

SPACE CLASSIFICATION SCHEME

Section 2 - Definitions

1. CLASSROOM FACILITIES

Definition

A room generally used for scheduled teaching purposes, not requiring special equipment of a kind that makes the room unsuitable for classroom instruction, and rooms directly serving such facilities.

Subcategories

1.1 Tiered classrooms

Tiered or sloped-floored lecture theatres, lecture rooms, lecture demonstration rooms, and classrooms.

1.2 Non-tiered classrooms

Flat-floored lecture rooms, classrooms, seminar rooms, and tutorial rooms.

1.3 Classroom service space

Examination rooms, projection rooms, preparation rooms, closets, storage rooms and other related areas.

Room types excluded

Class laboratories - see category 2.

Assembly facilities - see category 15.

Conference rooms - see categories 4.5 and 10.2.

2. LABORATORY - UNDERGRADUATE

Definition

A room used for instruction requiring special-purpose equipment for undergraduate student participation, experimentation, observation, or practice in a field of study, and rooms directly serving these facilities.

Subcategories

2.1 Scheduled class laboratory space

Teaching laboratories, special subject rooms, instructional shops, typing laboratories, drafting rooms, art, dance and music studios, music practice rooms, language laboratories, computer terminal rooms and athletic facilities primarily used for instruction, and other specially designed rooms largely used for scheduled instruction, such as dental, rehabilitation, and psychology clinics.

2.2 Unscheduled class laboratory space

This subcategory may be optionally used to classify general workrooms, drafting rooms, and other special-purpose facilities generally used for informal or irregularly scheduled instruction, or for practice.

2.3 Laboratory (undergraduate) support

Preparation rooms, balance rooms, laboratory storage rooms, demonstration rooms, animal areas, greenhouses, dark rooms, etc. directly serving the laboratory facilities.

Room types excluded

Laboratory space for graduate students and faculty - see category 3.

Non-university clinic facilities for health science programmes in hospitals or other health care areas - see category 20.

Clinic facilities for university health services - see category 13.

Athletic facilities - as defined in category 6.

Service areas for these excluded room types.

Animal areas classified elsewhere - see categories 3 and 18.

Greenhouses classified elsewhere - see categories 3, 9 and 15.

Computer terminal rooms for student use. not in support of scheduled instruction - see category 12.3.

3. LABORATORY - GRADUATE AND FACULTY

Definition

A room used for laboratory applications, research or training in research methodology which requires special-purpose equipment for staff or graduate student experimentation or observation and interview, and preparation, service and other rooms directly serving these facilities.

Subcategories

3.1 Laboratory space

Faculty, graduate, and general research facilities.

3.2 Laboratory (faculty and graduate) support space

Rooms directly serving one or more research facilities which directly provide the necessary support to the research functions such as balance rooms, coat rooms, storage areas, dark rooms, workshops, animal areas, and greenhouses.

Room types excluded

Undergraduate laboratories and their support space - see category 2.

Animal areas classified elsewhere - see categories 2 and 18.

Greenhouses not in support of research - see categories 2, 9 and 15.

Academic and Non-academic offices – see categories 4, 10

Graduate student space excluded from 3.3 – see category 4

4. ACADEMIC DEPARTMENTAL OFFICES AND RELATED SPACE

Definition

A room usually assigned to one or more individuals on a permanent basis, containing office-type equipment and used by faculty, departmental administrative and support staff, and students, or a room directly serving these facilities.

Subcategories

4.1 Faculty offices

Single or multiple occupancy offices for all academic appointments within a department or faculty, with rank up to and including department chairs, deans, vice deans and associate deans. Also includes offices for visiting professors, lecturers, emeriti professors, sessionals staff, etc....

4.2 Research Office/Project Space

Space allocated by the department to principal investigators to accommodate their research support staff (includes post-doctoral fellows, research associates, non-academic staff, professional academic staff and technicians requiring offices who support the research of a faculty member as principal investigator). Includes offices and office support space for research activities paid from restricted funds.

4.3 Graduate student offices

Single or multiple-occupancy rooms assigned to graduate students for study and to graduate and undergraduate students in their capacity as tutors, teaching or research assistants.

4.4 Departmental support staff offices

Office space used by demonstrators, technicians, other professional staff, administrative, clerical and secretarial support staff to academic departments.

4.5 Office support space

Rooms directly serving office space in this category such as conference rooms, computer rooms not for student use, special reference libraries, file rooms, vaults, duplicating rooms, waiting and reception areas, interview rooms, storage areas, private toilets, lunch rooms, and private departmental lounges.

4. **ACADEMIC DEPARTMENTAL OFFICES AND RELATED SPACE (Continued)**

Room types excluded

- Student offices associated with extra-curricular student organizations - see category 14.
- Graduate laboratory work stations - see category 3.
- Technicians' offices/workrooms classified elsewhere - see categories 2, 3, 5, 11 and 12.
- Offices for general university administration - see category 10.
- Central duplicating and printing areas - see category 12.
- Lounges intended for general use - see category 14.
- All space under the administration of the university library system.

5. **LIBRARY AND STUDY FACILITIES**

Definition

A room or group of rooms used for the acquisition, storage, circulation, study, or use of books, periodicals, manuscripts, and other reading and reference materials generally under the administration of the university library system and accessible to the university population at large, and rooms directly serving these facilities.

Subcategories

5.1 Library collection space

Stack and storage areas for books, archives, maps, documents, records, tapes, slides, micromaterials, periodicals, and music scores.

5.2 Study space

Library reading rooms, study carrels, open-stack reading rooms and study areas available to the general university population. These could be located in residences, or in facilities administered by the university library system, or academic departments.

5.3 Library support areas

Office and related areas for library administration, catalogue area, circulation desk, processing areas, bookbinding and repair areas, acquisition and cataloguing work areas, and library staff lounges.

5.4 Study Space Under Library Jurisdiction

Reading rooms, study carrels, open-stack reading rooms and study areas available to the general university population and located within the university's library system

5.5 Study Space Not Under Library Jurisdiction

.Includes rooms available for students for study. Also included are reading rooms, study carrels, open computing space, open-stack reading rooms and study areas located in academic departments or other non-library departments.

Room types excluded

- Media storage for language laboratories - see category 2.
- Media storage for audio-visual facilities - see category 11.
- Media storage for recreational purposes - see category 14.
- Study areas assigned to individuals for their exclusive use in areas not administered by the university library system - see category 4.3.
- Special reference libraries and departmental reading rooms not under the control of the university library administration see categories 4, 11, 12 and 19.
- Faculty and instructional areas associated with academic programmes in library science and teacher education - see categories 2,3.

6. **RECREATION/ATHLETIC SPACE**

Definition

All indoor areas used by students, staff, or the public for athletic activities, either for recreational or competitive purposes, and rooms directly serving these facilities.

Subcategories

6.1 Athletic activity areas

Gymnasias, dance studios, swimming pools, basketball, handball and squash courts, combatives rooms, ice rinks, indoor tracks, indoor rifle and archery ranges, and activity areas including those within field houses.

6.2 Athletic seating areas

All permanent seating and observation areas in gymnasias, swimming pools, field houses, ice rinks, and other indoor activity areas.

6.3 Athletic service space

All ancillary areas directly serving the above such as locker rooms, shower rooms, washrooms, coaches' rooms, equipment supply rooms, and rooms serving athletic facilities.

Room types excluded

Laboratories required to support programmes in Physical and Health Education - see categories 2 and 3.

Office and office-related space serving athletic facilities - see category 10.

Office and office-related space in support of programmes in Physical and Health Education - see category 4.

7. **FOOD SERVICE**

Definition

A room or group of rooms used for preparing or eating food or which directly serve these facilities including central facilities located in residences and faculty clubs.

Subcategories

7.1 Food facilities

Dining rooms, cafeterias, snack bars, coffee shops, restaurants, vending machine and other refreshment areas, including student pubs, if they are primarily used for food service.

7.2 Food facilities service

Kitchen, servery, all food preparation areas, dishwashing areas, refrigeration rooms, freezer, and kitchen storage, receiving, refuse areas and staff lunch, locker and private washrooms.

Room types excluded

Office and office-related space which support food service facilities - see category 10.

Refreshment booths in athletic facilities - see category 6.

Kitchen and dining areas located in private living quarters - see category 17.

8. **BOOKSTORE AND OTHER MERCHANDISING FACILITIES**

Definition

A room or group of rooms used to sell products or services, exclusively or primarily for the university population, and rooms directly serving these facilities.

Subcategory

8.1 Bookstore/Merchandising

Bookstores. Canada Post Office, barber shops, other stores, and associated service space operated by the university or a commercial enterprise renting space from the university. Includes staff offices in support of these functions.

9. PLANT MAINTENANCE

Definition

Space associated with the operation and maintenance of university buildings, grounds, and other elements of the physical plant.

Subcategory

9.1 Plant maintenance

Shops and storage areas for carpentry, plumbing, painting, electrical and other trades, lunch, locker and change rooms for maintenance and custodial staff, garages for maintenance vehicles and all grounds equipment, greenhouses and related areas.

Room types excluded

Janitorial facilities not listed above, Central utility plant - see category 16.

Vocational, technical, and instructional shops in support of academic programmes - see categories 2 and 3.

Office and office-related space - see category 10.

Security-related areas - see category 10.

AV/TV repair shops - see category 11 Central stores, Computer repair shops - see category 12.

10. ADMINISTRATIVE OFFICE AND RELATED SPACE

Definition

A room usually assigned to one or more individuals on a permanent basis containing office-type equipment and used by administrative and support staff, or a room directly serving these facilities.

Subcategories

10.1 Office areas

Single or multiple-occupancy rooms for executives, administrative staff, deans and directors of major academic divisions, associate or vice-deans and their immediate support personnel.

10.2 Office support space

Rooms directly serving office space in this category such as conference rooms, special reference libraries, file rooms, vaults, duplicating rooms, computer rooms for administrative use, waiting and reception areas, interview rooms, storage areas, private toilets, lunch rooms, and private departmental lounges.

Room types excluded

Office and office-related areas classified elsewhere - see categories 4, 5, 8, 13, 14 and 17.

Central mail, duplicating and printing areas - see category 12.

Lounges intended for general use - see category 14.

11. AUDIO-VISUAL/TELEVISION FACILITIES

Definition

A room or group of rooms used in the production, distribution, and storage of non-print instructional media, and rooms directly serving these facilities, providing campus-wide rather than exclusively departmental services.

11.1 AV/TV facilities

Radio, TV, sound, photography, and graphic studios, film and tape libraries, control rooms, storage rooms, recording rooms, repair and servicing work rooms, dark rooms, preparation rooms, and similar related areas.

Room types excluded

Rooms used primarily in support of an academic programme - see category 2 and 3.

Offices and office-related space serving this category - see category 10.

Printing of instructional media - see category 12.

12. CENTRAL SERVICES

Definition

A room or group of rooms used to provide campus-wide services for both academic and non-academic sections of the university, and rooms directly serving these facilities.

Subcategories

12.1 Computing facilities

Central data processing facilities, computer rooms, key-punch areas, technical service and repair areas and their support spaces.

12.2 Other central services

Central and regional printing and duplicating shops, central receiving areas, central stores, university mail rooms, laundry and drying rooms located in a central laundry, and technical service and repair areas.

Room types excluded

Data processing facilities and related areas intended for the sole use of the academic and non-academic staff of a single unit - see categories 4.5 and 10.2.

Computer rooms for scheduled instruction - see category 2.1.

Computer rooms for research - see category 3.

Laundry and drying rooms classified elsewhere - see categories 6, 8, 17 and 19.

Office or office-related space serving these facilities - see category 10.

AV/TV repair - see category 11

13. HEALTH SERVICE FACILITIES

Definition

A room or group of rooms intended to supply health services primarily to the general university population, and rooms directly serving these facilities.

Subcategory

13.1 Health service facilities

Student infirmaries, first aid rooms, doctors' offices/examining rooms, their support areas, offices and related areas within health service facilities, and first-aid rooms located elsewhere.

Room types excluded

Laboratory clinics - see categories 2 and 3.

Recreation/Athletic first-aid rooms - see category 6.

Clinic facilities for health science programmes in hospitals or other health care areas - see categories 2, 3 or 20.

14. COMMON USE AND STUDENT ACTIVITY SPACE

Definition

A room or group of rooms accessible to the general university population intended for recreation, rest, or relaxation, or rooms directly serving these facilities.

Subcategories

14.1 Student offices and support space

Offices and support space for student government, publications, and clubs.

14.2 Recreational facilities and service

Bowling alleys, pool and billiard rooms, ping-pong rooms, ballrooms, chess rooms, card playing areas, music listening areas, hobby rooms, storage and equipment issue rooms, pubs not primarily for food service.

14. COMMON USE AND STUDENT ACTIVITY SPACE (CONTINUED)

14.3 Lounge and service space

All general lounge space and kitchenettes, whether for students, faculty, or administrative staff, lounges in residences if available to non-residents, and lounges in faculty clubs, including related service space.

Room types excluded

Athletic facilities, wherever situated, such as gymnasias, pools, and basketball, handball, and squash courts - see category 6.
Lounge space classified elsewhere - see categories 4, 5, 10, 16 and 17.
Offices for administrative staff concerned with student affairs and services - see category 10.

15. ASSEMBLY AND EXHIBITION FACILITIES

Definition

A room or group of rooms intended to serve the general university population and to be used for dramatic, musical, or devotional activities or for exhibition purposes, and rooms directly serving these facilities.

Subcategories

15.1 Assembly facilities

Theatres, auditoria, concert halls, chapels, and convocation halls and ancillary areas such as 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, greenhouses used for display only and supporting areas.

Room types excluded

Areas for displaying collections intended primarily for instructional and research purposes - see categories 2 and 3.
Assembly facilities for the primary use of academic programmes - see categories 1 and 2.

16. NON-ASSIGNABLE

Definition

A room or area that is not available for assignment to the occupants of a building but which is necessary for the general occupation or mechanical support of one or a number of buildings.

Subcategories

16.1 Central utility plant

All boiler rooms, refrigeration plant, electrical transformer stations, cooling towers, compressing stations, water treatment facilities, incinerator, and their support areas serving more than one building or the entire campus.

16.2 Other non-assignable areas

Areas used or occupied by janitorial staff, circulation spaces, mechanical and electrical spaces, an incinerator serving one building, and public washrooms.

16.3 Inactive unassignable

Spaces which would require long lead times and extensive work to make them available for occupancy.

16.4 Parking Structures

Room types excluded

Circulation aisles within office suites, auditoria, or work areas.
Special-purpose storage and maintenance rooms - see categories 9 and 17.
Custodial lunch, locker and change rooms - see category 9.1
Offices for custodial supervisors and plant engineers - see category 10.

17. **RESIDENTIAL SPACE**

Definition

A room or rooms used to accommodate one or more individuals and the ancillary areas in direct support of such rooms.

Subcategories

17.1 Residence living space

Single or multiple-occupancy bedrooms, and all space within apartments.

17.2 Residence service space

Laundry rooms, recreational areas, music rooms, games rooms, locker rooms, lounges only available to occupants of that residence, tuck shops, and administrative office space in direct support of residences.

Room types excluded

General-use lounges and recreation areas - see category 14.

General-use library and study areas - see category 5.

Food service and merchandising facilities coded elsewhere see categories 7 and 8.

18. **ANIMAL SPACE**

Definition

Animal facilities in overall support of teaching or research and not normally integrated with or under the control of academic departments.

Subcategories

18.1 Specialized central areas

Conditioning, rearing, and long-range animal holding areas, and rooms directly serving these facilities.

18.2 Farm-type areas

Barn structures, feed storage, and field service areas.

Room types excluded

Animal areas integrated with or under the control of academic departments and in direct support of teaching or research see categories 2 and 3.

Specialized facilities within central animal areas which are in direct support of research such as operating suites - see category 3.

19. **OTHER UNIVERSITY FACILITIES**

Definition

Any room or area not included in categories 1 through 18.

Subcategories.

19.1 Day care facilities.

19.2 Rifle ranges and other space in support of military training.

19.3 Merchandising facilities not exclusively or primarily serving the university population.

19.4 Demonstration schools, and other instructional institutions for non-university students.

19.5 Inactive assignable space.

Spaces which are deemed to be available for immediate occupancy but which have not yet been assigned to individuals or groups.

19.6 Non-institutional agencies occupying university space.

19.7 Instructional service to the external community.

20. **HEALTH SCIENCE CLINICAL FACILITIES**

Definition

Space owned or operated by the university that is used in direct support of instruction, research and service for clinical health science disciplines.

To be included:

1. health care areas, such as patient bedrooms and bathrooms, nurses' stations, surgery, treatment rooms, waiting rooms and service and supply areas;
2. all space in support of clinical instruction, research and service;
3. space where the corresponding input measures are not included in Categories 1-15 of the space formula and for which capital funding responsibility is assumed to be that of the Ministry of Health.

Room types excluded

Space occupied by the basic medical sciences, such as Anatomy, Biochemistry, Biophysics, Genetics, Microbiology, Pathology (where non-clinical), Pharmacology and Physiology. See categories 1-15.

Offices occupied by the Chair and associated staff of all clinical teaching departments. See Category 4

Space occupied by university health service. See .category 13.