

Glossary of Terminology

110 Classroom: A room or space used primarily for regularly scheduled instruction classes and is not tied to a specific subject or discipline by the equipment in the room or the configuration of space.

210 Class Laboratory: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios.

220 Special Class Laboratory: A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled or open.

250 Research Laboratory: A space used primarily for the experimentation, investigation, or training in research methods, professional research and observation, or a structured creative activity within a specific program. It does not include teaching laboratories.

As-Built Drawings: Architectural and engineering drawings that record the *current* locations of primary building features, walls, primary building equipment, mechanical and electrical systems, and equipment.

Auxiliary Space: Buildings or space that generate funds for activities that furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service. Auxiliary spaces are managed as essentially self-supporting activities.

BIM: Building Information Modeling; A digital representation of physical and functional characteristics of a facility and is a shared resource for information about a facility forming a reliable basis for decisions during its life-cycle.

Building Service Area: Space used for the protection, care, and maintenance of a building.

CAD: Computer-Aided Design; CAD is the use of computer technology for the process of design and design documentation. Used to develop design and construction drawings for new construction or renovations and to document existing buildings.

CAFM: Computer-Aided Facilities Management; CAFM is the support of facility management by information technology. CAFM systems may link with drawings and are used to track physical spaces, occupancy and use, equipment, furniture inventories, security systems, etc.

CD: Construction Documents; The CD stage is the final stage of the design process. CDs are the detailed requirements for the construction of a building project. They consist of drawings and specifications.

CIP: Classification of Instructional Programs; a taxonomic scheme that will support the accurate tracking, assessment and reporting of fields of study and program completions activity.

Change Order: A request made by the client to make a modification to the existing construction requirements. Additional costs oftentimes are incurred as a result of a change order.

Charrette: A collaborative session in which a group of designers, experts, and other parties draft a solution to a design problem

Cost Model: Itemized cost estimate based on broad design estimates and historic information.

DD: Design Documents; the DD stage is the second stage of the design process where a clearer and better coordinated description of all aspects of the design phase is worked out in greater detail.

Design Process: The process of taking a building from conception to occupancy. Steps generally include programming, schematic design, design development, construction documents, bidding, construction and occupancy.

E&G Space: Educational and general space; used for academic instruction, research, and support of the institution's mission.

FF&E: Furniture, Fixtures, and Equipment; Refers to the line item in the project budget which addresses costs for furniture, lighting, non-fixed equipment.

FIMS: Facilities Inventory Management System; the acronym used by UNT to describe the CAFM system and the process for maintaining an updated account of the inventory of physical space and associated information.

Facilities Inventory: A uniform coding structure to identify physical facilities' building and room records. It includes data fields for space type, conditions, size, how it is used, and program department codes.

Fixed Equipment: Fixed equipment is permanently attached appurtenances.

GSF: Gross Square Feet; GSF is the sum of all areas on all floors of a building included within the outside faces of its exterior walls.

GMP: Guaranteed Maximum Price; GMP is a fee arrangement between the client and the contractor whereby the total amount payable to the contractor for the construction of the project is restricted to a pre-agreed maximum.

HEAF: Higher Education Assistance Fund; Permanent capital funding provided under Article VII, Section 17 of the Texas Constitution for Texas Higher Education Institutions that are not participants of the Permanent University Fund (PUF) beginning Sept. 1, 1985. These funds are General Revenue funds that must reside in and must be expended from the State Treasury.

HVAC: Heating, Ventilation, and Air Conditioning; abbreviation widely used in design, construction and maintenance referring to the technology of indoor environmental comfort.

Inactive Area: Space in a building that once was assignable but is permanently no longer in use.

LEED: Leadership In Energy and Environmental Design; consists of a suite of rating systems for the design, construction and operation of high performance green buildings, homes and neighborhoods.

MEP: Mechanical, Electrical, and Plumbing; abbreviation widely used in design, construction and maintenance referring to a buildings systems.

NASF: Net Assignable Square Foot; NASF is the total assignable square footage of a facility, measured from the inside wall surfaces, and does not include mechanical rooms, toilets, corridors, etc.

NCES: National Center for Education Statistics; An agency that collects, analyzes, and makes available data related to education in the U.S. and other nations.

NSF: Net Square Foot; NSF is the total usable square footage of a facility measured from the inside wall surfaces. Included in this figure are non-assignable spaces such as mechanical rooms, toilets, corridors, etc.

Non-assignable Areas: Non-assignable areas are the sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building (e.g., mechanical rooms, toilets, corridors, etc.).

Programming Process: The process of research and decision making that identifies the scope of work to be designed.

Room Type: (Space Code) each room has one “best” room type based upon its design and use. Room Type Codes, descriptions, definitions, and examples are listed in [Appendix F](#). If an exact Room Type cannot be determined, use the most accurate code available. Room Type coding cannot be prorated.

Room Usage: (Function Code) this indicates the room’s actual use (General Academic Instruction, Social and Cultural Development, etc.). Usage Codes, descriptions, definitions, and examples are listed in [Appendix G](#). As with other room coding, use the code that closest describes the usage of the particular room. Usage may be prorated.

SD: Schematic Design; The initial design phase that seeks to define the general scope and conceptual design of the project including scale and relationships between building components.

Shell Space: An area within a building with an unfinished interior designed to be converted into usable space at a later date.

Student Station Capacity: This is the number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room and is determined by fire safety codes

THECB: Texas Higher Education Coordinating Board; Agency that provides leadership and coordination for the Texas higher education system.

Unassigned Space: This is the sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shell space, or space mothballed/ permanently incapable of use is also unassigned space.