

BLIMS Space Classification System

User Manual

Revised April 2017

Space Code Definitions

Gross Floor Area – Gross Floor Area (GFA) is the total constructed area of the structure. It is the sum of the floor areas within the exterior faces of outside walls for all levels, which have floor surfaces. All enclosed floors, mezzanines, basements, mechanical spaces and penthouse, are included in this measurement. Institutional Gross Floor Area includes parking structures and residences in inventory. GFA excludes that portion of upper floors eliminated open courts, atria, lobbies, rooms or light wells, which rise above single level height, and floor surfaces with less than 1.5 meters clear head-room unless the area can be assigned or designated circulation, building service or mechanical. Only the measured floor level of atria and similar areas is reported.

Z Coded Space Non-Assignable Area

Z1 Structural Area – That portion of the gross floor area, which cannot be put to use because of the presence of structural features of the building. It is the remainder of the gross area, after assignable and non-assignable, that cannot be occupied or put to use because of structural features. It is a residual sum consisting of the non-measured components as each floor's footprint of structural columns, permanent interior and exterior walls, and mechanical shafts.

Z2 Circulation Area – This is the sum of areas on each floor required for physical access to subdivisions of space whether physically bounded by partitions or not. It includes, but is not limited to, public corridors, elevator lobbies, pedestrian tunnels, bridges, and building links. Each floor's footprint of stairs, elevators and escalators is reported as circulation space. When determining shadow corridors--circulation space within an apparently internal area--only space required for public access to these areas should be listed as circulation space. Private circulation aisles and aisles for movement within assignable should be reported under one of the codes for assignable area.

Z3 Mechanical – This is the sum of areas on each floor designed to house mechanical equipment, and utility services, including utility tunnels. This category includes central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter rooms, and communications equipment closets. Mechanical penthouses, including building-top penthouses, enclosed within the building envelope, are reported as part of gross floor area and included in mechanical space.

Z4 Building service/custodial – This is the sum of areas on each floor used for custodial supplies, sink rooms, janitor closets, and for public washrooms. Building management staff space, which is to be classified as administrative office, should not be included here.

Assignable Area – The sum of areas on each floor assigned to, or available for assignment to an occupant or use, excluding spaces defined as building service, circulation, mechanical, and structural spaces. This is the total useable horizontal surface area available to the assigned occupant or use, measured from the inside surface of exterior walls, the faces of interior walls, reported in square meters.

A4**Academic office and related services**

Office facilities are individual, multi-person or workstation spaces specifically assigned for academic and research staff and academic department leadership, including academic department direct administration. Space assigned to affiliated agencies or institutes that are linked to institution core instruction or research function.

Included:

- Rooms accommodating one or more faculty or staff member(s) or student(s) as a personal station or work area, usually equipped with desk(s), chairs, table(s), bookcases, filing cabinet(s), computer terminal, and telephone.
- Meeting rooms serving a group of offices and used primarily for staff meetings and administrative or departmental activities, typically equipped with table(s) and chairs, not normally used for instruction.
- Teleconference rooms, if used primarily for staff, administrative and/or departmental activities that are not instructional.
- Meeting service rooms that serve as extensions of the activities in the meeting and conference rooms; such as, kitchenettes, storage rooms, telecommunications control rooms, projection rooms, and sound equipment rooms that primarily serve these rooms.
- Lounges, not generally available to the public.
- Office service spaces that directly serve an office or group of offices as an extension of office functions, including file rooms, break rooms, kitchenettes, photocopier rooms, vaults, closets, private rest rooms, records rooms, office supply rooms, first aid rooms, counseling, interview and testing rooms.
- Office areas need not have clearly visible physical boundaries; logical boundaries (phantom walls) may be assigned to divide spaces and/or calculate areas.

A5**Administrative office facilities**

Administrative office and related facilities are individual or multi-person workstation spaces specifically assigned to staff in central administration units, non-academic service units, and student support service units of the institution. All office space not listed as academic or ancillary.

Included:

- Office service and related space assigned to administrative functions.
- The descriptions of office, office service, meeting and meeting service defined in the academic office space section, above, would generally apply to this category of inventory, as well.

These areas are allocated to revenue generating operations that serve the internal and external constituencies of the institutions. Space allocated for a diverse range of non-core activities, not linked to delivery or support of the core functions of instruction and research. Expectations of the level of cost recovery revenue generation from the operation of these facilities will vary by institution and over time. Areas that host functions such as research, farm activity, athletic activity, public assembly/exhibition, or student community service, but also generate revenue, should be coded according to their primary function.

Included:

- Conferencing areas that are primarily accessed by non-institutional users. This may include space for hosting community groups, commercial interests, non-core affiliates, and others who may be related to the institution and/or sponsored by the institution, but are mainly connected through the use of the space and services related to the meeting or conference activity.
- Conference service areas, supplementing conference functions, include kitchenettes, storage, projection and control rooms, etc.
- Day care areas used to provide day or night, child or elderly adult care as a non-medical service to member of the institutional community and/or the public.
- Service areas include storage rooms, closets, kitchens, pantries, private staff rooms, and other typical service spaces that primarily support the day care functions.
- Clinic facilities where the primary activity is directed to non-institutional users, providing diagnosis, consultation, treatment or other services to patients or clients. These areas are typically associated with medicine, veterinary medicine, dentistry, student health services, psychology, law, speech, hearing, and similar areas counseling services.
- Space allocated to research and development affiliates of universities involved in commercialization and applied innovation,
- Other space allocated, on a lease or grant basis, to other non-institutional users.
- Space allocated to affiliated partners involved in non-core activities with the host institution. These are cases that, based on actual space use, cannot be appropriately classified in other primary use categories.
- Food facility and related service areas used for preparation and consumption of food and drink, open to students, faculty, staff or the public at large.
 - Including:
 - Dining halls, cafeterias, restaurants, and similar areas.
 - Vending areas with seating are included in this category.
 - Kitchens and other storage, preparation, serving and cleaning areas, and coatrooms, chair storage, audio-visual equipment rooms, etc.
 - Excluding:
 - Lounges with vending machines that are incidental to the primary use of the room.
- Eating areas in day care or demonstration facilities and staff lunchrooms, etc., are classified as primary or service areas within respective room use categories.
- Merchandising and related facilities used to sell products and services
 - Including:
 - Bookstores, convenience stores, post-offices, student supply shops, campus food stores, kiosks, and vending areas where seating for consumption of food and drink is not provided.

- Storage rooms, closets, private rest rooms, etc. that directly serve a merchandising facility.

Excluded:

- Rooms used for remedial instruction, which should be classified as classrooms or laboratories.
- Facilities with a primary purpose of providing the setting for the instructional function or the research function.
- Space allocated to contractors who provide internal operations services or are linked to the core instruction or research function of the institution. This space should be classified based on the core business conducted for the institution.

A10	Assembly and Exhibition
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These are clearly established areas that are available for the institution’s internal and external constituencies, but not directly linked to a program or research function. These areas are needed to create the whole learning experience for the student constituency and meet public expectations of access to post-secondary facilities.

Included:

- Assembly areas designed and equipped for the assembly of many persons including theatres, auditoria, concert halls, chapels, pavilions used primarily for general presentations, and similar rooms and spaces. (Seating areas, aisles, and orchestra pits and stages are usually aggregated into the assembly space.)
- Assembly service areas such as check/coatrooms, ticket booths, dressing rooms, storage areas, green rooms, media and telecommunications control rooms.
- Exhibition and display rooms or areas used for exhibition of materials, works of art, artifacts and intended for general use by faculty, students, staff and public.
- Museums, galleries and similar exhibition areas, and planetariums if not primarily for instruction or research.
- Exhibition service areas include preparation workrooms, storage rooms, vaults, and other space that serve exhibition areas and are not used primarily for instruction.

Excluded:

- Space for assembly and exhibition, and conferencing facilities, which are primarily accessed by non-institutional users, should be classified as ancillary space.

A7	Athletic Facilities
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Areas used by students, staff, or the public for athletic or physical education and/or wellness activities.

Included:

- Gymnasia, basketball courts, handball courts, racquetball courts, squash courts, wrestling rooms, aerobics rooms, weight and exercise rooms, indoor aquatic areas, indoor ice rinks, indoor tracks, and field houses.
- Rooms used to teach dance or other physical or recreational activities should be included if part of wellness program.
- Indoor spectator seating areas used by students, staff, or the public to watch athletic events. Includes indoor, permanent, fixed seating areas in gymnasia, aquatic facilities, ice facilities, field houses and other buildings.

- Services areas that directly serve athletic or physical education spaces as an extension of the activities in the areas. Includes locker rooms, shower rooms, coaching rooms, ticket booths, and rooms for dressing, equipment, supply, storage, first aid, skate sharpening, towels, and related space.

Excluded:

- Public washrooms or circulation areas.
- Outdoor permanent seating, which is not assignable space, although such a facility may contain assignable areas (e.g. locker rooms, offices, etc.).

A9	Central Support Services
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Assigned space that supports a number of physical and logistical services essential to the operation of the institution but not directly involved in a public service, program delivery, or research role.

Included:

- Central computer/telecommunications areas accommodating computer-based information processing, telecommunications and network equipment and services with applications broad enough to serve the overall administrative or academic needs of a central group of users, department, college, faculty or institution. Generally subject to environmental or security controls which limit most users to electronic access.
- Related service areas, materials, equipment/media storage and satellite rooms not constructed as mechanical space.
- Shop areas used for the manufacture, repair, or maintenance of products/equipment including carpentry, plumbing, HVAC, electrical, painting shops, and physical plant maintenance facilities.
- Centralized facilities for the maintenance/repair of instructional equipment and special project areas.
- Shop service areas include materials, tools and equipment storage rooms, and locker/shower, first aid and similar non-public areas.
- Central storage/materials warehousing building(s) or portion of building(s) that is used to store equipment or materials destined for consumption and use elsewhere, that serves multiple organizational units and/or buildings.
- Warehouses, surplus storage, central campus supply, material management and related services.
- Service areas that directly support central storage/warehousing areas and receiving areas and loading docks, within covered space.
- Vehicle shops and storage buildings and rooms, generally called garages, that house or store vehicles. Includes rooms or spaces directly supporting vehicle storage spaces and areas used for maintenance and repairs are not primarily instructional laboratory areas.
- Space for providing direct service and support for to the preparation, facilitation, or delivery of a complex central or campus-wide service. This would include security, shipping, receiving, printing, duplicating, binding, centralized mail, environmental testing or monitoring, and other centrally sourced services.
- Hazardous materials facilities used for the storage, treatment or disposal of hazardous or toxic waste, or substances and materials under special regulation or control and areas that direct support hazardous materials areas.

Excluded:

- Farm structures or parking structures.

A1**Classrooms - Flat**

Rooms are used for classes that are not tied to a specific subject or discipline by the configuration of FF&E within the room. These are flat, general purpose, instructional spaces.

Included:

- General purpose, flat classrooms of any size, seminar rooms and computer labs (where these are flexible and can be used by any course for traditional and active learning).

Excluded:

- Highly technical and specialized space or any assembly/performance space (even if used for instruction, regardless of percentage of utilization).
- Conference rooms and meeting rooms, if their use is primarily administrative.

A1-1**Classrooms - Tiered**

Tiered general-purpose instructional space; used for classes that are not tied to a specific subject or discipline by equipment in the room or the configuration of the room.

Included:

- Tiered lecture theatre. Can include traditional and active learning delivery.

Excluded:

- All assembly and performance spaces, even if used for instruction (regardless of percentage of utilization).
- Conference rooms and meeting rooms, if their use is primarily administrative.

A8**Farm/Field Facilities**

Areas such as barns or similar structures used for animal shelter, or for handling, storage and/or protection of products, materials, supplies, vehicles or implements. Only farm spaces not clearly dedicated to specific research or instructional purposes are to be recorded here.

Included:

- Service areas related to the farm operations should be included within this category without sub-classification.
- Farm and field facilities are typically not constructed or finished (interiors) to the same standard as other buildings.

Excluded:

- Finished areas used primarily for research should be classified research.
- Animal care or greenhouse space used primarily and directly in research would be appropriately allocated to research.
- Finished areas used primarily for instruction should be classified and lecture of laboratory space.
- Animal care or greenhouse space used directly and primarily for instruction should be classified accordingly.

A16 Informal Study Space (non-library)

Areas other than library space that are used for study purposes. These spaces may or may not require booking and can include student lounges, study rooms, open access computer laboratories, touch-down space in corridors, etc.

Excluded:

- Social areas intended for organized student activities and gatherings (see A13)

A2 Labs – High Service

Highly-serviced instructional space defined by presence of fume hoods, biosafety cabinets, gas services (more than just Oxygen), chemicals, any BSL. Users typically require special training to work within the space and it often requires special cleaning. The space is costly to construct and (typically) to operate; cannot be repurposed to support general programming without significant investment. Spaces may require external certification. Typical science laboratories with fixed or moveable benching, fume hoods, gases (more than oxygen) supplied locally or through building systems, e.g. biology and chemistry.

Included:

- Non-apprenticeship related kitchens, animal care and holding, and clean rooms high bays primarily used for instruction.
- Spaces that have a BSL level 1 rating, occasionally level 2 spaces which support specialized programming due only to the configuration of moveable furniture or equipment.
- Apprenticeship spaces and central (institution-wide) support services shops.
- Medical and other clinics unassociated with teaching (e.g. which serve the institution but house no programming). Spaces primarily supporting research (including BSL 3-4).

A2-1 Labs – Low Service

Instructional spaces with minor construction specialization, tied to a particular discipline or group of closely-related disciplines. Not heavily equipped spaces and have a lower capacity due to the nature of the discipline (1 student in a dance studio might equal full capacity). The spaces have the potential to be easily reconfigured for alternate uses. May have special ventilation, flooring or sound attenuation, but specialized construction is limited and spaces could be re-purposed with minor incremental costs.

Included:

- Art, drama, dance and music studios and practice.
- Medical disciplines including nursing massage, acupuncture, paramedic, (assuming limited building services – e.g. O2 only).
- Select geography, geoscience, anthropology, archeology, engineering, crime, and kinesiology.
- High-bay space (if it's low-service).
- Dry clinical spaces (e.g. in psychology, social work, education etc.).
- Typical language labs (with minimal technology), and journalism.

Excluded:

- Gymnasia and performance spaces.
- Specialized spaces with significant building services (e.g. science labs with fume hoods, gas services, ceramics labs with kilns, select sculpture shops based on services).
- Apprenticeship spaces.

- Central (institution-wide) support services shops.
- Medical and other clinics unassociated with teaching (e.g. which serve the institution but house no programming).
- Spaces primarily supporting research.
- Space that requires external certification use high-service classification.

A2-2	Labs – Apprenticeship – High Service
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High-serviced instructional space for student participation, experimentation, observation or practice in a subject of study related specifically to Apprenticeship and Industry Training (AIT) and apprentice programming. Defined by the presence of fume hoods, biosafety cabinets, gas services (more than just oxygen), chemicals, any BSL. Users typically require special training to work within the space and it often requires special cleaning. These spaces are costly to construct and (typically) to operate; cannot be repurposed to support general programming without significant investment. Spaces may require external certification.

Included:

- Spaces to support the following Apprenticeship programs:
Agricultural Equipment Tech (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Auto Body Tech** (requires ground-floor access with overhead doors and high bay), **Automotive Service Tech** (requires ground-floor access with overhead doors and high bay), **Baker, Bricklayer** (requires ground-floor access with overhead doors and enhanced floor loading capacity), **Cabinetmaker, Carpenter** (requires ground-floor access with overhead doors and high bay), **Communication Tech, Concrete Finisher** (requires ground-floor access with overhead doors and enhanced floor loading capacity), **Cook, Crane and Hoisting Equipment Operator** (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Electric Motor Systems Tech** (requires ground-floor access with overhead doors and enhanced floor loading capacity), **Elevator Constructor, Gas Utility Operator** (requires ground-floor access with overhead doors and high bay), **Gasfitter, Heavy Equipment Tech** (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Instrument Tech, Ironworker** (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Machinist** (requires enhanced floor loading capacity), **Millwright** (requires enhanced floor loading capacity), **Motorcycle Mechanic, Natural Gas Compression Tech, Oil and Gas Transportation Services, Outdoor Power Equipment Tech, Power System Electrician, Power line Tech, Boilermaker** (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Field Heat Treatment Tech, Welder** (requires enhanced floor loading capacity).

Excluded:

- Central (institution-wide) support services shops.

A2-3**Labs – Apprenticeship – Low Service**

Instructional spaces with minor construction specialization, tied to a particular discipline or group of closely-related disciplines. Not heavily equipped spaces and have a lower capacity due to the nature of the discipline. These spaces have the potential to be easily reconfigured for alternate uses. May have special ventilation, flooring or sound attenuation, but specialized construction is limited and spaces could be re-purposed with minor incremental costs. For student participation, experimentation, observation or practice in a subject of study related specifically to Apprenticeship and Industry Training (AIT) and apprentice programming. Special equipment and/or configuration will limit use by other areas.

Included:

- Spaces to support the following Apprenticeship programs:
Appliance Service Tech, Electrician, Floorcovering Installer, Glazier (requires ground-floor access with overhead doors and high bay), **Hairstylist, Insulator, Locksmith, Painter and Decorator, Parts Tech, Plumber** (requires ground-floor access with overhead doors and high bay), **Recreation Vehicle Service Tech** (requires ground-floor access with overhead doors and high bay), **Refrigeration and Air Conditioning Mechanic** (requires high bay), **Rig Tech, Roofer** (requires high bay), **Sheet Metal Worker, Steamfitter-Pipefitter, Tile setter, Transport Refrigeration Tech** (requires ground-floor access with overhead doors, high bay, and enhanced floor loading capacity), **Water Well Driller** (requires ground-floor access with overhead doors and high bay), **Well Testing Services Supervisor**.

Excluded:

- Central (institution-wide) support services shops and space that requires external certification, use high-service classification.

A2-4**Labs - Technology**

Instructional spaces which, due to FF&E and configuration cannot easily be reconfigured for alternate uses (i.e. would not be reconfigured within a single semester), but given time could be reconfigured for alternate use without significant construction. Characterized by specialized equipment, software, or, possibly, furnishings. Curriculum for programs in these rooms may be computer based or technology enhanced. Not associated with an Apprenticeship program.

Included:

- Highly-specialized computer labs (e.g. language labs, labs with desktops supporting software which is not generally available or with controlled access)
- Recording studios
- Broadcast labs
- Aircraft Maintenance Engineers Technology
- Power Engineering Technology
- Petroleum Engineering Technology
- Instrumentation Engineering Technology
- Electrical Engineering Technology
- Architectural Technology
- Civil Engineering Technology
- Environmental Technology
- Mechanical Engineering Technology

- Excludes: General-purpose computer labs, which could be used to teach a variety of courses/disciplines
- Specialized spaces with significant building services (e.g. science labs with fume hoods, gas services)
- Gymnasias and performance spaces
- Active learning spaces
- Spaces primarily supporting research
- Space supporting Apprenticeships

A6	Library and Study Services
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Library and study space that is within a library facility or area. These areas include stack areas, digital information access terminal areas, open-stack study rooms, processing rooms and study rooms, study service areas, breakout rooms, and more informal commons available to students for study, access to technology and other learning interactions.

Included:

- Library and study areas may contain student workstations, specialized equipment, and materials, which are used in the study or learning process.
- Computer terminals, multimedia workstations, audiovisual services and other learning technologies available to learners. Does not include laboratories that are restricted to a particular program or discipline group.
- Study areas are used by individuals to read, study or access digital information at their convenience.
- May be located in libraries, academic or student service facilities.
- Study stations may be grouped, as in a reading room, or individualized, as in a carrel and may include equipment related to the reading or study activity (e.g. microcomputers, display terminals, microform readers, etc.).
- Areas used to house accessible, organized and managed collections of educational materials for use as learning resources.
- Collections can include books, periodicals, journals, monographs, micro-materials, electronic storage media, musical scores, maps and other learning materials.
- Processing area devoted to processes and operations that support library functions such as, catalogue areas, reference and circulation desk areas, on-line search rooms, multimedia processing areas, interlibrary loan processing areas, bookbinding areas, and other areas which support library operations.
- Study service areas that directly serve study rooms, stacks, open-stack study, or processing areas as a direct extension of the activities in the room. Also includes storage rooms, copy rooms, locker rooms, coatrooms and other areas that serve library or study facilities.

Excluded:

- Collections for exhibition or preservation as opposed to use as a learning resource.
- Assembly areas or lounges that are intended for relaxation and casual interaction.
- Offices and office service rooms for staff providing library and study services should be classified as administrative office facilities.

A15 Parking

Stand-alone parkades, attached parkades, and parking areas within building envelopes are part of Gross Floor Area and should be reported in this category. If the parking floor contains allocations for other uses, these should be reported in appropriate classifications based on actual space use. Surface parking lots are considered part of the Site.

A3 Research Labs – High Service

Supports laboratory experimentation, research or training in research methods, professional research and observation, interdisciplinary and collaborative research, or structured creative activity with a research purpose. Highly-serviced research space that is defined by the presence of fume hoods, biosafety cabinets, gas services (more than just oxygen), and chemicals. Users typically require special training to work within the space and will often require special cleaning. Costly to construct and to operate (typically), and cannot be repurposed to support general programming without significant investment. Training may occur in this space, but is not the primary purpose of the space.

Included:

- Service spaces associated with primary research areas, but excludes standard offices and may require external certification.
- Typical science laboratories with fixed or moveable benching, fume hoods, gases (more than simply oxygen) supplied locally (via dewars) or through building systems, e.g. biology and chemistry.
- Animal care and holding spaces associated with research.
- All clean rooms.
- The following, when primarily associated with research: high bays (if high-service), greenhouses.

Excluded:

- Spaces primarily supporting for instruction and spaces that support specialized programming due only to the configuration of moveable furniture or equipment.
- Apprenticeship spaces.
- Central (institution-wide) support services shops.
- Medical and other clinics unassociated with research (e.g. which serve the institution but are not used primarily for research).
- Standard office space associated with low- or high-service laboratory space.
- Spaces supporting independent student study and project activities not classified as research.

A3-1 **Research Labs – Low Service**

Supports laboratory experimentation, research or training in research methods, professional research and observation, interdisciplinary and collaborative research, or structured creative activity with a research purpose. Research spaces with minor construction specialization, tied to a particular discipline or group of closely-related disciplines. Not heavily equipped spaces and have a lower capacity due to the nature of the discipline. Have the potential to be easily reconfigured for alternate uses. May have special ventilation, flooring or sound attenuation, but specialized construction is limited and spaces could be re-purposed with minor incremental costs. Training may occur, but is not the primary purpose of the space. Includes service spaces associated with primary research areas, but excludes standard offices.

Included:

- Art, drama, dance and music research spaces.
- Medical research and related activities including nursing massage, acupuncture, paramedic, (assuming limited building services – e.g. oxygen only).
- Select geography, geoscience, anthropology, archeology, engineering, crime, and kinesiology.
- Can include high-bay space, if low-service.
- Dry clinical spaces (e.g. in psychology, social work, and education etc.).
- Typical language and journalism research labs.

Excluded:

- Spaces primarily supporting for instruction.
- Gymnasias and performance spaces.
- Specialized spaces with significant building services (e.g. science labs with fume hoods, gas services, ceramics labs with kilns, select sculpture shops based on services)
- Apprenticeship spaces.
- Central (institution-wide) support services shops.
- Medical and other clinics unassociated with research (e.g. which serve the institution but are not used primarily for research).
- Standard office space associated with low- or high-service laboratory space.
- Spaces supporting independent student study and project activities not classified as research.
- If space requires external certification, use high-service classification.

A3-2 **Research Labs – Specialized**

Highly-specialized facilities, typically a whole building built for a specific research purpose. Excluded from this classification is any space which fits within high or low-service research classifications.

A11 **Student and Staff Housing**

All residential space owned or leased by the institution should be reported. Staff housing space should be recorded as a distinct element. Non-residential areas within these facilities, primarily accessed by the residents, should be reported as part of this housing space. If substantial space in a housing facility is assigned continuously for non-resident population use (scheduled instructional space for example) it should be classified accordingly.

A13**Student Community**

Institutions allocate a portion of assignable space to enable students to meet personal and civic growth objectives, and to create a community of learners within the post-secondary institution.

Included:

- Lounge areas used for rest and relaxation that are open for use by people passing through or using a facility and not restricted to particular organizational units or areas. They are primarily, but not exclusively, intended as quality of life space for students. These areas are typically equipped with leisure style furnishings to support informal learning and social interaction among students in a casual environment. The area may include vending machines incidental to the primary purpose of informal socializing and/or relaxation.
- Lounges are often supplemented by service areas, such as, kitchenettes, storage areas, incidental vending areas, etc.
- Areas used primarily by students, but available to staff and the public for leisure purposes including billiard rooms, game and arcade rooms, table tennis rooms, dance or ballrooms, card playing areas, TV rooms, music listening rooms, student multi-purpose rooms and similar spaces, that are not used primarily for instructional purposes.
- Leisure services areas include storage rooms, closets, equipment and materials issue rooms, cashiers desks and other areas that directly serve these leisure facilities.
- Allocations of institutional space fully assigned for the use of the incorporated students association(s) of the institutions, whether or not the space is provided on a cost recovery basis.

Excluded:

- Equivalent leisure type space, that is available to the student community within a residence complex, for the use of residents, should be listed as residence, and not included here.

A14**Unclassified Assignable**

The space inventory will include temporary classifications for areas that are in the development or transition phase, and are out of service for a period sufficiently long to have an impact on program/service delivery.

Included:

- Inactive areas available, whether suitable or unsuitable, for assignment to an organizational unit or an activity but unassigned at the time of inventory.
- Spaces under renovation/alteration areas temporarily out of use because they are being altered, remodeled or rehabilitated at the time of inventory or are unavailable for assignment because of renovation or alteration activity.
- Unfinished potentially assignable areas in new buildings, shell space, or additions to existing buildings, not completely finished at the time of inventory. Rooms and spaces within such a facility that are in use should be appropriately classified.

Application Support

If you require assistance, please contact Fiona Patterson at Fiona.Patterson@gov.ab.ca or Karmin Turlock at Karmin.Turlock@gov.ab.ca.