

Office of Facilities Management

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Space Accounting Data Standards

Design and Construction

Introduction

Space Accounting Data captures basic information about space types, quantities, sizes and allocation that serves as a program accounting tool during design phases and is maintained by Johns Hopkins University (JHU) for the purposes of space planning, interior signage, plant operations, event and class scheduling, and fixed asset accounting.

All space accounting data shall comply with JHU Space Accounting Data Standards. Questions regarding these guidelines should be directed through the JHU Project Manager (PM) to the JHU Space Systems Administrator (SSA) and the JHU Facilities Architect (FA) involved with the project.

Process

Space Accounting data shall be defined and recorded for approval by JHU **at the end of the Programming Phase** (or in the Schematic Design documents, if no Programming Phase) and shall serve as the approved space accounting program for the project. Any substantive changes or revisions to the data after the Programming phase shall be documented in meeting minutes or other official project correspondence and may require additional sign-off. The JHU PM is responsible for obtaining JHU approvals and will arrange review meetings as required.

Space Accounting data shall be reported in tabular format with end-of-phase documents. Changes from the approved Programming data shall be flagged.

Space accounting data shall be recorded in conjunction with permanent room numbers **early in the Construction Document (CD) Phase**, regardless of project size and scope. Final space accounting data shall be provided to JHU **by the A/E in project As-Built/Record documents**; receipt and approval shall be recorded as part of Project Closeout procedures.

Standards

JHU requires the following Space Accounting Data be provided:

	Room Number	(Room Category) Room Type	Area		(Division Affiliation) Department Number	Department Name	Quantity
			GSF	NASF			
Value List Name	See <i>JHU Guidelines</i>	(RCVL) RTVL	See <i>Area description below</i>		(DAVL) DNUVL	DNLV	<i>n/a</i>
Format	Alpha-Numeric	Numeric (+ Alpha suffix as applicable)	Numeric		Alpha-Numeric	Alpha	Numeric
Max. Field Length	6	3 (+suffix)	8	8	5	50	4

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Examples:

	Room Number	(Room Category) Room Type	Area (GSF)	Area (NASF)	(Division Affiliation) Department Number	Department Name	Quantity
Example 1	In the Programming Phase, the Space Accounting data for three faculty offices on a project for the English department in the Krieger School of Arts and Sciences might be:						
		310A	184*	160	P1601	English	8
	<i>* includes 1.15 grossing factor</i>						
Example 2	In the Construction Documents, the Space Accounting data for three faculty offices on a project for the English department in the Krieger School of Arts and Sciences might be:						
	308	310A	171.82	159.87	P1601	English	1
	310	310A	172.45	159.45	P1601	English	1
	312	310A	174.62	160.23	P1601	English	1

Room Category and Type

Room Categories Value List (RCVL)	
Room Category:	Description:
000	Unclassified Facilities
100	Classroom Facilities
200	Laboratory Facilities
300	Office Facilities
400	Study Facilities
500	Special Use Facilities
600	General Use Facilities
700	Support Facilities
800	Healthcare Facilities
900	Residential Facilities
SERV	Service Areas
VERT	Vertical Penetrations

Room Type Value List (RTVL)		
Room Category:	Room Type:	Description:
000	Unclassified Facilities	
	080	Unassigned Area
	081	Inactive Area
	082	Alteration or Conversion Area
	083	Unfinished Area (Under Construction)

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	099	Leased Space
100 Classroom Facilities		
	110	Classroom
	110A	Seminar Room
	115	Classroom Service
	120	Postdoctoral Office
	130	Student Group Room
	135	Student Group Room Service
	140	Focus Room
200 Laboratory Facilities		
	210	Class Laboratory
	215	Class Laboratory Service
	250	Research Lab
	250A	Electron Microscope Facility
	250B	BL3 Lab
	250C	Aquatics Lab
	250D	Freezer Morgue
	251	Computational Lab
	255	Research Lab Service
	255A	Cold Room
	255B	Warm Room
	255C	Tissue Culture
	255D	Autoclave
	255E	Chemical Storage
	255F	Microscope Room
	255G	Research Equipment
	255H	Glass Washing
	255J	Ante Room
	256	Computational Lab Service
	260	Animal Surgery Laboratory
	265	Animal Procedure Room
300 Office Facilities		
	310	Office
	310A	Faculty Office
	315	Office Service
	315A	Faculty Office Service
	350	Conference Room
	355	Conference Room Service
400 Study Facilities		
	410	Study Space
	420	Stack
	430	Open-Stack Study Room
	440	Processing Room
	450	Practice Room/Studio

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	455	Study Services
500 Special Use Facilities (generally for limited audiences)		
	510	Armory
	515	Armory Service
	520	Athletic-Physical Education
	523	Athletic Facilities Spectator Seating
	525	Athletic-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)
	590A	Photo Lab/Darkroom
600 General Use Facilities (generally for all audiences)		
	605	Day Care
	605A	Day Care Service
	610	Assembly
	615	Assembly Service
	620	Exhibition
	625	Exhibition Service
	630	Food Facility
	635	Food Facility Service
	645	Pre-Function Area
	650	Lounge
	655	Lounge Service
	660	Merchandising
	665	Merchandising Service
	670	Multi-Purpose/Recreation Room
	675	Recreation Service
	680	Meeting Room
	685	Meeting Room Service
	690	Locker Room
700 Support Facilities		
	701	Trash Service
	710	Central Computer or Telecommunications
	715	Central Computer or Telecomm. Service
	720	Central Shop

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	725	Central 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	Loading Dock
	785	Truck Bay Area
	790	Other Support Facilities
	795	Other Support Facilities Services
800 Healthcare 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 Lab Support
	870	Central Supplies
	875	Health Care Service
	880	Public Waiting
	880A	Reception
	885	Family Consultation Room
	890	Staff On-Call Facility
	895	Staff On-Call Facility Service
900 Residential Facilities		
	910	Sleep/Study without Bath
	919	Bath
	920	Sleep/Study with Bath
	935	Sleep/Study Service
	950	Apartment
	955	Apartment Service
	970	House
	971	Living Room
	972	Dining Room
	973	Kitchen

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	974	Bedroom
	975	Sitting Room
	980	Surgical Room
	985	Surgical Room Service
SERV Service Areas		
	011	Custodial Area
	012	Circulation Area
	013	Mechanical Area
	013A	Bathroom
	013B	Incinerator
	013C	Interstitial Mechanical
	014	Telecom Wiring/Equipment
	015	Electrical Room
	025	Public Telephone
	030	Mail Room
	084	Lobby
	085	Corridor
	086	Vestibule
	087	Parking
	099	Structural Area
VERT Vertical Penetrations		
	013E	Elevator
	020	Stairway
	030	Ramp
	095	Chase/Shaft

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Area (Square Footage)

Net Assignable Square Footage (NASF) shall be provided for each room type in the Programming Phase. A grossing factor may be included in the Space Accounting data for developing the **project Gross Square Footage**. Square footage figures for the Programming Phases may be **rounded to the nearest square foot** (for example, 165 NASF).

Both **Gross Square Footage (GSF)** and **Net Assignable Square Footage (NSF)** shall be provided for each space with a unique Room Number no later than Design Development, and preferably in Schematic Design. Square footage figures should be provided to the nearest tenth of a square foot (for example, 164.82 NASF).

JHU follows the HEGIS standard¹ for area takeoff as cited below:

Physical Measurements. *Even if field dimensions are taken to verify building and space dimensions or to establish the base drawing data, there may be a difference between the field measurements and the actual drawing; however, such differences are typically marginal within an overall building inventory.*

Acceptable Margin of Error. *When taking physical measurements to update or verify drawing data, a 2 percent margin of error is acceptable for the purposes of facilities data values.*

3.2.1 Gross Area (Gross Square Feet = GSF)

A. Definition. *The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another.*

B. Basis for Measurement. *Gross Area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., that extend beyond the wall faces. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.*

Measured in terms of Gross Square Feet (GSF),
$$GSF = \text{Net Usable Area} + \text{Structural Space}$$

C. Description. *In addition to all the internal floor spaces obviously covered above, Gross Area should include the following: excavated basement areas; interstitial space (i.e., mechanical floor or walkways), mezzanines, penthouses, and attics; garages; covered porches, whether walled or not; inner or outer balconies to the extent of a drip line from a roof or balcony immediately above, whether walled or not, if they are utilized for operational functions; and corridors or walkways, whether walled or not, provided they are either within the outside face lines of the building to the extent of the roof drip line or, if covered, to the extent of their cover's drip line. The footprints of stairways, elevator shafts, and vertical duct shafts are to be counted as gross area on each floor through which they pass.*

D. Limitations. *Exclude open areas such as parking lots, playing fields, pools, courts, light wells, and portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. Exclude unexcavated basement areas.*

¹ Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition.
Full document retrieval: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006160>

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E. Exception. Include top, unroofed floor of parking structures where parking is available.

3.2.2 Net Assignable Area (Net Assignable Square Feet—NASF)

A. Definition. The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use.

B. Basis for Measurement. Net Assignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. (See section 2.3, What to Include in a Building Inventory.)

Measured in terms of Net Assignable Square Feet (NASF),
 NASF = Sum of Areas Designated by the 10 Assignable Major Space Use Categories

C. Description. Included should be space subdivisions of the 10 major space use categories for assignable space—classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified—that are used to accomplish the institution’s mission.

D. Limitations. Deductions should not be made for necessary building columns and projections. These small areas are excluded as they represent an insignificant percentage of the total area of an average-sized space. Capturing their area would be unduly burdensome relative to the very small contribution they would make toward precision. Areas defined as building service, circulation, mechanical, and structural should not be included.

Division Affiliation and Department

Division Affiliation Value List (DAVL)	
Division Code:	Division Name
G	GWC Whiting School of Engineering
L	Homewood Student Affairs
P	School of Arts & Sciences
R	Homewood Building Service
S	Academic Centers & Support Services
Z	Leased Space

Division Affiliation	Department Number Value List (DNUVL)	Department Name Value List (DNVL)
Whiting School of Engineering		
	G0301	Office of the Dean
	G0302	Dean's Office British Airways Lease
	G0303	Dean's Office Center of Excellence Lease
	G0401	Engineering & Applied Science Programs for Professionals
	G0601	Center for Educational Outreach

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	G0701	Institute for Nano-Biotechnology
	G0801	Advanced Technology Lab
	G3101	Center for Imaging Science
	G3201	Engineering Research Center
	G3301	Institute for Computational Medicine
	G3401	Chemical Propulsion and Information Agency
	G3501	JHU Information Security Institute
	G4001	Geography & Environmental Engineering
	G4101	Mechanical Engineering
	G4201	Materials Science & Engineering
	G4301	Chemical & Biomolecular Engineering
	G4501	Civil Engineering
	G4601	Electrical & Computer Engineering
	G4701	Biomedical Engineering
	G4801	Applied Mathematics & Statistics
	G4901	Computer Science
	G5001	Center for Multifunctional Applications
	G5201	Center for Leadership Education
	G5531	Engineering Programs for Graduates
	G5556	Engineering and Applied Sciences - Montgomery County
Homewood Student Affairs		
	L0301	Business Management
	L0302	Student Accounts
	L0342	Dean of Students
	L0410	Undergraduate Admissions and Recruitment
	L0302	Student Accounts
	L0421	ID Card Services
	L0506	Office of the Registrar
	L9001	Auxiliary Enterprises / Food Service
	L0601	Counseling Center
	L0605	Career Center
	L0701	Academic Affairs
	L0710	Hopkins Union / Levering Hall
	L0770	Multicultural Student Affairs
	L0801	Student Affairs Dean's Office
	L0820	Athletics and Recreation
	L0843	Athletics - Summer Day Camp
	L0901	Center for Social Concern
	L9002	Auxiliary Enterprises / Dorm Food Service
Kreiger School of Arts and Sciences		
	P0301	Office of the Dean
	P0302	Women, Gender and Sexuality
	P0303	Summer and Intersession Programs
	P0304	Advanced Academic Programs

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	P0305	Language Teaching Center
	P0306	Development
	P0312	Post-Baccalaureate Pre-Med Program
	P0313	Graduate Admissions
	P0320	Institutional Review Board
	P0341	Africana Studies
	P0342	Public Health Studies
	P0343	Center for Astrophysical Sciences
	P0344	Film and Media Studies
	P0345	Expository Writing Program
	P1001	Biophysics
	P1101	History of Art
	P1201	Biology
	P1301	Chemistry
	P1401	Classics
	P1601	English
	P1602	Writing Center
	P1701	Writing Seminars
	P1801	German
	P2001	History
	P2101	History of Science
	P2201	Mathematics
	P2401	Near Eastern Studies
	P2501	Philosophy
	P2701	Physics and Astronomy
	P2901	Economics
	P3001	Political Science
	P3101	Psychological and Brain Sciences
	P3201	Anthropology
	P3301	Archaeology
	P3401	Sociology
	P3801	Cognitive Science
	P3901	Earth and Planetary Sciences
	P4901	Humanities Center
	P5201	Center for the Social Organization of Schools
	P5558	Latin American Studies
	P3101	Psychological and Brain Sciences
	P5701	Institute for Biophysical Research of Macroscopic Assemblies
	S5401	Mind Brain Institute
Building Services		
	P0000	Building Service
	P0001	Common Areas
	P9900	Unassigned Area
Academic Centers & Support Services		

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	S5301	Institute for Policy Studies
	S6001	Sheridan Libraries
	S7201	Plant Maintenance
	S7301	Power Plant
	S7501	Security
	S7801	Custodial Services
University Administration		
	U0101	President
	U0201	VP for Administration
	U0301	Provost
	U0601	VP of Development and Alumni Relations
	U0801	Government Relations
	U0901	VP of General Counsel
	U2201	Facilities Management
	U2202	Parking
	U2210	Design and Construction
	U2401	Chief Information Officer
	U2402	Telecommunications
	U2403	LAN Services
	U2404	Networking
	U2405	Enterprise Services
	U2406	Technical Assistance
	U3201	Purchasing
	U4301	VP Development and Alumni Relations
	U4306	Annual Giving
	U4308	Foundation Relations
	U4309	Gift Planning
	U4313	Alumni Relations
	U2505	Security
Leased Space		
	Z9900	Leased Space