



Australian
National
University

Archibus Space Data Data Dictionary

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Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
1		Office	
	100	Office Type Not Defined	To be used, as the last resort, for any "Office" primary type space that doesn't fit the codes below.
	101	Office - Academic Staff	A room with office furniture which provides accommodation for one or more Academic or Faculty staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	102	Office - Research Staff	A room with office furniture which provides accommodation for one or more <u>Research only</u> staff (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	103	Office - Postgraduate Students	A room with office furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honours students.
	104	Office - Technical/Laboratory/Store Staff	A room with office furniture which provides accommodation for one or more technical, laboratory ancillary staff (eg Lab Assistant, Lab Manager, Lab Store staff, Technical Workshop staff), either as a separate office or within the bounds of a laboratory. Include accommodation for staff providing multi-media services for eg., graphic artist.
	108	Office - Professional/General Staff	A room with office furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff. etc).
	112	Open Plan - Academic Staff	An open plan area with workstation furniture which provides accommodation for one or more Academic or Faculty staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	113	Open Plan- Research Staff	An open plan area with workstation furniture which provides accommodation for one or more <u>Research only</u> staff (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	114	Open Plan - Postgraduate Students	An open plan area with workstation furniture which provides accommodation for one or more Honours, Masters or PhD by Research or Higher Degree by Coursework students. May include Honours students.
	115	Open Plan - Technical/Laboratory/Store Staff	An open plan area with a workstation furniture within the bounds of a laboratory, or office furniture in a separate area, which provides accommodation for one or more technical, laboratory or Ancillary (Lab Assistant, Lab Manager, Lab Ancillary staff, Technical staff, Workshop staff). Include accommodation for staff providing multi-media services such as photography, video filming.
	116	Open Plan - Professional/General Staff	An open plan area with workstation furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff. other General staff. etc).

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	117	Hot Desk	A workstation or desk space that provides accommodation for casual/part-time Staff /Students/Visitors (eg consultants). Not assigned to one particular individual, used as a "drop-in" space or office hotelling. <i>Note: This may in an open plan space or within an office.</i>
	118	Reception Area	An open space area with workstation/desk/counter furniture which provides Reception Services (ie supporting Admin services etc) or a Service Desk function. <i>Does not include the Waiting Area - see 623.</i>
	119	Informal Work Space	A work space, usually equipped with furniture, which is separate to and does not support offices or other meeting spaces, but which provides informal engagement or break out space of staff pursuing their work responsibilities. May also include spaces adjacent to research/postgraduate students area.
2		Teaching - General	
	200	Teaching General - Type Not Defined	To be used, as the last resort, for any "Teaching - General " primary type space that doesn't fit the codes below.
	202	Lecture Theatre >100 seats	A medium to large stepped floor or tiered lecture theatre used for teaching with a capacity of 100 or more seats. See also 623 for waiting area outside large (250 seat) lecture theatre.
	203	Lecture Theatre <100 seats	A small stepped floor or tiered lecture theatre used for teaching with a capacity of up to 100 seats.
	204	Seminar/Tutorial/Class Room (>70 seats)	A large, flat floor room with a capacity of 70 or more seats which is used for Teaching.
	205	Seminar/Tutorial/Class Room (31 to 69 seats)	A medium, flat floor room with a capacity of 31- 69 seats which is used for Teaching.
	206	Seminar/Tutorial/Class Room (<30 seats)	A small, flat floor room with a capacity of up to 30 seats which is used for Teaching.
	215	Problem Based Teaching Room	A room equipped with furniture to enable teaching of small collaborative groups (typically about 5-10 students) in undertaking problem-based learning. Most commonly used for teaching of Medicine students. May also be called case, scenario or project- based learning.
	217	Collaborative Teaching Room	A room equipped with specific furniture and technology (mobile/fixed LED screens, shared computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). (<i>Refer to 517 for Informal Learning spaces</i>).
3		Specialist Teaching and Research	
	300	Specialist Teaching and Research Type Not Defined	To be used, as the last resort, for any "Specialist Teaching and Research" primary type space that doesn't fit the codes below.
	301	Wet Lab - Scientific/Medical/Engineering	A wet laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).

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	302	Dry Lab - Scientific/Medical/Engineering	A dry laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).
	303	Wet Lab - Scientific PC rated	A laboratory used for scientific experimentation utilising specialised equipment and regulatory requirements that qualifies it as PC2/PC3/PC4 approved.
	306	Wet Lab - Scientific/Medical/Engineering - Research	A wet laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by Research staff. <i>(Use this code for Clean Rooms)</i> .
	307	Dry Lab - Scientific/Medical/Engineering - Research	A dry laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by Research staff.
	308	Dry/Computing Lab	A room for teaching students, where computers are integral to the teaching being done. Sometimes used for teaching both undergraduate/postgraduate students (including coursework students).
	309	Dry/Computing Lab - Research	A room for students pursuing <u>Higher Degrees</u> by Research and/or by Research staff, where computers are integral to the research work being done. <i>Use 629 for server rooms and high performance computing (HPC)</i> .
	310	Dry/Computing Lab - Open Access	A room housing computers used by Undergraduate and Postgraduate students to undertake work/assignments requiring specific software access (This is a not a general use computer area, which are usually found in libraries/purpose built informal learning spaces).
	314	Clinical Areas	A space equipped and used in the examination or treatment of people or animals for teaching students or for research work purposes.
	315	Gym Human Movement Teaching	A gymnasium used for training students in physical skills studies.
	316	Language Laboratory	A space used for training students in oral expression of a language eg., a phonetic laboratory.
	317	Occupational Therapy Teaching	A space used for the training students in live-in space set-up for the training of physically disabled people. Normally includes a kitchen, bathroom with special aids to assist the disabled.
	318	Physiotherapy Teaching	A space with Physiotherapy / Exercise Physiology equipment used by students as part of their studies.
	319	Radiology Teaching	A space with Radiology equipment used by students as part of their studies.
	323	Multi-Purpose Studio	A space/room used as a studio/creative workshop that is equipped for multi-purpose use for the teaching or practical work associated with Art/Architecture/Town Planning studies.
	324	Ceramic Studio	A singular purpose space equipped/used for the practical work associated with Ceramics studies.
	325	Dance Studio	A singular purpose space equipped/used for the practical work associated with Dance studies.

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	326	Design Studio	A singular purpose space equipped/used for the practical work associated with Design studies.
	327	Drama Studio	A singular purpose space equipped/used for the practical work associated with Drama studies.
	328	Multimedia Studio	A singular purpose space equipped/used for the practical work associated with Multimedia studies (not just audio-visual work) , eg., mixed media studies of text, sound, picture, video, animations, computer graphics, etc.
	330	Photography Studio	A singular purpose space equipped/used for the practical work associated with Photography studies. <i>(Also refer to Dark Room - code 411).</i>
	331	Sculpture/Metal/Woodwork Studio	A singular purpose space equipped/used for the practical work associated with Sculpture/Metal/Woodwork studies.
	333	Glasshouse - PC rated	A glasshouse for performing plant experimental procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. <i>(Also refer to 407/421).</i>
	334	Interview/Consultation Practice Room	A dedicated Interview/Consultation room used for training students as part of their studies.
	335	Moot Court Room	A Moot Court Room for teaching of court rules and process to Law students.
	336	Music Teaching and Practice Room	A room equipped/used for the practical work associated with Music studies. May include sound-proofed rooms.
	338	Operating Theatre	A room used specifically for performing any type of surgery.
	339	Operating Theatre - PC rated	A room/operating theatre for performing surgical procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. See also 338.
	345	Observation/Control Room	A space used as an Observation/Control room.
4		Ancillary	
	400	Ancillary Type Not Defined	To be used, as the last resort, for any "Ancillary" primary type space that doesn't fit the codes below.
	401	Laboratory Service and Preparation	A room which supports a laboratory. Includes preparation rooms, balance rooms, sterile rooms (includes clean room antechambers).
	402	Instrument Room	A room which houses a mix of equipment and is not usually occupied constantly by staff or students. Can also be used for a room housing a major piece of equipment, e.g. electron microscopes, NMR, mass spectrometers, sequencers, robotics, etc. Can be used independently of a laboratory to conduct experiments - but also refer to 302/307.
	403	Workshop	An area or room directly connected with a general workshop that is used for the production or repair of equipment/machinery; painting/welding booths. Include stores area/workstations contained within a workshop.

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	404	Animal Holding	Spaces which provide animal accommodation, not necessarily fully enclosed but are substantial animal handling and holding spaces (may have servicing/feeding/wash rooms), eg, kennels, shearing sheds, slaughter houses. <i>Refer to 420 for Animal Holding Controlled Space. Note also 814 - Non-Usable space.</i>
	405	Controlled Temperature Room	A room constructed to maintain special conditions of lighting/temperature/humidity not normally provided by air conditioning eg Freezer, cold, warm room. Can include meat drying room etc.
	406	Display Area/Museum/ Research Collection	A room or area that is used for housing collections of specimens (for examination), research collection of specimens, and any other display of work, materials or equipment relevant to a particular field of study.
	407	Glasshouse/Greenhouse	A (glass) building or space specifically used for growing plants, under ambient conditions only.
	408	Mail Room/Goods Receipt/Despatch	A fully enclosed room used exclusively for the receipt and despatch of mail or goods.
	409	Mortuary	A space dedicated to the storage of human body parts and activities associated with Medecine studies.
	410	Operating Theatre Support Room	A space used to support an operating theatre (eg recovery space, scrub space, X-Ray space etc).
	411	Dark Room	A dark room or dedicated dark area used in conjunction with scientific laboartories for viewing materials under UV lighting and/or processing x-ray films, etc. (<i>Refer to 330 for a dark room used in the teaching of photography</i>).
	412	Lecture Theatre/Seminar Support Room	A room that is next to a lecture theatre/seminar room which supports teaching or seminar presentations such as audio-visual equipment or preparation area.
	413	Art Works Storage	A room used to store Art Works or Museum specimens. Usually, <u>but not always</u> , secure and climate controlled.
	414	Bulk Storage/Warehouse	A large room used for bulk storage or warehousing. <i>Use 807 for Non-Usable garage parking for vehicles or equipment.</i>
	415	Archives	A room used for <u>long term</u> storage of files and/or records.
	416	Locker Area/Room	A room or space (eg within a usable floor area, such as office etc), used for staff or student lockers.
	417	Studio Support Room	A room which supports activities in a studio/teaching workshop (eg. Kilns, preparation room, cleaning space).
	418	Dangerous Goods Storage	A room or space of special construction used to hold exclusively quantities of Flammable/Hazardous/Liquids under safe conditions.
	419	Store Room/Storage Space	A room or local storage space used for general type storing such as files/office supplies/ equipment.

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	420	Animal Holding - Controlled	Spaces which provide animal accommodation, which are roofed, fully enclosed and include servicing rooms e.g. feed rooms, cages and wash rooms. May have temperature or other control conditions. <i>See also 404 - Animal holding.</i>
	421	Glasshouse/Greenhouse - Controlled	A (glass) building used for growing plants under controlled experimental conditions (lighting, temperature and/or humidity).
5		Library and Informal Learning	
	500	Library and Informal Learning Type Not Defined	To be used, as the last resort, for any "Library and Informal Learning" primary space type that doesn't fit the codes below.
	501	Reading Room	An room or area, with seating and desk furniture, specifically used as a quiet space for reading (or study) by students or staff, usually within a Library area. <i>Small study rooms are separate - refer to 502. Use 509 for Departmental/Reference Library.</i>
	502	Small Group Study Room	A separate room set up with furniture, computers or other technology (eg LED screens, whiteboards) to accommodate a small number of persons for collaborative study purposes. Can be used for individual study, but priority for group work.
	503	Audio-Visual/Media Room	A space or room usually within a Library equipped with audio-visual and other media equipment for use by students or staff for microfilm reading, etc.
	504	Open Stack	An area housing book stacks, periodicals, newspapers etc. available for general access.
	505	Closed Stack/Reserve Collections	An area housing book stacks, periodicals, newspapers or Reserve Collections which can only be accessed within the library or with restricted access by Library staff only.
	506	Compactus Stack	An area housing book stacks, periodicals, newspapers etc. by way of compactus shelving.
	508	Library Services	An area accommodating library staff providing services to users such as Reader Services, Reference Services, Cataloguing, Acquisitions, etc.
	509	Departmental/Reference Library	A room or space operating as a Departmental library or a room holding specialist reference books. <i>Also refer to 501.</i>
	514	Microfilms/Plans/Maps Collection	An area housing Microfilms/Plans/Maps Collections.
	515	Incidental Learning	An area or space providing furniture (booths, chairs, tables, benches) along a wall, in a nook or as an activated corridor (often retrofitted space), which students/others use for individual study/collaborative study, or as a waiting area. Activated corridors have at least active power/wifi enabled and anchored furniture. Note: Seating near entries to buildings or lifts are not primarily purposed learning spaces but casual seating.

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	517	Informal Learning	A specifically purposed, mostly open-plan area, with varied styles and arrangements of furniture (eg movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (eg LED screens, white boards) and access to common use computers, printers, lockers, vending machines, microwaves may also be present. <i>Note: Informal Learning must have primary circulation space assigned (required for egress). Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces. Refer also to 515. See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces. See 808 for External Informal Learning.</i>
6		General Facility	
	600	General Facility Type Not Defined	A room which provides a facility generally available for use by all elements of the Institution. To be used, as the last resort, for any "General Facility" primary space type that doesn't fit the codes below.
	601	Meeting/Board/Conference Room	A room specifically for holding meetings, consultations, etc including video and teleconferencing activities.
	602	Meeting/Board/Conference Service Room	A room which provides service facilities to meeting and conference room spaces.
	603	Resource Room	A room or area used for providing resources such as multi-function devices (printers/fax/photocopying), paper shredding/recycling, stationery supplies, etc.
	604	General Common Room	A room with furniture available for use by staff and/or students primarily as social/dining space. May include eg fridges/microwaves and kitchenette (hot/cold water services)/vending machines.
	605	Staff Common Room	A room with furniture available for use by staff primarily as social/dining space. May include eg fridges /microwaves/kitchenette (hot/cold water services)/vending machines.
	606	Student Common Room	A room with furniture available for use by students primarily as social/dining space. May include eg fridges/microwaves/kitchenette (hot/cold water services)/vending machines.
	607	Dining Area	A room or area set aside to provide eating facilities (Refectory/Canteen) for staff and students (but not for residential accommodation). <i>Refer to 611 for café.</i>
	608	Kitchen/Servery/Food Storage	An area for the storage, preparation and serving of meals associated with a dining room or function space.
	609	Recreation Room/Lounge/Bar	An area set aside for recreational/social activities such as games rooms, social area (but not sporting facilities). Include a bar, if co-located in these areas.
	610	Indoor Sporting Facilities including Swimming Pool	An area used for sporting purposes which is fully enclosed and which is <u>not used primarily</u> for teaching or research.
	611	Retail Facility	Room or area specifically used by vendors providing goods/services to the university community, eg café, bookshop, hairdressers, chemist, bank, post office etc.

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	612	Theatre	An area used for dramatic, music or film presentation, <u>not</u> associated with the teaching function.
	613	Assembly Hall/Auditorium	A typically large area or room used for assembly (eg graduations, examinations), <u>but not generally</u> used for teaching.
	614	Theatre Support Room	A room used to support music and theatrical services eg Dressing rooms, theatrical gymnasium, Music practice rooms in conjunction with a theatre.
	615	Medical Centre	An area used for medical and counselling services for staff or students.
	616	Under Refurbishment	A space or room that is being refurbished and is intended for future use, but is currently non-usable and not occupied. (<i>Note: vacant space is unallocated space with its room type retained, but which is usually assigned to a general space pool under a Central or mock Org unit.</i>)
	617	Child Care Facility	An area used a Child Care Centre for infants, pre-school children or after school care. Include outdoor undercover area or playground attached to a Child Care Facility.
	618	Art Gallery/Exhibition Space/Museum	An area set aside for the exhibition of Art works or other exhibits for viewing by the Public eg Art Gallery.
	619	Religious/Prayer Facility	A room or area set aside for religious meetings or worship.
	620	Media Services Room	A room equipped with media equipment providing central multi-media support services and maintenance eg., photography, editing rooms, sound and recording/TV studio and production rooms used in conjunction with Institution's marketing, media/promotional activities, but not for teaching. <i>Note: If room mainly accommodates staff providing multi-media services, eg graphic artist, use code 104.</i>
	621	Sick Bay /First Aid	A room set aside for temporary use and/or treatment of unwell/injured staff or students. Not located within a Medical Facility.
	622	Training Room	A room set up and used to provide staff training.
	623	Waiting Area	An area with seating provided for the purpose of waiting adjacent and associated with an office, reception or service desk area. <i>For a foyer area outside a large (>250 seat) lecture theatre, this is considered as a (usable) waiting area (not circulation).</i>
	624	Laundry	A room set up with laundry equipment - washing machines and dryers. (<i>Refer to 709 for laundry in residential accommodation.</i>)
	625	Parenting Room	A room set up (possibly with microwaves, fixed change table, couches) for use by parents with young children.
	626	Multi-Function Space	A room or area whose set up can be changed readily (eg walls move to open up space, furniture removed) and used for multiple activities eg small/large group meetings, seminars, functions, exhibitions/displays, forums, adaptable social spaces. May include casual seating in part of a foyer/atrium area.
	627	Under Construction	A space or room(s) under construction. These areas are intended for future use, but are non-usable and not

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	628	Central Computing	A room housing the institution's main frame computer/central computing system/data centre used for either academic or administrative purposes. Use for Central ITS.
	629	Local Computing/Server Room	A room housing one or more computers/server racks/data centres used for departmental computing requirements. May be networked with the Institution's Central computer system/facilities.
7		Residential Accommodation	
	700	Residential Accommodation Type Not Defined	To be used, as the last resort, for any "Residential Accommodation" primary space type that doesn't fit the codes below.
	701	Staff/Visitor - House	House accommodation (on a short term/long term basis) for a staff member or visitor.
	702	Staff/Visitor - Unit/Apartment	Self contained accommodation (on a short term/long term basis) for a staff member or visitor.
	703	Student - Accessible Accommodation	A bedroom or self contained unit that provides Accessible student accommodation.
	705	Student - Bed/Study	A room occupied as a bedroom/study as part of student residences.
	706	Student - Lounge/Common Area	A lounge or recreation area provided as part of student residences.
	707	Student - Kitchen/Dining	A room or area provided for preparation of eating of meals as part of student residences.
	708	Student - Ablutions	A room containing shower, bath, toilet facilities as part of student residences.
	709	Student - Laundry	A room containing laundry equipment provided as part of student residences.
	710	Student - Library/Study Area	A room or area provided for personal study as part of student residences.
8		Non Usable	
	800	Non Usable Type Not Defined	To be used, as the last resort, for any "Non-Usable" primary space type that doesn't fit the codes below.
	801	Bicycle Storage	An enclosure, room or small building for the storage of bicycles.
	802	Car Park – > 50% of a Building	A car parking area constructed as part of a building and which comprises <u>greater than</u> 50% of that building's GFA. Treat this space as Usable when reporting to TEFMA .
	803	Car Park – Multi-storey/Freestanding	A fully enclosed, free standing car parking facility used by staff or students. Treat this space as Usable when reporting to TEFMA.
	804	Car Park – < 50% of a Building	A car parking area constructed as part of a building but which comprises <u>less than</u> 50% of that building's GFA. Treat this space as Non-Usable when reporting to TEFMA.
	805	Circulation Space	A foyer, lobby, corridor, stairs or walkway, through walk between buildings, and other such areas for the movement of people or goods within a building. (Refer to 623 for Waiting areas part of an office).

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	806	Cleaners Room	A room used by cleaners for storing cleaning equipment. Include cleaner's common rooms.
	807	Garage/Loading Bay	An area within a building used for parking or loading vehicles.
	808	Informal Learning - External	An outdoor, covered area with <u>specifically purposed</u> seating/tables/networking for use by students for informal learning. <i>(Not a general use outdoor, social seating area). Has nil UFA m², as it will skew building UFA/GFA, however monitoring of growth of this type of space can be done using this code. However, if the area is <u>bookable</u> and <u>predominantly</u> used and <u>purposed</u> as Teaching space, then it is usable space, consider coding it as 200. (As allowed for covered, outdoor areas for a Child Care Centre).</i>
	809	Lift Motor Room	A room containing the mechanical equipment servicing lifts. <i>See also 838 for Lift .</i>
	810	Plant Room - Mechanical	A room housing machinery for the provision of building services eg air conditioning.
	811	Plant Room - Other	Any other type of plant room - not defined.
	812	Comms Network System/Telephone PABX	A room containing Comms Network System/Telephone PABX system.
	813	Sub-Station	A room containing high voltage transformers and electrical switchgear.
	814	Unusable Space	A space or room internal or external that is restricted by size, height, other physical or structural elements and cannot be converted <u>readily</u> to a usable space. May include external structures classified as NCC Class 10a (carport, minor shed, some farm shelters) and some internal spaces. <i>Also see 404 for Animal Holding.</i>
	815	Switch Room	A room containing the main electrical switchboard.
	816	Kitchenette/Tea Room	A small area or room which has tea/other refreshment making facilities, <u>but is not</u> furnished with tables and chairs like a Common Room. <i>Refer to 817 for an Outdoor Tea Room.</i>
	817	Tea Room - External	An outdoor, covered area (associated with a particular building) and set up with furniture that has been provided for staff/students for drinking/eating and socialising.
	818	Toilet/Amenities - Unisex Accessible	<u>Accessible</u> Unisex toilet - may include amenities such as a shower/lockers.
	819	Shower/Change Facility	A room provided for staff and students for shower/change/end of journey facilities. <i>Refer to 801 for Bicycle storage.</i>
	820	Toilet/Amenities - Female	Female toilet - may include amenities such as a shower/lockers.
	821	Toilet/Amenities - Male	Male toilet - may include amenities such as a shower/lockers.
	822	Toilet/Amenities - Unisex	Unisex toilet - may include amenities such as a shower/lockers.
	823	Toilet/Amenities - Female Accessible	<u>Accessible</u> female toilet - may include amenities such as a shower/lockers.

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	824	Toilet/Amenities - Male Accessible	<u>Accessible</u> male toilet - may include amenities such as a shower/lockers.
	835	Toilet/Amenities - Other	Other toilets and amenities eg may include ambulant toilet, baby change facility.
	838	Lift	Area occupied by a lift (<i>Note: as distinct from circulation space (805) and lift motor room (809).</i>)
	839	Veranda/Balcony	An external balcony, deck, terrace or verandah (recessed, cantilevered or supported by brackets/piers or columns). May be used as a social/casual space with seating etc for staff /students.
	840	Service Riser	An area containing piping, plumbing/wiring for the provision of building services- gas, water, electricity, alarms, networking systems, etc.
	841	Waste Management	Recycling rooms, garbage rooms and spaces etc.
9		Non-Reportable	
	900	Specific Type Not Defined	To be used, as the last resort, for any "Non-Reportable" primary space type that doesn't fit the codes below.
	901	Investment - Office	Office owned by the Institution for investment purposes.
	902	Investment - House	House owned by the Institution for investment purposes.
	903	Investment - Unit/Flat	Unit/Flat owned by the Institution for investment purposes.
	905	Mothballed Space	An area that is set aside with no intended future use for University purposes. Can include farmland, properties, etc. not maintained or used on a daily basis by the Institution.

Go8 Data Dictionary 2.0 Room Function Codes

In 2016, the Go8 Room Function codes and definitions were revised and implemented across the Go8 in order to create a better fit of space use to current core activities within the Institutions. The Room Function codes in the Go8 Data Dictionary have been compiled by the Go8 University Space Managers, and it is important that the codes (and their definitions) are adhered to when assigning space function, so that there is consistent reporting and benchmarking of Go8 Universities' space.

The Go8 Room Function codes readily aligned with TEFMA Room Functions. The **Primary Room Function and subordinate Room Function** codes listed in this document are a useful space assignment when reporting on space to Go8 Universities, TEFMA and other benchmarking requirements.

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*Elizabeth Kuczek - Go8 Space Project Manager
March 2016*

Go8 Room Function Codes and Definitions – March 2016

1	Research	
11	RESEARCH	A room used <u>only for research purposes</u> (and/or <u>research training</u>) that is dedicated to a Research Grantee, Faculty, Institute, etc. May include laboratory, specialist room or studio, ancillary room, seminar room, high end research computing facilities or server rooms, academic staff office, postgraduate and research staff office. (These rooms are not generally available for booking via the central timetabling system). Typically, Units that have been funded by a Research Grant should use this code for all their space.
12	RESEARCH ADMINISTRATION	A room used for administrative activities related to the single function of research. Accommodates management and support of research activities within an Academic Organisational Unit (ie in a Faculty, School, Discipline or Institute) and includes administrative staff offices/areas, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCR (Deputy Vice Chancellor Research), Research ethics, Research grants office, or similar relevant Units.
2	Teaching	
21	TEACHING	A room used <u>only for teaching purposes</u> (and/or undergraduate training) that may be dedicated to a Faculty, Discipline and/or available for any class through the central timetabling system. May include <u>teaching only</u> staff office, lecture theatre, seminar room, specialist teaching room, laboratory, computer laboratory, studio, etc. The teaching activity in these spaces can be for credit toward a degree or certificate or on a non-credit basis, or a higher degree by course work (but <u>not a higher degree</u> ie Honours, Masters, PhD <u>by research</u>).
22	TEACHING ADMINISTRATION	A room used for administrative activities related to the single function of teaching. Accommodates management and support of teaching activities within an Academic Organisational Unit (ie in a Faculty, School or Discipline) and includes administrative staff offices funded by an academic unit, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCA (Deputy Vice Chancellor Academic/Education) or equivalent relevant Unit. For Timetabling Administration use Function 61.
3	Teaching & Research	
31	TEACHING & RESEARCH	Use only for a room used for <u>both teaching and research</u> purposes allocated to a Research Grantee, Faculty, Discipline, Institute, etc, where it is not possible to distinguish sufficiently between Teaching or Research. May include specialist teaching room, laboratory or studio, ancillary room, academic staff office, seminar room. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use).
32	TEACHING & RESEARCH ADMINISTRATION	A room used for the administrative and support activities for both teaching and research purposes and accommodates administrative staff offices, support rooms such as resource room, meeting room, store room, reception, common room, local area network room.
4	Learning & Teaching	

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41	LEARNING & TEACHING	Use for a room used for <u>both learning and teaching</u> purposes, where it is not possible to distinguish between formal (bookable) instruction and informal (non-bookable) learning activities undertaken in the room. May include (general access) computer room and collaborative space. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use). The Administrative function supporting the Teaching activities within these spaces would be assigned against Function 22 or 61.
42	LEARNING & STUDY	A room that provides an open access, student learning environment in various modes - group study, collaboration, assignment, computer work, individual study/carrels, quiet/reading rooms. May include informal learning spaces, learning commons and other similar spaces, both within or separate to a library facility.
43	LIBRARY FACILITIES	A room or space that is centrally provided as academic support as a library service and accommodates library support staff, reference material, stacks, media room, and other academic materials (such as electronic catalogues). Include Departmental/Faculty libraries.
5	Student & Staff Services/Community	
51	STUDENT and STAFF CLUBS/SPORT/ASSOCIATIONS	Room used for activities of the student union/ Guild office, staff club, staff and/or student associations, sporting/gym and recreational facilities.
52	PROFESSIONAL SERVICES	Room that supports student (and staff) services such as accommodation, careers, employment, counselling, medical etc. funded by the University. Include also child care facility.
53	FOOD SERVICES	Room used for refectory, dining and food services such as main University refectory, cafes, and their kitchens & related store rooms etc, and other dining facilities. Exclude Residential dining facilities.
54	GENERAL RETAIL SERVICES	Room used for the sale of goods/services to the University community by a business or commercial group such as hairdresser, newsagencies, bookshop, pharmacies, banks, printery, etc. For all food services use Function 53.
55	COMMUNITY ENGAGEMENT	Room used for the provision of facilities that are open to the Public and whose <u>main</u> function is <u>not</u> Administration, Teaching or Research. May include museum, art gallery, theatre, etc. All sporting facilities are assigned Function 51 even though they may also be used by the general public.
6	Administration	
61	CENTRAL ADMINISTRATION	Room used for administrative activities which relate to the institution as a whole, the functioning of the institution as a corporate entity and are centrally funded eg., HR, Finance, Marketing, etc. Include offices of the VC, Executive, Student Administration Unit (ie admissions, registrar, graduations, examinations), related resource room, meeting room, store room, reception, common room/kitchen, local area server room. Also include rooms that are located in academic organisational units, but staff who occupy/or work undertaken in this space is for the Institution's Central Administration. This code should <u>not</u> be used for any administrative activities at the school level etc. Use Function 12 for Research Only Administration and 22 for Teaching Only Administration.
62	IT and INFRASTRUCTURE	Room used for the administration, supervision, operation, maintenance, preservation and protection of the University's physical plant. Includes Facility planning and management, workshops and offices, central receiving and mail rooms, campus security, cleaning and waste disposal services, utility services and central stores, buildings and grounds maintenance. Also rooms used for centrally provided computing facility, technical IT and AV support staff offices, media facilities, repair space and local server rooms.

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63	UN-OCCUPIED	VACANT / REFURBISHMENT / RENOVATION/ UNDER CONSTRUCTION. A room or space in transition and which is or cannot be occupied. It is either not being used (inactive/vacant), under alteration or under construction. Used for a room that has not been assigned a particular function, is capable of being used and will be re-coded when fit for purpose.
7	Other	
71	NON-UNIVERSITY	Non reportable to TEFMA. Room occupied by a non-University business or organization who is an independent organisation, external to the University. For general services (leased) space, use Function 52, 53 or 54.
72	RESIDENTIAL	Non reportable to TEFMA. Room used for student or staff residential accommodation.
73	NON-ASSIGNABLE	Rooms controlled by the institution but which are non-usable or non-habitable spaces that support the infrastructure of the Institution. These include the non-usable Room Types such as plant rooms, mechanical/electrical ducts, toilets, uninhabitable spaces, cleaners rooms and storage, circulation, hallways, corridors, lobbies, stairways, and building structure (walls, columns, inaccessible space) areas. <i>These spaces are reported as part of GFA.</i>
74	INVESTMENT	Non reportable to TEFMA. Any room that is owned by the Institution but is wholly used for investment purposes.