

**FORM D-7**  
**ASF ATTACHMENT**  
**SUMMARY OF ASSIGNABLE SQUARE FEET (ASF) INSTRUCTIONS**  
**SPACE INVENTORY CATEGORIES**

This is a two page attachment for the D-7 Summary of Assignable Square Feet (ASF) form. Square footage for each project type is to be identified according to the following three categories; Direct Instructional Space, Instructional Support Space, and Program Support Space. Shared or other space such as multi-purpose facilities used for two or more functions are allocated by prorating the hours of use per week among the three categories. In addition, there is another type of space, which is called non-assignable spaces. These are not to be counted or included on the Summary of Assignable Square Footage form.

## **1. DIRECT INSTRUCTIONAL SPACE**

- A. **Classrooms**  
Rooms used by classes, which do not require special purpose equipment for student use or rooms used as an extension of activities of the classroom. Includes lecture rooms, group music rooms, lecture-demonstration rooms and seminar rooms.
- B. **Laboratories**  
Rooms used for classes, which require special purpose equipment for student participation, experimentation, observation or practice in a field of study. Includes science labs, language labs, music practice rooms, computer and keyboard labs, and vocational labs.
- C. **Library Space**  
Facilities used to provide storage for books and audio-visual materials and areas for individual study. Includes reading rooms, study rooms, circulation desk, card catalog, microfilm processing, and audio-visual record playback areas.
- D. **Learning Resources**  
Rooms used for the production and distribution of audio-visual, radio and TV materials and for the operation of equipment for TV studios, radio studios, graphic library, tape library, control room, video tape recorder room, and recording room.
- E. **Physical Education Teaching Space**  
Facilities used for physical education and athletics. Includes gymnasium, basketball courts, handball courts, swimming pool, wrestling rooms, etc. and related service areas such as locker rooms and associated lavatories. Excludes spectator seating, ticket booths, etc.

## **2. INSTRUCTIONAL SUPPORT SPACE**

- A. **Assembly**  
Facilities including theaters, concert halls and related service areas such as checkrooms, coatrooms, projection rooms, storage areas, control rooms, etc.
- B. **Service and Support**  
Service areas directly related to instruction such as projection rooms, preparation rooms, resource rooms, coatrooms, and rooms used to store classroom, laboratory, P.E. and library supplies and equipment.

## 2. INSTRUCTIONAL SUPPORT SPACE (continued)

- C. **Student Services**  
Facilities used by students for health services, clubs, counseling, etc. Includes counseling rooms, lounge areas, detention rooms, student health and related service areas such as closets, equipment rooms, dispensaries, etc.
- D. **Office Space**  
Rooms used by faculty, staff or students working at desks and rooms used for non-class group meetings. Includes offices, conference rooms and related service areas such as vaults, mimeograph rooms, interview rooms, office supply rooms, closets, etc.

## 3. PROGRAM SUPPORT SPACE

- A. **Cafeteria/Food Service**  
Facilities used for dining and related storage and preparation.
- B. **General Support Space**  
Areas used for institution-wide services. Includes data processing areas, maintenance areas, vehicle storage areas, central receiving areas, and related service areas such as supply storage areas, closets, equipment rooms, etc.
- C. **Covered Play Areas (Count at 1/2 SF)**  
Facilities providing covered play space required to be counted as 1/2 area by School Facilities Procedures Manual, Chapter 3.

### Other (To Be Allocated to Above Categories)

#### Multi-Purpose

Facilities used for two or more of the following functions: physical education (1E), assembly (2A) and/or cafeteria (3A). **NOTE:** Allocate on the basis of proportion of hours of use per week.

### Non-Assignable Spaces (do not enter on ASF Form)

The following space types should not be included in the totals.

- Hallways, stairwells and other circulation space
- Mechanical rooms
- Janitorial closets
- Restrooms unless accessed only by a classroom or included in a locker room
- Structural space, e.g., the thickness of interior and exterior walls

