

F&A Space Survey

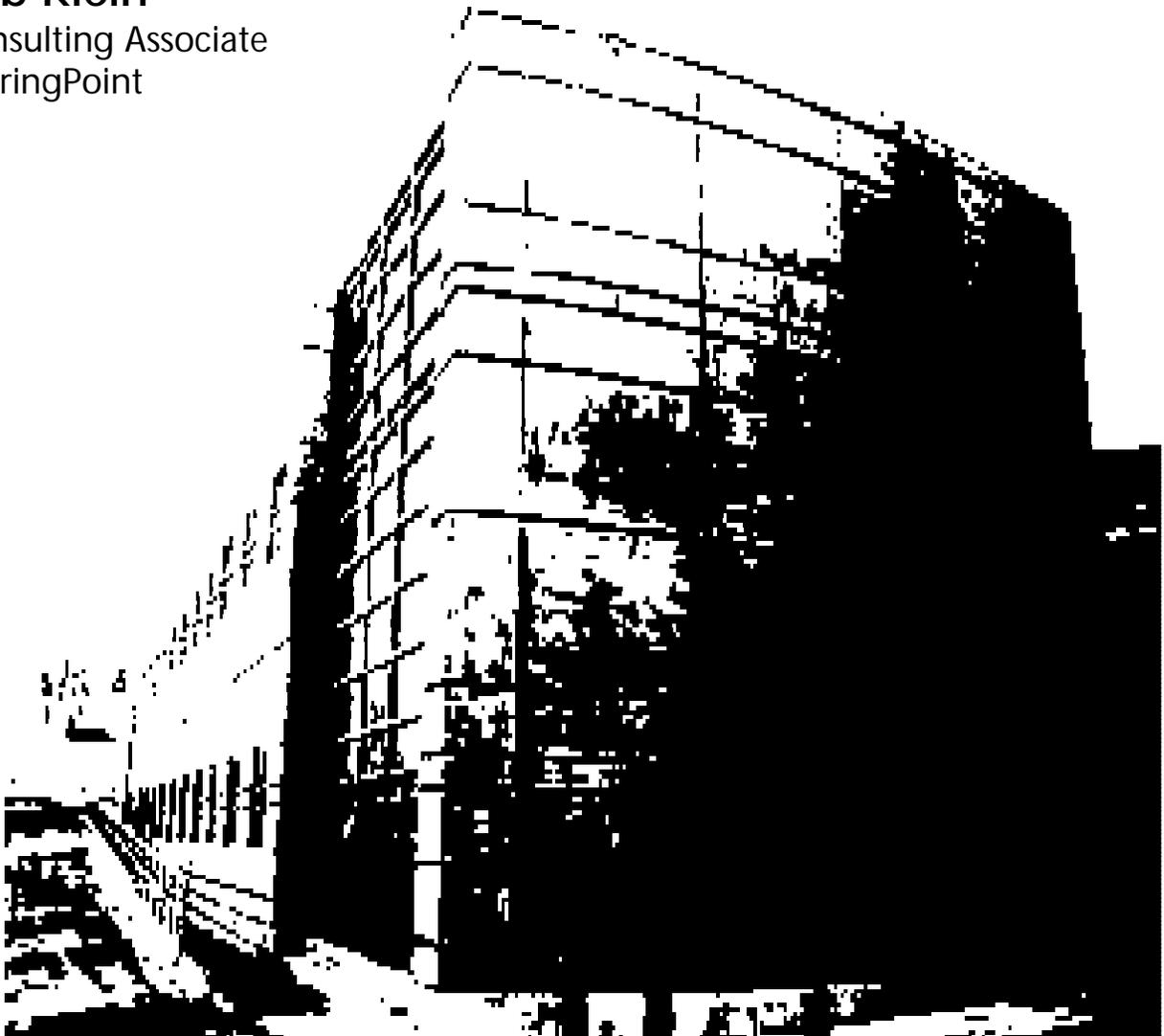
April 2009

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F&A Space Survey Training

April 2009

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To: **Departmental Space Administrator**

Re: F&A Space Usage Survey FY09

This year's Facilities and Administrative space usage survey will be a streamlined process. You will see some changes. The focus will be on Labs and Lab service rooms. This will reduce the amount of coding per room that you will need to do.

This is the base year for developing the University's Facilities & Administrative Cost Rate with the federal government. The survey results you submit will be incorporated into our F&A rate proposal. The more accurate your survey is, the more support we will have behind our calculated rate and the better the rate we can negotiate with DHHS. The better our F&A rate, the greater the support you receive. You can expect a high level of review on this survey, and could possibly be selected in the federal audit review process. The federal auditors typically select six to eight departments to perform a space walk-through. Be sure that you document the calculations of room usage and keep that supporting paperwork available for audit.

For each room, the **Functional Percentage must sum to 100%**. Each function, or activity, category on the F&A Space Usage Survey is summarized on the attached Definition Sheet. The functional percentages should reflect use for the entire fiscal year.

Please review the Definition Sheet before completing the space survey. A change you will see this year is that Instruction and Departmental Research were combined into one category, as these are viewed as a single function from the federal viewpoint.

Please Note:

- 1. Account numbers (both sponsored and/or non-sponsored) are required for all room space identified as Labs or Lab Services provided and**
- 2. Occupants in the Labs or Lab Service rooms are to be listed.**

WSU has hired a consulting firm, Bearing Point, to perform quality assurance on the survey results. Mr. Robert Klein, in their Higher Education Consulting Practice, will be presenting F&A space survey training. The survey results will be compiled and reviewed at the university level, and then we will work with Bearing Point to successfully complete the F&A rate process. Karen Breese will be providing support and guidance, and if helpful, will meet with Departmental Space Administrators as needed. After the space usage survey for the department is completed, please return by emailing kbreese@wsu.edu.

We hope this gives you a clear idea of the process and importance of the space survey, and please do not hesitate to call if you have any questions.

Sincerely,

Karen Breese
F&A Rate Specialist
Business Services/Controller's Office

Terry Ely
Associate Controller
Business Services/Controller's Office

F&A SPACE USAGE SURVEY DEFINITION SHEET

Percentage use for each room should be entered according to the most reasonable whole number (e.g. Instruction 62%, Organized Research 38%), totaling to 100%.

The functional percentages should reflect use for the entire fiscal year July 1, 2008-June 30, 2009, representing FY09.

The definitions below are specific to federal regulations and need to be followed closely in order to be in compliance.

F u n c t i o n a l U s e s o f S p a c e		
Name	Code	Definitions
INST INSTRUCTION/ Departmental Research (DR)	INST	<p>INSTRUCTIONAL space is that used for teaching and sponsored training activities (other than training regarding research techniques) including course preparation, classroom instruction, study areas for students, academic advising of students by faculty, and any other activities that involve credit or non-credit.</p> <p>Departmental Research space is used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding. An example of such programs is seed or start up funds for a new faculty member.</p>
Organized Research	OR	<p>OR space is that used for separately budgeted and accounted for research. This includes activities involving the training of individuals in research techniques (commonly called <i>research training</i>) where such activities utilize the same facilities as other research activities.</p> <ul style="list-style-type: none"> • University Research. Space used for separately budgeted and accounted for research supported by internal application of university funds (endowments, gifts, general funds and/or state appropriations). • Sponsored Research. Space used to conduct research that is separately budgeted and accounted for and is supported by external source (e.g. federal government, state or local government, corporate, other private). <p>Space indicated as Organized Research <u>must be</u> supported by identifying all funding by account number.</p>
Departmental Administration	DA	<p>DA space is that used by department heads, deans, faculty or clerical staff for administrative purposes. This includes common use space that is utilized by the entire department that may include copy rooms, conference rooms, break rooms, and file rooms.</p>
Joint Use	JT	<p>JT space includes space used for faculty offices, conference rooms and other multi-purpose rooms, such as copy rooms, employee lounges, and departmental libraries.</p>
Other Sponsored Activity	OSA	<p>OSA space is that used for activity that is neither research nor instructional, however funded by external source (grant, contract, or cooperative agreement). Examples of such programs and projects are health service projects, drug studies (human subjects) and community service programs.</p>
Operations & Maintenance	O&M	<p>O&M space and offices are those associated with the maintenance, preservation, administration, supervision, operation and protection of the University's physical facilities/plant.</p>
Service Center	SVC	<p>SVC space includes all space related to units or activities that perform specific technical or administrative services primarily for internal operations and which charge users for these services. The services provided represent the major purpose of the generating department. Examples of service centers are Electrical/Engineering shops and Scientific lab analysis.</p>
Other Institutional Activities	OIA	<p>If space cannot be classified into any other categories, this category should be used. An Example is Athletic facilities. Consider the previous functions prior to selecting this category.</p>
VACANT	VAC	<p>Space that is not being used now and <u>has been vacant for the entire fiscal year.</u></p>

This summary is a compilation of material from OMB Circular A-21 definitions, with some courtesy of Maximus Higher Education Practice and some courtesy of Bearing Point, Higher Education Practice. **OMB Circular A-21 Cost Principles for Educational Institutions** is located in Title 2 of the CFR governing grants and agreements, shown as 2 CFR 220, which can be accessed from website: <http://ecfr.gpoaccess.gov/>

Instructions for Functional Coding of Space

General Instructions

- The F&A Space Functional Use Definitions (see Handout 3) should be reviewed and clearly understood before the F&A space study is started. Questions about the definitions and other aspects of the study should be directed to Karen Breese, kbreese@wsu.edu, 509-335-2056.
- The functional coding of rooms should be determined by department staff who are knowledgeable about the occupants and activities performed in each room.
- Functional coding should be determined on a room-by-room basis.
- Functional coding must identify a room's usage in specific percentage terms that reflect all activities performed in the room. A "predominant use" methodology is **not** acceptable. Arbitrary percentages are also not acceptable and will be challenged by Federal negotiators.
- The space study should reflect how each room was used during the entire fiscal year 2009 (July 1, 2008 – June 30, 2009). The study is not a snapshot of how the space was used at the end of the year. The space usage survey is a representation of how the space was used during the year, by the federal regulations defined in OMB Circular A-21 for each function: Instruction, Organized Research, Other Sponsored Activity, etc. Handout 3 is a summary of the A-21 definitions courtesy of BearingPoint; the online reference for the federal definitions is <http://www.whitehouse.gov/omb/circulars/>.
- The functional coding of a room should take into account all occupants of the room. The coding should be based on the activities the occupants perform in the room **and** the expense accounts that pay for those activities.
 - For example, if technicians or students in a research lab are working on Organized Research projects **and** their compensation for all of their work in the lab is paid by those projects (or is reported as cost sharing on the projects in their effort reports), then the space they use in the lab should be coded as Organized Research.
 - On the other hand, if an individual's salary for work in the lab is wholly or partially paid from general institutional funds (and is not reported as cost sharing on an Organized Research project), the space used for the work paid

General Instructions continued.

- with institutional funds should be coded as Instruction. Research lab space used by unpaid students should also be coded as Instruction/Dept. Research.
- This concept is commonly referred to as “matching space and base” and is critical to determining the proper functional use of space.
 - Space used for activities reported in the effort reports as cost sharing on Organized Research projects should be coded as Organized Research. Space used for activities of faculty and senior researchers as voluntary uncommitted cost sharing on Organized Research projects should also be coded as Organized Research (regardless of how the cost sharing is reported in their effort reports).
 - Functional coding of a room should take into account the **extent** of use by each occupant. For example, a student working in a lab 15 hours a week for four months should be counted much less than a technician who works in the lab 40 hours a week the entire year.
 - **Departmental staff should maintain notes on how they determined the functional percentages of each room and be prepared to defend them in the Federal review of the F&A rate proposal.**

Required Documentation

- The space study documentation must identify the occupants of all research laboratories coded with any percentage as Organized Research or Other Sponsored Activities. Occupants include all individuals, **paid and unpaid**, who used the room on a regular basis during the fiscal year – faculty, staff, graduate students, undergraduate students, post-doctoral fellows, visiting scientists, etc.
- For rooms coded with any percentage as Organized Research or Other Sponsored Activities, the documentation must also identify the accounts (sponsored and non-sponsored) that paid the salaries of the occupants of the room.
- Occupants and accounts are not required for research laboratory service rooms, animal care facilities, recharge/service centers, or rooms coded as “Joint Use” (e.g., faculty offices, conference rooms, copy rooms, etc.). In the Excel survey, there will be a separate sheet tab identifying the rooms that are pre-coded “Joint Use.” Joint Use rooms only require review and confirmation of agreement as shared space. If not using the space as shared joint space, please mark “Not JT” in the column provided, and explain.

Handling of Specific Types of Rooms and Situations

Research Laboratories

- The principal activity performed in research labs is usually Organized Research. However, as discussed earlier, if some of the occupants in a research lab are paid from general institutional accounts (and are not reported as cost sharing on Organized Research projects), or are unpaid, the space used for that work should be coded as Instruction/Dept. Research.
- The handling of students in research labs is particularly important:
 - Space used by students should be coded Organized Research if they are: (a) paid by research grants/contracts, (b) supported by research training grants/fellowships, or (c) reported as cost sharing on research grants or contracts.
 - Space used by unpaid students and students paid from general institutional funds (and not reported as cost sharing on research grants or contracts) should be coded Instruction/Dept. Research.
 - Space used by Graduate Students who are drafting their thesis in the lab is Instruction/Dept. Research.
- Space used by visiting scientists not paid by the University should be coded Instruction/Dept. Research.
- Federal negotiators pay particular attention to rooms coded 100% Organized Research. A “yes” response to any of the following usually indicates that a room should not be coded 100% Organized Research:
 - ❖ Is the room used by any unpaid students or students paid from general institutional funds? This includes undergraduate students taking lab introduction for course credit.
 - ❖ Is the room used by visiting scientists not paid by the University or any other occupants not paid from Organized Research funds for their work in the lab?
 - ❖ Are start-up funds or any other kinds of departmental support money funding the activities taking place in the room?
 - ❖ Is there any non-organized research activities performed in the room (e.g., lab tests performed for a hospital or clinic)?

Research Laboratory Service Rooms

- Research lab service rooms (e.g., cold rooms, dark rooms, equipment rooms) should be coded the same as the average functional use of the labs they supported during FY 2009. The labs used to calculate the average should be documented.

Offices

- Office space should be coded “Joint Use.”

Conference Rooms and Similar Multi-purpose Rooms

- Conference rooms and similar multi-purpose rooms in academic departments, such as copy rooms, employee lounges and departmental libraries, should be coded “Joint Use.”

Classrooms, Class Labs and Related Service rooms

- Classrooms, class labs, and related service rooms should normally be coded as Instruction. Coding any space in these types of rooms as Organized Research would need to be clearly documented.

Animal Care Facility

- The handling of the space in the animal care facility must be in compliance with the HHS policy on this subject issued November 15, 1999. Under this policy, procedure rooms, operating rooms and certain other types of rooms within the animal facility should be coded as Organized Research to the extent they are used for animals involved in research protocols. Animal rooms should be coded as Organized Research if they house animals involved in research and if the animals are generally not removed from the animal facility for conducting the research.
- If the animal facility provides services to Organized Research projects and other functions (e.g., Instruction), the space of the animal rooms, procedure rooms, etc. should be allocated to the benefiting user functions based on billings (similar to the allocation of recharge/service center space described below).
- Space used for the service functions of the animal facility, such as cage washing, feed storage and administrative offices, should be coded as Other Institutional Activities.

Service Center/Recharge Centers

- Space used by service centers (other than the Animal Care Facility and Specialized Service Facilities) should be allocated as Service Center “SVC”.

Specialized Service Facilities

- Space used by Specialized Service Facilities should be coded as Other Institutional Activities. Unlike recharge/service centers, Specialized Service Facilities space cannot be redistributed to user functions based on billings.

Vacant Space

- Space should be considered vacant only if it is vacant or under renovation for the full 12 months of FY 2009. If it was occupied for part of FY 2009, it should be coded to functions according to how it was used when occupied.

These general instructions are courtesy of Bearing Point, Higher Education Practice, and summarize material from the *OMB Circular A-21 Cost Principles for Educational Institutions*.

F&A Space Functional Use Definitions

DA - Departmental Administration

GA - General Administration

Inst/DR - Instruction/Departmental Research

JT - Joint Use

LIB - Libraries

O&M - Operations and Maintenance

OIA - Other Institutional Activities

OR - Organized Research

OSA - Other Sponsored Activities

SPA - Sponsored Programs Administration

SSA - Student Services Administration

SVC - Service Center

UN - Unassigned space such as stairs, hallways

VAC - Space vacant the entire fiscal year: July 2008 thru June 2009

INSTRUCTION (Inst/DR) includes all teaching and training activities (**except research training**).

1. **Teaching and Training:** All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis. Includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc.
2. **Departmental Research:** Research, development and scholarly activities that are not separately budgeted and accounted for on an individual project basis.
3. **Sponsored Instruction or Training:** Instructional or training activities sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements. **However, sponsored training of individuals in research techniques (commonly called [research training](#)) should be classified as Organized Research.**

ORGANIZED RESEARCH (OR) includes all research and development activities of the University that are separately budgeted and accounted for on a specific project basis, and research cost sharing. Organized research activities include:

1. **Sponsored Research Projects:** Research projects sponsored by Federal agencies and non-Federal organizations (e.g. states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.
2. **University Research Projects:** Research projects funded with University funds that are separately budgeted and accounted for on a specific project basis.
3. **Sponsored Research Training:** Training of individuals in research techniques sponsored by Federal agencies and non-Federal organizations through grants, contracts and cooperative agreements. Common examples include Career Development (“K”) awards, institutional training grants (T-32), individual fellowships (F-32), etc.
4. **Research cost sharing:** Cost sharing related to organized research projects.

Organized research projects typically require a proposal or other application to obtain funding, have a defined scope of work associated with the project, anticipate a “deliverable” result, and require that periodic financial and progress reports be submitted to the sponsor.

Whenever a room is coded as organized research, regardless of the percentage assigned, an organized research account number must also be assigned to the room.

OTHER SPONSORED ACTIVITIES (OSA) Other sponsored activities are programs and projects financed by Federal and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples are health service projects, public service projects, clinical trials, and public service conferences.

OTHER INSTITUTIONAL ACTIVITIES (OIA) includes auxiliary enterprises, such as the operations of residence halls, dining halls, student unions, intercollegiate and intramural athletics, bookstores, faculty housing, student apartments, guest houses, theaters, public museums, community relations and development, and other similar auxiliary enterprises.

DEPARTMENTAL ADMINISTRATION (DA) includes the administrative activities performed by academic departments to support the primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, secretarial, personnel, payroll, purchasing, and accounting activities.

SERVICE CENTERS (SVC) includes all space related to organizational units or activities that perform specific technical or administrative services primarily for internal operations and which charge users for these services. The services provided represent the major purpose of the generating department. Examples of service centers would be Scientific Analysis Facilities and Cell Culture Facilities.

JOINT USE (JT) includes space used for faculty offices, conference rooms and other multi-purpose rooms, such as copy rooms, employee lounges, and departmental libraries.

OPERATIONS AND MAINTENANCE (O&M) includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include: janitorial and custodial services; repairs and ordinary or normal alterations to buildings, equipment, and furniture; design services; security; earthquake and disaster preparedness; environmental health and safety; property and equipment insurance; space and capital leasing; facility planning and management; care of grounds; maintenance and operation of buildings and other physical facilities.

STUDENT SERVICES ADMINISTRATION (SSA) includes student-related activities such as counseling and career guidance, student advising, student publications, financial aid, admissions, registrar, student health services, and commencement.

SPONSORED PROJECTS ADMINISTRATION (SPA) is limited to separate organizational units primarily established to administer sponsored projects. This category includes the following offices: Office of Grant & Research Development (OGRD for pre-award) and Sponsored Programs Services (SPS for post-award). Space may not be coded as SPA unless a unique budget number is established for the organizational unit administering sponsored projects.

LIBRARIES (LIB) includes activities that directly support the operation of the central library system. Departmentally funded libraries, which do not report to the central library system and do not have a “check out” system and librarian, should be treated as joint use space.

GENERAL ADMINISTRATION (GA) includes institutional activities that provide administrative support for the daily functioning of the total University, such as executive management, fiscal operations (accounting), general administrative services (such as payroll) and logistical services (such as campus mail and purchasing). The specific organizational units that support sponsored programs pre-award and post-award and administration will be classified as Sponsored Projects Administration.

UNASSIGNED (UN) space includes public common areas such as hallways, stairwells, elevators and rest rooms.

VACANT (VAC) includes only the space that is **vacant for the entire year**. If space is only vacant for part of the fiscal year, assign functions according to how it was used when occupied.

These F&A Space Functional Use Definitions are courtesy of Bearing Point, Higher Education Practice, and summarize material from the *OMB Circular A-21 Cost Principles for Educational Institutions*.

WSU FACILITIES INVENTORY SYSTEM
FACILITY UNIT (Room Type) USE CODES

-----FACILITY UNIT(ROOM Type) USE-----			
CODE	DESCRIPTION	STATION DATA	ASSIGNMENT DATA
100	NON-ASSIGNABLE AREA		
10	CUSTODIAL/BLDG SERVICE	N	N
16	PUBLIC MEN'S RESTROOM	N	N
17	PUBLIC WOMEN'S RESTROOM	N	N
18	PUBLIC UNISEX RESTROOM	N	N
19	PUBLIC RESTROOM SERVICE	N	N
20	CIRCULATION	N	N
30	MECHANICAL	N	N
000	UNCLASSIFIED FACILITIES		
81	INACTIVE/NOT IN USE NOW	N	Y
82	ALTERATN/CONVERSN/REMODEL	N	Y
83	UNFINISHED/NOT CONSTRUCTED	N	Y
100	CLASSROOM FACILITIES		
110	UNIVERSITY CLASSROOM	Y	Y
115	UNIV CLASSROOM SERVICE	N	Y
130	DEPARTMENTAL CLASSROOM	Y	Y
135	DEPARTMENTAL CLSRM SVC	N	Y
200	LABORATORY FACILITIES		
210	CLASS LABORATORY	Y	Y
215	CLASS LABORATORY SERVICE	N	Y
220	OPEN LABORATORY	Y	Y
225	OPEN LABORATORY SERVICE	N	Y
230	COMPUTER LABORATORY	Y	Y
235	COMPUTER LAB SERVICE	N	Y
250	RESEARCH/NONCLASS LAB	N	Y
255	RESEARCH/NONCLASS LAB SVC	N	Y
300	OFFICE FACILITIES		
310	OFFICE-GENERAL=Not in use at WSU; WSU uses specific office codes 311-318.	N	Y
311	ACADEMIC FACULTY OFFICE	N	Y
312	ADMINISTRATIVE OFFICE	N	Y
313	GRADUATE ASST OFFICE	N	Y
314	CLERICAL/RECEPTION OFFICE	N	Y
315	OFFICE SERVICE	N	Y
317	STAFF OFFICE	N	Y
318	NON-ACADEMIC STUDENT OFFICE	N	Y
350	CONFERENCE ROOM	Y	Y
355	CONFERENCE ROOM SERVICE	N	Y
400	LIBRARY/STUDY FACILITIES		
410	STUDY	N	Y
411	LIBRARY STUDY	N	Y
412	NON-LIBRARY STUDY	N	Y
420	STACK/COLLECTIONS	N	Y
430	OPEN-STACK STUDY	N	Y
440	PROCESSING	N	Y
441	USER ASSISTANCE	N	Y
442	TECHNICAL PROCESSING	N	Y
455	LIBRARY/STUDY SERVICE	N	Y
500	SPECIAL USE FACILITIES		
510	ARMORY	Y	Y
515	ARMORY SERVICE	N	Y
520	ATHLETIC/PHYSICAL EDUCATN	N	Y
523	ATHLETIC SPECTATOR SEATNG	Y	Y
525	ATHLETIC/PHYS ED SERVICE	N	Y
530	MEDIA PRODUCTION	N	Y
535	MEDIA PRODUCTION SERVICE	N	Y
540	CLINIC	N	Y
545	CLINIC SERVICE	N	Y
550	DEMONSTRATION	N	Y
555	DEMONSTRATION SERVICE	N	Y
560	FIELD BUILDING	N	Y
565	FIELD BUILDING SERVICE	N	Y
570	ANIMAL QUARTERS	N	Y
575	ANIMAL QUARTERS SERVICE	N	Y
580	GREENHOUSE	N	Y
585	GREENHOUSE SERVICE	N	Y
590	OTHER-SPECIAL USE	N	Y
595	OTHER-SPECIAL USE SERVICE	N	Y

-----FACILITY UNIT(ROOM Type) USE-----			
CODE	DESCRIPTION	STATION DATA	ASSIGNMENT DATA
600	GENERAL USE FACILITIES		
610	ASSEMBLY	Y	Y
615	ASSEMBLY SERVICE	N	Y
620	EXHIBITION	N	Y
625	EXHIBITION SERVICE	N	Y
630	FOOD FACILITY	N	Y
631	KITCHEN	N	Y
632	BAKERY	N	Y
633	DISHWASHING	N	Y
634	SERVERY	N	Y
635	FOOD FACILITY SERVICE	N	Y
636	COLD STORAGE	N	Y
637	FOOD STAPLES STORAGE	N	Y
638	LAUNDRY	N	Y
640	DAY CARE	N	Y
645	DAY CARE SERVICE	N	Y
650	PUBLIC LOUNGE	N	Y
651	NON-PUBLIC LOUNGE	N	Y
655	PUBLIC LOUNGE SERVICE	N	Y
656	NON-PUBLIC LOUNGE SERVICE	N	Y
660	MERCHANDISING	N	Y
665	MERCHANDISING SERVICE	N	Y
670	RECREATION	N	Y
675	RECREATION SERVICE	N	Y
680	MEETING ROOM	Y	Y
685	MEETING ROOM SERVICE	N	Y
700	CENTRAL SUPPORT FACILITIES		
710	CENT COMPUTER OR TELECOM	N	Y
715	CENT COMPUTER/TELECOM SVC	N	Y
720	CENTRAL SHOP	N	Y
725	CENTRAL SHOP SERVICE	N	Y
730	CENTRAL STORAGE	N	Y
735	CENTRAL STORAGE SERVICE	N	Y
740	INSTITUT VEHICLE STORAGE	N	Y
741	PUBLIC VEHICLE GARAGE	N	Y
745	INSTITUT VEHICLE STOR SVC	N	Y
746	PUBLIC VEHICLE GARAGE SVC	N	Y
750	CENTRAL SERVICES	N	Y
755	CENTRAL SERVICES SUPPORT	N	Y
760	HAZARDOUS WASTE	N	Y
765	HAZARDOUS WASTE STORAGE	N	Y
770	HAZARDOUS MATERIALS	N	Y
775	HAZARDOUS MATERIALS SRVC	N	Y
800	HEALTH CARE FACILITIES		
810	PATIENT BEDROOM	N	Y
815	PATIENT BEDROOM SERVICE	N	Y
820	PATIENT BATH	N	Y
830	NURSE STATION	N	Y
835	NURSE STATION SERVICE	N	Y
840	SURGERY	N	Y
845	SURGERY SERVICE	N	Y
850	TREATMENT/EXAMINATION	N	Y
855	TREATMENT/EXAM SERVICE	N	Y
860	DIAGNOSTIC SERVICE LAB	N	Y
865	DIAG SERV LAB SUPPORT SVC	N	Y
870	CENTRAL SUPPLIES	N	Y
880	PUBLIC WAITING	N	Y
890	STAFF ON-CALL FACILITY	N	Y
895	STAFF ON-CALL FACIL. SVC	N	Y
900	RESIDENTIAL FACILITIES		
910	SLEEP/STUDY W/O TOIL/BATH	N	Y
919	TOILET OR BATH	N	Y
920	SLEEP/STUDY W TOILET/BATH	N	Y
930	STORAGE-WORKROOM	N	Y
935	SLEEP/STUDY SERVICE	N	Y
950	APARTMENT	N	Y
951	UNIV-OWNED STUDENT APTS	N	Y
952	RESIDENCE-SINGLE PERSONS	N	Y
955	APARTMENT SERVICE	N	Y
970	HOUSE	N	Y
975	HOUSE SERVICE	N	Y

List from
 Capital Planning & Development's
 Space Management website.

<http://www.cpd.wsu.edu/SpaceManagement/facilityUseCodes/>