

# Room Function Definitions

## Administrative Department Functions

### **General Administration**

#### **General Administration (GA)**

Space devoted to supervisory or managerial functions related to institutional administration. This category includes such departments as the President's Office, General Council, Financial Departments, Human Resources Departments, IT services, and Shipping and Receiving. As a general rule: this category includes space assigned to departments in the Administrative and Finance Division that is not appropriately associated with Operation and Maintenance activities. See Function Operations and Maintenance (O&M) for further clarification.

### **Sponsored Project Administration**

#### **Sponsored Project Administration (SPA)**

Space devoted to a separate unit established primarily to administer sponsored projects (Federal or non-Federal).

### **Student Services Administration**

#### **Student Services Administration (SSA)**

Space devoted to the administration of student affairs and services for students including functions of the Vice President of Student Affairs, Admissions, Registrar, Student Advisors, Counseling, and Placement Services.

#### **Student Services Administration – Student Health Services (SSASHS)**

Space devoted to space used for health services provided to students.

Note: Space used to employee health initiatives should be assigned to General Administration (GA).

### **Operation and Maintenance**

#### **Operation and Maintenance (O&M)**

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

## **Other Institutional Activity**

### **Other Institutional Activity (OIA)**

Space devoted to activities that are of an income producing nature. This includes residence halls and dining halls, student unions, intercollegiate athletics, bookstores, theaters, public museums and similar auxiliary enterprises. Also included are costs that are “allowable” to sponsored agreements, unless specifically agreed to under terms on the contract or grant.

## **Specialized Service Facilities - Utilities**

### **Specialized Service Facilities (SSFU)**

Space assigned to Utilities service center.

## **Specialized Service Facilities - UCIT**

### **Specialized Service Facilities (SSFI)**

Space assigned to any UCit department.

## **Instruction**

### **Continuing Education (INSCT)**

Space devoted to making available to the general public instruction on a non-credit basis. This includes space used to create publications or other media associated with this type of “continuing education” or “extension” classes.

## **Vacant**

### **Vacant – Inactive (VACI)**

Space that is not currently in use and is not under construction.

### **Vacant – Construction (VACC)**

Space that is not in use because it is under construction.

## **Non Institutional use**

### **Non Intuitional Use (NIU)**

Space devoted to functions related to public and/or private agencies not under supervision or control of the university but which occupy university space.