

# Fredonia Space & Furniture, Fixtures & Equipment (FF&E) Definitions

## General Space Types

Type	Definition
Classroom:	A room or space that is used primarily for scheduled instructions that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. All classrooms are assigned to the Registrar for general use.
Classroom Service:	A room that directly services a classroom as an extension of the activities of the classroom (e.g. control booth, storage, preparation rooms, etc.).
Classroom Lab:	A room used mainly for regularly scheduled classes that require special purpose equipment of specific room configuration for student participation, experimentation, observation, or practice in an academic discipline. Included in this category are rooms generally called teaching science labs, instructional shops, computer drafting rooms, band rooms, choral rooms, (group) music practice rooms, (group) art studios, (group) theater and dance studios, and similar specially designed or equipped rooms, <i>if they are used primarily for group instruction in regularly scheduled classes.</i>
Classroom Lab Service:	A room that directly services one or more class labs as an extension of the activities in those rooms (e.g. control booth, preparation room, material storage (including temporary hazardous material storage), equipment issue rooms, etc.).
Computer Labs:	A room where each student station is equipped with a computer terminal. <ul style="list-style-type: none"> <li>▪ Open Computer Lab: A room for classes as well as general use (open labs with a Class Schedule are closed during those scheduled times).</li> <li>▪ Closed Computer Lab: A room reserved for majors only.</li> </ul>
Conference Room:	A place to meet primarily for conversation or discussion used by a specific organizational unit or office area (conference rooms have been defined as campus shared conference rooms and as such are scheduled through various departments).
Dining Hall:	A large room used specifically for dining, and on occasions used for assemblies.
Lecture Hall:	A room used for all classes that do not require special purpose equipment for student use.
Lecture Hall Service:	A room that directly services a lecture hall as an extension of the activities of the lecture hall (e.g. control booth, storage, preparation rooms, etc.).
Lounge - General:	A public area used for the rest and relaxation that is not restricted to a specific group, unit, or area.
Lounge – Faculty/Staff:	A room for faculty and staff to relax that may or may not have a kitchenette for the use of a lunch/break room.
Lounge – Student:	A sitting area for the use of students only that may also include recreation equipment (pool tables, foosball tables, television screens).
Meeting Room:	A space used by campus groups or the public for non-class meetings.
Multipurpose Room:	A space used for several purposes that can be set up for specific needs or events.

## General Space Types Continued

Type	Definition
Office Space:	A room housing faculty, staff, or students working at one or more desks, tables, or workstations.
Office Space Service:	Room or area that directly serves an office or group of offices as an extension of the activities that take place in such a room or rooms (e.g. copy rooms, storage, mailroom, etc.).
Office Administration:	An area housing secretary/receptionist/aid working at one or more desks, tables, or workstations. This area may also include a waiting area and additional services (e.g. filing area, copy area, mailboxes etc.).
Research Lab:	Mainly for the purpose of laboratory functions in research or research methodology, that requires special equipment or procedures for faculty, staff, or student experimentation or observation.
Research Lab Service:	A room containing equipment that directly services a research lab as an extension of the activities that take place in such a lab (e.g. centrifuges, autoclaves, freezers, etc.).
Residence Hall Lounge:	A space for relaxing and entertaining within the dormitory.
Residence Hall Room:	A sleeping area containing one or more beds within the dormitory.
Study Room:	A room or area used by individuals to study at their convenience, which is not restricted to a particular subject or discipline by contained equipment.

## Inactive or Unassigned Space Types

Type	Definition
Inactive Area:	<p>Spaces available for assignment to a department or activity but unassigned at the time of the space inventory.</p> <p>Note 1: Spaces being modified or not completed at the time of the space inventory are classified as Facility Alterations or Unfinished Areas.</p> <p>Note 2: Inactive spaces may have already been assigned to departments for future use.</p> <p>Note 3: Spaces may stay inactive in order to maintain their current classification (space type) for future use by a department (e.g. office maintained as an office, research lab maintained as a research lab).</p>
Facility Alterations:	<p>Spaces temporarily out of use because they are being altered, renovated or rehabilitated at the time of the space inventory.</p> <p>Note: Spaces inactive or not completed at the time of the space inventory are classified as Inactive Areas, and Unfinished Area.</p>
Unfinished Area:	<p>All potentially assignable spaces in new buildings, shell space, or additions to existing buildings not completely finished at the time of the space inventory.</p> <p>Note: Intended only for the unfinished part or shell area of a building or addition; the parts that are in use should be appropriately classified.</p>
Unusable Area:	A space that is out of service because of a Building Code or Fire Code requirement.
Unusable Area Perm:	A space that is Permanently out of service because of a Building Code or Fire Code requirement.

## Furniture, Fixtures & Equipment

Type	Definition
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FF&E: Furniture, fixtures and equipment, abbreviated FF&E, are movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities.

The chart below summarizes the applicable funding sources for Furniture, Fixtures and Equipment (FF&E), followed by definitions and examples of the FF&E types.

Type	Project Type	Funding Source (Budget) *	Account (Coding)
Fixed Equipment	New Construction	Capital	Construction **
			Equipment
	Major Renovation	Capital	Construction **
			Equipment
	Replacement	Capital ***	Construction **
		Operating	Operating
Movable Equipment	New Construction	Capital	Equipment
		Operating	Operating
	Major Renovation	Capital	Equipment
		Operating	Operating
	Replacement	Operating	Operating
	Non Equipment Items	New Construction	Operating
Major Renovations		Operating	Operating
Replacement		Operating	Operating

\*There may be instances where sources of funding other than capital or operating appropriation are used to fund design, construction or equipment.

\*\* Fixed equipment may be installed as part of the construction using construction coding or purchased and installed as part of the equipment outfitting, as determined by the State University Construction Fund on a case by case basis.

\*\*\* Replacement of equipment may only be funded with capital as a Campus Let Project when done in conjunction with a related Major Renovation Project managed by the State University Construction Fund.

### Equipment Groups and Descriptions:

Items designed as an integral part of the building, or items which are part of a building system, are generally included in the construction project and should generally be funded from construction accounts. Examples include boilers, steam generators, elevators, central air conditioning and refrigeration units, cooling towers, exhaust and ventilation systems, main water circulation pumps, main power transformers, and main electrical switch gear.

### **Fixed Equipment**

Fixed equipment includes FF&E which is required to enable the space to be functional for its intended purpose. This classification includes items permanently connected to facilities for which design characteristics are generally coordinated with the various mechanical trades. This can include fixed equipment associated with operations or use of the space. This classification excludes those items that are readily movable, for example a piece of equipment that can be relocated by pulling an electrical plug from its socket. Examples of fixed equipment items include:

- Autoclaves and sterilizers
- Fume hoods • Fixed laboratory bench
- Water distillation units
- X-ray units
- Tables with integral sinks

- Industrial laundry machines
- Walk-in refrigerators/coolers
- Cafeteria serving lines
- Sterilizers
- Commercial dishwashers
- Built in Ovens and ranges
- Counters
- Telecommunication cabling and equipment, excluding mobile devices
- Fixed storage cabinets
- Fixed shelving
- Wall cabinets
- Wall mounted chalkboards and bulletin boards
- Projection screens
- Wall mounted water coolers
- Sports arena backboards and scoreboards
- Fixed seating
- Signage
- Installed carpeting
- Fixed window treatments

### **Moveable Equipment**

Moveable equipment includes FF&E which is necessary in order for the occupants to use the space. However, unlike fixed equipment items, moveable equipment items require no permanent connection to utilities or to the structure. These items are readily movable and are discretely replaceable, but are not considered to be consumable. Examples of moveable equipment items include:

- Desks
- Tables
- Chairs
- Filing Cabinets
- Storage cabinets
- Rack and shelf units
- Bookcases
- Exterior furniture which is part of a site work project
- Office machines
- Computers
- Utility and janitorial carts
- Audio and visual equipment
- Lab stools
- Microscopes
- Centrifuges
- Balances and scales
- Range and stoves
- Movable refrigerators and freezers
- Mobile X-ray units
- Shop equipment
- Exterior benches

### **Non Equipment Items**

Listed below are some examples of non-equipment items. These are items used in support of operations and are generally consumable in nature. Examples include:

#### **Consumables and smaller items**

- Office supplies, including staplers, paper, ink/toner, trash cans, etc.
- Janitorial supplies, including cleaning agents, mops and mop buckets, etc.
- Laboratory supplies, including beakers, clamps, bunsen burners, test tubes, etc.
- Exterior and landscaping supplies
- School supplies
- Art supplies
- Other materials that are used repeatedly and require regular replacement

**Items with a limited useful life**

- Books
- Periodicals
- Sheet music
- Desk lamps
- Kitchen and dining utensils
- Glassware
- Dishes
- Hand tools

**Other**

- Teaching aids
- Minor office equipment items
- Livestock
- Personal athletic equipment (helmets, pads, etc.)
- Snow blowers, lawn mowers, chainsaws and other exterior maintenance equipment
- Vehicles such as cars, trucks, construction equipment, etc.

**Considerations**

There may be instances where a furniture, fixture or equipment item being considered is not listed above. The question of whether FF&E should be purchased using capital funds may not be clear cut, and needs to be evaluated on a case by case basis. The decision making tree provided as Attachment 1 provides a basic decision making framework that can be used to determine if an FF&E purchase should or should not be made using capital funds. Campuses are encouraged to reach out the campus program manager at the Fund to discuss concerns and questions related to the purchase of equipment.