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**0001
Lecture**

Definition: A room used for classes that do not require special purpose equipment for student use.

Description: A lecture room may be equipped with tablet arm chairs (fixed to floor joined together in groups, or flexible in arrangement), tables and chairs, or similar types of seating. A lecture room may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room suitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms or auditoriums. Seminar rooms that are typically used for small classes are defined separately and not included in this category.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must be > 10.

**0002
Lecture Service**

Definition: A room which directly serves a lecture room as an extension of the activities of the lecture room.

Description: Included in this category are storage rooms, locker and shower rooms, closets, coatrooms, shops, dark rooms, laundry rooms, observation rooms, preparation and workrooms, study rooms, and preview rooms if they serve a lecture room.

Limitations: This category does NOT include coatrooms, preparation and storage rooms, closets, if such rooms serve laboratories, conference rooms, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must be equal zero.

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**0004
Seminar**

Definition: A room used primarily for small classes that do not require special-purpose equipment.

Description: Typically equipped with a large table or several tables and chairs and will generally accommodate up to 20 student stations. It is ordinarily, but not necessarily, used for scheduled classes.

Limitations: This category does NOT include lecture rooms (typically larger) or conference rooms (primarily used for meetings).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0005
Seminar Service**

Definition: A room which directly serves a seminar room as an extension of the seminar room.

Description: Included in this category are storage rooms, closets, coatrooms, store rooms, observation rooms, preparation rooms, study rooms, work rooms and preview rooms if they serve a seminar room.

Limitations: This category does NOT include the above rooms if they serve lecture rooms, laboratories, conference rooms, assembly facilities, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must be equal zero.

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**0010
Teaching Lab**

Definition: A room primarily used by regularly scheduled classes which require special-purpose equipment or treatment for student participation, experimentation, observation or practice in a field of study.

Description: A teaching laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as instructional shops, typing labs, drafting rooms, band rooms, group studios, and similar specially designed and/or equipped rooms **IF** they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms that serve as individual (or independent) study rooms. It does NOT include laboratories used for group instruction that are informally or irregularly scheduled. This category does NOT include rooms generally referred to as research laboratories. It does NOT include gymnasiums, pools, or drill halls.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must not equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0011
Teaching Lab
Service**

Definition: A room which directly serves one or more teaching laboratories as an extension of other activities of the teaching laboratories.

Description: Such space is characteristically used for the preparation of course materials or lab assignments either by students or faculty, or for the temporary housing of materials and supplies frequently issued to students for laboratory classes. Included in this category are balance rooms, stock and equipment issue rooms, cold rooms, control rooms, dark rooms, drying and mounting rooms, preparation rooms, and similar facilities which directly serve a teaching laboratory.

Limitations: This category does NOT include animal rooms, greenhouses, departmental warehouses, or administrative stock rooms NOT directly related to teaching laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must not equal zero.
 st_code:
 num_sta: Stn count must be equal zero.

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**0016
Graduate Research
Space**

Definition: A room used primarily by informally scheduled classes or for special or independent study by graduate or advanced undergraduate students. Graduate research space contains special purpose equipment for student participation, experimentation, observation or practice in a field of study.

Description: A graduate research space is designed for and/or furnished with equipment to serve the needs of a particular area of study that normally limits or precludes its use for other areas of study. Note that the criteria for differentiating between a teaching laboratory and a research space is the nature of its scheduling and usage.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories or self-instruction laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal 3.
 st_code:
 num_sta: Stn count must not equal zero.

**0017
Graduate Research
Service**

Definition: A room that directly serves one or more graduate research space as an extension of the activities in those rooms.

Description: This category includes preparation rooms, workrooms, stock and equipment issue rooms, dark rooms, sterilizer rooms, observation rooms, and shops.

Limitations: This category does NOT include rooms that serve teaching laboratories or self-instruction laboratories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal 3.
 st_code:
 num_sta: Stn count must be equal zero.

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**0019
Self-Instruction
Computer Lab**

Definition: Space used to house student access workstations (micro-computer based workstations) that are used for self-instruction purposes.

Description: Such space provides students access to the computing resources necessary for completion of their academic program requirements. This includes study activities, drills, exercises, research, analysis and development projects, individual and team assignments, case studies, written reports, and other assignments that can be performed at computer-based workstations.

Limitations: This category does NOT include rooms used primarily as teaching laboratories even though such rooms house micro-computer based workstations which are an integral part of the instructional program, i.e., computer science classes. It does NOT include space where computers are used for specialized purposes, such as measurement, monitoring, and control systems, or student support systems, such as career guidance computer applications. It does not include library workstations (Library Telecommunication Computer Workstations) that are used primarily to provide interactive access to local and remote on-line catalogs and to perform search and retrieval functions on a variety of databases. It does NOT include self-instruction laboratories used primarily for individual student experimentation, observation or practice in a particular field of study, such as computer-assisted instruction, language laboratories or specially equipped rooms used for remedial non-credit courses.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code: Must be 10.
 num_sta: Stn count must not equal zero.

**0020
Self-Instruction
Lab**

Definition: A specially equipped space used for automated self- instruction.

Description: Such space is primarily used for individual student experimentation, observation, or practice in a particular field of study. Included in this category are spaces used for computer-assisted instruction, teaching machines, listening and recording devices, and language laboratories used for instructional service purposes. Also included are specially equipped rooms used for remedial non-credit courses.

Limitations: This category does NOT include related spaces such as equipment repair and service shops, storage areas, administrative offices, and other spaces that should be classified under instructional support categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0021
Music Practice
Studio**

Definition: A small room used for musical practice or rehearsal by individual students or very small groups.

Description: A limited space, typically a small room of less than 100 square feet area used for musical practice by individuals or very small groups of students.

Limitations: This category does NOT include spaces used for musical practice by bands, orchestras, ensembles, or other large groups (see Teaching Laboratory). It also does NOT include cases where instructor offices contain music space as well as office space.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 10051 or 10052
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0022
Physical Education
- Indoor**

Definition: For regularly scheduled physical education classes which require special equipment or treatment for student participation. Can also be used for varsity athletics, intra-murals and recreation.

Description: Included in this category are rooms generally referred to as gyms, auxiliary activity rooms, body mechanics rooms, dance studios, exercise rooms, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, physical fitness rooms, indoor track areas, weight lifting rooms, field houses, etc.

Also included in this category are spectator seating areas and such related areas as locker rooms, clothing and equipment issue rooms, shower rooms, dressing rooms and directly related toilet areas.

Limitations: This category does NOT include lecture rooms, teaching laboratories, or offices even though they may be located in an athletic building. It does NOT include outside fields, tennis courts, archery or rifle ranges. It does NOT include toilets for the general public. Other indoor non-instructional, but assignable space should be categorized under the appropriate support category (e.g., office, work preparation, stockroom, etc.).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 08351, 08352, 08353, 08354, 08355 or 08356.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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0023
Physical Education
- Outdoor

Definition: For regularly scheduled physical education classes which require special equipment and outdoor space.

Description: Included in this category are four classifications of facilities:

1. paved service areas, including basketball courts, elementary physical education, and tennis courts.
2. field areas, including practice fields for football and baseball, multiple use fields for men and women, regulation baseball fields, track and football areas with 220 straightaway, 1/4 mile, 9 lanes and putting areas. Also includes spectator seating.
3. aquatic, including elementary & intermediate pools, diving & life saving pools.
4. intercollegiate facilities, such as a stadium.

Limitations: This category does NOT include temporary or movable seating areas nor areas generally referred to as Indoor Physical Education activities.

Validation Error Messages:

ASF:

HEGIS: HEGIS must equal 08351, , 08352, 08353, 08354, 08355 or 08356.

inst_level: Level must equal zero.

st_code:

num_sta:

0024
Military Science

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units or military science programs.

Description: This category includes armories, indoor drill areas, and other special-purpose space reserved exclusively for the military sciences, including rifle ranges, arms storage areas, building and equipment issue rooms.

Limitations: This category does NOT include instructional rooms generally usable by other disciplines, and other spaces allocated to military science but included under instructional support (e.g., offices, conference rooms, etc.)

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must begin with 18.

inst_level: Level must equal zero.

st_code:

num_sta:

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**0025
Animal Quarters**

Definition: A room that houses laboratory animals maintained by the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards and similar rooms that are used to house animals intended for use in teaching laboratories, research laboratories, etc.

Limitations: This category does NOT include facilities classified as field structures under instructional support.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0026
Greenhouse**

Definition: A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as hothouses or greenhouses, and related auxiliary spaces.

Limitations: Does NOT include storage or protection structures related to farm operations.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must be between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0027
Special Space
Education**

Definition: A specialized space primarily used to practice the principles of certain program areas, particularly education and home economics.

Description: This category includes demonstration schools, laboratory schools, preschool nurseries, day care centers, if the facilities support the academic programs involved.

Limitations: This category does NOT include lounges, work preparation rooms, conference rooms. Office for Laboratory School teachers should be coded as "other office."

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 08 or 13.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0028
Radio, T.V.
and Similar
Associated Spaces**

Definition: A room or group of rooms used for the production and distribution of audiovisual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphic studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as teaching labs.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0029
Other Special
Instructional Space**

Definition: Spaces required as the normal part of any college's instructional program, but not readily classifiable under other categories of instructional space.

Description: This category does NOT include spaces classified as "exempt", such as auditoriums, theaters, and music halls inventoried as instructional-support.

Limitations: This category should have very limited usage.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must be between 01000 and 49999.

inst_level: Level must equal zero.

st_code:

num_sta:

**0030
Faculty Office**

Definition: A space for desks, office stations, etc., of faculty members.

Description: One office space consists of an office station with a single academic discipline. A faculty office space is not inherently limited to one station, and an office with several stations in the same discipline will require only a single space description. This category includes not only the offices of full-time regular faculty, but also those of part-time faculty, teaching assistants, and graduate students with teaching responsibilities.

Limitations: A room shared by faculty members from different disciplines can be described as a single interdisciplinary space description.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must be between 00001 and 49999.

inst_level: Level must equal zero.

st_code:

num_sta: Stn count must not equal zero.

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**0031
Faculty Office-
Clerical**

Definition: A space occupied by non-faculty staff members directly supporting instructional faculty activities.

Description: This category includes space occupied by clerks, technicians, secretaries, receptionists, typists, and other non-professional, non-faculty staff members.

Limitations: This category does NOT include rooms generally referred to as faculty offices.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must be between 00001 and 49999.
inst_level: Level must equal zero.
st_code:
num_sta: Stn count must not equal zero.

**0032
Faculty Office-
Service**

Definition: A space that directly serves faculty offices as an extension of the activities that take place there.

Description: This category includes such areas as file rooms, office supplies, mimeograph and duplicating rooms, mail handling, personnel interviewing, and reading rooms; it also includes vaults, closets, record rooms, telephone exchanges and private toilets.

Limitations: This category does NOT include office service related to administration or other central areas serving the whole campus such as centralized mimeograph and printing shops.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must be between 00001 and 49999.
inst_level: Level must equal zero.
st_code:
num_sta:

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**0035
Faculty/
Administration**

Definition: An office allocated to faculty members with administrative responsibilities. Also space allocated to administrative officers with responsibilities related to the instructional program.

Description: This category includes the offices of deans, department and division chairmen, and the Office of the Chief Instructional Officer (e.g., the Dean of Instruction). If doubt exists as to whether a space should be classified as Faculty/Administration or Administration, refer to your operating budget. Those positions listed under instructional-support should be classified as Faculty/Administration. Those positions listed under administration should be classified as Administration.

Limitations: This category does NOT include such spaces as should be classified as Faculty Offices or Administrative Offices. (See 0030 and 0040).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0036
Faculty/
Administration-
Clerical**

Definition: Space occupied by the non-professional, non-faculty staff members who directly serve the faculty members with administrative responsibilities, as well as those who serve administrative officers with responsibilities related to the instructional program.

Description: This category includes clerks, technicians, secretaries, receptionists, typists, etc. Space allocated for technicians, shop repairmen, warehousemen, and other materials processing personnel, may also be included if it is in the nature of an office.

Limitations: This category does NOT include space allocated for materials processing personnel if it is a work preparatory station. Such space should be described under the instructional discipline or the instructional-support unit controlling it.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

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**0037
Faculty/
Administration-
Service**

Definition: A room which directly serves a Faculty/Administration office as an extension of the activities that take place there.

Description: This category includes such areas as file rooms, office supplies, mimeograph, duplicating, mail handling, and personnel interviewing. It also includes other auxiliary rooms, such as vaults, telephone exchanges, private toilets and internal corridors within Faculty/Administration suites.

Limitations: This category does NOT include office service related to administration or other central areas serving the whole campus such as centralized mimeograph and printing shops.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS:

inst_level: Level must equal zero.

st_code:

num_sta:

**0040
Administration**

Definition: An office space which serves as the primary work area of any person assigned as an administrative position including organized activities, student services and staff benefits, maintenance and operation of plant, and general administration.

Description: This category includes directors' offices, dean of students, dean of housing, head librarian's offices, business offices, personnel offices, counselors' offices, coordinators' offices, admissions offices, registrar's and business manager's offices, President's and Vice-President's offices, alumni offices, supervisors' offices, security offices, etc.

If doubt exists as to whether a space should be classified as Administration or Faculty/Administration, refer to your operating budget. Those positions listed under administration should be classified as Administration. Those positions listed under instructional support should be classified as Faculty/Administration.

Validation Error Messages:

ASF: ASF must not equal zero.

HEGIS: HEGIS must begin with 8 or 9.

inst_level: Level must equal zero.

st_code:

num_sta: Stn count must not equal zero.

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**0041
Administration-
Clerical**

Definition: A space occupied by the non-professional, non-faculty staff members who directly serve the administrative personnel.

Description: This category includes clerks, technicians, secretaries, receptionists, typists, etc. Space allocated for technicians, shop repairmen, warehousemen, and other materials processing personnel may also be included if it is in the nature of an office.

Limitations: This category does NOT include space allocated for materials handling personnel if it is a work preparatory station. Such space should be described under the instructional discipline or the instructional-support unit controlling it.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0042
Administration-
Service**

Definition: A space which directly serves an administrative office (or group of offices as an extension of the activities in that office [or group of offices]).

Description: This category includes file rooms, mimeograph rooms, vaults, waiting and reception rooms, interview rooms, closets, private toilets, record rooms, supply and storage rooms, lockers and shower rooms, testing rooms, reading rooms, general purpose rooms, conference rooms, duplicating rooms, mail rooms, coat rooms, work rooms, dark rooms, equipment rooms, etc. This category also includes centralized mimeograph and print shops.

Limitations: This category does NOT include any service areas that serve a Faculty/Administrative office. (See 0037).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0045
Student Office**

Definition: An office allocated for use by a student organization or activity.

Description: This category includes the editorial offices of the college newspaper, the yearbook, the president of the student body, and other student organizations.

Limitations: This category does NOT include teaching assistants or students with instructional responsibilities.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0046
Student Office-
Clerical**

Definition: Clerical office space which directly serves a student office.

Description: Included in this category are clerical office spaces that serve the college newspaper, yearbook, the President of the Student Body, and other student organizations.

Limitations: This category does NOT include clerical or secretarial personnel assigned to faculty or faculty administration.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0047
Student Office-
Service**

Definition: A room that serves a student office as an extension of the activities in that office.

Description: This category includes coatrooms, file rooms, closets, storage rooms, work rooms, toilets, etc.

Limitations: This category does NOT include service areas related to faculty or faculty administration personnel.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0049
Other Office**

Definition: Offices not readily classifiable under specific office areas.

Description: This category includes physician examining rooms in Health Services, counseling-therapy rooms, campus lab school teaching offices and coaches offices.

Limitations: This category does NOT include offices readily classified under other office categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

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**0051
Conference Room**

Definition: A space used for meetings rather than regularly scheduled classes.

Description: This category includes rooms typically equipped with a large table and chairs and used as a general purpose meeting room. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as department meetings, student government, and administrative conferences.

Limitations: This category does NOT include lecture rooms or seminar rooms.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta: Stn count must not equal zero.

**0052
Lounge**

Definition: A room used for rest and relaxation.

Description: This category includes space typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: This category does NOT include conference rooms.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0053
Recreation**

Definition: A space (non-instructional) used by students, staff and/or the public for recreational purposes, extra-curricular events and activities.

Description: This category includes such spaces as bowling alleys, pool and billiard rooms, ping-pong rooms, ballrooms, chess rooms, card-playing rooms (non-instructional) music listening rooms, hobby rooms.

Limitations: This category does NOT include spaces used for regularly scheduled credit classes.

Validation Error Messages:

ASF:
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0055
Administrative
Stockroom**

Definition: A room used for the storage of clerical and other instruction- support materials in transit.

Description: This category includes spaces used for the frequent issuance of materials, supplies and equipment NOT directly involved w/classroom instruction.

Limitation: This category does NOT include a stockroom servicing instructional spaces (e.g., laboratories, lectures, etc.).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0056
General Storage**

Definition: Space used for storage of materials typically used in the course of an academic year, when not directly related to classroom instruction.

Description: This category includes such spaces as the centralized storage facilities for the purchasing department.

Limitations: This category does NOT include refrigerated food storage, controlled environment storage, or other housing for materials directly related to instructional programs; it also does NOT include warehouses or administrative stockrooms.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0057
Warehouse**

Definition: Major centralized facility used primarily for long-term storage, including the materials receiving space (e.g., loading docks).

Description: This category includes spaces associated with shipping and receiving functions or a space where materials are deposited for a short time pending distribution to storage or stockrooms elsewhere.

Limitations: This category does NOT include such spaces as general storage or administrative stockroom.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0060
Library Study Hall**

Definition: A large room within a library facility predominantly devoted to study rather than stack areas.

Description: This category includes reading spaces typically equipped with tables and chairs and containing less than two parallel rows of double based book shelving units.

Limitations: This category does NOT include study areas or carrels in an open stack area.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0062
Library Carrel Area**

Definition: A group of study stations within or adjacent to a stack area.

Description: This category includes space generally referred to as carrel study rooms, individual study rooms, study booths, and similar rooms that are intended for general study purpose.

Limitations: This category does NOT include single carrels, very small groups of carrels, and other study stations in stack areas. These are part of the library's total student reading station capacity, but are NOT to be reported independently.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0063
Library - Other
Specialized
Study Areas**

Definition: Space used for study purposes which is not classifiable as either library study hall, library carrels or an open stack study area.

Description: This category may include study areas that contain typewriters, remote terminals of a computer, electronic display material, etc.

Limitations: This category does NOT include library study halls, library carrels, or an open stack study area.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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0064
Library - Book
Housing - Stacks

Definition: Space for housing books or other circulating or reference materials.

Description: This category includes not only books, but also audiovisual aids (film strips, slides, phonograph and tape recordings), microfilms, pamphlets, maps, charts, and other library materials not in book form, book stacks and housing for other publications in stack areas, including circulation areas, stairways within stack areas, and collections of art objects and historical and/or scientific specimens. Such specimens may be in rack, trays, or cabinets that are reasonably accessible for study.

Limitations: This category does NOT include book-shelving units in library study halls or in rooms where study stations occupy the majority of floor space.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

0066
Library - Open
Stack Study Area

Definition: Space for combined book storage and reading in which ranges of shelving units are open to library users.

Description: This category includes space generally referred to as open stack reading rooms.

Limitations: This category does NOT include study halls or carrels.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

0068
Library Service -
Book Processing -
Technical Service

Definition: Other assignable square footage in libraries not categorized elsewhere.

Description: Library service can be divided into three major categories:
Technical Processing Space - space required for book acquisition, ordering and processing, and other technical procedures.
Circulation Desk/Public Areas - including card catalogues and microfilm reading areas.
Miscellaneous Spaces - occasional display areas, staff lockers, etc.

Limitations: This category does NOT include such library space as staff offices, campuswide or centralized A/V areas, or spaces readily classified using instructional-support or administrative categories.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0069
Library - Movable
Aisle Compact
Shelving**

Definition: Space which provides high density storage for collections (books, bound periodicals and serials) not housed in "open stack" areas.

Description: This category includes shelving areas that are calculated to hold 35 volumes to the assignable square foot of library space. Storage units in this category may be industrial shelving or moving aisle shelves.

NOTE: Automatic Retrieval Systems (ARS) are included in this category.

Limitations: This category does **NOT** include conventional stack or space used to store library supplies and other non-circulation materials.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 90301.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0070
Museums and
Galleries**

Definition: Space used for exhibition areas, or departmental collections, and related work areas used primarily for the operation of museums or art galleries.

Description: This category includes collection areas such as display of various specimens.

Limitations: This category does **NOT** include the following space or areas: Hallways, custodial rooms and lobbies that are **NOT** part of the museum space. Reasonably accessible collection housing space (as in classified racks or trays): this is classified as Book Housing - Stack. Relatively inaccessible and/or inactive storage (as in packing cases, crates, etc.): this is classified as storage or warehouse. Any rooms more appropriately classified elsewhere, i.e., office, conference, work-prep, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: Must not be 00000.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0075
Auditoria**

Definition: Space for auditoria, theaters, and music halls only if designed and equipped for dramatic and/or musical performance, and is NOT regularly scheduled for classes.

Description: A large room accommodating a number of seated people, and containing a proscenium, a stage and related facility normally found in a theater. This category also includes the seating areas, aisles, and orchestra pit.

Limitations: This category does NOT include the storage area, or other related service areas. It also does NOT include lobbies regarded as part of the building's general circulation area. A modern music hall with no proscenium arch, no fixed boundary between the audience seating area and the stage area, and no extensive back stage or stage wing areas, should be reported as a single space under the classification of auditoria.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin w/10.
 inst_level: Level must equal zero.
 st_code: Must be 05.
 num_sta: Stn count must not equal zero.

**0077
Stage**

Definition: Square footage specifically for performances and other presentations in an auditorium.

Description: This category includes space used for actual performances, rehearsals, and presentations.

Limitations: This category does NOT include auditoria service space or seating.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001 or between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0079
Auditoria Service**

Definition: Specialized space directly related to the activities occurring in an auditorium.

Description: This category includes dressing rooms, check rooms, ticket sales areas, projection rooms, equipment, prop, and storage spaces.

Limitations: This category does NOT include spaces readily classifiable elsewhere, e.g., offices.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must begin w/10.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0081
Locker Rooms**

Definition: Space used for changing clothes and/or storing personal materials.

Description: This category includes locker rooms associated with the disciplines of art (10021) and home economics (13xxx).

Limitations: This category does NOT include Physical Education lockers that should be included in Physical Education - Indoor (0022).

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must not equal 08351, 08352, 08353, 08354, 08355 or 08356.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0082
Parking**

Definition: Any area included within a building or structure used for the parking or storing of motor vehicles, or related wheeled or track apparatus.

Description: This category includes all floor surfaces in facilities and structures used for parking or storing automobiles, buses, trucks, etc.

Limitations: This category does NOT include any parking spaces or lots NOT in a parking structure or facility; also, does NOT include structures for the parking and/or storing of farm vehicles and equipment (See 0084).

Validation Error Messages:

ASF:
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0083
Equipment
Maintenance and
Repair Shops**

Definition: Space for manufacturing, maintenance, and repair operations for either instructional or administrative units.

Description: This category includes shops for laboratory equipment maintenance and repair, such as those supporting the Departments of Engineering or Agriculture, and shops under the control of plant operations.

Limitations: The category does NOT include similar spaces used primarily by students for academic credit.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0084
Field Areas**

Definition: Building and other structures for the handling, storage and/or protection of farm produce, supplies, tools and vehicles, and other facilities generally related to agricultural activities (01xxx).

Description: This category includes barns, animal shelters, sheds, and other facilities typically of light frame construction with unfinished interiors.

Limitations: This category does NOT include spaces in a field building that are finished and classifiable elsewhere, such as offices, work prep, etc.

Validation Error Messages:

ASF:
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0085
Other Specialized
Instructional
Support Space**

Definition: All such space clearly identifiable as instructional-support, but not readily classifiable in another category.

Limitations: This classification should be used only as a last resort.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS:
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0091
Student Use**

Definition: To be used only when student space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: Must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

**0092
Administrative Use**

Definition: To be used only when administration space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: Must begin with 8 or 9.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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0093
Faculty Use

Definition: To be used only when faculty space cannot be reasonably categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 00001 or between 01000 and 49999.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

0095
**Dormitory Room
for Single Persons**

Definition: A residential room designed for one or more unmarried individuals typically furnished with beds, desks, and chairs.

Description: This space may serve as a sleep/study or exclusively for sleeping.

Limitations: This category does NOT include dining halls, kitchens or any space that services or contains food. Space associated with food in residential space should be coded 0096. Offices that service residential space should be classified as offices 0040, likewise, other space should be classified in the appropriate space type code, such as: lounges 0052, recreation rooms 0053, study halls 0060, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 80151, 80152.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

0096
**Food Service in
Residential Space**

Definition: A space where food is prepared and served to the occupants in a residence hall.

Description: This category includes all dining halls, kitchens, and food service spaces.

Limitations: This category does NOT include rooms that are used primarily for the public or for faculty.

Validation Error Messages:

ASF: ASF must not equal zero.
 HEGIS: HEGIS must equal 80151, 80152.
 inst_level: Level must equal zero.
 st_code:
 num_sta:

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**0097
Dormitory Room
for Married Persons**

Definition: A residential room designed for married individuals typically furnished with beds, desks, chairs and furniture.

Description: This space may service as a sleep/study or exclusively for sleeping.

Limitations: This category does NOT include dining halls, which should be coded as 0096; offices that serve residential activities should be classified as offices 0040, likewise, other space should be classified in the appropriate space type code, such as: lounges 0052, recreation rooms 0053, study halls 0060, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must equal 80151, 80152.
inst_level: Level must equal zero.
st_code:
num_sta:

**0098
Living Quarters**

Definition: A residential room typically used as group living rooms furnished with tables and chairs and furniture. Not designed for sleeping quarters.

Limitations: This category does NOT include dining halls, which should be coded as 0096; offices that serve residential activities should be classified as offices 0040, likewise, other space should be classified in the appropriate space type code, such as: lounges 0052, recreation rooms 0053, study halls 0060, etc.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS: HEGIS must equal 80151, 80152.
inst_level: Level must equal zero.
st_code:
num_sta:

**0099
Other General Use**

Definition: To be used only when space cannot reasonably be categorized elsewhere.

Validation Error Messages:

ASF: ASF must not equal zero.
HEGIS:
inst_level: Level must equal zero.
st_code:
num_sta:

NONASSIGNABLE SPACE TYPE CODES

- 1000 *Electrical/Mechanical Closet*
- 1001 *Telephone*
- 1002 *Custodian/Janitor Closet*
- 1003 *Public Restroom*
- 1004 *Corridor*
- 1005 *Lobby (general circulation)*
- 1006 *Stairway*
- 1007 *Telecommunications Closet*
- 1008 *Miscellaneous Nonassignable*