

# **APPENDIX J**

## **GLOSSARY OF TERMS**

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**Addition** – Expansion or extension of an existing facility that increases its size or capacity.

**Assignable Area** –The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding non-assignable spaces defined as building service, circulation, mechanical, and structural areas. This is also referred to as net assignable square feet (NASF). All rooms not specifically excluded (see *Non-Assignable and Un-assignable Areas*) are assignable and must be measured and coded according to academic discipline or administrative assignment (CIP), Space Use Codes, and Functional Category Codes.

**Assignable E&G** – Educational and general space by Space Use Codes as reported on an institution's facilities inventory.

**Assignable Square Feet (ASF)** – Amount of space that may be used for programs within interior walls of a room. Major Space Use Codes categories are classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

**Athletic Facilities** – Facilities used for athletic programs, including intercollegiate athletics, intramural athletics, and athletically oriented academic programs.

**Auditorium or Assembly** – A room, hall, or building designed and equipped for the assembly of large groups for such events as dramatic and musical productions, devotional activities, livestock judging, faculty/staff meetings, or commencement. Included are theaters, concert halls, arenas, chapels, and livestock judging pavilions. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

**Auxiliary Enterprise Buildings or Space** – Income-generating structures and space such as dormitories, cafeterias, student union buildings, stadiums, athletic facilities, housing or boarding facilities used by a fraternity, sorority, or private club, and alumni centers used solely for those purposes. Auxiliary space is not supported by state appropriations.

**Branch or Specialized Campus** – This is a facility or group of facilities located at a site remote from the main campus and serving a specialized function (e.g., a marine biology adjunct of a main campus located at a distant gulf coast location). When such a campus has its own enrollment separate from the main campus, it must have its own facilities inventory and FICE code and be designated as a Main Campus.

**Building** – The THECB defines a building as a roofed structure with at least two walls for permanent or temporary shelter for persons, animals, plants, equipment, or supplies. It is attached to a foundation, roofed, serviced by a utility (exclusive of lighting), and is a source of maintenance and repair activities.

**CIP Code** – The classification of instructional program codes based on the National Center for Educational Statistics used to track, assess, and report fields of study and programmatic activity. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs.

**Class Laboratory** – A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios. Laboratories that serve as individual or independent study rooms are not included.

**Classroom** – A room used for regularly scheduled classes. These rooms may be called lecture rooms, lecture-demonstration rooms, seminar rooms, or general-purpose

classrooms. A classroom may contain multimedia or telecommunication equipment, such as those used for distance learning. A classroom may be furnished with special equipment (e.g., globes, maps, pianos) appropriate to a specific area of study. A classroom does not include conference rooms, meeting rooms, auditoriums, or class laboratories.

**Clinical Facility** – A facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions; medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

**Diagnostic Support Laboratory** – The central diagnostic service area for a healthcare facility. Included are pathology laboratories, pharmacy laboratories, autopsy rooms, isotope rooms, etc., providing such services as hematology, tissue chemistry, bacteriology, serology, blood banks, and basal metabolism. In veterinary facilities, this includes necropsy rooms.

**Dormitories** – These are single or family residences. The THECB requires only the building data to be reported. Reporting the residential room's data is optional. The THECB database automatically estimates the interior assignable space at 60 percent for dormitories. Dining halls, lounges, offices, and TV rooms in dormitories are considered residential. However, nonresidential space in mixed-use Academic/Residence buildings shall be reported.

**Educational and General Net Assignable Square Feet (E&G NASF)** – This is net assignable space used to carry out institutional missions of instruction, research, and support. It does not include auxiliary enterprise space, space that is permanently not assigned, or space used for operations independent of the institution's mission.

**Facilities** – In the context of the facilities inventory, "facilities" is synonymous with "buildings" or "rooms" in a building, but does not include outdoor areas.

**Facilities Inventory** – This is a uniform coding structure to identify physical facilities' building and room records. It includes data fields for space type, condition, size, use, and program department codes.

**Gross Area** – This is the sum of the floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces, including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are usable for storage or other purposes. Gross Area does not include cornices, pilasters, buttresses, etc. that extend beyond wall surfaces. Do not include open, unroofed courts even if surrounded by the building. The air space or open space above auditoriums and other similar rooms that extends through two or more floor levels is not included in the gross square footage.

**Gross Square Feet (GSF)** – The sum of all square feet of floor areas within the outside faces of a building's exterior walls.

**Housing Facility** – A single- or multi-family residence used exclusively for housing or boarding students, faculty, or staff members.

**Intercollegiate Athletic Facility** – Any facility used primarily to support intercollegiate athletics, including stadiums, arenas, multi-purpose centers, playing fields, locker rooms, coaches' offices, and similar facilities.

**Lease** – A contract by which real estate, equipment, or facilities are conveyed for a specified term and for a specified rent. This includes the transfer of the right to possession and use of goods for a term in return for consideration. Unless the context clearly indicates otherwise, the term includes a sublease.

**Lease-Purchase** – A lease project that includes the acquisition of real property by sale, mortgage, security interest, pledge, gift, or any other voluntary transaction for a specified period at a specified cost. During the term of the lease, the lessee builds equity at a specified rate so that, at the end of the lease period, the lessee has the option of purchasing the property at a specified amount. Title to the property remains with the lessor until the lessee exercises the option to purchase.

### **Lounge, Public Waiting, and Lobby**

**Space Use Codes** – Lounges and Public Waiting areas are Assignable Areas, and a lobby is Non-Assignable.

*Lounge* – This is a room for rest and relaxation. It typically has upholstered furniture, draperies, and carpeting and may include vending machines. See *Appendix F, Space Use Codes, Lounge (650)*.

*Public Waiting* – This is for the public to await admission, treatment, information, or patient visits in a Health Care Facility. Included are waiting and reception areas, visiting areas, and viewing areas. See *Appendix F, Space Use Codes, Public Waiting (880)*.

*Lobby* – This is circulation area, like stairs or hallways. However, a lobby may function as a Lounge (650) or as an Exhibition Room (620). In these cases, the proper Space Use Code should be chosen and the room inventoried. The judgment here is based on primary function or predominant use.

**Net Assignable Square Feet (NASF)** – This is the sum of floor space within interior walls of rooms that is assigned to, or available for assignment to, occupants for use. NASF is determined by Space Use Codes and Functional Category Code data fields. (See also Assignable Area.)

**Net Usable Area** – The sum of assignable area and non-assignable area.

**Non-Assignable Areas** – This space is not assigned directly to support programs but is necessary for the general operation of a building. Non-assignable spaces are defined as building service, circulation, mechanical, and structural areas. The reporting of this room space is optional for the institution.

*Circulation Areas* – This is space that provides physical access to assignable rooms. Included are corridors, lobbies, public stairways, elevators, escalators, loading platforms (unless provided with a secure enclosure), tunnels, bridges, fire towers, etc. Walls do not always bound circulation areas. Libraries often have large open areas containing functional sub-areas, such as circulation desks, open stack reading rooms, and study areas, but have no walls separating these areas. In these cases, a reasonable allocation of space for general access corridors is deducted from the total Assignable Area. These circulation areas are apparent when the sub-areas are assigned room numbers and inventoried separately. Exceptions are halls in office suites and similar settings that are used to circulate from room to room and are not general access space. This space is part of the Assignable Area.

*Building Service Areas* – This includes rooms used for building protection, care, and maintenance, such as custodial closets, trash rooms, guardrooms, custodial locker rooms, and custodial storage/supply rooms. Central physical plant shop areas, warehouses, vehicle storage areas, and equipment storage areas are Assignable Areas.

*Mechanical Areas* – This includes areas that house mechanical equipment such as air conditioning and utility services. Examples are mechanical areas in central utility plants, boiler rooms, air handlers, mechanical service shafts, air ducts, service chutes, telephone closets, switchgear rooms, fuel rooms, etc.

*Public Toilets* – These are accessible to the public. Rest rooms within office suites and other non-public areas are service rooms: Class Laboratory Service (215), Office Service (315), Shop Service (725), etc.

*Structural Areas* – This area cannot be occupied or used because of certain structural features. Examples are exterior walls, firewalls, attics, basements, stairwells, and rooms that cannot be used for storage or other purposes.

**Vehicle Storage** -- A facility or garage used for housing or storing vehicles. Included are garages, boathouses, airport hangars, and similar buildings. Barns or similar field buildings that house farm implements and surface parking lots are not included.

**Research Facility** -- A facility used primarily for experimentation, investigation, or training in research methods, professional research and observation, or a structured creative activity within a specific program. Included are laboratories used for experiments or testing in support of instructional, research, or public service activities.

**Room** – A usable space normally enclosed on all sides, including alcoves and recesses.. Covered play areas and covered walkways are not considered rooms.

**Room Information Codes** – The Classification of Instructional Programs, Space Use Codes, and Functional Category Codes are used to profile rooms in the THECB facilities inventory.

#### *Classification of Instructional Program*

*(CIP) Codes* – These identify academic discipline, instructional program, or department. CIP Codes are listed in *Appendix C* as eight-digit numbers. For facilities purposes, the first-six digits will be used. CIP data may be prorated to reflect usage by more than one discipline or department.

*Space Use Code* – Each room has one “best” Space Use Code based upon its design and use. Space Use Codes, descriptions, definitions, and examples are listed in *Appendix F*. If an exact Space Use Codes cannot be determined, use the most accurate code available. Space Use Codes coding cannot be prorated. Note that rooms designed as laboratories with “built-in” laboratory equipment such as laboratory benches, specialized scientific equipment, or special utilities (gas, water, steam, etc.) are always coded as Laboratory Facilities (200 series).

*Functional Category Code*– This indicates the room’s actual use (General Academic Instruction, Social and Cultural Development, etc.). Functional Category Codes, descriptions, definitions, and examples are listed in *Appendix G*. As with other room coding, use the code that most closely describes the Functional Category Code of the particular room. Functional Category Codes may be prorated.

**Room Measurements – Room Measurements** – Room area should be measured using a verifiable process that provides an accurate representation of actual square footage.

**Shell Space** – An area within a building with an unfinished interior designed to be converted into usable space at a later date.

**Student Station Capacity** – This is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room by actual count.

**Technical Research Building** – Space used for research, testing, and training in a mechanical or scientific field. Special equipment is required for staff and/or student experimentation or observation. Included are specialized laboratories for new technologies that have stringent environmental controls on air quality, temperature, vibration, and humidity. Facilities generally include space for specialized technologies, semiconductors,

biotechnology, advanced materials, quantum computing and advanced manufacturing quantum computing technology, nanoscale measurement tools, integrated microchip-level technologies for measuring individual biological molecules, and experiments in nanoscale disciplines.