



Project Management & Construction Services

Standard Operating Procedures

Policy and Procedures Manual Providing Room Type Information

Purpose

- To guide Project Managers through the process of providing project room type information. To define activities, identify stakeholders and assign responsibilities as it relates to the transmission of room type data for construction projects for the University of Texas at Austin.

Objective

- To ensure that PM&CS managed projects provide accurate and appropriate room type information for CPFM (Campus Planning & Facilities Management).

Project Team Responsibilities

Project Manager

- Project Manager must ensure that room numbers and room type for each new or renovated space are included on construction/renovation documents.
- Project Manager to work with departmental space coordinators to ensure room type accuracy.
- Project Manager is to ensure that room numbers on architectural designs are verified with the CADD Supervisor.
- Project Manager provides room types on architectural designs per the Room Type Standards on the pages that follow.
- The Project Manager works with PSP to satisfy activities as described above.

Professional Service Provider

- Room numbers and room types for each new space will be labeled on drawing. Room numbers are put on the a-flor-rnum layer, a-flor-rtype layer to be used for officially named spaces, and room type code descriptions are to be designated on the a-flor-rtyp layer.

Space Information Coordinator

- The Space Information Coordinator is to ensure that room information is entered into FAMIS and distributed to all appropriate parties.



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Room Standards Type

Classroom Facilities

Room Type Code	Room Type Code Description
110	GENERAL PURPOSE CLASSROOM
115	GEN PURPOSE CLASS SVC

Laboratory Facilities

Room Type Code	Room Type Code Description
210	CLASS LABORATORY
215	CLASS LABORATORY SERVICE
220	SPECIAL CLASS LABORATORY
225	SPECIAL CLASS LAB SERVICE
230	INDIVIDUAL STUDY LAB
235	INDIVIDUAL STUDY LAB SVC
250	NON-CLASS (RESEARCH) LAB
255	NON-CLASS (RES) LAB SVC

Office Facilities

Room Type Code	Room Type Code Description
310	OFFICE
315	OFFICE SERVICE
350	CONFERENCE ROOM
355	CONFERENCE ROOM SERVICE

Study Facilities

Room Type Code	Room Type Code Description
410	READING/STUDY ROOM
420	LIBRARY STACK ROOM
430	OPEN-STACK READING ROOM
440	LIBRARY PROCESSING ROOM
455	LIBRARY/STUDY AREA SVC



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Room Standards Type

Special Use Facilities

Room Type Code	Room Type Code Description
510	ARMORY FACILITIES
515	ARMORY FACILITIES SERVICE
520	ATHLETIC-P.E. FACILITIES
523	ATHLETIC-SPECTATOR SEATING
525	ATHLETIC-P.E. FAC SERV
530	A/V-RADIO-TV-GRAPHICS
535	A/V-RADIO-TV-GRAPHICS SVC
540	CLINIC (NON-MEDICAL)
545	CLINIC SERV (NON-MEDICAL)
550	DEMONSTRATION FACILITIES
555	DEMONSTRATION FAC SERVICE
560	FIELD-SERVICE FACILITIES
570	ANIMAL QUARTERS
575	ANIMAL QUARTERS SERVICE
580	GREENHOUSE-GROWTH CHAMBER
585	GREENHOUSE SERVICE
590	OTHER (ALL PURPOSE)

General Use Facilities

Room Type Code	Room Type Code Description
610	ASSEMBLY FACILITIES
615	ASSEMBLY FAC SERVICE
620	EXHIBITION FACILITIES
625	EXHIBITION FAC SERVICE
630	DINING FACILITIES
635	DINING FACILITIES SERVICE
640	DAY CARE
645	DAY CARE SERVICE
650	LOUNGE FACILITIES
655	LOUNGE FACILITIES SERVICE
660	MERCHANDISING FACILITIES
665	MERCHANDISING FAC. SERV.
670	RECREATION FACILITIES
675	RECREATION FAC. SERVICE
680	MEETING ROOM
685	MEETING ROOM SERVICE
690	LOCKER ROOM



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Supporting Facilities

Room Type Code	Room Type Code Description
710	DATA PROCESSING-COMPUTER
715	DATA PROCESSING-COMP SVC
720	SHOP FACILITIES
725	SHOP FACILITIES SERVICE
730	STORAGE FACILITIES
735	STORAGE FAC. SERVICE
740	VEHICLE STORAGE
745	VEHICLE SERVICE FACILITY
750	CENTRAL FOOD STORE
755	CENTRAL FOOD STORE SERVICE
760	CENTRAL LAUNDRY
770	CENTRAL SUPPORT

Health Care Facilities

Room Type Code	Room Type Code Description
810	PATIENT BEDROOM
820	PATIENT BATH
830	NURSES STATION
840	SURGERY
850	HEALTH CARE TREATMENT
855	HEALTH CARE TREATMENT SVC
860	HEALTH CARE LABORATORY
865	HEALTH CARE LABORATORY SVC
870	HEALTH CARE SUPPLIES ROOM
880	HEALTH CARE WAITING ROOM
890	STAFF ON-CALL FACILITY
895	HEALTH CARE SERVICE

Residential Facilities

Room Type Code	Room Type Code Description
910	SLEEP/STUDY W/O TOI./BATH
919	DORMITORY TOILET/BATH
920	SLEEP/STUDY W/ TOI./BATH
935	SLEEP/STUDY SERVICE
950	APARTMENT
955	APARTMENT SERVICE
970	HOUSE*



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Unassigned Areas

Room Type Code	Room Type Code Description
050	INACTIVE AREA
060	ALTERATION OR CONVERSION AREA
070	UNFINISHED AREA
M10	MEN'S PUBLIC REST ROOM
U10	UNISEX RESTROOM
W10	WOMEN'S PUBLIC REST ROOM

Non-Assignable Areas

Room Type Code	Room Type Code Description
WWW	CIRCULATION AREA
XXX	BUILDING SERVICE AREA
YYY	MECHANICAL AREA
ZZZ	STRUCTURAL AREA