Departmental Space
- Rooms currently assigned to your department
  - Offices
  - Conference Rooms
  - Open Labs
  - Research Labs
- Classrooms are coded 100% Instruction

Room Type Codes – defines the type of room – commonly used room types
- Laboratory Facilities (200’s)
  - 210 – Class laboratory
  - 215 - Class laboratory services
  - 220 – Open laboratory
  - 225 – Open laboratory services
  - 250 – Research non-class wet laboratory
  - 251 – Research non-class dry laboratory
  - 255 – Research non-class Lab Service
- Office Facilities (300’s)
  - 310 – Office
  - 315 – Office Service
  - 350 – Conference Room
  - 355 – Conference Room Service

Room Functions – the activity that takes place in the room – commonly used room functions
- Instruction/Departmental Research
- Organized Research (externally funded)
- Other Sponsored Programs
- Department Administration

Account Information – fund and cost center of the active externally sponsored projects
- List of active externally funded projects assigned to the department
- To be completed on the survey if the occupant of the room has an externally funded organized research project (funds 25-30) and the room is functionally coded Organized Research

Room Occupants – person assigned to the room
- Individuals who occupy the room
  - Faculty
  - Professional Researchers
  - Graduate Students
  - Staff