

Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition

On the **FICM (WMU short list)** sheet is the FICM codes that WMU has been using. If you do not see a good classification, then feel free to use any of the codes itemized in the **FICM 2006 (full)** sheet. As needed, we can add additional codes into our CMMS (TMA)

Please refer to the full manual < <https://nces.ed.gov/pubs2006/2006160.pdf> > for definition, description, and limitations of each code in chapter 4. The manual also provides good background and goes into details.

<https://nces.ed.gov/pubs2006/ficm/>

<u>FICM CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
000 - Undefined		<i>Unclassified facilities include those assignable areas that are inactive or unassigned; in the process of being altered, renovated, or converted; or in an unfinished state.</i>
050	Inactive Area	Rooms available for assignment to an organizational unit or activity but unassigned at the time of the inventory.
060	Alteration or Conversion Area	Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.
070	Unfinished Area	All potentially assignable areas in new buildings, shell space, or additions to existing buildings not completely finished at the time of the inventory.
100 - Classrooms		<i>This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for scheduled nonlaboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity.</i>
110	Classroom	A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
115	Classroom Service	A space that directly serves one or more classrooms as an extension of the activities in that space.
200 - Laboratory		<i>A laboratory is a facility characterized by special purpose equipment or a specific space configuration that limits instructional or research activities to a particular discipline or a closely related group of disciplines. These activities may be individual or group in nature, with or without supervision. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, vocational and technical disciplines, etc.</i>
210	Class Laboratory	A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
215	Class Laboratory Service	A space that directly serves one or more class laboratories as an extension of the activities in those spaces.
220	Open Laboratory	A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
225	Open Laboratory Service	A space that directly serves one or more open laboratories as an extension of the activities in those spaces.
250	Research Non-Class Lab	A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
255	Research Non-Class Lab Service	A space that directly serves one or more research/nonclass laboratories as an extension of the activities in those spaces.

<u>FICM CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
300 - Office		<i>Office facilities are individual, multiperson, or workstation spaces specifically assigned to academic, administrative, and service functions of a college or university.</i>
310	Office	A space housing faculty, staff, or students working at one or more desks, tables, or workstations.
315	Office Service	A space that directly serves an office or group of offices as an extension of the activities in those spaces.
350	Conference Room/Office Related	A space serving an office complex and used primarily for staff meetings and departmental activities.
355	Conf Room SVC/Office Related	A space that directly serves one or more conference spaces as an extension of the activities in those spaces.
400 - Study		<i>Study space is classified into five categories: study room, stack, open-stack study room, processing room, and study service. Offices used for library activities are coded as office facilities.</i>
410	Study Room	A room or area used by individuals to study at their convenience, the space not being restricted to a particular subject or discipline by contained equipment.
420	Stack	A space used to house arranged collections of educational materials for use as a study resource.
430	Open-Stack Study Room	A combination study space and stack, generally without physical boundaries between the stack and study areas.
440	Library Support	A room or area devoted to processes and operations in support of library functions.
455	Study Service	A space that directly serves study spaces, stacks, open-stack study spaces, or processing rooms as a direct extension of the activities in those spaces.
500 - Special Use		<i>This category includes several space use categories that are sufficiently specialized in their primary activity or function to merit a unique space code. Areas and rooms for military training, athletic activity, media production, clinical activities (outside of separately organized health care facilities), demonstration, agricultural field activities, and animal and plant shelters are included here.</i>
510	Armory (Military Support)	A room or area used by Reserve Officer Training Corps (ROTC) and ancillary units for military training and/or instructional activities.
520	Athletic Or Phys. Ed	A room or area used by students, staff, or the public for athletic or physical education activities.
523	Athletic Fac. Spec. Seating	The covered seating area used by students, staff, or the public to watch athletic events.
525	Athletic/Physical Ed Services	A space that directly serves an athletic or physical education facility as an extension of the activities in that facility.
530	Media Production	A space used for the production or distribution of multimedia materials or signals.
550	Demonstration	A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
580	GREENHOUSE	A building or space, usually composed chiefly of glass, plastic, or other light-transmitting material, that is used for the cultivation or protection of plants or seedlings for research, instruction, or campus physical maintenance or improvement purposes.
590	Other (All Purpose)	A category of last resort.

<u>FICM CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
600 - General Use		<i>General use facilities are characterized by a broader availability to faculty, students, staff, or the public than are Special Use Facilities (500 series), which are typically limited to a small group or special population. General use facilities comprise a campus general service or functional support system (e.g., assembly, exhibition, dining, relaxation, merchandising, recreation, general meetings, day care) for the institutional and participant community populations.</i>
610	Assembly	A space designed and equipped for the assembly of many persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.
615	Assembly Service	A room or area that directly serves an assembly facility as an extension of the activities in that facility.
620	Exhibition	A room or area used for exhibition of materials, works of art, artifacts, etc., and intended for general use by faculty, students, staff, and the public.
625	Exhibition Service	A space that directly serves an exhibition facility as an extension of the activities in that facility.
630	Food Facility	A space used for eating.
635	Food Facility Service/Kitchens	A space that directly serves a food facility as an extension of the activities in that facility.
640	Day Care	A space used to provide day or night, child or elderly adult care as a nonmedical service to members of the institutional community.
645	Day Care Service	A space that directly serves a primary activity space in a day care facility as an extension of the activities in that space.
650	Lounge	A space used for rest and relaxation that is not restricted to a specific group of people, unit, or area.
655	Lounge Service	A space that directly serves a general use lounge facility.
660	Merchandising	A space used to sell products or services.
665	Merchandising Service	A space that directly serves a merchandising facility as an extension of the activities in that facility.
670	Recreation	A space used by students, staff, or the public for recreational purposes.
675	Recreation Service	A space that directly serves a recreation facility as an extension of the activities in that facility.
680	Meeting Room	A room that is used by the institution or the public for a variety of nonclass meetings.
685	Meeting Room Service	A space that serves a meeting space as an extension of the activities in that space.

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700 - Support		<i>Support facilities, which provide centralized space for various auxiliary support systems and services of a campus, help keep all institutional programs and activities operational. While not as directly accessible to institutional and community members as General Use Facilities (Code 600 series), these areas provide a continuous, indirect support system to faculty, staff, students, and the public. Support facilities are centralized in that they typically serve an area ranging from an entire building or organizational unit to the entire campus</i>
710	Central Computer or Telecom	A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative or academic primary equipment needs of a central group of users, department, college, school, or entire institution.
715	Ctrl Comp. or Telecom Service	A space that directly serves a central computer or telecommunications facility as an extension of the activities in that facility.
720	Shop	A space used for the manufacture, repair, or maintenance of products or equipment.
725	Shop Service	A space that directly serves a shop facility as an extension of the activities in that facility.
730	Central Storage	A space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings.
735	Central Storage Service	A space that directly serves a central storage facility as an extension of the activities in that facility.
740	Vehicle Storage	A space or structure that is used to house or store vehicles.
745	Vehicle Storage Service	A space that directly serves a vehicle storage facility as an extension of the activities in that facility.
750	Central Service	A room or area that is used for the processing, preparation, testing, or delivery of a complex-central or campus-wide support service.
755	Central Service Support	A space that directly serves a central service facility as an extension of the activities in that facility.
760	Hazardous Materials	A centralized facility used for the storage of materials planned for future use or distribution that are considered hazardous by the physical, chemical, biological, or radioactive nature of the materials.
770	Hazardous Waste Storage	A centralized storage facility used for the treatment and/or disposal of hazardous or toxic waste materials as defined, classified, and controlled under government environmental regulations.
780	Unit Storage	A dedicated storage area or location under the direct control and management of a specific institutional division, department, office, business unit, or similar organizational unit.

FICM CODE	DESCRIPTION	DEFINITION
800 - Health Care		<i>This series provides space use classifications for patient care areas that are located in separately organized and budgeted health care facilities: student infirmaries and centers, teaching hospitals, stand-alone clinics run by these hospitals, and veterinary and medical schools. Space codes and definitions apply to both human and animal health care areas; excluded are clinic facilities located outside of separately organized and budgeted health care facilities (see Clinic-540). Although the codes in this series are confined to the settings listed, these facilities may also house areas that are classified using applicable codes from other classification series (e.g., classroom, laboratory, office, special use, general use, supporting facilities, etc.).</i>
835	Nurse Station Service	A space that directly serves one or more nurse station spaces as an extension of the activities in those spaces.
850	Treatment/Examination Clinic	A space used for examinations, diagnosis, consultation, or treatment.
900 - Residential		<i>Residential facilities include housing for students, faculty, staff, and visitors to the institution. Hotel or motel and other guest facilities are included in this series if they are owned or controlled by the institution and used for purposes associated with defined institutional missions (i.e., excluding commercial investment).</i>
910	Sleep/Study W/Out Toilet/Bath	A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), without an internally connected bath or toilet.
919	Toilet or Bath	A toilet or bathroom intended only for the occupants of the residential facilities, rather than for the public.
920	Sleep/Study with Toilet/Bath	A residential room for one or more individuals typically furnished with bed(s), wardrobe(s), closet(s), desk(s), and chair(s), with an internally connected bath or toilet.
935	Sleep/Study Service	A room that directly serves the occupants of sleep/study rooms.
950	Apartment	A complete living unit, with private cooking facilities, that is not a separate structure.
955	Apartment Service	A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.
970	House	A complete living unit, with private cooking facilities, that is a separate structure. Should include fraternity and sorority houses only if owned or controlled by the institution.

<u>FICM CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
WWW - Circulation Area		<i>Nonassignable spaces required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.</i>
W01	Bridge/Tunnel	A covered and walled connecting passageway for people to pass over or under the ground to gain access to another facility.
W02	Elevator	The structural shaft built to accommodate one or more elevator cabs. The entire cross-sectional shaft area is to be inventoried at each floor level through which it passes.
W04	Loading Dock	A covered area of a platform used to load or off-load goods or materials that are to be transported elsewhere within a reasonable amount of time such that the platform is not considered as a storage location. Only the length and width of the platform's covered area is to be included in the inventory. If the platform is internal to the building line, that area of the platform covered by the floor immediately above is to be included in the inventory.
W05	Lobby	A circulation area used to transition from the floor's external entrance to internal circulation space, to pass from one corridor to another, or to move to a different level such as a lobby area outside an elevator bank. Although a Lobby may have some limited seating furniture, it is designed more for passing through (or having standing conversations) than for sitting and relaxing.
W06	Public Corridor	A covered passageway or ramped area available to the general public, whether walled or not, to transport people or things from one location to another. The use of phantom walls is recommended to identify portions of passageways on the same floor level that may represent differing purposes, e.g., a main corridor versus a side corridor, or differing maintenance needs, e.g., terrazzo flooring versus carpeted flooring.
W07	Stairway	The covered internal or external space dedicated to provide nonmechanically assisted passage from one floor level to another. In an enclosed stairway, the cross-sectional area of the stairwell is inventoried at each floor through which it passes. In an unenclosed stairway, only that area beneath the stairway structure that is not accessible or has less than a 3-foot ceiling height is included.
XXX - Building Service Area		<i>Nonassignable spaces used to support a building's cleaning and public hygiene functions.</i>
X01	Custodial Supply Closet	A small area or closet that houses limited quantities of custodial supplies for daily use by custodial staff.
X03	Public Rest Room	Includes all toilet facilities, whether locked or not, that are made available for general public use. Accompanying rest areas that are contiguous to a public rest room are also included as part of the toilet facility's area. For planning purposes, some may wish to provide subcategories of this space use that identifies gender- or non-gender-specific rest rooms, handicapped accessibility, etc.
X03U	Public Rest Room - Unisex	*use if you know the specific type
X03F	Public Rest Room - Female	*use if you know the specific type
X03M	Public Rest Room - Male	*use if you know the specific type
X04	Trash Room	A space for the temporary storage of nonhazardous waste awaiting disposal or removal.

<u>FICM CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITION</u>
YYY - Mechanical		<i>Nonassignable spaces of a building designed to house mechanical equipment and utility services, and shaft areas.</i>
Y04	Utility - Mechanical Space	Included are covered and walled areas that house one or more utility and/or mechanical functions for the building. These areas range from large rooms co-located on a “mechanical” floor or basement area to small closet spaces distributed throughout the building. Such areas, while generally located within the exterior walls of a building or as an accessible roof structure, may be separately housed adjacent to the structure that they serve. They include such areas sometimes referred to as electrical, meter, network, or telecommunication spaces. Some may prefer to identify these specific spaces separately and may do so by adding them as subcategories of this space use.
Y10	Utility - Cooling Tower	
ZZZ - Structural		<i>The sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features</i>

Assignable Area

100 Classroom Facilities

- 110 Classroom
- 115 Classroom Service

200 Laboratory Facilities

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Open Laboratory
- 225 Open Laboratory Service
- 250 Research/Nonclass Laboratory
- 255 Research/Nonclass Laboratory Service

300 Office Facilities

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

400 Study Facilities

- 410 Study Room
- 420 Stack
- 430 Open-Stack Study Room
- 440 Processing Room
- 455 Study Service

500 Special Use Facilities

- 510 Armory
- 515 Armory Service
- 520 Athletic or Physical Education
- 523 Athletic Facilities Spectator Seating
- 525 Athletic or Physical Education Service
- 530 Media Production
- 535 Media Production Service
- 540 Clinic
- 545 Clinic Service
- 550 Demonstration
- 555 Demonstration Service
- 560 Field Building
- 570 Animal Facilities
- 575 Animal Facilities Service
- 580 Greenhouse
- 585 Greenhouse Service
- 590 Other (All Purpose)

600 General Use Facilities

- 610 Assembly
- 615 Assembly Service
- 620 Exhibition
- 625 Exhibition Service
- 630 Food Facility
- 635 Food Facility Service
- 640 Day Care
- 645 Day Care Service
- 650 Lounge
- 655 Lounge Service
- 660 Merchandising
- 665 Merchandising Service
- 670 Recreation
- 675 Recreation Service
- 680 Meeting Room
- 685 Meeting Room Service

700 Support Facilities

- 710 Central Computer or Telecommunications
- 715 Central Computer or Telecommunications Service
- 720 Shop
- 725 Shop Service
- 730 Central Storage
- 735 Central Storage Service
- 740 Vehicle Storage
- 745 Vehicle Storage Service
- 750 Central Service
- 755 Central Service Support
- 760 Hazardous Materials Storage
- 770 Hazardous Waste Storage
- 775 Hazardous Waste Service
- 780 Unit Storage

800 Health Care Facilities

- 810 Patient Bedroom
- 815 Patient Bedroom Service
- 820 Patient Bath
- 830 Nurse Station
- 835 Nurse Station Service
- 840 Surgery
- 845 Surgery Service
- 850 Treatment/Examination Clinic
- 855 Treatment/Examination Clinic Service
- 860 Diagnostic Service Laboratory
- 865 Diagnostic Service Laboratory Support
- 870 Central Supplies
- 880 Public Waiting
- 890 Staff On-Call Facility
- 895 Staff On-Call Facility Service

900 Residential Facilities

- 910 Sleep/Study Without Toilet or Bath
- 919 Toilet or Bath
- 920 Sleep/Study With Toilet or Bath
- 935 Sleep/Study Service
- 950 Apartment
- 955 Apartment Service
- 970 House

000 Unclassified Facilities

- 050 Inactive Area
- 060 Alteration or Conversion Area
- 070 Unfinished Area

NONASSIGNABLE AREA

WWW Circulation Area

- W01 Bridge/Tunnel
- W02 Elevator
- W03 Escalator
- W04 Loading Dock
- W05 Lobby
- W06 Public Corridor
- W07 Stairway

XXX Building Service Area

- X01 Custodial Supply Closet
- X02 Janitor Room
- X03 Public Rest Room
- X04 Trash Room

YYY Mechanical Area

- Y01 Central Utility Plant
- Y02 Fuel Room
- Y03 Shaft
- Y04 Utility/Mechanical Space