

23 August 2021

Go8 Space Data Dictionary 3.0



About This Booklet

Go8 Room Type codes and definitions have been updated to generate the Go8 Data Dictionary 3.0.

Accurate reporting and benchmarking on space usage by the Go8 Universities is important and reliant on consistent use of Room Type (and also Room Function) codes. The Data Dictionary aims to bring consistency in interpretation to room and space assignments. Where possible the codes have been kept the same, however, with changes over time in the way space is used, managed and classified, the need has arisen to change some of the codes and their definitions. The Primary Room Type codes in Data Dictionary 3.0 for the most part align with TEFMA Room Type codes. However, the Go8 use more Room Type codes than is listed in the TEFMA SPG (2009), edition 3.

Go8 Space Subtypes - All Room Types roll up under a Space SubType to provide operationally useful categories for Go8 space reporting / trend analysis / benchmarking, as they have more granularity than the nine Primary Room Types. This is a Go8 specific code set.

Go8 Room Type codes and definitions were updated in July 2021 and are included in Data Dictionary 3.0.

Acknowledgement should be given to the Go8 Space Managers and other staff who contributed to updating the Space Data Dictionary. They are: Sarah O'Callaghan, Joseph Ting, Lisa Brown, Sam Fernandes (Australian National University), Andrew Border, Samik Waiz, Lei Huang (Monash University), Oliver Ponsonby, Josh Kathigitis, Matt Schapel, Harald Baulis (University of Adelaide), Lody Dannaoui, Jade Germantis, Mary Siciliano, Jon Peacock (University of Melbourne), Di Montgomerie, Andrew Lewis (University of New South Wales), Barbara Robinson, Hugh Gao, Abdon Dantas, Gordon Scott, Piper King (University of Queensland), Rose Chaaya, Sharon Vaughan, Quentin Parisotto (University of Sydney), Dani Ivanovski, Natalie Rowe, Jillian Loney, Claire Paton (University of Western Australia).

Contents

About This Booklet	1
General Definitions	3
NCC Building Classes	4
Building Class by Use	5
Building Classification by Status	6
Building Qualification.....	7
Room Type Definitions – With Primary Room, Room and Sub-Type codes and definitions	8
1 - Office	8
2 - Teaching	8
3 – Laboratory	8
4 - Ancillary.....	8
5 - Information	8
6 – General.....	8
7 - Residential	8
8 - Non-Usable	8
9 – Investment.....	8
Room Functions Definitions – With Primary Room and Room Function codes and defintions	8

General Definitions

This section includes building classification and respective definitions, according to National Construction Code (NCC). It also contains Archibus building classification by Use and by Status and respective definitions.

- NCC Building classification
- Building Status
- Building Use
- Building Qualification

NCC Building Classes

Classes of Building		Definition
Class 1	Class 1a	A single dwelling being a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
	Class 1b	A boarding house, guest house, hostel or the like with a total area of all floors not exceeding 300m ² .and where not more than 12 reside, and is not located above or below another dwelling or another Class of building other than a private garage.
Class 2	A building containing 2 or more sole-occupancy units being a separate dwelling.	
Class 3	A residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for several unrelated persons. Example: boarding-house, hostel, backpacker's accommodation or residential part of a hotel, motel, school or detention centre.	
Class 4	A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building	
Class 5	An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8 or 9.	
Class 6	A shop or other building for the sale of goods by retail or the supply of services direct to the public. Example: cafe, restaurant, kiosk, hairdressers, showroom or service station.	
Class 7	Class 7a	A building which is a car park.
	Class 7b	A building which is for storage or display of goods or produce for sale by wholesale.
Class 8	A laboratory, or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.	
Class 9	A building of a public nature	
	Class 9a	A health care building, including those parts of the building set aside as a laboratory.
	Class 9b	An assembly building, including a trade workshop, laboratory, or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.
	Class 9c	An aged care building.
Class 10	A non-habitable building or structure.	
	Class 10a	A private garage, carport, shed or the like.
	Class 10b	A structure being a fence, mast, antenna, retaining or free-standing wall, swimming pool or the like.
	Class 10c	A private bushfire shelter

Building Class by Use

Building by use	Definition: note the definition relates to the predominant use that UQ makes of the building.
Academic - SEI	Academic and academic support building with >30% SEI (Services and Equipment Intensive spaces), library, research, learning, teaching, Uni run clinics and related academic admin purposes. Include high end glasshouses (ie. Containment rating >0), associated storage and animal housing. Usually, primary room function will be predominantly PRF 1, 3 and 4.
Academic non-SEI	As per Academic- SEI but with <30% SEI and excluding high end glasshouses (ie Containment rating >0) and animal housing.
Administration	University administration, non-faculty, and includes central admin stores/storage. Usually, primary room function will be predominantly PRF 2.
Community	For /staff, students, and the wider community. Includes sport facilities, recreation, gallery, museum, childcare, health care, retail, commercial activity related to the Uni's purpose, car parking buildings (NCC class 7a). Usually, primary room function will be predominantly PRF 5.
Hospital	Building which provides medical and/or surgical treatment and nursing care for sick or injured people. No buildings in this category as currently no hospitals are not operated by UQ. Hospital space used by UQ is defined in Archibus as "not in Use" if it is operated and used by others eg QLD Health, as "Academic-non SEI" if it is teaching space or "Community" if it has clinics.
Investment	Space not used for a university purpose but owned by and managed by UQ for UQ's benefit. Not all UQ investment properties are on Archibus, and many are only owned short term.
Non-applicable	Non buildings.
Not in use	Long term unoccupied, largely unoccupied by UQ, demolished/ disposed of, planned, under construction or mothballed buildings. Refurbishments not normally shown here, buildings under refurbishment remain what they were till time of reuse.
Residential	Accommodation, residences, houses, units. Usually, primary room function will be predominantly PRF 7.
Services Infrastructure	All facilities associated with the site or building services, electrical, mechanical, comms, data centres, and associated storage. Usually, primary room function will be predominantly PRF 8.
Unknown	Use of the space is not known. It should only be used short term.
Other	Space that does not fall into any of the above categories.

Building Classification by Status

Building Status	Definition
Active building	Building is being used by or for the university.
Active tenancy	Building used by or for the university, which is leased in or out.
Inactive building	Vacant building.
Demolished/Disposed of	Demolished sold or no longer leased. Note that the building number will be retained in the system.
Minor structure	Non-habitable Class 10a building
Non-UQ building	Items such as a swimming pool, fence, paddock, fountain that require a building number but are not a building structure. Classification generally NCC 10b.
Undefined	Building which is not yet defined.
Planned building	Future building of any type
Mothballed	Building is not used but is kept in good condition so that it can readily be used again.

Building Qualification

Qualify as a building?	Definition	Building types/status used in determination
Yes	All buildings that are habitable, could easily be made habitable or are major structures for a non-usable purpose e.g., ablutions, storage, car parking.	<ul style="list-style-type: none"> - Active building (all NCC class 1 to 9, excluding 7a) - Active tenancy (most) - Car Park building (NCC class 7a) - Some Mothballed buildings - Some Inactive buildings
No	Non building structures, demolished, or disposed buildings, non- habitable buildings (not included above).	<ul style="list-style-type: none"> - Some Inactive buildings - Demolished or Disposed of - Non-Building and Minor structure (NCC class 10a- carport, farm/other shelters) - Non-reportable building (investment) - Planned building - Non-building asset (NCC class 10b) - Some Mothballed buildings

Room Type Definitions

The Room Type codes in this document have been compiled and updated by the Go8 University Space Managers. To enable accurate reporting and benchmarking on Go8 Universities space usage, it is important that the Room Type in this Definition Guide be interpreted and attributed to rooms by the same method. Some examples of types of rooms relating to a room code are also provided in this Definition Guide together with photos of typical rooms.

The Room Type codes in this guide are aligned with TEFMA Room Type and Room Function codes (TEFMA SPG). Where possible, the codes have been kept the same, however, with changes over time in the way space is used, managed, and classified, the need has arisen to add extra codes and to change some code numbers.

Primary Room Type codes and sub-Types are also included to assist reporting for Go8 Universities, TEFMA and the Federal Government's Capital Asset Management Survey (CAMS).

PRIMARY ROOM TYPE CODE: 1		PRIMARY ROOM TYPE NAME: OFFICE	
GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ TYPE
X	Office - type not defined	To be used, as the last resort, for any "Office" primary space type that does not fit the codes below.	
100	Office - type not defined	To be used as the last resort for any "Office" primary type space that does not fit the codes below.	
A	Office	Office - an enclosed space with a distinct entrance and with office furniture	
101	Academic staff	A room with office furniture which provides accommodation for one or more Academic or Faculty staff (e.g., Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).	
102	Research staff	A room with office furniture which provides accommodation for one or more Research only staff (e.g., Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).	
103	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 Honour's students.	
104	Technical/laboratory/store staff	A room with office furniture which provides accommodation for one or more technical, laboratory ancillary staff (e.g. 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 e.g., graphic artist.	
106	Office - interview / consultants / quiet room	A room with a small table and chairs or a desk and chairs where interviews, consultations or counselling can be conducted, or a consultant/teacher/student/staff can use when some privacy is required.	UQ
108	Professional/general staff	A room with office furniture which provides accommodation for one or more General or Professional staff (e.g. Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff, etc).	
B	Open plan	Open Plan - usually a large space, divided by freestanding, low or high partitions; where users can see and hear each other freely. Desks, cubicles or workstations may be grouped into teams/pods/ clusters.	
112	Academic staff	An open plan area with workstation furniture which provides accommodation for one or more Academic staff (e.g. Snr Academic staff, Exec. Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).	
113	Research staff	An open plan area with workstation furniture which provides accommodation for one or more Research staff only (e.g. Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).	
114	Postgraduate students	An open plan area with workstation furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honour's students.	
115	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 support staff (Lab Manager, Lab Assistant, Lab Store/Technical staff, Lab Workshop staff). Include accommodation and equipment for staff providing multi-media services such as photography, video filming.	

PRIMARY ROOM TYPE CODE: 1		PRIMARY ROOM TYPE NAME: OFFICE	
GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ TYPE
116	Professional/general staff	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).	
117	Hot desk	A workstation or desk space that provides accommodation for casual/part-time Staff /Students/ Visitors (eg Consultants). Not assigned to one individual, used as a "drop-in" space or office hotelling. Note: This may be in an open plan space or office.	
C	Reception	Reception - space whose function serves to receive people or respond to enquiries.	
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. Does not include a Waiting Area - see 623.	
D	Informal workspace	Informal Workspace - an informal work setting	
119	Informal workspace	A workspace, usually equipped with furniture, which is separate to and is not 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.	
152	Office - undergraduate students	An open plan area with workstation furniture which provides accommodation for two or more undergraduate student or for the accommodation of undergraduate student societies or association office.	UQ

PRIMARY ROOM TYPE CODE: 2

PRIMARY ROOM TYPE NAME: TEACHING

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ TYPE
X	Teaching general - type not defined	To be used, as the last resort, for any "Teaching - General" primary type space that does not fit the codes below.	
200	Teaching general - type not defined	To be used, as the last resort, for any "Teaching - General" primary type space that does not fit the codes below.	
A	Lecture theatre	Lecture Theatre - stepped floor or tiered teaching space	
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.	
210	Collaborative lecture theatre	Lecture Theatre with good circulation for lecturer/tutor to move around and space for students to work in small groups	UQ
B	Seminar Room	Seminar Room - can be used for lectures/seminars/tutorials/classes; tends to have a more structured seating/furniture arrangement and more formal teaching style	
204	Seminar/tutorial/classroom (>70 seats)	A large, flat floor room with a capacity of 70 or more seats which is used for Teaching.	
205	Seminar/tutorial/classroom (31 to 69 seats)	A medium, flat floor room with a capacity of 31- 69 seats which is used for Teaching.	
206	Seminar/tutorial/classroom (<30 seats)	A small, flat floor room with a capacity of up to 30 seats which is used for Teaching.	
211	Collaborative flat floor classroom	A flat floor room, equipped with flexible furniture to enable teaching of collaborative groups.	UQ
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 technology enable 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). May be flat floor or tiered. No longer used.	

PRIMARY ROOM TYPE CODE: 3

PRIMARY ROOM TYPE NAME: LABORATORY

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
X	Laboratory - type not defined	For use as the last resort, for any "Specialist Teaching and Research" primary type space that doesn't fit the codes below.	
300	Laboratory - 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.	
A	Laboratory - wet	Laboratory - Wet - typically has a high level and use of services, water, gas, fume cupboards, UV /biohazard hoods, positive pressure requirements, chemicals and/or biological reagents and various instrumentation used for experimental research or teaching purposes.	
301	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).	
303	Scientific - PC rated	A laboratory used for scientific experimentation utilising specialised equipment and regulatory requirements that qualifies it as PC2/PC3/PC4 approved.	
306	Scientific/medical/engineering - research	A wet laboratory used for experimental purposes by students pursuing Higher Degrees by Research and/or by Research staff. (Use this code for Clean Rooms).	
B	Laboratory - dry	Laboratory - Dry - typically has minimal services (water, gas). It can house instrumentation, eg robotics, microscopes, heavy machinery, scientific collections for experimental research or teaching purposes. May include specialist equipment eg wind tunnels, wave labs, observatories.	
302	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).	
307	Scientific/medical/engineering - research	A dry laboratory used for experimental purposes by students pursuing Higher Degrees by Research and/or by Research staff.	
352	Laboratory - instrument lab	A dry laboratory used mainly for researchers, with specialized instruments critical to research.	UQ
311	Laboratory - scientific commercial	A dry laboratory used by commercial enterprises, utilising specialised equipment in the development of various scientific research.	UQ
C	Laboratory – dry/computing	Laboratory - Dry/Computing- a room that uses computing as its core teaching or experimental work requirement (eg bioinformatics work, psychology tests, physics/maths experiments ie computer modelling, biology/geology demonstration labs). Do not use for a bank of computers that are for general use as found in libraries, informal learning spaces, etc.	
308	Computing laboratory	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	Computing laboratory - research	A room for students pursuing Higher Degrees by Research and/or by Research staff, where computers are integral to the research work being done. Use 629 for server rooms and high-performance computing (HPC).	
310	Computing laboratory - 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).	

PRIMARY ROOM TYPE CODE: 3

PRIMARY ROOM TYPE NAME: LABORATORY

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
D	Studio	Studio - a space/room fitted out/equipped specifically for teaching or practical work associated with Creative Arts/Architecture disciplines. A studio /creative workshop is an experimental or a development space for creative disciplines (as a laboratory is for used scientific/medical/engineering studies or research).	
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	A singular purpose space equipped/used for the practical work associated with Ceramics studies.	
325	Dance	A singular purpose space equipped/used for the practical work associated with Dance studies.	
326	Design	A singular purpose space equipped/used for the practical work associated with Design studies.	
327	Drama	A singular purpose space equipped/used for the practical work associated with Drama studies.	
328	Multimedia	A singular purpose space equipped/used for the practical work associated with Multimedia studies (not just audio-visual work) , e.g., mixed media studies of text, sound, picture, video, animations, computer graphics, etc.	
330	Photography	A singular purpose space equipped/used for the practical work associated with Photography studies. (Also refer to Dark Room - code 411).	
331	Sculpture/metal/woodwork, etc	A singular purpose space equipped/used for the practical work associated with Sculpture/Metal/ Woodwork studies.	
E	Specialist teaching and research	Specialist Teaching and Research - spaces that have more specialised/unique requirements as compared to laboratories and studios.	
313	Audio visual teaching	A soundproof room containing specialised equipment, used in the recording and/or postproduction of sound or video material as well in the training of students in sound and video production.	UQ
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 e.g., 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 handicapped. Normally includes a kitchen, bathroom with special aids to assist the handicapped.	
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.	
333	Glasshouse - PC rated	A glasshouse for performing plant experimental procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. (Also refer to 407/421).	

PRIMARY ROOM TYPE CODE: 3

PRIMARY ROOM TYPE NAME: LABORATORY

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
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.	
337	Spec space - faculty pharmacy dispensary training	A room that simulates a pharmacy where students are trained in the dispensing of medicine.	UQ
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.	
340	Animal - PC2+	A fully enclosable space with smooth, impermeable to water and cleanable surfaces used in scientific research using animals.	UQ
344	Laboratory - other specialist laboratory	A facility with controlled conditions, containing specialized equipment used in the development of specific research.	UQ
345	Observation/control room	A space used as an Observation/Control room.	
351	Laboratory - postgrad research &/or academic	A facility with controlled conditions, used in academic or postgrad research. The configuration of the room varies, depending on the field of science in which the research is being developed.	UQ

PRIMARY ROOM TYPE CODE: 4

PRIMARY ROOM TYPE NAME: ANCILLARY

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
X	Ancillary - type not defined	To be used, as the last resort, for any "Ancillary" primary type space that doesn't fit the codes below.	
400	Ancillary - type not defined	To be used, as the last resort, for any "Ancillary" primary type space that does not fit the codes below.	
A	Teaching or research support	Teaching or Research Support - rooms or areas usually adjacent and which provide support facilities to teaching or research activities	
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.	
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.	
410	Operating theatre support room	A space used to support an operating theatre (e.g. recovery space, scrub space, X-ray space etc).	
412	Seminar/lecture theatre 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.	
417	Studio support room	A room which supports activities in a studio/teaching workshop (e.g. Kilns, preparation room, cleaning space).	
B	Workshop	Workshop - spaces and rooms used for general maintenance and repair purposes	
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.	
C	Controlled environment	Controlled Environment - space which is a purpose-built containment for particular environmental or experimental conditions/animals/plants	
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), e.g., kennels, shearing sheds, slaughter houses. Refer to 420 for Animal Holding Controlled Space. Note also 814 - non-Usable space.	
405	Controlled temperature room	A room constructed to maintain special conditions of lighting/temperature/humidity not normally provided by air conditioning e.g. Freezer, Cold, Warm room. Can include meat drying room etc.	
407	Glasshouse/greenhouse	A (glass) building, or space specifically used for growing plants, under ambient conditions only.	
409	Mortuary	A space dedicated to the storage of human body parts and activities associated with Medicine studies.	
411	Dark room	A dark room or dedicated dark area used in conjunction with scientific laboratories for viewing materials under UV lighting and/or processing x-ray films, etc. (Refer to 330 for a dark room used in the teaching of photography).	

PRIMARY ROOM TYPE CODE: 4

PRIMARY ROOM TYPE NAME: ANCILLARY

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
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. See also 404 - Animal holding.	
421	Glasshouse/greenhouse - controlled	A (glass) building used for growing plants under controlled experimental conditions (lighting, temperature and/or humidity).	
D	Store	Store - spaces that are purposed for storage (not temporary, random spaces being used for ad hoc storage)	
408	Goods receipt/despatch/mail room	A fully enclosed room used exclusively for the receipt and despatch of mail or goods.	
413	Art works storage	A room used to store Art Works or Museum specimens. Usually, but not always, secure and climate controlled.	
414	Bulk storage/warehouse	A large room used for bulk storage or warehousing. Use 807 for Non-Usable garage parking for vehicles or equipment.	
415	Archives	A room used for long term storage of files and/or records.	
416	Locker area/room	A room or area (e.g., within a usable floor area, such as office etc), used for staff or student lockers.	UQ
418	Dangerous goods storage	A room/area of special construction used to hold exclusively quantities of Flammable/Hazardous/Liquids under safe conditions.	
419	Storeroom/storage space	A room or local storage space used for general type storing such as files/office supplies/equipment.	

PRIMARY ROOM TYPE CODE: 5

PRIMARY ROOM TYPE NAME: INFORMATION

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
X	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.	
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 does not fit the codes below.	
A	'A grade' group study & informal space	A Space intended to create study and group workspaces, for long term use. Individual carrels, tables and chairs, group study table & chairs, and rooms, including group areas that are bookable and potential quiet zones.	
501	Reading room/study space	A room or area, with seating, tables, desk furniture, specifically used as a quiet space for reading or study by students or staff, usually within a Library area and has power and Wi-Fi. Open Study 525 is similar but in 501 the primary purpose is individual study. Small study rooms are separate - refer to 502. Use 509 for Departmental / Reference Library.	
502	Group study room	A separate room set up with furniture, and possibly 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.	
518	Individual study room	A bookable room in a library for individual focused study. A space suitable for one person. The desk space is sufficient to use a laptop, tablet or hardcopy material.	
519	Open access computers	Space with a seat and desk with a personal computer provided by the university that is accessible to all.	
520	Open group study	A space (maybe free standing, booth, or alcove) that accommodates 2 or more in an open plan setting. Intended for study.	
B	Social & informal learning space	A space with a medium likelihood of being selected by students, intended to provide social spaces for students. Includes individual & group tables, lounges with kitchenettes, some power points, screens and breakout spaces (not associated with the space) which may be associated with a particular discipline. Excludes areas where the primary purpose is eating, clubs and societies, or where the room function or teaching and/or research.	
521	Assistive technology room	A bookable room that provides specialised learning equipment and technology to assist people with a disability.	
522	Presentation room	A bookable room with seats and a table that accommodates up to six people. The room also provides a full suite of presentation equipment, like teaching rooms, purpose built to practise presentations.	
523	Library training room	A room in a library, bookable for library classes but otherwise used as study space.	
524	Open study	Multipurpose study space that provides for individual study, group study, and may also include computer workstations and lounges. Usually in a space that is not in a library and does not warrant creation of room percentages or sub-rooms.	
525	Social learning space	A space with lounge, beanbag, stool or similar style casual seating, typically co-located with other types of informal learning seating.	
526	Informal maker space	A space that has specialist equipment for inventing, making or testing, utilised by individuals or groups.	

PRIMARY ROOM TYPE CODE: 5

PRIMARY ROOM TYPE NAME: INFORMATION

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
527	Informal incubator space	A space designed to nurture relationships/collaborations/ projects between staff, students and industry or business.	
C	Waiting & incidental learning space	Stacks and Collections - found in libraries or reference reading rooms	
515	Convenience study	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/Wi-Fi enabled and anchored furniture. Note: Seating near entries to buildings or lifts are not primarily purposed learning spaces but casual seating	
D	Stacks and collections	Stacks and Collections - found in libraries or reference reading rooms	
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.	
507	Information - remote stack	A room away from users such as in a warehouse, containing storage of records and archive materials such as books, documents, drawings and maps.	
514	Microfilm/plans/maps collection	An area housing Microfilms/Plans/Maps collections.	
E	Library services	Library Services - room or area with specialised reference materials/resources or staffed area related to library activities	
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.	UQ
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. Also refer to 501.	
528	Library Consultation Room	A bookable room that provides space for one-on-one consultation.	

PRIMARY ROOM TYPE CODE: 6

PRIMARY ROOM TYPE NAME: GENERAL

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
X	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.	
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.	
A	Meeting space	Meeting Space- meeting rooms or areas associated with various group gatherings	
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.	
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. For a foyer area outside a large (>250 seat) lecture theatre, this is considered as a (usable) waiting area (not circulation).	
613	Assembly hall/auditorium	A typically large area or room used for assembly (e.g. graduations, examinations), but not generally used for teaching.	
626	Multi-function space	A room or area whose set up can be changed readily (e.g. walls move to open up space, furniture removed) and used for multiple activities e.g. small/large group meetings, seminars, functions, exhibitions/displays, forums, adaptable social spaces. May include casual seating in part of a foyer atrium area.	
B	Resource and media rooms	Resource and Media Rooms- used by staff	
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.	
620	Media services room	A room equipped with media equipment providing central multi-media support services and maintenance e.g., 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. Note: If room mainly accommodates staff providing multi-media services, e.g. graphic artist, use code 104.	
C	Common room	Common Room - used by staff and students	
604	General common room	A room with furniture available for use by staff and/or students primarily as social/dining space. May include e.g. 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 e.g. 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 e.g. fridges/microwaves/kitchenette (hot/cold water services)/vending machines.	

PRIMARY ROOM TYPE CODE: 6

PRIMARY ROOM TYPE NAME: GENERAL

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
D	Computing and ITS	Computing and ITS - rooms associated with Central ITS or local data centres	
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.	
E	Staff and student services	Staff and Student Services- areas of the University that provide on campus facilities and retail services for students and staff	
607	Dining area	A room or area set aside to provide eating facilities (Refectory/Canteen) for staff and students (but not for residential accommodation). Refer to 611 for café.	
608	Kitchen/servery/food storage	A room or area for the storage, preparation and serving of meals associated with a dining space 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 not used primarily for teaching or research.	
611	Retail facility	Room or area specifically used by vendors providing goods/services to the university community, e.g. café, bookshop, hairdressers, chemist, bank, post office etc.	
615	Medical centre	An area used for medical and counselling services for staff or students.	
617	Childcare 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.	
619	Religious/prayer facility	A room or area set aside for religious meetings or worship.	
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.	
624	Laundry	A room set up with laundry equipment - washing machines and dryers. (Refer to 709 for a laundry in residential accommodation).	
625	Parenting room	A room set up (possibly with microwaves, fixed change table, couches) for use by parents with young children.	
639	General - careers / employment centre	A room equipped with furniture such as tables and chairs, shelves and desks, used as a support area for the carer resource centre, for instances in the preparation of materials for a fair or conference.	UQ

PRIMARY ROOM TYPE CODE: 6

PRIMARY ROOM TYPE NAME: GENERAL

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
F	Community engagement	Community Engagement - areas of the University that are for staff and student use, but that are available/open for use by the general public on an ongoing basis	
612	Theatre	An area used for dramatic, music or film presentation, not associated with the teaching activities.	
614	Theatre support room	A room used to support music and Theatrical services e.g. Dressing rooms, theatrical gymnasium, Music practice rooms in conjunction with a theatre.	
618	Gallery/exhibition space/museum	A room or area set aside for the exhibition of art works or other exhibits for viewing by the Public eg Art Gallery.	
G	Transitional space	Transitional Space - space not currently in use, but planned for future use	
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. (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 Organisational Unit).	
627	Under construction	A space or room under construction. These areas are intended for future use but are non-usable and not occupied.	

PRIMARY ROOM TYPE CODE: 7

PRIMARY ROOM TYPE NAME: RESIDENTIAL

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
X	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.	
700	Residential accommodation - type not defined	To be used, as the last resort, for any "Residential Accommodation" primary space type that does not fit the codes below.	
A	Staff/visitor - house	House accommodation (on a short term/long term basis) for a staff member or visitor.	
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.	
704	Residential - student self-contained apartment	Self-contained accommodation (on a short term/long term basis) for students.	UQ
B	Accommodation - student	Accommodation - Student - Residential accommodation university owned, on-campus or off-campus which is used by students.	
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.	
711	Residential - externally rented accommodation	A residential building rented for a tenant other than a student or university staff.	UQ
712	Residential - staff / visitor short / long term	A bedroom containing shower, bath, toilet facilities in a building used for the sole purpose of accommodating people (staff or visitor) in a temporary basis, such as a motel.	UQ
720	Residential - student storeroom	A storage room located in a student accommodation.	UQ

PRIMARY ROOM TYPE CODE: 8

PRIMARY ROOM TYPE NAME: NON-USABLE

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM TYPE
X	Non-usable - type not defined	To be used, as the last resort, for any "non-usable" primary space type that does not fit the codes below.	
800	Non-usable type not defined	To be used, as the last resort, for any "non-Usable" primary space type that does not fit the codes below.	
A	Staff/visitor - house	House accommodation (on a short term/long term basis) for a staff member or visitor.	
818	Toilet/amenities - unisex accessible	Accessible Unisex toilet - may include amenities such as a shower/locker.	
819	Shower/change facility	A room provided for staff and students for shower/change/end of journey facilities. Refer to 801 for Bicycle storage.	
820	Toilet/amenities - female	Female toilet - may include amenities such as a shower/locker.	
821	Toilet/amenities - male	Male toilet - may include amenities such as a shower/locker.	
822	Toilet/amenities - unisex	Unisex toilet - may include amenities such as a shower/locker.	
823	Toilet/amenities - female accessible	Accessible female toilet - may include amenities such as a shower/locker.	
824	Toilet/amenities - male accessible	Accessible male toilet - may include amenities such as a shower/locker.	
828	Toilets / Amenities / Shower / Female	Female toilet including amenities such as a shower/locker.	UQ
829	Toilets / Amenities / Shower / Male	Male toilet including amenities such as a shower/locker.	UQ
830	Access Toilet / Shower	Accessible male, female or unisex toilet including amenities such as a shower	UQ
832	Ambulant Toilet	Male, Female or unisex ambulant toilet which may include amenities such as a shower	UQ
833	Ambulant Toilet / Toilet	Male, Female or unisex ambulant toilet without other amenities	UQ
835	Toilet/Amenities - Other	Other toilets and amenities e.g. may include ambulant toilet, baby change facility.	
836	Access Toilet / Toilet	Accessible male, female or unisex toilet without other amenities	UQ

PRIMARY ROOM TYPE CODE: 8

PRIMARY ROOM TYPE NAME: NON-USABLE

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
837	Access Toilet / Baby Change	Accessible male, female or unisex toilet which contains a baby change station	UQ
B	Staff/visitor - house	House accommodation (on a short term/long term basis) for a staff member or visitor.	
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).	
839	Veranda/Balcony	An external balcony, deck, terrace or veranda (recessed, cantilevered or supported by brackets/piers or columns). May be used as a social/casual space with seating etc for staff /students.	
864	Circulation - stairs	A shaft in a building containing a staircase, used for vertical circulation, separated from general circulation (805) because of different maintenance priority.	UQ
C	Staff/visitor - house	House accommodation (on a short term/long term basis) for a staff member or visitor.	
807	Garage/loading bay	An area within a building used for parking or loading vehicles.	
809	Lift motor room	A room containing the mechanical equipment servicing lifts. See also 838 for lift.	
810	Mechanical plant room	A room housing machinery for the provision of building services e.g. air conditioning.	
811	Plant room - other	Any other type of plant room - not defined.	
812	Communications network	A room containing Comms Network System/Telephone PABX system.	
813	Sub station	A room containing high voltage transformers and electrical switchgear.	
815	Switch room	A room containing the main electrical switchboard.	
838	Lift	Area occupied by a lift (Note: as distinct from circulation space (805) and lift motor room (809).	
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.	
842	Comms microwave room	A communications room, which contains a microwave.	UQ

PRIMARY ROOM TYPE CODE: 8

PRIMARY ROOM TYPE NAME: NON-USABLE

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
843	Comms building MDF	A main communications room in a building	UQ
845	Electrical lighting control room	A room which contains electrical lighting control equipment.	
846	Generator room	A room which contains a generator.	
847	Fire services plant room	A room which acts as a fire services plant room, with related equipment.	
848	Hydraulic pump room	A room which contains a hydraulic pump.	
850	Mechanical riser	A room which contains a mechanical riser	
851	Comms structure cabling system riser	A riser room which contains communications structural cabling systems.	
852	Comms riser	A riser for the purpose of communications equipment.	
853	Comms Satellite Riser	A riser for the purpose of communications satellite.	
854	Electrical Riser / DB	A riser for the purpose of electrical equipment.	
855	Data Riser	A riser specifically for data equipment.	
856	Hydraulics Riser	A riser specifically for hydraulics equipment.	
857	Fire Riser	A riser specifically for fire related services.	
858	Non-UQ Comms Riser	A riser for communication equipment not owned by UQ.	
859	Comms Structure Cabling System Room	A room which provides access to communications structural cabling systems.	
860	Security services room	A room which hosts security services.	
861	Childcare undercover / outdoor area	A sheltered outdoor area, with some sort of covering, which is specifically for the purpose of childcare.	

PRIMARY ROOM TYPE CODE: 8

PRIMARY ROOM TYPE NAME: NON-USABLE

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
863	Gas manifold room	A room which hosts gas equipment, services and controls.	
D	Non-usable - other	Non-Usable - Other - space that is unlikely to be converted to usable space due to its size and/or location restriction	
801	Bicycle storage	An enclosure, room or small building for the storage of bicycles.	
806	Cleaners room	A room used by cleaners for storing cleaning equipment. Include cleaner's common rooms.	
808	Informal Learning - External	An outdoor, covered area with purposed seating/tables/networking for informal learning. (Not a general use outdoor, social seating area). Has nil UFA m ² , 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 bookable and predominantly used and purposed as Teaching space, then it is usable space, consider coding it as 200. (As allowed for covered, outdoor areas for a Child Care Centre).	
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 readily to a usable space. May include external structures classified as NCC Class 10a (carport, minor shed, some farm shelters) and some internal spaces. See also 404 for Animal Holding. May also be referred to as non-habitable space.	
816	Kitchenette/tearoom	A small area or room which has tea/other refreshment making facilities but is not furnished with tables and chairs like a Common Room. Refer to 817 for an Outdoor Tea Room.	
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.	
894	Greenhouse	Greenhouse room without a controlled environment regarding temperature/humidity.	UQ
895	Unenclosed - covered animal accommodation	An unenclosed space with a roof used for the keeping of animals	UQ
896	Other cover area	A covered area used for distinctive activities such as the placement of a drinking fountain, a water tank or bin storage	UQ
898	Open - animal pens (not roofed)	An enclosure for animals without a roof.	UQ
899	Open - other uncovered area	An uncovered area with various functions such as a roof terrace, external circulation, or a chilled water plant.	UQ
E	Staff/visitor - house	House accommodation (on a short term/long term basis) for a staff member or visitor.	
802	Car Park – > 50% of a building	A car parking area constructed as part of a building, and which comprises greater than 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 less than 50% of that building's GFA. Treat this space as Non-Usable when reporting to TEFMA.	

PRIMARY ROOM TYPE CODE: 9

PRIMARY ROOM TYPE NAME: INVESTMENT

GO8 SUB-TYPE/ ROOM TYPE CODE	GO8 SUB-TYPE / ROOM TYPE NAME	GO8 SUB-TYPE / ROOM TYPE DEFINITION	UQ ROOM
X	Non-reportable - type not defined	To be used, as the last resort, for any "non-reportable" primary space type that does not fit the codes below.	
900	Non-reportable - type not defined	To be used, as the last resort, for any "Non-Reportable" primary space type that doesn't fit the codes below.	
A	Investment	Investment - property owned by the Institution but used solely for investment purposes	
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/apartment	Unit/Flat/Apartment owned by the Institution for investment purposes.	
B	Non-reportable - other	Non-Reportable - Other - space that does not fit under any other subtype or any other Room Type Code.	
905	Mothballed space	An area or room that is set aside with no immediate intended use for University purposes. May include farmland, properties, etc., not maintained or used daily by the Institution.	

Room Functions Definitions

The Room Function codes in this document have been compiled and updated by the Go8 University Space Managers. To enable accurate reporting and benchmarking on Go8 Universities space usage, it is important that the Room Functions in this Definition Guide be interpreted and attributed to rooms by the same method. Some examples of types of rooms relating to a room code are also provided in this Definition Guide.

The Room Function codes in this guide are aligned with TEFMA Room Type and Room Function codes. Where possible, the codes have been kept the same, however, with changes over time in the way space is used, managed and classified, the need has arisen to add extra codes and to change some of the code numbers.

Primary Room Function codes are also included to assist reporting for Go8 Universities and the Federal Government's Capital Asset Management Survey (CAMS).

some of the code numbers.

Primary Room/ Room Function	Primary Room/Room Function Name	Room Function Definitions
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 (i.e., in a Faculty, School, Discipline or Institute) and includes administrative staff offices/areas, support rooms such as resource room, meeting room, storeroom, 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 only for teaching purposes (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 teaching only 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 not a higher degree ie Honours, Masters, PhD by research).
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 (i.e., in a Faculty, School or Discipline) and includes administrative staff offices funded by an academic unit, support rooms such as resource room, meeting room, storeroom, 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 both teaching and research 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, storeroom, reception, common room, local area network room.

Primary Room/ Room Function	Primary Room/Room Function Name	Room Function <u>Definitions</u>
4	Learning & Teaching	
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 and 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 childcare facility.
53	Food Services	Room used for refectory, dining, and food services such as main University refectory, cafes, and their kitchens & related storerooms 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, the functioning of the institution as a corporate entity and are centrally funded e.g., HR, Finance, Marketing, etc. Include offices of the VC, Executive, Student Administration Unit (i.e., admissions, registrar, graduations, and examinations), related resource room, meeting room, storeroom, 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.

Primary Room/ Room Function	Primary Room/Room Function Name	Room Function <u>Definitions</u>
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, cleaner's 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.

