



# Proper Classification of Assignable and Non-assignable Space in Cornell Buildings

Office of Capital and Space Planning (Division of Budget and Planning)  
Facilities Inventory Group (Infrastructure, Properties & Planning)

May 2016

## Overview

When assigning room types to spaces within a building, it is important to properly classify each space as assignable or non-assignable.

Measures of assignable space (those rooms used for people and programs) are important in determining usable space, and may be critical in assessing replacement space required for surging programs during renovations, for new construction, and for replacement facilities in the event of a catastrophic loss.

This presentation presents key definitions, concepts and procedures for the proper classification of space as assignable or non-assignable.

## Room Type Categories

Building space can be divided into two broad categories by type, *Assignable* and *Non-assignable*.

Assignable space can be used for people or programs.

Assignable rooms can have any room type in the following categories:

Space Category	Room Type Codes
Unclassified: Assignable	050-081
Classrooms	110-135
Laboratories – Instructal	210-247
Laboratories – Research	250-273
Office Facilities	310-355
Study Facilities	410-455
Special Use Facilities	510-585
General Use Facilities	610-690
Supporting Facilities	710-760
Health Care Facilities	810-895
Residential Facilities	910-970

Full details regarding space categories, room type coding, definitions, and use cases can be found in [Cornell Policy 2.7](#).

Non-assignable spaces are those areas within a building that are essential to the operation of the building but not assigned directly to people or programs. All non-assignable rooms are coded with room types 010-035 in the category *Unclassified: Non-assignable*. The room types include custodial areas, circulation areas, stairs, elevators, lobbies, elevator machine rooms, mechanical areas, private toilets, public toilets, and mechanical shaft areas.

## Functional Coding

A room's functional type or types is/are determined by the activities performed in or supported by the room. Assignable spaces may have any of the following function codes:

Function Category	Function Codes
Instruction and Departmental Research	1.x
Organized Research	2.x
Public Service Program	3.x
Academic Support Program/ College or Department	4.x
Student Service Program	5.x
Institutional Support Program (University)	6.x
Independent Operations Program	7.x

Full details regarding functional categories, function type coding, definitions, and use cases can be found in [Cornell Policy 2.7](#).

Room types that are Unclassified can be assignable or non-assignable, and this distinction determines the functional coding

Room Type	Room Type Description	Assignable/Non-Assignable	Function Code	Function Code Description
010	Custodial Area	Non-Assignable	9.1	Building Space (Non-assignable only)
011	Fallout Shelter	Non-Assignable		
020	Circulation Area	Non-Assignable		
021	Stairs	Non-Assignable		
022	Elevator	Non-Assignable		
024	Lobby	Non-Assignable		
029	Elevator Machine Room	Non-Assignable		
030	Mechanical Area	Non-Assignable		
031	Public Toilet	Non-Assignable		
032	Private Toilet	Non-Assignable		
035	Mechanical Shaft Area	Non-Assignable		
050	Incapable of Use	Assignable	8.2	Incapable of Use
060	Alteration or Conversion Area	Assignable		
081	Dept Moved, Capable of Use	Assignable	8.1	Capable of Use

Proper building space identification have a significant impact on allocating space for new programs or replacement buildings. All assignable space within a building should be identified.

Careful examination of non-assignable space (atriums, lobbies, circulation, etc.) in existing buildings to find spaces that support people or programs may determine that some areas should be separated out (through delineation on floor plans) and identified as assignable.

Some examples of spaces that should be identified on the floor plans and in the inventory as program (assignable) spaces include:

- Internal circulation areas that are secured, serve as support to connected research areas, and do not allow public circulation.
- Spaces architecturally designed to hold equipment or lockers. Past practice coded these spaces with the circulation area, but equipment or locker areas should be coded as program space if they can be clearly delineated on the floor plan (e.g., the lockers or equipment are located between columns).
- Waiting areas or vestibules that serve as support space to other program rooms. These spaces should be coded to appropriate program functions and not lobby or circulation.
- Work areas in greenhouse corridors that hold workbenches, sinks, and/or other support equipment. These areas should be coded to program use when they are permanent and can be delineated separately from the circulation areas.
- Areas architecturally designed into large circulation spaces (atria, foyer, lobby or wide corridors) that serve as study areas, lounges, or dining seating areas.



Reviewing and updating these types of spaces is the responsibility of both the college/units and Facilities Inventory and can occur anytime throughout the regular update cycle through June 30<sup>th</sup>. The annual floor plan review, renovations, or acceptance of new buildings may serve as the trigger for special attention to these types of spaces.

**College/Unit Responsibilities:**

If you believe you have program space within non-assignable space that should be separately delineated:

- Mark an existing floor plan, by hand or in the PDF document
- Make a notation on the floor plan or the PDF document, briefly explaining the requested change
- Submit the marked floor plan or PDF document to:

Steve VanDeWeert, Lead Drafter

[sav64@cornell.edu](mailto:sav64@cornell.edu), 5-6625

Cornell University, Facilities Inventory

212 Humphreys Service Building

Ithaca, NY 14853-3701

- When notified by Steve that the floor plan has been updated, change the Room Type Code(s) and Function Code(s) in the Facilities Inventory System (FIS)

## **Facilities Inventory Responsibilities:**

- Upon receipt of the marked floor plan or PDF document from the college/unit, arrange to visit the site for field verification.
- Forward any questions regarding egress or code to Environmental Health and Safety or Contract Colleges Facilities code officials for review.
- Draft the changes, re-number and add new spaces to the FIS.
- Advise college/unit Organizational Administrator when new floor plans and rooms in FIS are available for changing/adding appropriate inventory information.

## **Room Numbering:**

- Non-assignable rooms may have special room numbers. If assignable spaces are identified within these rooms, extra consideration will need to be applied to room numbering.
- The college/unit Organizational Administrator will be responsible for working with Steve VanDeWeert to determine how the new assignable spaces will be numbered.
- The spaces will be delineated on the new floor plan using dotted lines and the agreed upon room/space number(s).

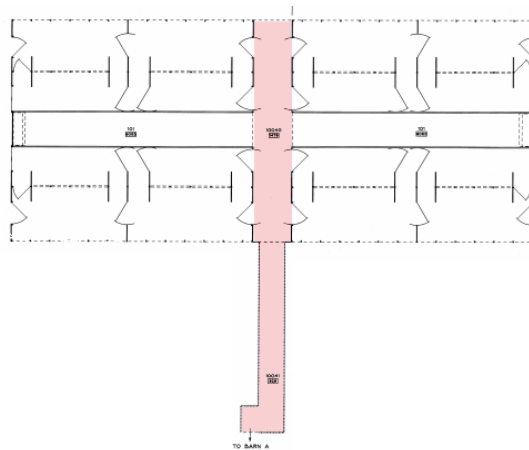
## Examples:

1. Animal Support Areas in Animal Barns
  - a) Internal Circulation to Animal Barn (secured access, no public circulation)
  - b) Internal Circulation to Animal Holding Suites (Secured access, no public circulation)
2. Equipment in Corridors
  - a) Equipment Along One Side of Corridor Between Structural Columns
  - b) Equipment Corridor Dedicated to Laboratory Support
3. Lockers in Corridors
  - a) Lockers That Protrude Into Corridor Space
4. Circulation within Program Suites
  - a) Circulation Internal to Program Suite
  - b) Circulation Internal to Program Suite; Separated from Public Circulation at Elevator Access Point
5. Greenhouse Support Areas in Greenhouse Corridors
  - a) Greenhouse Office Adjacent to Corridor; Not Physically Separated
  - b) Greenhouse Circulation Internal to Greenhouse Operations; Circulation Shared with Plant Growth Support Functions
6. Conference, Lounge, and Office adjacent to Non-Assignable Areas
  - a) Programmatic Space Adjacent to Circulation without Physical Separation
  - b) Lounge Adjacent to Corridor; Not Physically Separated

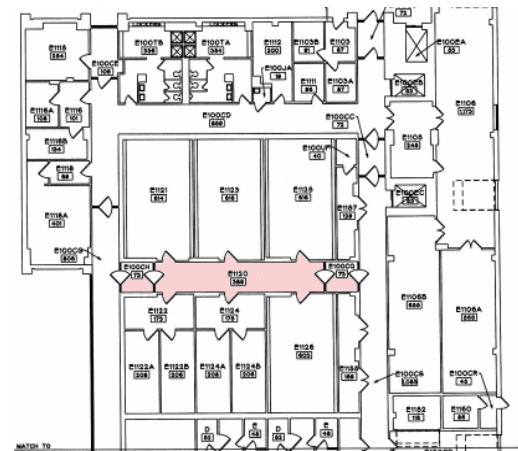
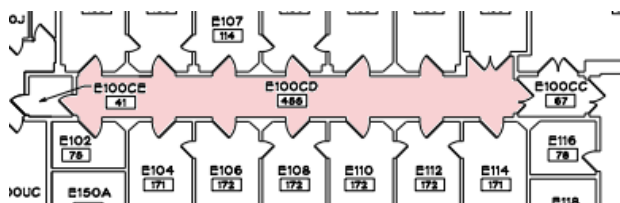
## Examples: 1. Animal Barn – Animal Support

Previous non-assignable Rm Type Code would have been 020. As program space, the Rm Type Code may become 575, Animal Quarters Service or 545, Clinic (non-medical) service. Function Codes will be the same as those in the surrounding spaces (the supported spaces).

a) Internal Circulation to Animal Barn (secured access, no public circulation)



b) Internal Circulation to Animal Holding Suites (Secured access, no public circulation)



## Examples: 2. Equipment in Corridors

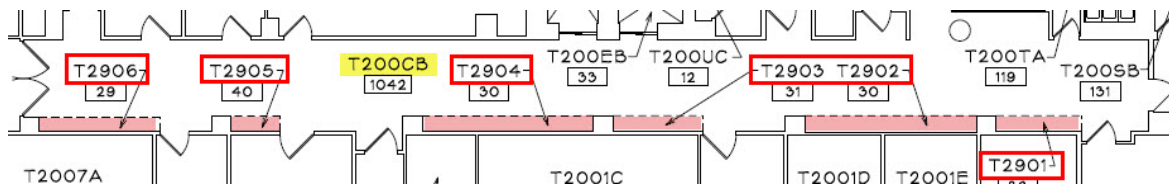
Previous non-assignable Rm Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Rm Type Code for these new rooms will become a service code associated with the surrounding spaces that the equipment supports (for example: 255, Non-Class Lab (Research) Service for equipment that supports 250, Non-Class Labs (Research)). The Function Codes will be the same as those in the surrounding spaces (the supported spaces).

### a) Equipment Along One Side of Corridor Between Structural Columns

T200CB will remain 020 Circulation Area.

New Rooms T2901, T2902, T2903, T2904, T2905 & T2906

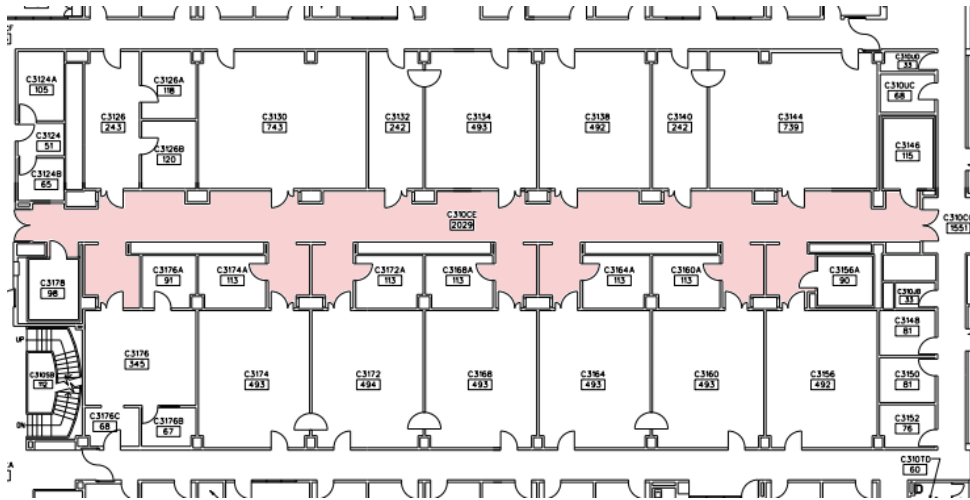
Rm Type Codes are 255, Non-Class Lab (Research) Service and the Function Codes are the same as the surrounding spaces supported by these rooms.



## Examples: 2. Equipment in Corridors

Previous non-assignable Room Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Room Type Code for these new rooms will become a service code associated with the surrounding spaces that the equipment supports (for example: 255, Non-Class Lab (Research) Service for equipment that supports 250, Non-Class Labs (Research)). The Function Codes will be the same as those in the surrounding spaces (the supported spaces).

### b) Corridor Dedicated to Laboratory Support & Equipment



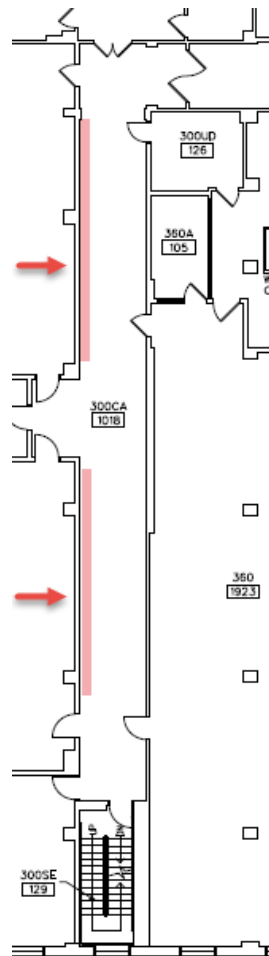
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## Examples: 3. Lockers in Corridors

Previous non-assignable Room Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. For lockers that support instruction, the Room Type Code would become 115, Classroom Service. The Function Code would become 1.1, General Academic Instruction.

### a) Lockers that protrude into corridor space



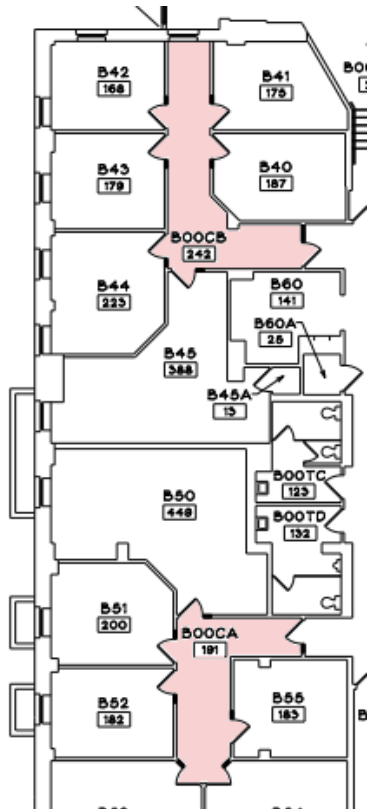
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## Examples: 4. Program Suite Circulation

Previous non-assignable Rm Type Code would have been 020. As program space the Rm Type Code would become a service code associated with the surrounding spaces supported by the suite circulation (for example: 315, Office Service) or the most appropriate code reflecting the space use. Function Codes will be the same as those in the surrounding spaces (the supported spaces) and should reflect activities that take place in the suite.

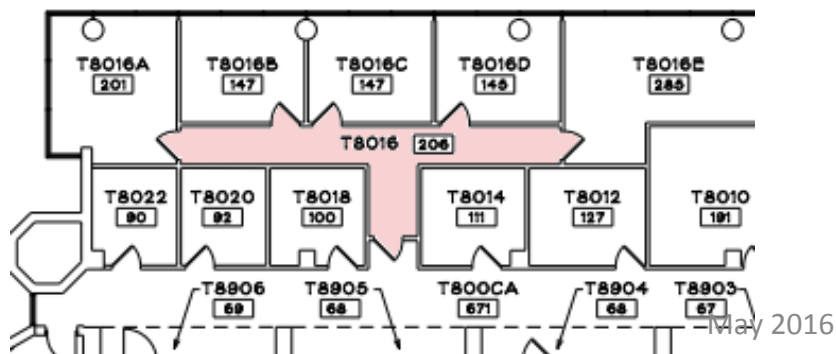
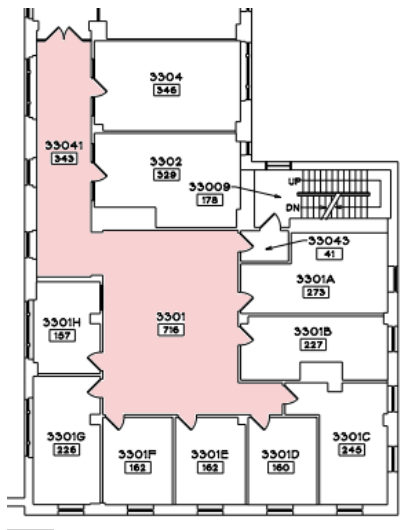
### a) Circulation Internal to Program Suite – Example 1



## Examples: 4. Program Suite Circulation

Previous non-assignable Room Type Code would have been 020. As program space the Room Type Code would become a service code associated with the surrounding spaces supported by the suite circulation (for example: 315, Office Service) or the most appropriate code reflecting the space use. Function Codes will be the same as those in the surrounding spaces (the supported spaces) and should reflect activities that take place in the suite.

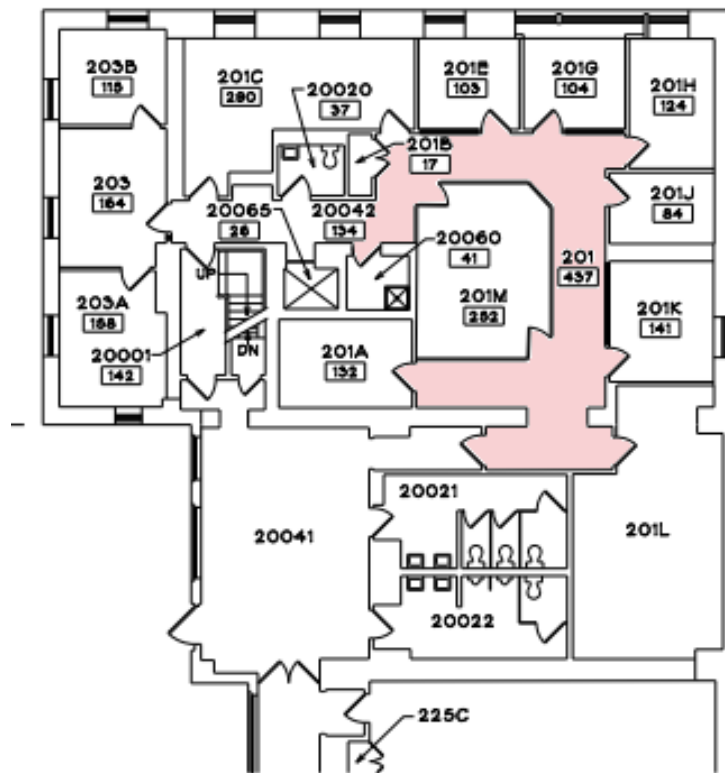
### a) Circulation Internal to Program Suite – Example 2



## Examples: 4. Program Suite Circulation

Previous non-assignable Room Type Code would have been 020. As program space the Room Type Code would become a service code associated with the surrounding spaces supported by the suite circulation (for example: 315, Office Service) or the most appropriate code reflecting the space use. Function Codes will be the same as those in the surrounding spaces (the supported spaces) and should reflect activities that take place in the suite.

- b) Circulation Internal to Program Suite; Separated from Public Circulation at Elevator Access Point



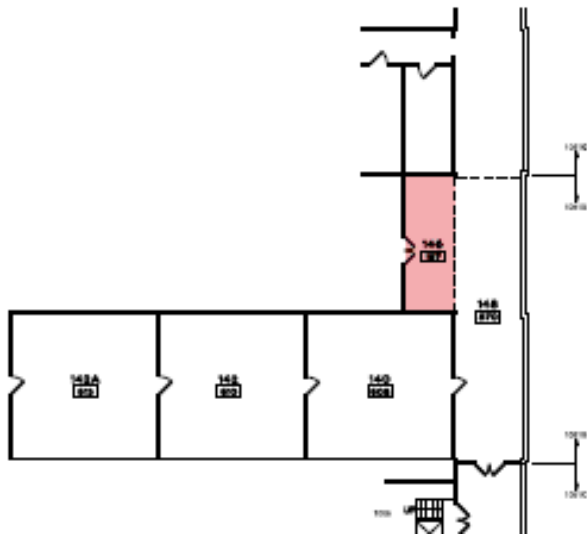
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## Examples: 5. Greenhouse Office – Greenhouse Corridor

Previous non-assignable Rm Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. An appropriate office Room Type Code should be assigned to these room(s). The Function Code(s) should reflect activities that take place in the space.

### a) Greenhouse Office Adjacent to Corridor; Not Physically Separated

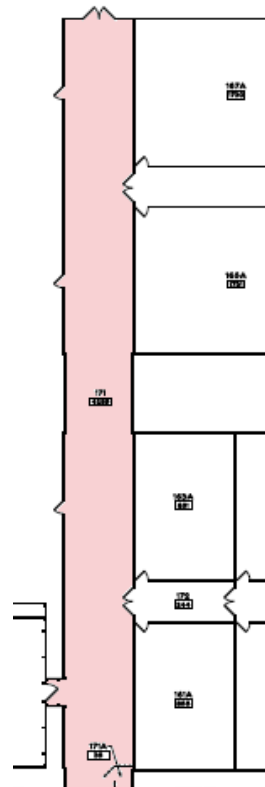
Appropriate Office Rm Type Code should be used



## Examples: 5. Greenhouse Office – Greenhouse Corridor

Previous non-assignable Rm Type Code would have been 020. As program space the Room Type Code would become 585, Greenhouse Service. Function Codes would reflect the function(s) of the supported greenhouse space.

- b) Greenhouse Circulation Internal to Greenhouse Operations; Circulation Shared with Plant Growth Support Functions – Example 1



## Examples: 5. Greenhouse Office – Greenhouse Corridor

Previous non-assignable Rm Type Code would have been 020. As program space the Rm Type Code would become 585, Greenhouse Service. Function Codes would reflect the function(s) of the supported greenhouse space.

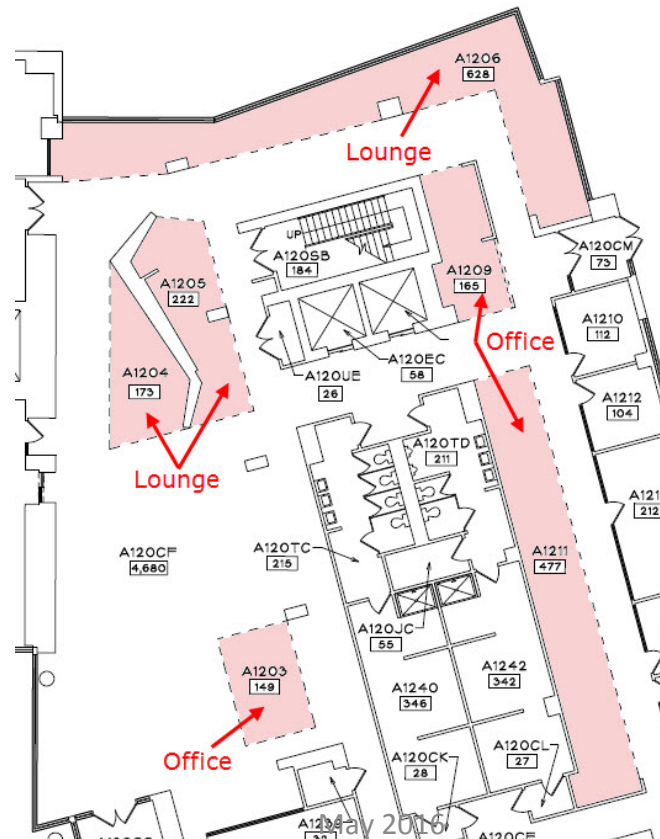
- b) Greenhouse Circulation Internal to Greenhouse Operations; Circulation Shared with Plant Growth Support Functions – Example 2



## Examples: 6. Conference, Lounge, Office

Previous non-assignable Rm Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Room Type Code selected for these new rooms should be the most appropriate code to reflect the use. The Function Code(s) should also reflect the use of the space.

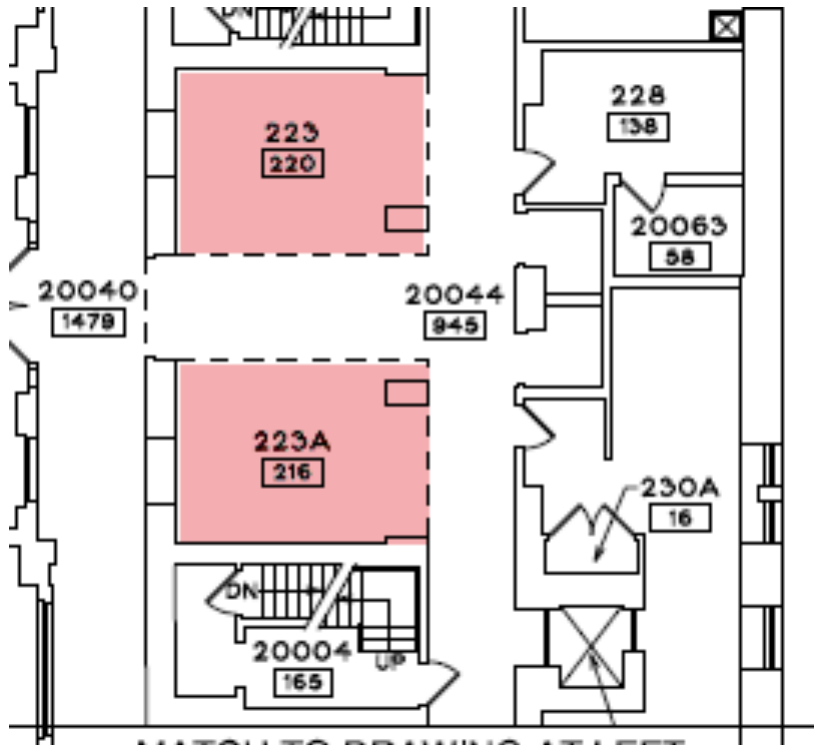
- a) Programmatic Space Adjacent to Circulation without Physical Separation  
(Example of all three type spaces)



## Examples: 6. Conference, Lounge, Office (Conference)

Previous non-assignable Room Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Room Type Code selected for these new rooms should be the most appropriate code to reflect the use. The Function Code(s) should also reflect the use of the space.

### a) Programmatic Space Adjacent to Circulation without Physical Separation

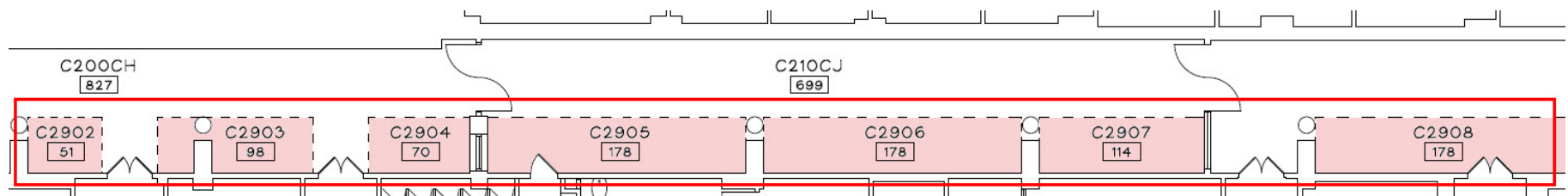
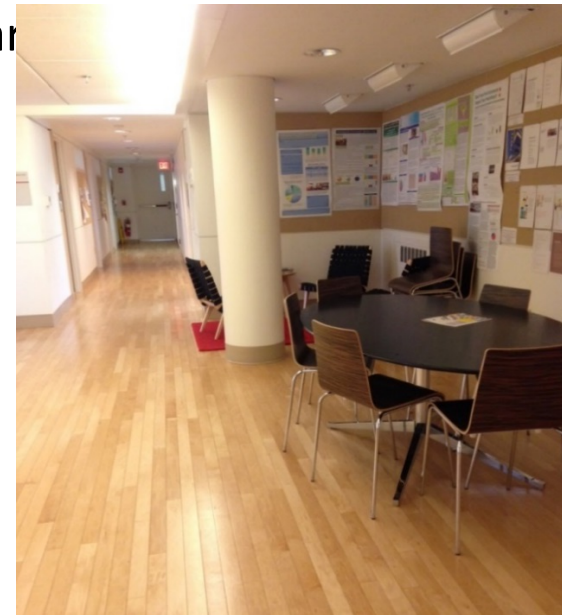
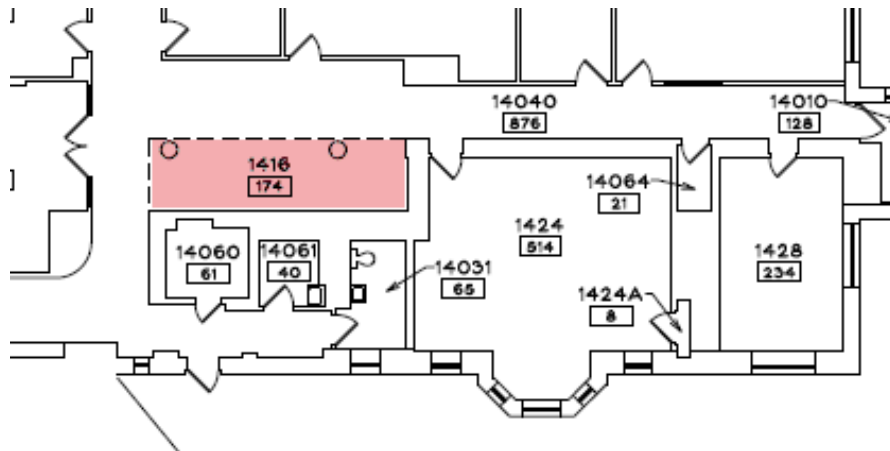




## Examples: 6. Conference, Lounge, Office (Lounge)

Previous non-assignable Rm Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Room Type Code selected for these new rooms should be the most appropriate code to reflect the use. The Function Code(s) should also reflect the use of the space.

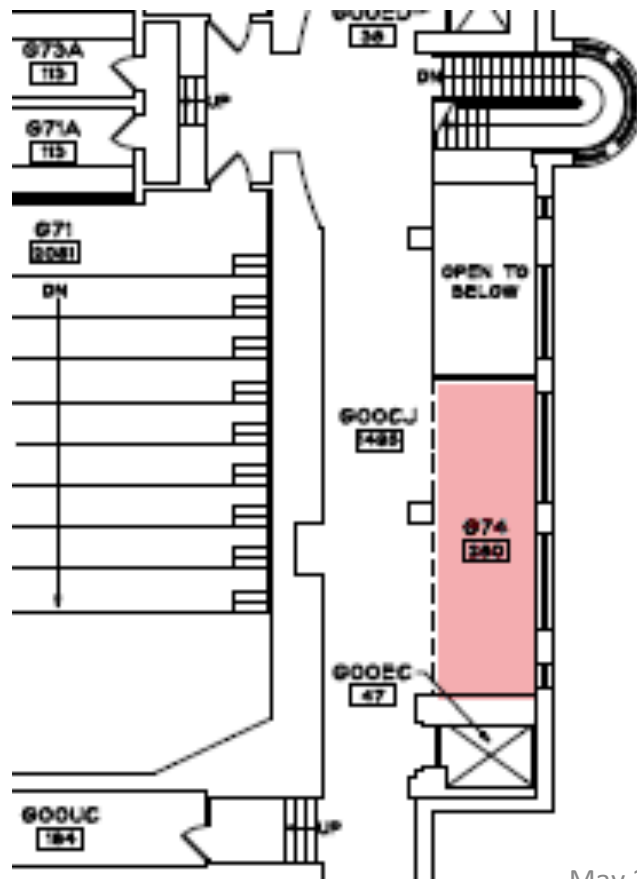
### b) Lounge Adjacent to Corridor; Not Physically Separated



## Examples: 6. Conference, Lounge, Office (Lounge)

Previous non-assignable Room Type Code would have been 020. Some of the space is captured as program space by creating new room numbers. The Room Type Code selected for these new rooms should be the most appropriate code to reflect the use. The Function Code(s) should also reflect the use of the space.

### b) Lounge Adjacent to Corridor; Not Physically Separated – Example 2



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