



Room Type Coding

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Mary-Lynn Cummings
Director, Capital & Space Planning
Division of Budget & Planning

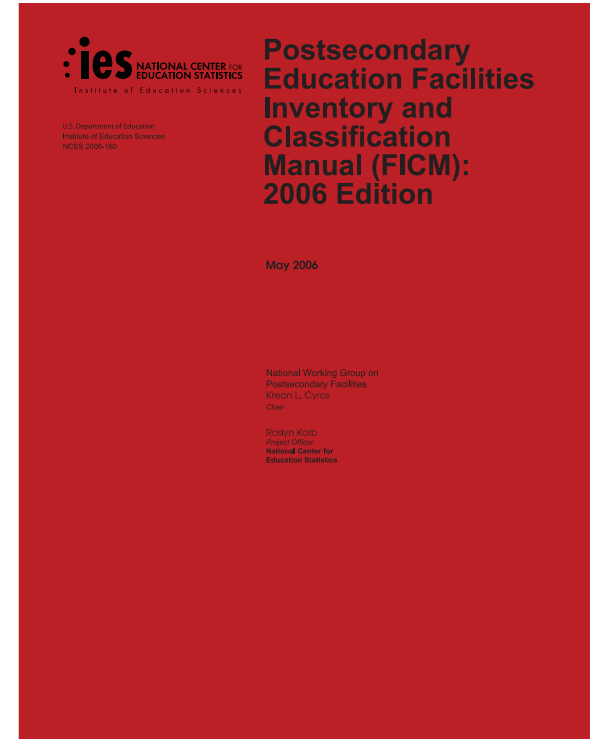
Agenda

- Room Type Coding Requirements
 - National Standard
 - Cornell Policy 2.7
- Room Type Categories
- General Considerations
- Common Issues
- Related Issues
- Resources
- Appendix

"Public" in this context means the campus community in some general way, i.e., not a limited/restricted/local group and not necessarily the general public

National Standard

- Postsecondary Education Facilities Inventory and Classification Manual
 - Defines national standards for definitions and parameters for describing and coding space
 - Recognizes that space is one of the primary resources of a postsecondary institution
 - Supports consistency within the institution
 - Supports consistency between institutions (i.e., benchmarking and reporting)
 - Describes standard practices for conducting, reporting, and maintaining facilities inventory
 - Describes basic principles for maintaining a facilities inventory
 - Designed to be both specialized and generalized; applicable to institutions with sophisticated information needs
 - Provides definitions for building area measurements, space and room type codes, and other data useful in maintaining an inventory



Cornell Policy 2.7

- Policy 2.7, *Reporting the Use of Facilities*
 - Responsible Offices: Cost and Capital Assets (DFS) & Facilities Inventory (FCS)
 - Requires units to maintain accurate and complete inventories of their space
 - Provides procedures

Includes:

- Appendix A: Room Types; identifies:
 - “Use/Definition”
 - “Includes”
 - “Limitations/Comments”
- Appendix B: Function Codes
 - *not a focus of this session*

NOTE: Facilities Inventory is in the process of moving detailed tables out of the Policy into a stand-alone document, but coding will still apply as referenced and required by the Policy



CORNELL UNIVERSITY
POLICY LIBRARY

Reporting the Use of Facilities

POLICY 2.7

Volume: 2, Facilities
Chapter: 7, Reporting the Use of
Facilities
Responsible Executive: Executive
Vice President and Chief Financial
Officer
Responsible Office: Facilities
Inventory/Cost and Capital Assets
Issued as Interim: February 21,
2000
Last Updated: May 5, 2016

POLICY STATEMENT

Cornell University expects its units to maintain accurate and complete inventories of their space, through the procedures contained herein.

REASON FOR POLICY

Information collected during annual, room-by-room space inventories must be accurate to ensure the correct facilities and administrative cost recovery on sponsored activities. In addition, while this policy does not govern space management, accurate, up-to-date information is critical for university space planning and facility management.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university, excluding the Weill Cornell Medical College

WHO SHOULD READ THIS POLICY

- Deans, directors, and unit heads
- Administrative managers
- Building coordinators
- Anyone responsible for updating a facilities inventory

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/tools-library/policies/reporting-use-facilities
- University Policy Office: www.policy.cornell.edu

Room Type Code Categories

000 – Unclassified

010-035 Non-assignable

050-081 Assignable

100 – Classroom Facilities (instructional)

200 – Laboratory Facilities

210-235 Instructional Labs

250-275 Research Labs

300 – Office Facilities

400 – Study Facilities

500 – Special Use Facilities

600 – General Use Facilities

700 – Supporting Facilities

800 – Health Care Facilities (student & animal)

900 – Residential Facilities

When You Don't Know - Start Here!

Room Type Coding: General Notes

- Think: What is the use that takes place or occupies the room?
- Assign a code that fits the most typical and common use, especially during the normal workday
 - Many room uses flex, but we can understand the most common case
 - Evaluate the overall fit of the code to the room; typically a decision is not based on one factor alone
 - Who or what equipment is critical to the operation, use, and/or purpose?
- Assign the code based on how the room exists/is used at the close of the fiscal year
 - Temporary uses should be reflected in the coding; e.g., a conference room used as a shared office during a renovation project is coded as the shared office
- Consider the primary use vs. service space
 - Service codes typically end in “5” except for 217 Class Laboratory, Wet, Service
 - Stay in the same category (100s, 200s, 300s, etc.) as much as possible for “support” rooms

When to Check Room Type Coding

- Renovations/New Construction – New rooms or significant changes in use as a result of renovations
- Programmatic change of use
 - Moves
 - New program
 - Repurposing
- Inventory reviews
 - Your own
 - Central (alignment, consistency, accuracy)



Common Issues

Meeting Rooms – 680

- A room used for a variety of non-class meetings. The *primary purpose* is not instructional.
- Used by groups for general purposes such as faculty and staff groups, student organizations
- Key concept: Public availability. Although it may be assigned to a specific organizational unit, a meeting room is more available and open to groups, often of unknown attendees.
 - Not that unknown people schedule it, but that the “public” is invited
- For academic depts, often the location of the “department seminar”

Meeting Rooms – 680

Does not include:

- Instructional rooms used primarily for scheduled classes (Classroom, 110)
- Rooms designed and equipped for the assembly of many persons for such events as dramatic, musical or devotional activities, etc. (Assembly, 610)
- Rooms serving an office complex and used primarily for staff meetings
 - Conference rooms (350) are often confused with meeting rooms because they are both primarily used for non-class meetings
 - Conference rooms are generally restricted in use by location (embedded within a unit) and limited to faculty and staff meetings (with known attendees) or other unit non-class activities

Conference Room vs. Meeting Room

Office Series

General Use Series

Conference Room (Room Type 350)

- Room serving an office complex, considered by organization (a department or unit) or by physical grouping (a group of related office workspaces)
- Used primarily for meetings and unit activities that are not directly related to instruction

- Furniture usually chairs around a table
- Layout may favor a "lead" participant at the front of the room, but room is designed so that attendees can participate relatively equally

Seat count typically < 30

Attendees usually known and specifically identified by invitation

Attendees typically have writing surface

Typically scheduled in Outlook to enable inviting individuals; optionally in 25Live

Meeting Room (Room Type 680)

- May be assigned to a specific organizational unit
- Generally, more available and open to various groups and functions in more configurations than a conference room

- One layout may be chairs around a table
- Room usually lends itself to other configurations, esp. classroom-style (participant focus to the front of the room)
- May be a variety of furniture types

Seat count typically 30-80

For many events, some attendees may be invited but usually some element of unknown number or list of public attendees

Attendees may or may not have writing surface

Required to schedule in 25Live

“Medium” Classroom vs. Meeting Room

30-80 seat range

Classroom (instructional) Series

General Use Series

Classroom (Room Type 110)

Meeting Room (Room Type 680)

Use is predominantly by scheduled classes and other instructionally-related activities

Use is predominantly for non-class related meetings, although classes may occur in the room

Variety of layouts, but typical/standard layout has an aspect of participant focus to an instructional leader (exception may be “active learning” style rooms with movable or variable focus for instructional leader)

Variety of layouts, but typical/standard layout has an aspect of participant focus to a speaker/presenter at the front of a room

Attendees usually known and specifically identified by enrollment in class

For many events, some attendees may be invited but usually some element of unknown number or list of public attendees

Attendees expected to have writing surface

Attendees may or may not have writing surface

Required to schedule in 25Live

Required to schedule in 25Live

“Zoom” Rooms, Phone Booths

- Room for 2 or more people, designed for meeting in-person, on-line, or both, then it’s a conference room (350)
- “Phone booth” designed for one-person, for quiet work or a phone call or a single-person on-line meeting, then it’s office service (315)
- These are not 410, Reading-Study Room

Lactation Rooms (a.k.a. Mothers' Rooms)

- Stand-alone, designated rooms are typically 315, Office Service
 - Primary purpose is lactation room, always/usually available as a lactation room
- May code as 650, Lounge
 - If room is usually general-purpose lounge for “anyone” but is schedulable and lockable to be a lactation room when needed
- Function code is 6.6, faculty and staff services, in all non-residential areas
- Flag for Lactation Room on the Additional Details tab in the FIS – **Check the Box**
 - Assists HR group that updates the online list of available rooms (<https://blogs.cornell.edu/lactationrooms/>)
- Helpful to add Brief Room Info, “Lactation Room”
- CC/EN Coding for these spaces can follow the directions for *“Setting the CC/EN Flag on Non-assignable and 715 Room Types in Buildings with Assignable Space”* found [here](#).

Food & Lounge Areas

Office Series

General Use Series

General Use Series

Office Service (Room Type 315)	Food Facility (Room Type 630)	Lounge (Room Type 650)
Break rooms/kitchenettes specific to a department, suite, floor, etc.	Food facility that is open to the public with the primary purpose to consume food and/or drink	<ul style="list-style-type: none"> • Open to all general building or campus occupants, often adjacent to or expanded area in public circulation • Food is incidental, primary purpose is relaxation/social
Furnishings may include tables and chairs for sitting and eating comfortably, typically some appliances	Furnishings typically include tables and/or counters and chairs	Furnishings often comfortable, may or may not have specific eating surfaces, can be casual or formal
Vending unusual, but may be 1-2 machines	Includes vending areas if seating/accommodations are provided	Vending often present, but not primary purpose

[Room Type Matrix](#) very helpful for these and related codes

More on “Lounge” Rooms

- Residence halls have lounges but these are not public and are coded 940 Lounge (Closed access for housing only) [Residential Series]
- A lounge type room with user restrictions (e.g., limited to a certain group of students) might be a 410, Reading-Study Room, even if vending or food allowed [Study Room Series]
 - Consider if primary purpose is academic, not relaxation/social
 - Note the definition in the [Room Type Matrix](#) is a bit outdated for this one – focused on more formal spaces while the dept-based ones have become more informal over time*
- If a kitchen-type area is directly supporting:
 - A conference room, then 355, Office, Conference Room Service
 - A meeting room, then 685, Meeting Room Service

Restrooms/Bathrooms

Unclassified/Non-Assignable

Unclassified/Non-Assignable

Residential Series

Public Toilet (Room Type 031)	Private Toilet (Room Type 032)	Toilet-Bath-Shower (Room Type 919)
Available to the public, usually adjacent to public circulation	Access is limited either through door security or by placement in a restricted area	Applied to residential areas
Assigned to Building Care if cleaned by Building Care (most main campus areas) Assigned to the unit if located outside Building Care service area (e.g., farms and field stations)	Assigned to the unit(s) with access Helpful to add Brief Room Info briefly noting the restriction	Assigned to the unit responsible for the residential space
	Single use bathrooms are not necessarily private toilets! Must be restricted from access by the public.	

Storage

Office Series

Supporting Series

Office Service (Room Type 315)

- Specific to a department, suite, floor, etc.
- Includes file rooms, copier/printer rooms, work rooms, office supply & program supply closets
- Typically used often and sometimes multiple times a day
- Convenient to access

Storage (Room Type 730)

- Warehouse storage
- Building storage, i.e., items stored for use throughout the entire building, e.g., furniture systems, flooring, filters, etc.
- Use usually not limited to one dept or suite, though there may be security separations
- Typically, not used daily
- Consider “back of house”

- Storage specific to other room types should be coded as the service type supporting the primary type (e.g., use Shop Service (725) should be used for a Shop (720))
- The majority of “storage” rooms on campus are service rooms that directly support a primary activity

Room Types, Miscellaneous

- “Service” rooms do not typically exist where the primary room does not exist

Examples:

- 115, Classroom Service without a 110, Classroom
- 355, Office, Conference Room Service without a 350, Office, Conference Room
- Room type for rooms under renovation is 060
Alteration or Conversion Area with function code 8.2,
Incapable of Use
 - If the room was under renovation for part of the year but then returned to service by the end of the fiscal year, then:
 - Assign the room type for the current use
 - Pro-rate the function codes to include 8.2 for the period of time the room was out of service
 - The function codes then require updating in the following FY

Is it a Private Office?

- A private office (310) is a “room configured for occupancy primarily by one person...”
 - This means one person at a time, not necessarily one individual
- A private office used to support hybrid work, e.g., two individuals share the office on alternating, assigned days, is still a private office
- A room designed and configured as a private office that is now being used as a “Zoom room” with no assigned occupant is now a meeting room (350)
- A room that flexes between assigned and Zoom room is coded based on the most common use
 - E.g., An employee uses the room as a dedicated space a few days or a week a month when in Ithaca but the space is otherwise used by others in the team as a Zoom room – this is a conference room, not a private office



Related Issues

Other Issues: Room Loans

- Rooms must be assigned in the inventory under the occupying org, even if loaned or under some kind of internal agreement
 - Keeping the loaning org as the occupying org as some means of the space returning to the loaning org is not correct
 - Document the loan in a MOU
 - Address any costs for the space, including budget model costs, in the MOU or through discussions with the Budget Office, but generally these costs follow the occupant and it is the occupant's responsibility to have any needed funding discussions

Other Issues: Station Quantities

- Station quantities are required for certain room types
- Station quantity guidance recently clarified
 - See <https://fcs.cornell.edu/inventory/station-quantities>

Inventory Cycle Mindfulness

- Coding is for July 1 to June 30th (the Fiscal Year ending)
- Changes in room type coding that occur after June 30th need to be captured in the next year's inventory

Example

- A private office becomes a Zoom room on July 15, 2026
- For FY26 data, this is a 310, Office, Private
- When the system re-opens in the fall, change this to a 350, Office, Conference Room, for FY27 (the FY in which the change occurred)

Resources

All space-management related guidance:

<https://dbp.cornell.edu/home/space-planning/resources/>

Policy 2.7, Reporting the Use of Facilities:

<https://policy.cornell.edu/policy-library/reporting-use-facilities>

Room Types:

<https://fcs.cornell.edu/inventory/roomcodes2>

Function Codes:

<https://fcs.cornell.edu/facilities-inventory-function-code-types>

Contacts

For all things inventory process & policy

Stella Garber

University Facilities Data and Archives Resource Manager
FI-Help@cornell.edu

For room type coding

Mary-Lynn Cummings

Director, Capital & Space Planning
SpacePlanning@cornell.edu



Questions and Discussion



Appendix

Room Type Categories

Room Type	Description
Unclassified: Nonassignable 010-035	Nonassignable spaces required for physical access to floors or subdivisions of space within a building, or used to support its cleaning and public hygiene functions, or designed to house mechanical equipment and utility services and shaft areas.
Unclassified: Assignable 050-081	Inactive or unfinished areas, or areas in the process of conversion.
Classrooms 110-115	General purpose classrooms, lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction.
Laboratories – Instructional 210-235	Rooms or spaces characterized by special purpose equipment or a specific configuration that ties instructional activities to a particular discipline or a closely related group of disciplines.
Laboratories – Research 250-275	Rooms or spaces characterized by special purpose equipment or a specific configuration that ties research activities to a particular discipline or a closely related group of disciplines.
Office Facilities 310-355	Offices and conference rooms specifically assigned to each of the various academic, administrative, and service functions.
Study Facilities 410-455	Study rooms, stacks, open-stack reading rooms, and library processing spaces.

Room Type Categories

Room Type	Description
Special Use Facilities 510-585	Military training rooms, athletic and physical education spaces, media production rooms, clinics, demonstration areas, field buildings, animal quarter, greenhouses, and other room categories that are sufficiently specialized in their primary activity or function to merit a unique room code.
General Use Facilities 610-690	Assembly rooms, exhibition space, food facilities, lounges, merchandising facilities, recreational facilities, meeting rooms, child and adult care rooms, and other facilities that are characterized by a broader availability to faculty, students, staff, or the public than are special use areas.
Supporting Facilities 710-750	Computing facilities, shops, central storage areas, vehicle storage areas, and central service space that provide centralized support for the activities of the campus.
Health Care Facilities 810-895	Facilities used to provide patient care (human and animal).
Residential Facilities 910-970	Housing facilities for students, faculty, staff, and visitors to the campus.



Thank You