rooms, computer labs, specialty studios etc. largely used for scheduled instruction .
		02.2	Unscheduled Class Lab	General work rooms, studios, special purpose facilities generally used for informal or irregularly scheduled instruction or for practice .
		02.3	Undergraduate Lab Support Space	Prep rooms, lab storage rooms, demo rooms, animal areas, greenhouses, etc. directly serving the lab facilities.
03.0	Research Laboratory Space - Graduate & Faculty	03.1	Research Lab Space	Faculty, graduate and general research facilities.
		03.2	Research Lab Support Space	Prep rooms, lab storage rooms, dark rooms, workshops, animal areas, greenhouses, etc. directly serving the lab facilities.
04.0	Academic Dept Offices And Related Space	04.1	Academic Offices	Single or multiple-occupancy Faculty offices for all faculty members (up to and including department chairs, deans, vice deans and associate deans). Includes part-time faculty and contractually limited appointments, etc.
		04.2	Research Office/Project Space	Space allocated by the department to principal investigators to accommodate their research support staff. Includes offices, and support space paid from restricted funds. Excludes office space allocated to 04.3.
		04.3	Graduate Student Office	Single or multiple-occupancy rooms allocated by the department to graduate students for study and research, and to grad/undergraduate student tutors, teaching or research assistants.
		04.4	Departmental Support Staff Office	Office space used by non-research admin and support staff.
		04.5	Office Support Space	Rooms directly serving office space in this category: conference rooms, file rooms, vaults, photocopy rooms, reception areas, interview rooms, storage, private toilets, lunchrooms and private departmental lounges.
05.0	Library Facilities & Campus Study Space	05.1	Library Collection Space	Stack & storage areas books, archives, maps, documents, records, tapes, slides, micro materials, periodicals, electronic volumes and music scores under the jurisdiction of the University Library System .
		05.2	Library Office Space	Office and related areas for library administration, library support staff and systems technical support space under the jurisdiction of the University Library System .
		05.3	Library Support Space	Catalogue area, circulation desk, processing areas, bookbinding and repair areas, acquisition, cataloguing work areas and service space.
		05.4	Study Space Under Library Jurisdiction	Reading rooms, study carrels, open-stack reading rooms and study areas available to the general university population located within the university's library system.
06.0	Recreation/Athletic Space	06.1	Athletic Activity Areas	Gymnasias, dance studios, swimming pools, sport courts, rinks, indoor tracks and rifle/archery ranges.
		06.2	Athletic Seating Areas	All permanent seating and observation areas.
		06.3	Athletic Service Space	Locker rooms, shower rooms, washrooms, coaches rooms, equipment supply rooms, etc. which serve the above space.
07.0	Food Facilities	07.1	Food Facilities	Dining rooms, cafeterias, snack bars, coffee shops, restaurants, vending machines and other refreshment areas used for food service.
		07.2	Food Facilities Services	Kitchen, food prep areas, dishwashing areas, refrigeration and freezer rooms, kitchen storage rooms, receiving areas, refuse areas, staff lunch, locker and private washrooms.
08.0	Bookstore and other Merchandising Facilities	08.1	Bookstore/Merchandising	Bookstores, post-offices, banks, travel agencies, other stores and service space operated by university or commercial enterprise.
09.0	Plant Maintenance	09.1	Plant Maintenance	Shops and storage areas for carpentry, plumbing, painting, electrical and other trades, lunch, locker/change rooms for maintenance and custodial staff, garages for maintenance vehicles and all grounds equipment, greenhouses and related areas and garages.
10.0	Central Administrative Office and Related	10.1	Central Administrative Offices	Offices for executives and admin staff.
		10.2	Central Admin Office Support	Rooms directly serving office space in this category: conference rooms, file rooms, vaults, photocopy rooms, reception areas, interview rooms, storage, private toilets, lunchrooms and private departmental lounges.

11.0	Non-Library Study Space	11.1	Formal Study Space	Rooms available for students for study, includes reading rooms, study carrels, open computing space, open-stack reading rooms, group rooms, and other non-library study rooms.
		11.2	Informal Study Space	General lounge and study space. Includes study space in corridors and hallways.
12.0	Central Services	12.1	Central Computing Facilities	Central data processing facilities, computer rooms, tech service & repair areas and their support spaces.
		12.2	Other Central Service	Rooms used to provide campus-wide services for both academic & non-academic sections of the University. Central/regional printing & duplicating shops, Central receiving areas, Central stores, University mail rooms, central laundry & drying rooms, radio, TV, sound, photography, film & tape libraries, control rooms, storage rooms, recording rooms, repair & servicing work rooms, dark rooms, prep rooms and similar related areas.
13.0	Health Service Facilities	13.1	Health Service Facilities	Rooms intended to supply health services to the general university population (infirmaries, first aid rooms, physiotherapy rooms, doctor's offices/exam rooms and support areas.
14.0	Common Use And Student Activity Space	14.1	Student Office And Support Space	Student government, publications and clubs offices and support space.
		14.2	Recreational Facilities And Service	Bowling alleys, pool/billiard rooms, cinemas, TV rooms, chess rooms, video games rooms, card playing areas, music listening areas, hobby rooms, storage and equipment issue rooms and pubs.
15.0	Assembly And Exhibition Facilities	15.1	Assembly Facilities	Theaters, concert halls, chapels, convocation halls, checkrooms, coat rooms, ticket booths, concession booths, dressing rooms, projection rooms, storage and control rooms.
		15.2	Exhibition Facilities	Museums, art galleries other exhibition areas, greenhouse us for display only and supporting area.
16.0	Net Non-Assignable (NNASM)	16.1	Central Utility Plant	Boilers rooms, refrigeration plant, transformer stations, cooling towers, water treatment facilities, recycling facilities, incinerator, service tunnels and their support areas serving more than one building or the entire campus.
		16.2	Other Non-Assignable Area	Corridors, stairwells, elevators, circulation space/escape routes, loading docks, janitors closets, mechanical rooms, electrical rooms and public washrooms.
		16.3	Inactive - Unassignable	Space that would require a long lead time and extensive work to make available for occupancy (i.e. space undergoing major repairs or renovations).
		16.4	Parking Structures	Underground parking areas and parking structures that have a roof.
17.0	Residential Space	17.1	Residence Living Space	Single or multiple-occupancy bedrooms, apartments or other residential units.
		17.2	Residence Service Space	Landry rooms, recreation areas, music rooms, games rooms, lounges only available to occupants of that residence . Washrooms in residential suites and administrative offices in direct support of residential facilities.
18	Animal Space	18.1	Specialized central animal areas	
		18.2	Farm-type animal areas	
19.0	Other University Facilities	19.1	Day-Care Facilities	
		19.3	Non-University Merchandising	Merchandising facilities not included in 8.1.
		19.5	Inactive - Assignable	Space deemed to be available for immediate occupancy by which have not yet been assigned to individuals or groups.
		19.6	Non-Institutional Agency Occupying University Space	
		19.7	Instructional Service To External Community	Schools of continuing studies for non-academic credit.
20	Health Science Clinical Facilities			
98.0	Non Univ Bldg Non-assignable	98.0	Non University Building Non-Assignable	
99.0	Non Univ Bldg Net-assignable	99.0	Non University Building Net-Assignable	