

AREAS

1. GENERAL

1.01 This section covers the definitions of building areas in order to establish uniform methods relative to the measurement of floor space.

1.02 The section is reissued to bring the wording of the definitions of building areas contained herein in line with the wording used in the Outline of Procedures Relating to House Service Expense issued with Accounting Letter M-152A-2.

1.03 Arrows are used to indicate major revisions of the text.

2. GROSS AREA

2.01 The gross area of a building is used for establishing administrative over-all unit house service and building repair expense data.

2.02 The gross area comprises all of the area measured from the inside finished surfaces of the exterior enclosing walls, including basements, penthouses and mezzanine floors but excluding attic or other similar space which has not been designed for use.

2.03 In determining the gross area no deductions should be made for partitions, inside walls, columns, elevator or other internal shafts, stairways, inside fire towers and smokestacks.

2.04 The gross area in basements should include the area of cable vaults, coal storage rooms, enclosed ash hoists, etc, which may be associated with but extend beyond the foundation walls of the building proper and which are roofed over.

2.05 Roof area, whether usable or not, entrances projecting beyond the building line, outside fire escapes, outside basement stairways, light courts, basement window pits and areas outside the building walls such as open porches, arcades, balconies, etc, should not be considered as part of the gross area of a building.

3. ASSIGNABLE OR PRODUCTIVE AREA

3.01 Assignable or productive area comprises floor space intended for occupancy including space used for auditoriums, assembly rooms, lounges, restaurants, cafeterias, conference rooms and recreational purposes.

3.02 Assignable area should be determined by measuring the area within the inside finished surfaces of the exterior walls or permanent partitions enclosing such area, with no deductions for columns, pilasters or temporary partitions wholly within the area. However, where a boundary partition or a section of such a partition separates areas for which the house service expense is chargeable to different accounts and geographical areas, the measurement should be made to the center line of such partition or wall.

3.03 The purpose of measuring to the center line of boundary partitions separating assignable areas for which the house service expense is chargeable to different accounts and geographical areas, is to keep the total assignable area constant on a floor regardless of space rearrangements.

3.04 Interior or supplementary corridors located within assignable areas, individual lavatories and mezzanine floors or interior balconies designed for occupancy should be considered as assignable areas.

3.05 Spaces usually required for telephone operations and related work and considered assignable are found under various titles. The following are some examples:

- Auditoriums
- Assembly Rooms
- Assignment Bureau
- Archives
- Battery Rooms
- Cable Vaults
- Cafeteria
- Classrooms
- Commercial Office
- Conference Rooms
- Dining Service Space

- ↳ Dispensing Machine Room
- Emergency Engine Room
- Employment Office
- Engineering Room
- Equipment Receiving
- Equipment Rooms
- Food Storeroom
- Installation Room
- Interview Room
- Kitchen
- Local Test Room
- Locker Room
- Lounges
- Lunch Room
- Mail Room
- Maintenance Center
- Medical Quarters
- Offices
- Operating Room
- Pay Station Room
- Power Room Telephone
- Projection Room
- Quiet Room
- Recreational Rooms
- Refrigerator Area
- Restaurants
- Service Observing Room
- Smoking Room
- Storage (occupant's use only)
- Teller's Room
- Toll Test Center
- Training Rooms
- Unused equipment space which may be assigned temporarily for use as offices, corridors, etc.
- ↳ Visiting Nurse

4. NONASSIGNABLE AREA

4.01 Nonassignable area comprises floor space used in connection with operating and servicing the building and space not intended for occupancy.

4.02 This area includes entrance, main corridor and hall spaces, stairways, fire towers, light, vent, power and other vertical shafts, all toilet rooms, except those associated with private offices, and all space considered necessary for the operation of buildings. The latter includes space occupied by the heating plant and associated fuel storage rooms, building mechanical

and electrical machinery, building supply storerooms, building shops, service closets and janitors' quarters.

4.03 Nonassignable area is not measured but is derived by subtracting the sum of the assignable areas from the total gross area of a building. The nonassignable area would therefore include the thickness of the permanent partitions enclosing main corridors, elevators, stairways, toilets, service closets, etc, as well as the equivalent floor area of elevator or other internal shafts.

↳ **4.04** Spaces usually required to provide operation and servicing of a building and considered nonassignable are often found under the following titles:

- Boiler Rooms
- Building Mechanics Room
- Building Meter Space
- Building Telephone Terminal Room
- Building Workshop
- Coal Bins
- Corridors
- Duct Shafts
- Elevator Lobby and Shafts
- Fire Towers
- House Service Shaft
- Janitors' Closets
- Mechanical Equipment Room
- Pump Room
- Receiving Room (Building and Supplies)
- Stairwells
- Service Elevator Lobby
- Storage (Building and Supplies)
- Toilets
- Tool Room
- Transformer Vaults
- Ventilating or Air Conditioning Room
- Vestibule

5. UNOCCUPIED AREA

5.01 Unoccupied area comprises assignable area which is available for use but which has not been assigned for specific use, excluding unoccupied and unused basement area not equipped with facilities for storage purposes and not suitable for use as office quarters from the standpoint of lighting, heating, ventilation and similar structural considerations.