**I. INTRODUCTION**

All space at Oregon State University belongs to the University as it is a substantial asset and must be managed effectively to meet the institution’s strategic mission for teaching and research. The OSU Space Inventory is centrally administered; however, each unit directly manages their assigned space to meet its program needs. The process to ensure the space inventory is accurately represented is through an OSU Space Survey. The survey is completed bi-annually and is used in many facilities planning and budgeting activities such as indirect cost recoveries, space allocation and budgeting, and planning for additional facilities. The survey is centrally distributed to each unit so they review the information for accuracy and make the necessary changes or additions based on current fiscal year activities.

The OSU Space Inventory supports two strategic initiatives:

**1. OSU Space Allocation Model**

The OSU Space Allocation Model is designed to help facilitate effective space utilization to meet the University’s teaching and research initiatives. The model was approved by the University Space Committee (USC) October 2007 and includes the following overarching principles: (refer to the USC website for more information *www.oregonstate.edu/osusc.*

* Provide a model that will help to determine University space surpluses or deficits
* Provide a model for Space Reallocation Plans
* Support the University’s strategic mission for capital planning initiatives

**2. Facilities and Administrative (F&A) Cost Studies**

The space inventory is a critical component of the F&A Rate Proposal process and provides a significant amount of returned overhead to help continue OSU’s research programs. The space inventory data significantly impacts the categories listed below:

* Operations and Maintenance costs associated with buildings
* Building and Equipment Depreciations
* Office of Management and Budget (OMB) Circular A21 Reporting

F&A or “indirect” costs are those “that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, instructional activity, or any other institutional activity.” Every three to four years, OSU submits a proposal based on all expenses incurred during a base year and negotiates an F&A Rate Agreement to recover institutional overhead costs from sponsored activities.

OSU uses a variety of resources including personnel (faculty and staff), equipment, and libraries. These resources are housed within OSU’s physical facilities. OSU must make substantial investments in the construction and maintenance of its facilities and recovers some of the associated costs from external funding sources. Research funding is received from a variety of sources with the largest source of funding from the Federal government.

There are two cost categories: **Direct costs** or expenses whichcan be specifically identified with the project and **Indirect cost** items which are expenses associated with general infrastructure support. [OMB Circular A-21](http://www.whitehouse.gov/omb/circulars/a021/a021.html), provides principles for determining the costs applicable to sponsored agreements.

**II. SPACE SURVEY ROLES AND RESPONSIBILITIES**

In order for the Space Survey process to be a success, it involves a collaborative effort between the Central Administration and each Unit. The collaboration must include all levels of the unit to ensure that whoever is responsible for the space survey adjustments represent the current space activities. The following information identifies the roles and responsibilities for the OSU Space Survey process:

**1. Central Administration**

Facilities Services administers the space survey process to each University unit. The goal is to provide an easy update process that can be completed in the most timely and efficient manner.

**2. Primary Unit Space Contact (PUSC)**

The primary unit space contact is the person who is responsible for the additions and/or changes to the space survey. Facilities Services works directly with the primary space contact.

**3. Contracts and Grants Representative**

A representative versed in grants and contracts administration for a unit provides expertise in the areas of grant/contracts accounting and classification. This person should assist the PUSC with identifying the grants that support each room within the unit to accurately account and classify a room use. A Personal Activity Report (PAR Form) can be used to determine the percentage of room use.

**4. Principal Investigator (PI)**

The principal investigator can assist the PUSC (along with the contracts and grants administrator) to ensure that research (non class) laboratories include all appropriate research or non-research funded activities.

**III. GENERAL STEPS TO COMPLETE THE SPACE SURVEY**

In order to meet the goal of maintaining up-to-date and accurate space inventory data, there are five primary steps to completing the OSU Space Survey:

**1. Complete a space audit or physically walk the space.** Space coordinators should verify each room prior to entering changes into the database. The review should assure that:

* Room numbers are correct;
* Make sure the square footage appears correct; and
* The type and usage of space is correctly coded;
  + The room type and usage should be coded for the activities that occurred over the course of the CURRENT FISCAL YEAR.
  + Use the Personnel Activity Report (PAR) form to assist in identifying the average yearly ROOM USAGE based on activity and occupancy.

If any of these elements are incorrect, the space coordinator should make note and contact Facilities Services for further assistance.

**2. Check room numbers assigned to the department for completeness and accuracy.**

* Check each room to make sure it corresponds with the number actually posted on a room’s door or doorpost.
* Confirm that the survey reflects all spaces assigned to the unit. If it does not, contact Facilities Services to reconcile the missing information.
* If there are rooms on the survey that are not assigned to the department, contact Facilities Services for further assistance.

**3. Review PI, Grant ID, and Occupant Information.**

* Confirm that all employees occupying space are shown in their correct rooms. This includes all paid and non-paid undergraduate, non-employed graduate students, emeritus, courtesy and visiting faculty.
* Include UP TO 10 GRANTS that support research activities for each room. (Multiple grants are now accepted in the space inventory database.)

**4 For non-class laboratories and related rooms, a PI must be identified. If the room is used for organized research projects, the PI will be the responsible party to verify a room use when Federal auditors complete their space survey.**

* Every person involved in the activities in a non-class laboratory space must be identified.
* Enter all principal investigators for his/her lab(s) and related rooms.
* Enter all Grants for all on-campus program codes that are associated with the PI for a specific room.
* All GRAs and GTAs are now identified by name. Non-employed and undergraduate students names are listed.

**5 The web space survey is the database to enter all changes to the space inventory.**

* After the unit has made all changes to the paper copies of the space inventory, the web space survey is the database to make all changes.
* The primary space inventory representative for each unit will be contacted by Facilities Services for training on the web space survey.
* The date for web space survey update will be provided to the units in the annual memo from Facilities Services alerting the units that the entry window is open.

**IV. WHO TO CONTACT FOR THE SPACE SURVEY PROCESS**

In order to assist in the roles and responsibilities, the following contacts are listed for any questions that may arise during the survey process.

Patty McIntosh, Campus Planning Manager

[Patty.mcintosh@oregonstate.edu](mailto:Patty.mcintosh@oregonstate.edu); 541-737-0917

Fritz Wilhelm, Space Analyst

[Fritz.Wilhelm@oregonstate.edu](mailto:Fritz.Wilhelm@oregonstate.edu); 541-737-7649

For specific questions about the F&A Rate Proposal process, contact:

Charlotte Rooks, Cost Analyst

[Charlotte.rooks@oregonstate.edu](mailto:Charlotte.rooks@oregonstate.edu); 541-737-5422

For copies of electronic floor plans of a building, contact:

Dan vanVliet, Mapping Coordinator

[Dan.vanvliet@oregonstate.edu](mailto:Dan.vanvliet@oregonstate.edu),; 541-737-5465

Utilize the reference material in the appendices

1. Frequently Asked Questions (FAQs),
2. Definitions of University Functions and Definitions of Indirect Cost Pools, plus
3. Matrices for room types, uses, descriptions, and definitions.

**APPENDICES**

**A-1. FREQUENTLY ASKED QUESTIONS**

Each year, several questions seem to be repeatedly asked. This section is developed in order to assist you in your update process. If you have a question or topic that is not included in this list but feel it might be important for others to know, please contact Facilities Services to add to the list.

**Faculty space**

**How do I code a faculty office for faculty who teaches and does sponsored research?** Code all faculty office space as Use Code 05 – Instructional/research Support. Do not prorate the space.

**What if a faculty member has more than one office?** Example would be a department head office and a teaching office. List the occupant in each space. Code space used as a department head as Use Code 11 - Departmental Administration; code space used for teaching office as Use Code 05 - Instructional/research Support. This applies only to offices, not non-class lab space.

**Do I need to code space differently for faculty who sometimes work greater than 40 hours per week?** No, their office space would still be coded as Use Code 05 – Instructional/research Support.

**What about a faculty office when the professor is on sabbatical?** If you are maintaining their office while away and no one else is using the space, include the occupant information as if they were present. The usage code must be changed to 85 - INACTIVE if their sabbatical is longer than six (6) months during the current fiscal year.

**How do I code a faculty office for a vacant position we are about to fill?** If the position will definitely be filled within the current fiscal year, list the position next to the room the new person will occupy. In the Employee Information column, enter “Temporarily Vacant”. Use Code 05 – Instructional/research Support. If the position will not be filled this fiscal year, the Use Code is 85 – Inactive.

**How do we code space used by courtesy or emeritus faculty and similar staff not paid by OSU?**

Report all courtesy and emeritus faculty members for each room as you do other faculty. If USDA employee, assign Use code 36; if emeritus faculty, assign Use code 05; if courtesy and has university grants, assign Use code 05; if person is not working for OSU, assign Use code 62.

**Graduate Student Space**

**What use code do we use for GRA/GTA offices?** GTA spaces should always have a Use code of 05 - Instructional/research Support. GRA space will be partially coded as 05 for their studies and thesis work (see next question) and partially coded as 41 Organized Research if they are working and paid on a grant or cost share fund. If a GRA is doing university (non-sponsored) research, code their non-instructional space as 40 Departmental Research.

**Is GRA thesis writing instruction or organized research?** It is rare for a thesis to be a requirement for a sponsored project; therefore thesis writing should be considered instruction and the usage code would be 05 – Instruction/Research Support.

**Do we really need GRA names?** Yes, GRAs and GTAs must now be added to the occupant list and added to the room(s) they occupy. The list of names should match the departmental totals for the current fiscal year.

**What about GRA/GTA ‘common” area. How do we code the use?** There is no “common space” currently in the list of room types. Identify the room type that closest fits the description and the usage code would be 05 Instructional/Research Support.

**What if we must locate employed Grad student offices within a non-class laboratory because we have no other space?** It is expected that the graduate student will be performing both instruction and research activities; therefore, the area being used as an office must be appropriately prorated by the use of the room for both activities. Pay particular attention to these types of cases and make sure the Use Code is prorated to an appropriate and defendable amount of instruction. See Non-class Lab space question below for further information.

**What do we code space for graduate students paid by foreign governments?** If OSU is obligated to provide office space for such students, consider them to be non-employed graduate students (NEGs). Add their names to the room they occupy. Use code is 62 Non-OSU agency.

**Non-Class (Sponsored Research) Lab Space**

**Grant codes are required with space Use codes 35, 37, 41, 46, and 61. Do I have to include all the grant numbers the PI has?**  You need to include all those grants using that particular space. Only grants with “on-campus” Program Codes would be available for this designation. The software can accommodate up to 10 grant numbers. Make sure you allocate the percentage of each grant to the research usage code.

**Faculty member is a PI on a research grant but is not currently paid on a grant or cost share fund; i.e., volunteer cost share. Can there be some space prorated to organized research?** When a faculty member is not paid on a grant or cost share fund, the presumption is that this represents voluntary uncommitted cost sharing. The room use would get coded as 40 Departmental Research. The Office of Management and Budget (OMB) issued a clarification memo in January 2001 concerning voluntary uncommitted cost sharing. The memo stated that “voluntary uncommitted cost sharing should not be included in the organized research base.”

**I have faculty with research funding from OSU Foundation. How do I code the lab in this case?** Most research funding from this source is considered departmental research and Use Code is 40 Department Research, not organized (or sponsored) research. Only indexes with a Program Code beginning with 15xxx are organized research; Use Code 41.

**If an employed graduate student is doing thesis writing in a non-class research lab, can we just carve out space for this as instructional support rather than making it a graduate student office?**

a. If the graduate student has an office space in another location, is performing research in the lab, and has an “office-type” work area within the lab, then this space can be included as a part of the research lab, and room use identified as 05 - Instruction/Research Support.

b. If the graduate student has been assigned an office space within a non-class lab, then the space must be prorated as an employed graduate student office (314).

**If there is no PAR form, how do I account for faculty or GRA time in non-class lab space?** As stated in [GCG 211](http://oregonstate.edu/dept/budgets/GCGManual/GCG211.htm): Personnel Activity Effort Reporting (PAR), OSU’s Grant, Contract and Gift Handbook, PAR forms are generated for those individuals who have been paid either in full or in part from either restricted grant funds or cost sharing funds. If a faculty member does not receive a PAR form for effort during the current fiscal year, they most likely have not performed paid or cost-shared effort on a sponsored project. Their effort (and commensurate use of space) would be for instruction or other university functions. The PAR form is meant to be a tool for confirming space usage. You should be re-confirming a faculty member’s effort/space usage directly with them.

**Department Administrative Space**

**We have a conference room. What Use code would be appropriate?** The code to be used for conference rooms is (11) Dept Admin unless the conference room is associated with a General Administrative Unit.

**How do we code departmental administrative space when funded by a grant, i.e. center or program grant?** Center/program grants are considered a major project or activity at OSU. This is one of the instances where OSU is allowed to direct charge clerical and administrative salaries to a federally sponsored project. A center grant is awarded to OSU for either organized research or other sponsored activity. Any administrative space associated with a center grant directly supports that grant function of either research or other sponsored activity; therefore, the space should be coded the same. The space would not be coded Departmental Administration if the activity is funded by the center/program grant.

**What is the difference between Departmental Administration and General Administration?** Only units which serve the entire university should code space with the 10 General Admin code. These include the President, Provost, VP offices, Business Affairs, Budgets, Business Services. All others, including college Dean’s offices and department heads, must use code 11 Departmental Administration.

**Shared Space**

**What if my department is using space that has been assigned to another unit?**  It is important to identify any space your unit occupies with your unit’s activities. Coordinate with the other department. The Facilities Services data base must reflect both assigned/responsible unit and the unit that is actually using the space.

**Other**

**How do I code “Field Buildings”?** Field buildings should be coded according to what functions are taking place in that space. Many will have the Use Code 35 – AES Research. These field buildings do not require an AES project index.

**How do I code Ag Experiment Station buildings away from Corvallis campus?** Agricultural Experiment Station buildings should be coded according to what functions take place in the space. Appropriate Use Codes are 11 Department Administration, 05 Instructional/Research Support (faculty offices), 35 AES Research, 38 AES Operations-O&M (shops, utilities), 41 Organized Research. Include the AES project index and sponsored grant number where appropriate.

**What do I use as the Project Code for AES research?** All AES projects have a project index. Use that index as your project code. Do not use indexes with Program Codes 11200, 11201, or 11990. These are not indexes for specific AES research projects.

**B-1. Definitions of University Functions**

**Instruction and Departmental Research (USAGE CODES: 01, 02, 03, 05, 06, 22, 40, and 46)**

Instruction means the teaching and training activities of an institution. Except for sponsored research training, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions such as a summer school division or an extension division. Department-funded research is also part of this major function.

(1) Sponsored instruction means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution’s accounting treatment may include it in the instruction function.

(2) Departmental research means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. (This includes research activity supported by gifts, endowments, or the OSU Foundation funds for which no formal application/approval process is required.) Departmental research, for purposes of this document, is not considered as a major function but as a part of the instruction function of the institution.

**NOTE: Faculty offices for COLLEGES ONLY should be coded with usage code, which is now identified as [05 Instruction/ Research Support]. Other spaces may also be coded as 05 – Instruction/Research Support. However, any spaces that are used for CREDITED course instruction should be identified either as 01 – Lower Division Instruction, or 02 – Upper Division Instruction. This includes**

**Organized Research (USAGE CODES: 35, 37, and 41)**

**Organized research means all research and development activities of an institution that are separately budgeted and accounted for. It includes:**

(1) Sponsored research means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. (This also includes activities supported by cost share funds specifically identified to grants and contracts.)

(2) University research means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, shall be combined with sponsored research under the function of organized research. (Only research that is separately budgeted and accounted for in OSU indexes with program codes beginning with “1xxxx” qualifies as university “organized” research for this purpose.)

**Other Sponsored Activities (USAGE CODES: 34 and 61)**

Other sponsored activities mean programs and projects financed by Federal and non Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects include: health service projects and community/extension service programs. When any of these activities are undertaken by the institution with no outside support, they may be classified as other institutional activities.

**Other Institutional Activities (USAGE CODES: 09, 12, 14, 51, 53, 54, 55, 56, 57, 58, 60, and 62)**

Other institutional activities mean all activities of an institution except:

(1) Instruction, departmental research, organized research, and other sponsored activities, as defined above;

(2) F&A cost activities (see indirect cost pools shown below); and

(3) Specialized service facilities described in OMB Circular Section J.47.

**B-2. Definitions of Indirect Cost Pools use for the Space Inventory**

**General Administration and General Expenses (USAGE CODES: 10, 24)**

The expenses under this heading are those that have been incurred for the general executive and administrative offices of educational institutions and other expense of a general character which do not relate solely to any major function of the institution; i.e., solely to (1) instruction, (2) organized research, (3) other sponsored activities, or (4) other institutional activities. These codes are not to be used for College Dean’s offices or academic department offices, including the Graduate School, Honor’s College Administration, and International Programs Administration.

**Departmental Administration (USAGE CODE: 11)**

The expenses under this heading are those that have been incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans’ offices, academic departments and divisions, and organized research units such units as institutes, study centers, and research centers.

Note that in academic deans’ offices, only those salaries and operating expenses attributable to administrative functions are included here. For academic departments, salaries and fringe benefits attributable to the administrative work (including bid and proposal preparation) of faculty (including department heads), and other professional personnel conducting research and/or instruction, are included here. Other administrative and supporting expenses incurred within academic departments are included here as well. This would include expenses such as the salaries of secretarial and clerical staffs, the salaries of administrative officers and assistants, travel, office supplies, stockrooms, and the like.

Include space that supports these functions as room use “Departmental Admin”, i.e. file rooms, workrooms, storage, and waiting/reception rooms.

**Student Services (USAGE CODES: 16 and 50)**

The expenses under this heading are those that have been incurred for the administration of student affairs and for services to students, including expenses of such activities as deans of students, admissions, registrar, counseling and placement services, college student advisers, student health and infirmary services, catalogs, commencements, and convocations.

**C-1. ROOM TYPES, DESCRIPTIONS AND DEFINITIONS**

The following room types are classifications adapted from the *Postsecondary Education Facilities Inventory and Classification Manual (FICM), July 1992.* The last column identifies the TYPICAL room use code associated with each room type.

|  |  |  |  |
| --- | --- | --- | --- |
| **CLASSROOM FACILITIES** | |  |  |
| **Type**  **code** | **Description** | **Explanation** | **TYPICAL Room Use Codes** |
| 111 | Classroom | Space for regularly scheduled classes not requiring any special equipment and is typically subject to central scheduling by the Registrar's Office. | 01 – Lower Division Instruction  02 – Upper Division Instruction |
| 112 | Seminar Room | Normally equipped with table and chairs, the room is used for seminars and other small classes. | 01 – Lower Division Instruction  02 – Upper Division Instruction |
| 119 | Classroom Facilities Services | Room directly serving a Classroom or Seminar Room as an extension of the activities of those areas. | 05 – Instruction/Research Support |
| 211 | Class Laboratory (Regularly Scheduled) | Used by regularly scheduled classes or labs that require special purpose equipment. | 01 – Lower Division Instruction  02 – Upper Division Instruction |
| 219 | Class Laboratory Facilities Service | A room directly serving a Class Laboratory as an extension of the activities of the class laboratory. | 05 – Instruction/Research Support |
| 221 | Open Laboratory | Used for classes and labs that require special purpose equipment and do not meet at a regularly scheduled time. | 01 – Lower Division Instruction  02 – Upper Division Instruction  05 – Instruction/Research Support |
| 222 | Studio, Audio Visual | Room furnished with class seating and providing loud speakers and playback equipment for group listening of recorded material and/or projection equipment for viewing of films. | 01 – Lower Division Instruction  02 – Upper Division Instruction  22 – Media Services |
| 229 | Open Laboratory Facilities Services | Room directly serving an Open Laboratory or a Studio, Audio Visual as an extension of the activities in such a Facility. | 05 – Instruction/Research Support |
| 231 | Individual Study Lab | Room specially equipped or designed for individual study in a particular field. | 05 – Instruction/Research Support |
| 232 | Student Practice Room | A special equipment room (such as a music room) designed for group or individual practice or study. | 05 – Instruction/Research Support |
| 239 | Individual Study Lab Facilities Service | Room directly serving an Individual Study Laboratory or a student practice room as an extension of the activities in such a facility. | 05 – Instruction/Research Support |
| **RESEARCH AND RELATED FACILITIES** | |  |  |
| 251 | Non-Class Lab | Laboratory used primarily for research. Generally requires special purpose equipment. | 05 – Instruction/Research Support  35 – Ag Exp Station Research  37 – FRL Research  40 – Department Research  41 – Organized Research |
| 252 | Electron Microscope Room | Room houses an electron microscope and its related equipment (excluding light-optical microscopes and imaging devices). | 41 – Organized Research |
| 259 | Non-Class Lab Facilities Service | Room directly serving a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory. | 41 – Organized Research |

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| --- | --- | --- | --- |
| **OFFICES** | |  |  |
| **Type**  **code** | **Description** | **Explanation** | **TYPICAL Room Use Codes** |
| 311 | Administrative Office | Office used specifically by OSU administration professional faculty. | 10 – General Administration  11 – Departmental Administration  12 – Non OSU Administration |
| 312 | Faculty Office | Room assigned to faculty. | 05 – Instruction/Research Support  11 – Departmental Administration  12 – Non OSU Administration |
| 313 | Staff Office | Office used by classified staff. | 05 – Instruction/Research Support 10 – General Administration  11 – Departmental Administration  12 – Non OSU Administration |
| 314 | Employed Graduate Student Office | Office used by an employed graduate student (GRA/GTA) for duties other than classroom meetings. | 05 – Instruction/Research Support |
| 315 | Office-Laboratory | Room that is primarily an office but includes lab fixtures or equipment for research/experimentation. | 05 – Instruction/Research Support  40 – Department Research  41 – Organized Research |
| 316 | Other Student Office | Office used by non-employed graduates and all other employed or non-employed undergraduate students who require office space. | 05 – Instruction/Research Support 10 – General Administration  11 – Departmental Administration |
| **OFFICE-RELATED FACILITIES** | |  |  |
| 319 | Office Facilities Services | Room directly serving an office as an extension of the activities in an office. | 10 – General Administration  11 – Departmental Administration |
| 351 | Conference Room-Office Related | Meeting room used by faculty and staff for non-instructional activities. | 10 – General Administration  11 – Departmental Administration |
| 359 | Conference Room-Facilities Services | Room directly serving a Conference Room as an extension of the activities of the Conference Room. | 10 – General Administration  11 – Departmental Administration |
| **STUDY FACILITIES** | |  |  |
| 411 | Reading Room | Room used for reading and independent study. | 05 – Instruction/Research Support |
| 412 | Study Room | Small room designed for one or two individuals located near the library stacks. Study rooms are assigned for a specified period of time to faculty members or graduate students. | 20 – Library Reading Space |
| 413 | Listening Room | Room furnished with audio equipment for individual listening. | 05 – Instruction/Research Support |
| 414 | Group Study Room | Room equipped with tables or desks and chairs, set aside (on an appointment basis) for the use of a group of students for study and informal discussion. | 05 – Instruction/Research Support  20 – Library Reading Space |
| **STACKS** | |  |  |
| 421 | Books | Room (in the library) containing multiple rows of shelving used to provide the orderly collection of books. | 21 – Library Stacks |
| 422 | Non-Book Materials | Room containing shelving or other storage facilities used to provide the orderly collection of non-book materials. | 05 – Instruction/Research Support |

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| --- | --- | --- | --- |
| **LIBRARY PROCESSING ROOMS** | |  |  |
| 441 | Service Desk Area | Room staffed by library personnel for the purpose of issuing books and other library materials or providing information to students and staff. | 23 – Library Services and Administration |
| 442 | Card Catalogue Areas | Room for the use of students and staff which provides a means of access to books and other library materials. | 23 – Library Services and Administration |
| 443 | Processing Areas | Room serving as a supporting service to the operation of the library. | 23 – Library Services and Administration |
| 459 | Study Facilities Service | Room directly serving the Study Rooms as a direct extension of the activities carried on in such facilities. | 23 – Library Services and Administration |
| **SPECIAL USE FACILITIES** | |  |  |
| 511 | Armory | Room used by ROTC units. | 05 – Instruction/Research Support |
| 519 | Armory Facilities Service | Room directly serving an Armory as an extension of the activities in such a facility. | 05 – Instruction/Research Support |
| 521 | Athletic Activity Area | Area used by students, staff, or public for the instructional activities of physical education or for intercollegiate athletics. | 03 – Physical Education Activity  55 – Athletics (intercollegiate) |
| 522 | Swimming Pool | Indoor pool areas and deck areas around the pool used for either instructional and/or recreational purposes. | 03 – Physical Education Activity  55 – Athletics (intercollegiate) |
| 523 | Athletic Facilities-Spectator Seating | Seating area used by students, staff, or the public to watch athletic events. | 03 – Physical Education Activity  55 – Athletics (intercollegiate) |
| 529 | Athletic-Physical Education Facilities Service | Room serving an Athletic-Physical Education Facility as an extension of the activities of such a facility. | 03 – Physical Education Activity  57 – Recreational Facilities |
| 531 | Media Production Facilities | Room or group of rooms used in the production and distribution of instructional media. | 22 – Media Services |
| 539 | Media Production Facilities Service | Room directly serving a Media Production Facility as an extension of the activities in such a facility. | 22 – Media Services |
| 541 | Speech, Hearing, Reading Room | Multi-purpose room used for diagnosis, testing, evaluations, counseling, and therapy related to the areas of speaking, reading, hearing and mental health in a program other than medicine, dentistry, and student health care. | 50 – Student Health Services |
| 542 | Consultation Room | Room used for meetings and interviews between the staff of the clinic and those using the clinic facilities. | 50 – Student Health Services |
| 543 | Clinical Therapy Room | Room used for treatment, therapy or instruction of patients under controlled conditions. | 50 – Student Health Services |
| 549 | Clinic Facilities Service | Room directly serving Clinic Facilities as an extension of the activities in such facilities. | 50 – Student Health Services |
| 551 | Demonstration Facility | Room used to practice the principles of certain subject matter areas, particularly teaching, home management and supervising and operating pre-school nurseries. | 01 – Lower Division Instruction  02 – Upper Division Instruction  05 – Instruction/Research Support |
| 559 | Demonstration Facilities Service | Room directly serving a Demonstration Facility as an extension of the activities in such a facility. | 05 – Instruction/Research Support |

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| **SPECIAL USE FACILITIES** | |  |  |
| 561 | Field Building (Agricultural) | Barns, animal shelters, silos, and similar structures with unfinished interiors. | 05 – Instruction/Research Support  35 – Ag Exp Station Research  38 – AES Stations Operations |
| 571 | Animal Quarters | A centralized support facility supplying laboratory animals, fish, etc., to the various academic disciplines. Typically includes, stalls, animals and cage rooms, and similar rooms used to house animals and fish. | 05 – Instruction/Research Support  18 – Centralized Services (LARC)  35 – Ag Exp Station Research |
| 579 | Animal Quarters Service | Room directly serving an Animal Quarters Facility as an extension of the activities in that facility. | 05 – Instruction/Research Support  18 – Centralized Services (LARC)  35 – Ag Exp Station Research |  |  |
| 581 | Greenhouse | Room or building made largely of glass or other light transmitting material and in which the temperature and humidity can be regulated for the cultivation of plants. | 05 – Instruction/Research Support  35 – Ag Exp Station Research  37 – FRL Research  40 – Department Research  41 – Organized Research |
| 589 | Greenhouse Facilities Service | Room directly serving a Greenhouse Facility as an extension of the activities in that facility. | 05 – Instruction/Research Support  35 – Ag Exp Station Research  37 – FRL Research  40 – Department Research  41 – Organized Research |
| 592 | Interview Room | Room used primarily for interviews. | 16 – Student Services |
| 593 | Other Special Use Facilities | A category of last resort. | 05 – Instruction/Research Support  58 – Auxiliary Enterprises |
| 599 | Other Special Use Facilities Service | Room directly serving an Other Special Use Facility. | 60 – Public Service |
| **GENERAL USE FACILITIES** | | | |
| 611 | Auditorium or Theater | Room designed and equipped with a stage for presenting dramatic, musical, devotional, or livestock judging activities to the public. | 51 – Student Union/Activity  58 – Auxiliary Enterprises  60 – Public Service |
| 619 | Assembly Facilities Service | Room directly serving an Assembly Facility as an extension of the activities of such a facility | 51 – Student Union/Activity  58 – Auxiliary Enterprises |
| 621 | Display-Exhibition Room | Room used for exhibits and displays of works of art, artifacts, etc. | 05 – Instruction/Research Support |
| 622 | Departmental Specimen Collection | Room for the orderly, on-going collection of specimens used by an academic department to actively support its teaching, research and/or public service. | 05 – Instruction/Research Support |
| 629 | Exhibition Facilities Service | Room directly serving an Exhibition Facility as an extension of the activities of the facility | 05 – Instruction/Research Support |
| 631 | Cafeteria | Room in which food is displayed on counters and patrons usually serve themselves. | 53 – Food Service |
| 632 | Snack Bar | Room in which a patron can get quick service consisting of easy to prepare or already prepared food. | 53 – Food Service |
| 633 | Dining Room | Room used for eating meals. | 53 – Food Service |
| 639 | Food Facilities Service | Room directly serving a Food Facility as an extension of the activities in such a facility. | 53 – Food Service |

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| **GENERAL USE FACILITIES** | | | |
| 641 | Day Care Center | Room set aside by the institution to provide day or night, child or elderly adult care as a non-medical service to members of the institutional community. | 62 - Public Service/Non-OSU Agency |
| 649 | Day Care Center Service | Room directly serving a primary activity room in a Day Care Center as an extension of the activities in that room. | 62 - Public Service/Non-OSU Agency |
| 651 | Lounge | Room used for rest and relaxation. | 11 – Departmental Administration  51 – Student Union/Activity |
| 653 | Breakroom | Room used for breaks from the workplace. | 10 – General Administration  11 – Departmental Administration |
| 659 | Lounge Facilities Service | Room directly serving a Lounge Facility. | 11 – Departmental Administration |
| 661 | Merchandising Facilities | Room used to sell products or services. | 62 –Public Service/Non-OSU Agency |
| 663 | Concession Area | Room or space in which food items and/or sundry merchandise is sold to the student body and/or public at large. | 55 – Athletics (Intercollegiate)  58 – Auxiliary Enterprises |
| 664 | Retail Outlet | Room or area which is rented or leased to a merchant or dealer who provides services or goods primarily to the student body and may be available to the general public. | 62 –Public Service/Non-OSU Agency |
| 669 | Merchandising Facilities Service | Room directly serving a Merchandising Facility as an extension of the activities in that facility. | 62 –Public Service/Non-OSU Agency |
| 671 | Recreation Room | Room usually found in the student union and used for recreational purposes by the student body and/or public at large. | 51 – Student Union/Activity |
| 672 | Multi-Purpose Room | Large room or hall used for social and institutional activities | 51 – Student Union/Activity  58 – Auxiliary Enterprises |
| 673 | Bowling Alley | Room or area containing the equipment and fixtures necessary for bowling. | 51 – Student Union/Activity |
| 674 | Activity Room | Room used by students, staff or faculty for activity purposes. | 11 – Departmental Administration 51 – Student Union/Activity |
| 679 | Recreation Facilities Service | Room directly serving a Recreation Facility as an extension of the activities of the facility. | 51 – Student Union/Activity |
| 681 | Meeting Room | Room used for meetings by groups for general/non-departmental purposes such as student senate or community groups. Note: Use ’Conference Room-Office Related’ for departmental meeting rooms. | 51 – Student Union/Activity  58 – Auxiliary Enterprises |
| 689 | Meeting Room Facilities Service | Room serving a Meeting Room as an extension of the activities in the room. | 51 – Student Union/Activity  58 – Auxiliary Enterprises |
| **COMPUTING ROOMS** | |  |  |
| 711 | Mainframe Computer Room | Room housing a large computer system running many terminals and peripherals. | 10 – General Administration  11 – Departmental Administration  18 – Centralized Services |
| 712 | Mini-computer room | Room housing a medium-sized computer that runs applications for multiple terminals. | 10 – General Administration  11 – Departmental Administration |
| 713 | Terminal Room | Room housing terminals and peripherals which is located apart from the mainframe. | 10 – General Administration  11 – Departmental Administration |
| 714 | Micro-computer Room | Room used for processing data on one or more micro or personal computers | 05 – Instruction/Research Support  11 – Departmental Administration |
| **COMPUTING ROOMS** | |  |  |
| 716 | Telecommunications Room | Room or area to house telecommunications equipment. | 17 – Fee Based Services |
| 719 | Computer Facilities Service | Room directly serving a Computer Facility as an extension of the activities in such a facility. | 17 – Fee Based Services  18 – Centralized Services |
| **SHOP FACILITIES** | |  |  |
| 721 | Physical Plant Shops | Room used for the manufacture or maintenance of products and equipment. | 19 – Physical Plant |
| 729 | Shop Facilities Service | Room directly serving a Shop Facility as an extension of the activities in such a facility. | 19 – Physical Plant |
| **STORAGE FACILITIES** | |  |  |
| 731 | Warehouse | Room used to store large amounts of materials. | 11 – Departmental Administration 19 – Physical Plant |
| 732 | Storage | Room or large area where materials that may be used only occasionally are stored. | 05 – Instruction/Research Support  11 – Departmental Administration 19 – Physical Plant |
| 739 | Storage Facilities Service | Room directly serving a Storage Facility. | 05 – Instruction/Research Support  19 – Physical Plant |
| **VEHICLE STORAGE** | |  |  |
| 741 | Garage | Room or structure used to store vehicles. | 05 – Instruction/Research Support  19 – Physical Plant  58 – Auxiliary Enterprises |
| 742 | Boathouse | Room or structure used to store boats. | 03 – Physical Education Activity |
| 743 | Parking Structure | Floor space allocated for the parking of motor vehicles or related wheeled or tracked apparatus of any kind. | 58 – Auxiliary Enterprises |
| 749 | Vehicle Storage Service | Room or structure used to service vehicles or boats. | 03 – Physical Education Activity  11 – Departmental Administration |
| 751 | Central Duplicating Services | Room containing specialized equipment for printing or making exact copies or replicas of materials such as pictures, letters, drawings, etc. | 17 – Fee Based Services |
| 752 | Central Mail Services | A central facility for the receiving and distribution of mail to the institution. | 17 – Fee Based Services |
| 759 | Central Service Support Facilities | Room directly serving a Central Duplicating or Mail Facility as an extension of the activities in those facilities. | 17 – Fee Based Services |
| 761 | Hazardous Materials | Centralized facility used for the storing, treatment, or disposal of hazardous or toxic waste materials. | 19 - Physical Plant |
| 769 | Hazardous Materials Service | Room that services a Centralized Hazardous Materials Facility in the storage, treatment, or disposal of hazardous or toxic waste materials. | 19 - Physical Plant |
| **HEALTH CARE FACILITIES** | |  |  |
| 811 | Patient Bedroom | A room equipped with a bed and used for patient care. | 50 – Student Health Services  60 – Public Service |
| 812 | Patient Day Room | Room in patient care units equipped to function as a combination parlor waiting area. | 50 – Student Health Services  60 – Public Service |
| 819 | Patient Bedroom Service | Room serving a Patient Bedroom as a direct extension of the activities in such a room. | 50 – Student Health Services  60 – Public Service |
| 821 | Patient Toilet/Bath | Room containing patient bath and toilet facilities. | 50 – Student Health Services |
| **HEALTH CARE FACILITIES** | |  |  |
| 831 | Nurse Station | Room or area used by nurses or other patient care staff that are supervising or administering health care services. | 50 – Student Health Services  60 – Public Service |
| 839 | Nurse Station Service | Room serving a Nurse Station as a direct extension of the activities in such a room. | 50 – Student Health Services  60 – Public Service |
| 841 | Surgical | Room used for surgery. | 02 – Upper Division Instruction  60 – Public Service |
| 849 | Surgical Facilities Service | Rooms used in conjunction with and as a direct extension of the activities of a Surgical Room. | 02 – Upper Division Instruction  60 – Public Service |
| 851 | Examining Room | Room used for diagnostic examinations or combination diagnostic examinations and therapeutic treatment. | 02 – Upper Division Instruction  50 – Student Health Services  60 – Public Service |
| 852 | Therapeutic/Treatment Room | Room used primarily for the treatment of patients for the control of disease or for physical or occupational therapy. | 02 – Upper Division Instruction  50 – Student Health Services  60 – Public Service |
| 859 | Examining/Treatment Room Service | Rooms which support Examining Rooms or Therapeutic/Treatment Rooms as a direct extension of the activities of such facilities. | 02 – Upper Division Instruction  50 – Student Health Services  60 – Public Service |
| 861 | Diagnostic Laboratory | Room outfitted with wet laboratory facilities used to provide diagnostic support services to health care | 50 – Student Health Services  60 – Public Service |
| 862 | Diagnostic Services | Room used for diagnostic services that do not require wet laboratory facilities. | 50 – Student Health Services  60 – Public Service |
| 871 | Hospital Storeroom/Storage | Room used to store supplies for Health Care Facilities only such as teaching hospitals, outpatient clinics, dental schools, veterinary schools, etc. | 05 – Instruction/Research Support  60 – Public Service |
| 872 | Health Supplies Room | Room used to store supplies for Student Health Care facilities. | 50 – Student Health Services |
| 879 | Hospital Storage Service | Room supporting Health Care Storage Facilities as an extension of the activities of such facilities. | 50 – Student Health Services |
| 881 | Public Waiting Room | Room used by the public to await admission, treatment, or information. | 50 – Student Health Services  60 – Public Service |
| **RESIDENTIAL FACILITIES** | |  |  |
| 921 | Sleeping-Study Room | Room or area designated as living quarters for students or staff. | 56 – Residential Housing |
| 922 | Manager-Head Resident | An apartment or living quarters assigned to managers, head residents, or student counselors in single student residence halls or cooperatives. | 56 – Residential Housing |
| 923 | Guest Room | A space reserved for guests of students or staff. | 56 – Residential Housing |
| 924 | Resident Lounge | A space in residence facilities used for relaxation, informal meetings, etc. | 56 – Residential Housing |
| 925 | Game-Social Room | Room in residence facilities used for recreational purposes by the occupants of the residence facilities. | 56 – Residential Housing |
| 931 | Resident Dining Room | Room used for eating meals. | 53 – Food Services |
| 941 | Family Student Housing | A residence facility assigned or rented to a married student or a student with minor dependents. | 56 – Residential Housing |

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| **RESIDENTIAL FACILITIES** | |  |  |
| 942 | Faculty-Staff Housing | A residence assigned or rented to administrators, caretakers, faculty or staff. | 56 – Residential Housing |
| **SERVICE AREAS** | |  |  |
| 051 | Animal Room | Rooms or aquarium space used for the housing and feeding of animals or fish. | 17 – Fee Based Services  35 – Ag Exp Station Research  40 – Department Research  41 – Organized Research |
| 052 | Computer Related Room | Room directly supporting Computer Facilities including tape or paper storage, disc/tape drive rooms, equipment repair rooms, etc. | 10 – General Administration  11 – Departmental Administration |
| 053 | Checkroom | Room in which hats, coats, parcels, etc, may be left until claimed. | 58 – Auxiliary Enterprises |
| 054 | Closet | Small room or cupboard space for clothes. | 05 – Instruction/Research Support  56 – Residential Housing |
| 055 | Dispensary Room | Room where medicines are stored, made up, and given out such as medical stores dispensing rooms and medicine preparation rooms. | 50 – Student Health Services  60 – Public Service |
| 056 | Drafting Room | A room used for production drafting to prepare sketches or working plans; this does not include rooms used as instructional laboratories; however, it does include rooms used by staff architects to prepare plans and rooms related to cartography labs used for the preparation of maps, etc. | 19 – Physical Plant  40 – Department Research |
| 057 | Dressing Room | Room for getting dressed and/or changing clothes in, especially as in the theater. | 55 – Athletics (Intercollegiate) |
| 058 | Photocopying Room | Room containing photocopy or related equipment. | 11 – Departmental Administration  23 – Library Services & Administration |
| 059 | Environmentally-Controlled Room | Room used to conduct experiments under controlled environmental conditions. | 05 – Instruction/Research Support  35 – Ag Experiment Station Research  37 – FRL Research  40 – Department Research  41 – Organized Research |
| 060 | Audio Control Room | Room containing audio equipment used in conjunction with another room. | 05 – Instruction/Research Support  22 – Media Services |
| 061 | File Room | An area with shelves, file cabinets, etc., used to keep an orderly arrangement of documents, etc., for reference. | 05 – Instruction/Research Support  10 – General Administration  11 – Departmental Administration |
| 062 | Food Serving Room | Room used exclusively for serving food including rooms in which food is displayed for self-service or food is served by an employee of the facility. – This is not to be used for staff break room/kitchens. | 53 – Food Service |
| 063 | Food Cleanup Room | Room used for cleaning up dishes, etc. after meals. | 53 – Food Service |
| 064 | Food Preparation Room | Room in which food is prepared and cooked. | 53 – Food Service |
| **SERVICE AREAS** | |  |  |
| 065 | Hospital Utility Room, Clean | Room used for working with sterile materials in a patient care area. | 50 – Student Health Services  60 – Public Service |
| 066 | Instrument/Equipment Room | Room houses specialized equipment supporting the needs of non-class labs. Examples: rooms for centrifuges and spectrometers. | 05 – Instruction/Research Support  40 – Department Research  41 – Organized Research |
| 067 | Hospital Utility Room, Dirty | Room used for the disposal of waste products, etc., in a patient care area. | 05 – Instruction/Research Support  40 – Department Research  41 – Organized Research |
| 071 | Laundry Room | Room for washing, drying and ironing of clothes. | 56 – Residential Housing |
| 073 | Locker Room | Room equipped with lockers and used for changing and storing clothes. | 55 – Athletics (Intercollegiate)  57 – Recreational Facilities |
| 074 | Mailroom | Room used for the receiving and distribution of mail from the Central Mail Facility. | 17 – Fee Based Services  56 – Residential Housing |
| 075 | Morgue/Embalming/Autopsy Room | Rooms used in the treatment and storage of cadavers. | 05 – Instruction/Research Support  40 – Department Research  41 – Organized Research  60 – Public Service |
| 076 | Nurses Workroom | Room with sinks and sterilizers used by the nurses to prepare patient treatments, medications, etc. | 50 – Student Health Services  60 – Public Service |
| 077 | Observation Room | Room equipped for the purpose of open or undetected viewing of activity in another room. | 05 – Instruction/Research Support  55 – Athletics (Intercollegiate) |
| 078 | Photography/Darkroom | Specially designed room with the characteristics that enable persons to chemically develop exposed film. | 05 – Instruction/Research Support |
| 079 | Preparation Room | Room in which materials are prepared for use in laboratories or classrooms. | 05 – Instruction/Research Support  41 – Organized Research |
| 080 | Press Box | Area or room specifically reserved for reporters, TV cameras, spotters, etc at sporting or other events. | 55 – Athletics (Intercollegiate) |
| 081 | Projection Booth | Room from which pictures are projected into an adjoining room. | 05 – Instruction/Research Support  58 – Auxiliary Enterprises |
| 083 | Refrigerated Storage | Room used for cold storage or freezing food and other items used for research and food service. | 35 – Ag Experiment Station Research  41 – Organized Research |
| 085 | Shop | Room for manufacturing and/or maintaining equipment, etc., used in support of instruction and research but not for instruction or research in the shop operations themselves. | 05 – Instruction/Research Support  38 – AES Stations Operations |
| 088 | Stockroom | Room used for storage of supplies and materials used on a day-to-day basis. | 11 – Departmental Administration  19 – Physical Plant  56 – Residential Housing |
| 091 | Ticket Sales Booth | Room designed and used to sell tickets to various athletic, theater, or other types of events. | 55 – Athletics (Intercollegiate) |
| 092 | Tool Room | Room where tools are stored for safekeeping until they are needed for a particular job. | 19 – Physical Plant  38 – AES Stations Operations |
| 093 | Training Room | Room utilizing special equipment for the purpose of physical therapy and/or rehabilitation, especially in athletics. | 55 – Athletics (Intercollegiate) |

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| **SERVICE AREAS** | |  |  |
| 094 | Vault | Room for the safekeeping of valuables, records, or money. | 10- General Administration  11 – Departmental Administration |
| 095 | Waiting/Reception Room | Room or area with seating used by visitors while waiting to see someone or utilize something. | 10- General Administration  11 – Departmental Administration |
| 096 | Vending Machine | Room or area containing vending machines which are for the students, faculty, staff, etc. | 19 – Physical Plant |
| 097 | Workroom | Room in which various supporting activities for office and laboratory functions are performed. | 05 – Instruction/Research Support  10- General Administration  11 – Departmental Administration |
| 098 | X-Ray Room | Room equipped with X-ray equipment used for diagnostic or treatment functions. | 50 – Student Health Services  60 – Public Service |

**D. ROOM USE, DESCRIPTIONS AND DEFINITIONS**

The following room use classifications are adapted from the *Postsecondary Education Facilities Inventory and Classification Manual (FICM), July 1992;* and have been aligned with the program codes used for the *F&A Cost Study (Refer to page 1).*

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| OSU Space Inventory Crosswalk to F&A Functions and Cost Pools | | | | | |
| **SPACE USECODE** | **SPACE CODENAME** | **SPACE FULL NAME** | **PROGRAM CODE(S)** | **F&A FUNCTION (BASE)** | **F&A COST POOL** |
| 01 | INSTRUCT | LOWER DIVISION INSTRUCTION | 01100 | INS |  |
| 02 | GRADINST | UPPER DIVISION/GRADUATE INSTRUCTION | 01100 | INS |  |
| 03 | PHYSEDUC | PHYSICAL EDUCATION ACTIVITY | 01100 | INS |  |
| 05 | INSTRSUP | INSTRUCTION/RESEARCH SUPPORT | 01100 | INS |  |
| 06 | OTHRINST | OTHER INSTRUCTION | 09000 | INS |  |
| 09 | FUND | FUNDRAISING ADMINISTRATION (DEAN'S OFFICE) |  |  |  |
| 10 | GENADM | GENERAL ADMINISTRATION | 61000 |  | GA |
| 11 | DEPTADM | DEPARTMENTAL ADMINISTRATION | 01800; 11200; 21010; 30600; 30800 |  | DAD |
| 12 | OTHERADM | NON-INSTITUTIONAL ADMINISTRATION |  | OIA |  |
| 13 | SPONADM | SPONSORED PROJECTS ADMINISTRATION | 61000 |  | SPA |
| 14 | MUSEUM | MUSEUMS | 30200 | OIA |  |
| 16 | STUSERVS | STUDENT SERVICES | 40002-40800 |  | SS |
| 17 | SPECSVCS | FEE-BASED SERVICES | 99100 | SSF |  |
| 18 | CENTSERV | CENTRALIZED SERVICES | 99100 | OIA |  |
| 19 | PHYPLANT | PHYSICAL PLANT | 5xxxx |  | O&M |
| 20 | LIBREAD | LIBRARY READING SPACE | 30001 |  | LIB |
| 21 | STACKS | LIBRARY STACKS | 30001 |  | LIB |
| 22 | AVSERVS | MEDIA SERVICES | 30400 | INS |  |
| 23 | LIBSRVAD | LIBRARY SERVICES AND ADMINISTRATION | 30001 |  | LIB |
| 24 | ARCHIVES | ARCHIVES | 61000 |  | GA |
| 34 | FDCOOPEX | FEDERAL COOPERATIVE EXTENSION | 21022-21035; 21101-21109; 21112-21114 | OSA |  |
| 35 | AES | AGRI. EXPER. STATION RESEARCH | 11001-11999 (except 11200-11201) | RES |  |
| 36 | USDA | U.S.D.A. RESEARCH (Federal) |  | OIA |  |
| 37 | FRL | FOREST RESEARCH LABORATORY | 12xxx (except Admin.) | RES |  |
| 38 | AES | AES STATION OPERATIONS | 11201 |  | O&M |
| 40 | DEPTRES | DEPARTMENT RESEARCH | 01100, 01200 | INS |  |
| **SPACE USECODE** | **SPACE CODENAME** | **SPACE FULL NAME** | **PROGRAM CODE(S)** | **F&A FUNCTION (BASE)** | **F&A COST POOL** |
| 41 | SPONRES | ORGANIZED RESEARCH (includes cost share) | 13xxx; 15003-15004; 16503; 17002; 17500 | RES |  |
| 46 | SPNINSTR | SPONSORED INSTRUCTION (includes cost share) | 03001-03010; 03600-03610 | OSA |  |
| 50 | HLTHSERV | STUDENT HEALTH SERVICES | 46500 |  | SS |
| 51 | STUNION | STUDENT UNION/ACTIVITY | 45501-45599; 45600-45699 | OIA |  |
| 53 | FOODSERV | FOOD SERVICE | 45002; 45010-45060 | OIA |  |
| 54 | BOOKSTOR | BOOKSTORE | 47500 | OIA |  |
| 55 | ATHLETIC | ATHLETICS (INTERCOLLEGIATE) | 46000 | OIA |  |
| 56 | RESIDENT | RESIDENTIAL HOUSING | 45002; 45010-45060 | OIA |  |
| 57 | RECREATN | RECREATIONAL FACILITIES | 45600-45699 | OIA |  |
| 58 | AUXLRENT | OTHER AUXILIARY ENTERPRISES | 48500 | OIA |  |
| 60 | PUBLCSER | PUBLIC SERVICE | 20600 | OIA |  |
| 61 | OSA | OTHER SPONSORED ACTIVITIES | 18103-18104; 18300-184500; 20103-20104; 20300; 20450 | OSA |  |
| 62 | OTHPUBSV | PUBLIC SERVICE/NON-OSU AGENCY | 99400 | OIA |  |
| 80 | MISCELL | MISCELLANEOUS |  |  |  |
| 85 | INACTIVE | INACTIVE (IDLE CAPACITY) |  |  |  |
| 91 | UNASSIGN | UNASSIGNED |  |  |  |