

# Department of Transportation

Office of the Secretary  
Washington, D.C.

FILE COPY

ORDER

DOT 4300.1

11/3/71

SUBJECT: FEDERAL REAL PROPERTY USAGE CODES

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1. PURPOSE. This order provides guidelines on the usage of Real Property Codes within the Department.
  2. SCOPE. The provisions of this order apply to the Office of the Secretary and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board under Section 5(m) of the Department of Transportation Act, this directive is applicable to the National Transportation Safety Board.
  3. REFERENCE.
    - a. DOT 4600.3 "Utilization, Retention, and Acquisition of Federal Real Property" dated 1/21/70 which enunciates Departmental policy.
    - b. The Federal Property Management Regulations which prescribe usage codes for real property management inventory and identification purposes within the government.
  4. BACKGROUND. The real property code structure developed by GSA for use government-wide provides broad usage classifications which in some cases need more definitive substructuring to meet effective Department management information requirements. In order that a standard information base for summarization of total real property information could be achieved within the Department a joint working group, composed of representatives of the operating administrations and OST was established under the Department's Management Improvement Program. This is a product of their effort.
  5. CODE STRUCTURE. The attachment to this order contains the code structure to be used in the Real Property Management Programs within the Department. Included are: Land Usage, Building Usage, and Structure and Facility Usage Codes.

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DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board

OPI: Office of  
Installations  
& Logistics

11/3/71

6. ADDITIONS or CHANGES. Substructure coding required by operating administrations or the National Transportation Safety Board beyond those indicated in this attachment should be coordinated within TAD-60 before implementation.

FOR THE SECRETARY OF TRANSPORTATION:



William P. Davis  
Acting Assistant Secretary  
Administration

## Section I - Land Usage Codes

### Usage Codes For Land Only

- 10      OFFICE BUILDING LOCATIONS. Land on which buildings are located or are to be constructed.
- 11      MILITARY - EXCEPT AIRFIELDS. Land used strictly for military purposes.
- 12      AIRFIELDS. Land used for military air bases or stations and military or civilian landing fields.
- 13      HARBOR AND PORT FACILITIES. Land used primarily for harbor and port facilities including: piers, wharfs, bulkheads, moorings, marine railways, boat launching ramps, and attached equipment.
- 15      POWER DEVELOPMENT AND DISTRIBUTION. Land used for power development and distribution projects.
- 18      FLOOD CONTROL AND WATER NAVIGATION. Land used primarily for flood control, erosion protection and water navigational purposes.
- 19      VACANT. Land that is vacant and not being utilized in connection with an agency installation.
- 20      INSTITUTIONAL. Land used for institutional purposes such as hospitals, schools, training, libraries, chapels and museums.
- 30      HOUSING. Land used primarily for public housing projects, military personnel quarters, and dwellings for other Federal personnel.
- 40      STORAGE. Land used primarily for supply depots and other storage areas.
- 50      INDUSTRIAL. Land used primarily for manufacturing or production purposes.
- 60      SERVICE. Land used primarily for maintenance, repair, or overhaul facilities. Also, land which is used for other services.

Usage Codes  
For  
Land Only

- 70      RESEARCH AND DEVELOPMENT. Land used directly in basic or applied research in the sciences and in engineering.
- 71      UTILITIES SYSTEMS. Land used primarily for utility systems e. g. heating, sewage, water, air and electrical system.
- 72      COMMUNICATIONS SYSTEMS. Land used primarily for communications systems buildings, structures and facilities (e.g. transmitting and receiving sites).
- 73      NAVIGATION AND TRAFFIC AIDS. Land used primarily to locate navigation and traffic aids, buildings, structures, or facilities (except water covered under 18.) Examples ATCT, ARTCC, ASR, ILS, VORTAC, etc.
- 76      ROADS AND BRIDGES. Land used primarily to locate roads and/or bridges. The road and/or bridge itself should be shown under structures and facilities.
- 77      RAILROADS. Land used primarily to locate a railroad. The railroad itself should be shown under structures and facilities.
- 80      ALL OTHER. Report under this usage code only such pieces of Land as cannot be properly reflected under one of the above codes.



Section II - Building Usage Codes

Usage Codes  
For  
Buildings

- 10      OFFICE. Buildings used primarily for office space.
- 18      FLOOD CONTROL AND WATER NAVIGATION. Building used primarily for flood control and water navigation purposes.
- 21      HOSPITAL. Building used primarily for furnishing in-patient diagnosis and treatment under the supervision of physicians.
- 23      SCHOOL. Building used for formally organized instruction such as schools for dependent children of Federal employees, or training of personnel.
- 29      OTHER INSTITUTIONS USES. Building used for libraries, chapels, museums, outpatient clinics, etc.
- 30      DETACHED HOUSE. Single family living unit having no units above or below, and separated from other such living units by intervening space.
- 31      SEMI-DETACHED HOUSE. Single family living unit attached to one other such living unit either one above the other or on the same level.
- 32      TOWNHOUSE. A housing unit, with no units above or below it, that is joined to two or more similar units.
- 33      APARTMENT. A living unit having other such living units on the same level or above or below, in the same structure, and sharing a common stairhall or entryway.
- 34      DORMITORY, INCLUDING BARRACKS. Single or multiple bachelor living unit, separated from other such living units by permanent partitions; or unpartitioned multiple sleeping facilities.

Usage Codes  
For  
Buildings

- 35     TRAILER. Mobile housing unit designed for ready conveyance over the highways.
- 39     ALL OTHER . . . . .
- 40     SHED STORAGE. Building of the covered shed variety.
- 41     VEHICLE STORAGE. Building having as its primary purpose the storage of various types of vehicles such as trucks, buses, off-road construction equipment, snow removal equipment, etc.
- 42     EMERGENCY VEHICLE STORAGE. Building having as its primary purpose the storage of emergency type vehicles such as fire fighting equipment, crash trucks, pumpers, ambulances, etc.
- 43     GARAGE. Building having as its primary purpose the storage of passenger carrying vehicles.
- 44     WAREHOUSE. Building having as its primary purpose the storing of materiel for future use.
- 45     SUBSISTENCE STORAGE. Building primarily used for the storage of foodstuffs for future use.
- 46     BOATHOUSE. Building primarily used for the storage of boats.
- 47     FLAMMABLE STORAGE. Building having as its primary purpose the storage of flammable type items such as paints, petroleum products, other, etc.
- 48     REFRIGERATED STORAGE. Building having as its primary purpose the storage of items requiring refrigeration.
- 49     OTHER STORAGE BUILDINGS.
- 50     INDUSTRIAL. Building used primarily for manufacturing or production purposes.

Usage Codes  
For  
Buildings \*

- 6A CARPENTRY AND/OR WOODWORK REPAIR SHOP. Building having as its primary purpose the repair of items considered to fall in the category of carpentry or woodworking.
- 6B PLUMBING REPAIR SHOP. Building having as its primary purpose the repair of items considered to fall in the plumbing category.
- 6C ELECTRIC AND/OR ELECTRONIC EQUIPMENT REPAIR SHOP. Building having as its primary purpose the repair of electronic equipment.
- 6D STORE. Building used as a retail store.
- 6E COMMISSARY. Building used for commissary purposes.
- 6F LAUNDRY. Building used primarily to provide laundry services.
- 6G DRY CLEANING PLANT. Building used primarily to provide dry cleaning services.
- 6H AIRCRAFT HANGAR AND/OR AIRCRAFT MAINTENANCE AND REPAIR SHOP.
- 6I VEHICLE AND/OR EQUIPMENT (other than electric or electronic) REPAIR SHOP. Building having as its primary purpose the repair of vehicles and equipment.
- 6J SANDBLASTING. Building used primarily for sandblasting facilities.
- 6K BOAT REPAIR SHOP. Building having as its primary purpose the maintenance and repair of boats.
- 6L METAL TRADES. Building used primarily for metal trade activities.
- 6Z OTHER SERVICE BUILDINGS NOT SPECIFICALLY CLASSIFIED.

\* Alpha designations for second digit is used to accommodate more than ten sub-categories in DOT system.

Usage Codes  
For  
Buildings

- 70      RESEARCH AND DEVELOPMENT. Building used directly in basic or applied research in science (including medicine) and engineering.
- 71      UTILITY SYSTEMS. Building used primarily to house heating, sewage, water, air and electrical systems.
- 72      COMMUNICATIONS SYSTEMS. Building used primarily for communications systems.
- 73      NAVIGATION AND TRAFFIC AIDS (except water covered under 18) Building specifically designed and used primarily to house navigation and traffic aids such as ATCT, ARTCC, ASR, PAR, VOR, etc.
- 80      ALL OTHER. Building that cannot properly be classified in one of the other specific usage codes.
- 81      BOWLING ALLEY. Building used primarily to house bowling alleys.
- 82      THEATER. Building used primarily for the showing of moving pictures.
- 83      EMPLOYEE CLUBS. Building used primarily to house an employee (or personnel club).
- 84      HOBBY SHOP. Building used primarily as a hobby shop.
- 85      CONCESSIONS. Building used by concessionaire to provide a service to Government employees and/or the general public. (do not include airport hangars leased to private individuals or corporations, they should be shown as code (68)).



### Section III - Structures and Facilities Usage Codes

Usage Codes  
For  
Structures &  
Facilities

- 11 MILITARY (Except Airfields). Structures and Facilities used strictly for military purposes.
- 12 AIRFIELD. Runways, helicopter landing pads, taxiways, aprons including related culverts and paved drainage ditches; etc.
- 13 HARBOR AND PORT FACILITIES. Structures and facilities used primarily for harbor and port facilities including: piers, wharfs, bulkheads, moorings, marine railways, boat launching ramps and attached equipment.
- 15 POWER DEVELOPMENT AND DISTRIBUTION. Structures and facilities housing hydroelectric and other power development projects which produce power (primarily for resale.)
- 18 FLOOD CONTROL AND WATER NAVIGATION. Structures, other than buildings, which provide for flood control, shore protection, ship navigation and traffic aids.
- 40 STORAGE (other than Buildings). Storage tanks, silos, igloos, underground vaults, and improved open storage areas.
- 50 INDUSTRIAL (Other than Buildings). Structures and facilities used for production or manufacturing; such as sliding shipways, retaining basins, and pipelines.
- 60 SERVICE (Other than Buildings). Structures used for maintenances and repair, such as, underground fueling systems, tramway or other outdoor lift or transport structures not associated with marine operation or boat handling, fire protection system which serve more than one building, vehicle washing and greasing facilities.
- 70 RESEARCH AND DEVELOPMENT (Other than Buildings). Structures and facilities used direct in basic or applied research in the sciences (including medicine) and in engineering; such as, facilities used in design, developing and testing of prototypes and processes.

Usage Codes  
For  
Structures &  
Facilities

- 71 UTILITY SYSTEMS (Heating, Sewage, Water, Air and Electrical Systems). Include these systems when they serve several buildings and/or other structures of an installation. When they serve a single building, the cost of the utility system shall be included in the cost of the building.
- 72 COMMUNICATIONS SYSTEMS. Structures, other than buildings, used primarily for communications such as telephone and telegraph lines, radio towers. Include structures associated with remote controlled air ground sites, VHF repeater sites.
- 73 NAVIGATION AND TRAFFIC AIDS (Except water, covered under item 18). Structures, other than buildings, which provide for aircraft navigation and traffic aids; include structures associated with VHF and other radio ranges, homing beacon sites, radar sites including links, control towers, combined station/towers, control centers, field lighting and landing systems, radio markers or compass locators, direction finders, airway light beacons, etc.
- 76 ROADS AND BRIDGES. Highways, roads, related culverts, paved drainage ditches and connecting bridges. Also include roads on public domain lands.
- 77 RAILROADS. Tracks and bridges, tunnels and fuel and water stations servicing railroads.
- 80 FENCES. Use this code for each fence and reflect under description such pertinent data as type of fence, height, length, etc.
- 81 SIDEWALKS. Use this code to reflect the sidewalks at an installation and reflect under description such pertinent data as kind, width, length, etc.
- 82 PARKING AREAS. Improved parking areas. Reflect under description such data as kind of surface, size, etc.

Usage Codes  
For  
Structures &  
Facilities

- 83      IMPROVEMENTS TO PUBLIC DOMAIN LANDS. Inasmuch as public domain land is carried at no cost, improvements to public domain lands such as drainage, grading, landscaping, etc. and their cost, should be included under this code.
- 89      ALL OTHER. Structures and facilities that cannot properly be classified in one of the specifically assigned usage codes.