



FACILITIES INVENTORY MANAGEMENT DEPARTMENT:

APPLICATION OF SPACE CODE PRORATIONS FOR ROOMS

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ROOM CLASSIFICATION CODE & PRORATION APPLICATION EXAMPLES

When a room serves several functions, or when different disciplines or departments are using the space, up to three different Room Use and CIP codes can be prorated. Only Room Use and CIP codes can be prorated – there can only be one Room Type

This section more clearly details how to prorate space codes for rooms.

The following situations will be addressed:

- a. Room Use code
- b. Classification of Instructional Program (CIP) code
- c. Departmental Occupancy

A. Room Use Proration

Room Use Codes classify the room according to its *actual use*, regardless of design intent. A majority of the room records in the UNT Room Inventory are not prorated. Room Use is a program-oriented code that profiles the actual use/function of a room and helps determine its type of space. Classification is often determined by the program's funding -- state, auxiliary, federal, or private; or by whom the program serves. If a room serves several programs, purposes or uses, the use code would be prorated. Prorations may also be based on time spent on each activity.

For UNT space inventory tracking, up to three Room Use codes may be assigned to a single room: primary, secondary, and remaining. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. If a room serves more than three uses, the three most prevalent uses would be reported.

The following are examples of Room Use prorations:

A **classroom** may be used for General Academic Instruction (Degree-Related), and Vocational/Technical Instruction (Degree-Related) and also Personal Interest/Leisure Instruction (Non-Degree). The room would have three prorations:

Proration	Use Code
50%	11 General Academic Instruction
25 %	12 Vocational/Technical Instruction
25 %	18 Personal Interest/Leisure Instruction

Room Use for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11). Additionally, if they also use their office or laboratory for research, the room would be prorated to include one of the research codes: either code 21 (Institutes and Research Centers) or code 22 (Individual or Project Research). A dean may or may not determine a set percent to be used for Academic Administration for their department heads. Contact your dean to see if a preset percentage is to be used for the college or school. For example, a dean may determine 50% of a department head's time would be used for academic responsibilities.

Proration	Use Code
50%	46 - Academic Administration
25%	21 - Institutes and Research Centers
25%	22 - Individual or Project Research

A room in the student support area may show two prorations: 50% to Student Recruitment and Admission (use code 67); and 50% to Student Records (use code 52).

Proration	Use Code
50%	67 - Student Recruitment and Admission
50%	52 - Student Records

An assembly room used for multiple purposes may show three prorations: 30% to Student Recruitment and Admission (use code 67); and 30% to Academic Administration (use code 46); and 40% to Social & Cultural Development (use code 52).

Proration	Use Code
30%	67 - Student Recruitment and Admission
30%	46 - Academic Administration
40%	52 - Social & Cultural Development

A room used both for academic instruction and research, when the *research is for professional development of academic personnel*, would show two prorations: 40% to General Academic Instruction (use code 11); and 60% to Academic Personnel Development (use code 48).

Proration	Use Code
40%	11 - General Academic Instruction
60%	48 - Academic Personnel Development

A room may show prorations between the different types of research carried out in a laboratory: 50% to Institute and Research Center Research (use code 21); and 50% to Individual or Project Research (use code 22).

Proration	Use Code
50%	21 - Institute and Research Center Research
50%	22 - Individual or Project Research

Federally funded research center rooms may also be used for teaching. The room would show two prorations: 50% to Independent Operations/External Agencies (use code 92); and 50% to General Academic Instruction (use code 11).

Proration	Use Code
50%	92 - Independent Operations/External Agencies
50%	11 - General Academic Instruction

B. Classification of Instructional Programs (CIP) Proration

A room may serve more than one academic discipline (Instructional Program). This room can be prorated up to three times, based on percentage of use for the different programs.

The following are examples for rooms with the same use codes but with differing Program-Category prorations:

In a faculty office, the professor teaches Botany (CIP Code 260301 Botany/Plant Biology) 60% of the time and General Biology (CIP Code 260101) 40% of the time. The Room Use Code would be 100% General Academic Instruction (11), but the CIP code would be prorated between the different program codes.

Proration	Use Code	CIP Code
60%	11 - General Academic Instruction	Botany (260301)
40 %	11 - General Academic Instruction	General Biology (260101)

A copier/supply room may be equally shared between two different disciplines, Social Work (CIP Code 440701) 50% of the time and Sociology (CIP Code 451101) 50% of the time. Again, the Room Use Code would be 100% General Academic Instruction (11), but the CIP code would be prorated between the differing program codes.

Proration	Use Code	CIP Code
50%	11 - General Academic Instruction	Social Work (440701)
50 %	11 - General Academic Instruction	Sociology (451101)

The following are examples of rooms with both differing use codes and differing Program-Category prorations:

A gym may be equally shared between two different institutional divisions, Physical Education (CIP Code 310501) 80% of the time and Intramural Athletics (CIP Code 715000) 20% of the time. Here, the Room Use Code would be 80% General Academic Instruction (Use Code 11) and 20% would be Intercollegiate Athletics (Use Code 56), and the CIP code would be prorated between the differing program codes.

Proration	Use Code	CIP Code
80%	11 - General Academic Instruction	Physical Education (310501)
20 %	56 - Intercollegiate Athletics	Intramural Athletics (715000)

C. Departmental Occupancy Proration

At this time, UNT does not have a system in place to break out space by departments, other than by using the room use or CIP code to differentiate between the space. It is planned to add prorations for department assignments in the future.