

**STANDARD FUNCTIONAL USAGE CODES**  
(Codes Based on NACUBO and FICM)

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Additional OU Definitions

Cubicle- A desk with furniture walls that contains a door.

Workstation- A desk with or without furniture walls no door

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Functional Usage Codes	1.0 Instruction Category
<a href="#">01.1</a>	GENERAL ACADEMIC INSTRUCTION
<a href="#">01.2</a>	VOCATIONAL / TECHNICAL INSTRUCTION
<a href="#">01.3</a>	DEPARTMENTAL RESEARCH
<a href="#">01.4</a>	COMMUNITY EDUCATION
<a href="#">01.5</a>	PREPARATORY / REMEDIAL INSTRUCTION
Functional Usage Codes	2.0 RESEARCH CATEGORY
<a href="#">02.1</a>	INSTITUTES AND RESEARCH CENTERS <sup>1</sup>
<a href="#">02.2</a>	INDIVIDUAL AND PROJECT RESEARCH <sup>1</sup>
Functional Usage Codes	3.0 PUBLIC SERVICE CATEGORY
<a href="#">03.1</a>	COMMUNITY SERVICES
<a href="#">03.2</a>	COOPERATIVE EXTENSION SERVICES
<a href="#">03.3</a>	PUBLIC BROADCASTING SERVICES
<a href="#">03.4</a>	EXTERNALLY SPONSORED ACTIVITY
Functional Usage Codes	4.0 ACADEMIC SUPPORT CATEGORY
<a href="#">04.1</a>	LIBRARIES
<a href="#">04.2</a>	MUSEUMS AND GALLERIES
<a href="#">04.3</a>	EDUCATIONAL MEDIA SERVICES
<a href="#">04.4</a>	ACADEMIC COMPUTING SERVICES
<a href="#">04.5</a>	ANCILLARY SUPPORT
<a href="#">04.6</a>	ACADEMIC ADMINISTRATION
<a href="#">04.7</a>	COURSE AND CURRICULUM DEVELOPMENT
<a href="#">04.8</a>	ACADEMIC PERSONNEL DEVELOPMENT
Functional Usage Codes	5.0 STUDENT SERVICES CATEGORY
<a href="#">05.1</a>	STUDENT SERVICES ADMINISTRATION
<a href="#">05.2</a>	SOCIAL AND CULTURAL DEVELOPMENT
<a href="#">05.3</a>	COUNSELING AND CAREER GUIDANCE
<a href="#">05.4</a>	FINANCIAL AID ADMINISTRATION
<a href="#">05.5</a>	STUDENT ADMISSIONS
<a href="#">05.6</a>	STUDENT RECORDS
<a href="#">05.7</a>	STUDENT HEALTH SERVICES
Functional Usage Codes	6.0 INSTITUTIONAL SUPPORT CATEGORY
<a href="#">06.1</a>	EXECUTIVE MANAGEMENT
<a href="#">06.2</a>	FISCAL OPERATIONS
<a href="#">06.3</a>	GENERAL ADMINISTRATIVE AND LOGISTICAL SERVICES
<a href="#">06.4</a>	ADMINISTRATIVE COMPUTING SERVICES
<a href="#">06.5</a>	PUBLIC RELATIONS DEVELOPMENT

Functional Usage Codes	7.0 PHYSICAL PLANT OPERATIONS CATEGORY
<a href="#">07.1</a>	PHYSICAL PLANT ADMINISTRATION
<a href="#">07.2</a>	BUILDING MAINTENANCE
<a href="#">07.3</a>	CUSTODIAL SERVICES
<a href="#">07.4</a>	UTILITIES
<a href="#">07.5</a>	LANDSCAPE AND GROUNDS
<a href="#">07.6</a>	MAJOR REPAIRS AND RENOVATIONS
Functional Usage Codes	9.0 AUXILIARY ENTERPRISE CATEGORY
<a href="#">09.1</a>	AUXILIARY ENTERPRISES-STUDENT
<a href="#">09.2</a>	AUXILIARY ENTERPRISES-FACULTY/STAFF (HOUSING)
<a href="#">09.3</a>	INTERCOLLEGIATE ATHLETICS
Functional Usage Codes	10.0 INDEPENDENT OPERATIONS
<a href="#">10.1</a>	INDEPENDENT OPERATIONS INSTITUTIONAL (REAL ESTATE)
<a href="#">10.2</a>	OUTSIDE AGENCIES
Functional Usage Codes	13.0 UNOCCUPIED SPACE CATEGORY
<a href="#">13.1</a>	UNOCCUPIED - CAPABLE OF USE
<a href="#">13.2</a>	UNOCCUPIED - INCAPABLE OF USE MAJOR REPAIR <sup>2</sup>
<a href="#">13.3</a>	UNOCCUPIED - INCAPABLE OF USE REFRESH REQUIRED <sup>2</sup>
<a href="#">13.4</a>	UNOCCUPIED – UNDER REMODEL AES <sup>2</sup>
<a href="#">13.5</a>	UNOCCUPIED – UNDER REMODEL FM <sup>2</sup>
<a href="#">13.6</a>	UNOCCUPIED- SHELL SPACE <sup>2</sup>
<a href="#">13.7</a>	UNOCCUPIED- SCHEDULED FOR DEMO <sup>2</sup>
<a href="#">13.8</a>	UNOCCUPIED- SPACE COMMITTEE HOLD <sup>2</sup>
Functional Usage Codes	14.0 NON ASSIGNABLE SPACE CATEGORY
<a href="#">14.0</a>	NON ASSIGNABLE SPACE <sup>2</sup>

<sup>1</sup> Grant and Principal Investigator Required

<sup>2</sup> Assigned by A&E Services Only

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**INSTRUCTIONS:**

1. CHOOSE ONE USE CODE CATEGORY FOR EACH OCCUPANCY ACCOUNT NUMBER ASSIGNED TO A SPACE.
2. DEPARTMENT SPONSORED RESEARCH IS CONSIDERED INSTRUCTION AND SHOULD BE CATEGORIZED AS SUCH.
3. FOR SPACES DESIGNATED AS 13.1, LABEL THE ROOM DESCRIPTION WITH VACANT OR ON HOLD. INCLUDE THE HR POSITION NUMBER FOR SPACES PLACED ON HOLD.

FUNCTIONAL USE CODE	ROOM USE	ROOM USE DEFINITION
01.1	General Academic Instruction	This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in <i>Appendix C</i> , CIP codes, are classified in this category.
01.2	Vocational / Technical Instruction	This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution's formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (1.5) or Public Service (3.3 or 3.4). Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.
01.3	Departmental Research	Activities and space within an academic or organizational department primarily dedicated to the systematic investigation, experimentation, or study aimed at gaining new knowledge or understanding in a specific field.
01.4	Community Education	Programs offered by a college or university that are mainly for the community and <b>don't count toward a degree</b> . This includes things like continuing education classes, workshops, adult learning, and extension courses.
01.5	Preparatory / Remedial Instruction	This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly. Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.
02.1	Institutes and Research Centers	Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers. Excluded from this category are federally funded research centers
02.2	Individual and Project Research	This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (4.8).
03.1	Community Services	Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.
03.2	Cooperative Extension Services	Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.
03.3	Public Broadcasting Services	Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs. Excluded are broadcast services, which are student laboratories (General Academic Instruction 1.1), student broadcasting clubs (Social and Cultural Development 5.2), and independent operations (Independent Operations/Institutional 9.1). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.
03.4	Externally Sponsored Activity	Space used for research, training, or public service activities that are funded by external sources, including federal, state, local government, private industry, or nonprofit organizations.
04.1	Libraries	Space used to house organized collections of printed, microform, audiovisual, or electronic materials that are made available for reference or circulation, and are staffed by library personnel who offer services to support the academic mission of the institution.
04.2	Museums and Galleries	Space used for the exhibition of historical, scientific, artistic, or cultural materials, collections, or works, and that is intended for public or campus community viewing.
04.3	Educational Media Services	Rooms used for the production or distribution of multimedia materials or content that support instruction, including services such as audiovisual, television, media production, or distance learning support.
04.4	Academic Computing Services	Space used to support campus-wide academic computing and technology services that are primarily dedicated to instruction, learning, and/or research activities.
04.5	Ancillary Support	Space that supports the academic mission but doesn't fit into other categories. Includes testing centers, instructional technology support, and media production.
04.6	Academic Administration	Offices and support spaces specifically devoted to the administrative activities of academic units.
04.7	Course and Curriculum Development	Spaces supporting planning, evaluation, and development of curriculum and instructional materials, including offices of staff responsible for these activities.
04.8	Academic Personnel Development	Spaces supporting planning, evaluation, and development of curriculum and instructional materials, including offices of staff responsible for these activities.
05.1	Student Services Administration	Administrative offices for student services, including leadership and support staff coordinating student-related programs.
05.2	Social and Cultural Development	Spaces for student-focused cultural, recreational, and social programs (student clubs, cultural centers, lounges, etc.).
05.3	Counseling and Career Guidance	Facilities for academic, personal, and career counseling, testing, and job placement services.
05.4	Financial Aid Administration	Offices for managing scholarships, grants, loans, and other student financial aid programs.
05.5	Student Admissions	Spaces supporting recruitment, admissions processing, campus tours, and outreach.
05.6	Student Records	Facilities for maintaining and managing student academic records and transcripts.
05.7	Student Health Services	Medical clinics, counseling centers, and wellness program spaces dedicated to student health care.
06.1	Executive Management	Offices for institutional executives (president, provost, vice presidents) and their direct support staff.
06.2	Fiscal Operations	Spaces for accounting, budgeting, payroll, and other financial operations.
06.3	General Administrative and Logistical Services	Facilities for human resources, procurement, mail services, and other general administration.
06.4	Administrative Computing Services	Spaces supporting institutional administrative computing systems, including IT staff offices and related support areas.
06.5	Public Relations Development	Facilities for institutional advancement, alumni relations, fundraising, and community/public relations.
07.1	Physical Plant Administration	Administrative offices for facilities management, operations, and planning.
07.2	Building Maintenance	Shops and workspaces for repair and maintenance of campus buildings.
07.3	Custodial Services	Closets, offices, and spaces for janitorial staff and cleaning supplies.
07.4	Utilities	Mechanical spaces housing heating, cooling, electrical, water, and other utility systems.
07.5	Landscape and Grounds	Facilities supporting grounds maintenance, landscaping, and outdoor service operations.
07.6	Major Repairs and Renovations	This function code is used to classify activities related to the significant repair, restoration, or improvement of buildings or infrastructure. These projects go beyond routine maintenance and are typically substantial in scope, cost, or duration.
09.1	Auxiliary Enterprises-Student	Facilities operated as business enterprises primarily serving students
09.2	Auxiliary Enterprises-Faculty/Staff (Housing)	Housing and related facilities for faculty and staff operated as auxiliary enterprises.

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FUNCTIONAL USE CODE	ROOM USE	ROOM USE DEFINITION
09.3	Intercollegiate Athletics	Spaces for varsity athletic teams, including offices, training, and support areas.
10.1	Independent Operations Institutional (Real Estate)	Facilities owned by the institution and operated for independent institutional purposes (e.g., rental property).
10.2	Outside Agencies	Facilities owned by the institution but used by outside agencies or organizations under lease or contract.
13.1	Unoccupied - Capable of Use	Assignable space not currently in use but suitable for occupancy without repair or renovation.
13.2	Unoccupied - Incapable of Use Major Repair Required	Space not in use due to major structural or systems issues that must be corrected before occupancy.
13.3	Unoccupied - Incapable of Use Refresh Required	Assignable space not in use because it needs minor repairs, updates, or refreshing.
13.4	Unoccupied - Under Remodel A&E	Space temporarily unavailable due to remodel projects managed by Architectural & Engineering.
13.5	Unoccupied - Under Remodel FM	Space temporarily unavailable due to remodel projects managed by Facilities Management.
13.6	Unoccupied - Shell Space	Space enclosed within a building but unfinished and not ready for occupancy.
13.7	Unoccupied - Scheduled for Demo	Space not in use and designated for demolition.
13.8	Unoccupied - Space Committee Hold	Space currently held for reassignment as part of campus-wide planning efforts to determine its highest and best use.
14.0	Non-Assignable Space	These are areas <b>not available for assignment</b> to specific programs, departments, or occupants but are necessary for the general operation of a building. This includes spaces that support the overall infrastructure, access, or building systems.