**Space Management Policy**

**(7) PGR Workplace Location Guidance**

**Valid from March 2019**

**(Please check the Space Planning website to ensure that this document is still the latest version)**

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**Why should you record / update your workplace location?**

There are three primary reasons why you should record / update your workplace location

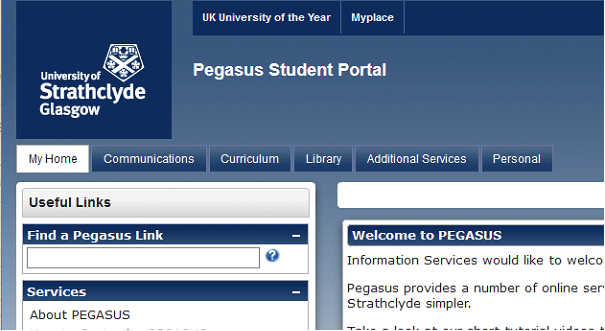
1. **Disaster Scenarios requiring the Emergency Services**
   * In the event of a disaster scenario it is vital that the University is able to identify the staff and PGR students who would normally work in a building
2. **Disaster Recovery Scenarios**
   * Should a disaster scenario take place on campus it is also vital that the University is able to quickly identify the staff and PGR students who need to be relocated to alternative accommodation
3. **Space Management**
   * An accurate record of the location of both staff and PGR students provides Estates Services with an understanding of how office space allocated so we can provide advice and guidance to departments on the provision of PGR office space

**How do you record / update your workplace location?**

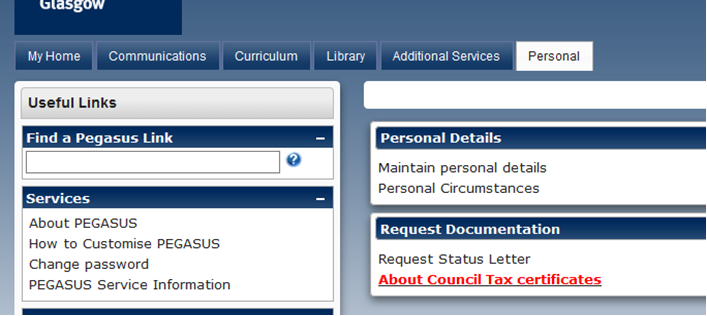
1. Recent upgrading of systems supporting student data have updated the process to identify and maintain your student location via live links to the Estates Services Space Management Database.
2. The following short guide illustrates the location of these resources and the process involved to update them.
3. Login to Pegasus here - [Pegasus login](http://pegasus.strath.ac.uk/)



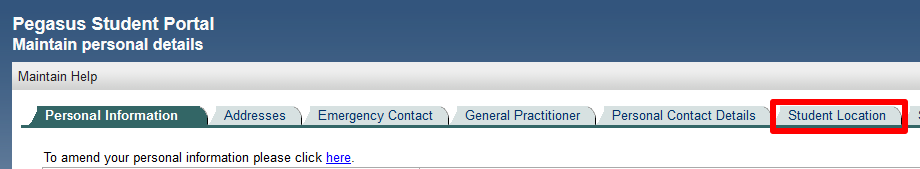
1. On the Pegasus front page select the Personal tab:



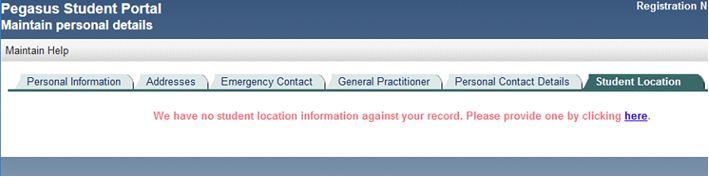
1. In the Personal tab select Maintain Personal Details



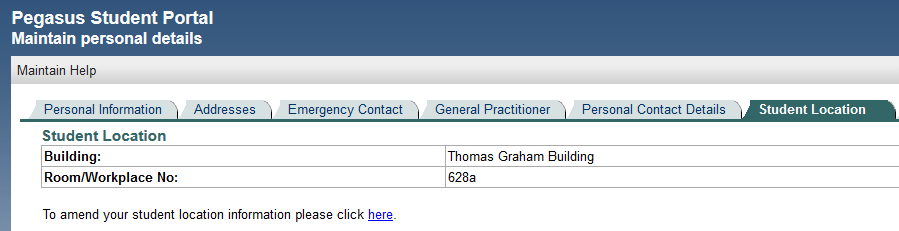
1. Please first take the time to check that the various elements of your personal details are correct.
2. This guide is specifically interested in the accuracy of your Student Location details.



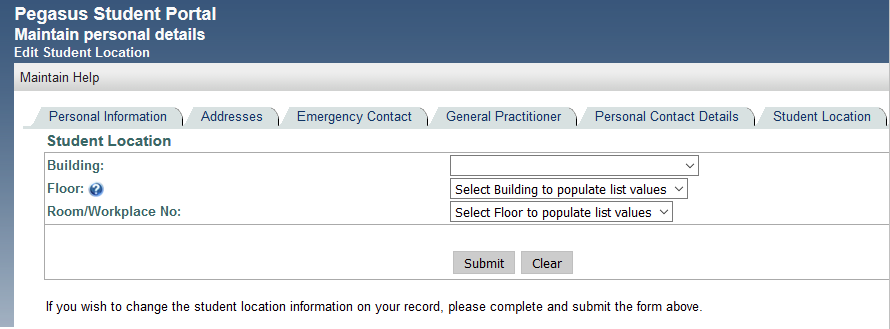
1. If the data here is not present or is not correct please take the time to update it by selecting the edit button “**here**”



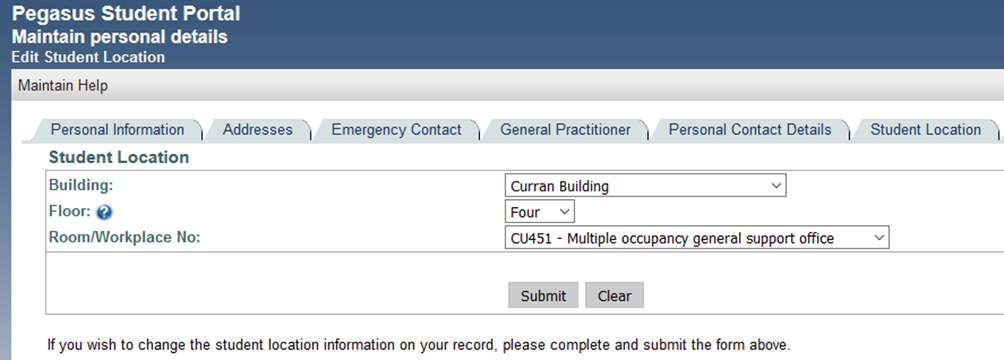
1. If the data here is not correct please take the time to update it by selecting the edit button “**here**”



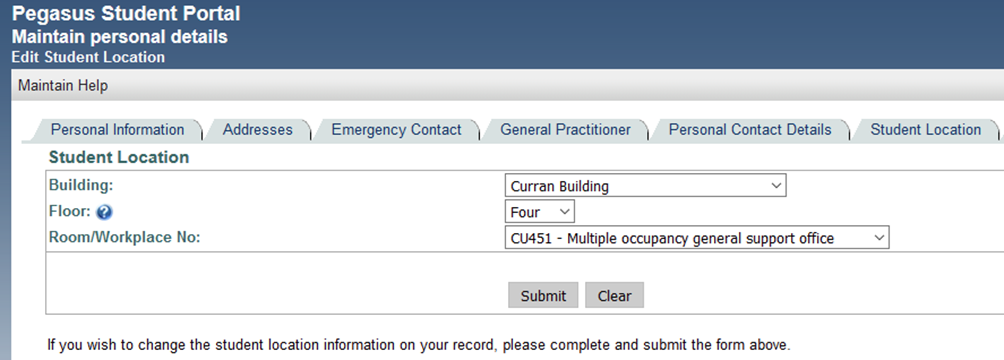
1. The workplace location required is the office room number where you have been allocated a workstation
2. If, instead of an office, you have been allocated space in a laboratory or workshop you should identify this room number instead



1. It is important that you identify your location by selecting the Building first, then the Floor Number and finally the Room Number
2. As in the example below, each room number has a specific room function applied to it



1. If this description does not accurately reflect the function or the occupancy type of your room please email the Head of Space Planning in Estates Services: [d.pollard@strath.ac.uk](mailto:d.pollard@strath.ac.uk) and copy [david.knox@strath.ac.uk](mailto:david.knox@strath.ac.uk)
2. On page 5 you will see a list of all current room functions to check if the current one is not correct
3. Once you have entered the **Building Name** and **Floor Level** the **Floor Plan** link is also enabled
4. This opens a new tab with a floor plan coloured to match the departments on that floor
5. Please refer to this floorplan if you are unsure about the room number you are based in
6. If you are satisfied that the Workplace Location details are correct, complete the process by clicking Submit



1. Many thanks for updating the data on your current Workplace Location
2. Please also ensure that any future changes to your workplace location are updated using the same process

**Estates Services: Space Management Database Room Function Codes**

| **Code** | **Research Accommodation:** |
| --- | --- |
| R01 | Single occupancy research office |
| R02 | Multiple occupancy research office |
| R03 | PGR student research office |
| R04 | Research Laboratory |
| R05 | Write-up room |
| R06 | PGR student common room |
| R07 | Research computer laboratory |
| R08 | Research computer server room |
| R09 | Central Library |
| R10 | Department Library |
| R11 | Research Workshop |
| R12 | Research Preparation Laboratory |

| **Code** | **Teaching Accommodation:** |
| --- | --- |
| T01 | Teaching room (fixed seating) |
| T02 | Teaching room (flexible seating) |
| T03 | Teaching laboratory |
| T04 | Learning Resource Centre |
| T05 | Sports Hall |
| T06 | Music Practice Room |
| T07 | UG student common room |
| T08 | PGI student common room |
| T09 | Projection booth |
| T10 | Teaching workshop |
| T11 | Recording / editing suite |
| T12 | Teaching computer laboratory |
| T13 | Teaching computer server room |
| T14 | Central Library |
| T15 | Department Library |
| T16 | Teaching Preparation Laboratory |
| T17 | Specialist Teaching Laboratory (non-bookable) |
| T18 | Open access Computer Laboratory (non-bookable) |
| T19 | Open access student study room (non-bookable) |
| T20 | Open access student study room (bookable) |

| **Code** | **Teaching and Research Accommodation:** |
| --- | --- |
| TR01 | Single occupancy teaching and research office |
| TR02 | Multiple occupancy teaching and research office |
| TR03 | Teaching and research laboratory |
| TR04 | Teaching and research specialist laboratory (non-bookable) |
| TR05 | Teaching and research computer server room |
| TR06 | Teaching and research computer laboratory |
| TR07 | Central library |
| TR08 | Department Library |
| TR09 | Teaching and research workshop |
| TR10 | Single occupancy teaching and research support office |
| TR11 | Multiple occupancy teaching and research support office |
| TR12 | Teaching and Research Preparation Laboratory |
| TR13 | Faculty Outreach Activities |
| TR14 | Hot Desks: Teaching and Research |

|  |  |
| --- | --- |
| **Code** | **Support Accommodation:** |
| S01 | Foyer |
| S02 | Waiting room |
| S03 | Single occupancy general support office |
| S04 | Single occupancy research support office |
| S05 | Single occupancy teaching support office |
| S06 | Multiple occupancy general support office |
| S07 | Multiple occupancy research support office |
| S08 | Multiple occupancy teaching support office |
| S09 | Meeting room |
| S10 | Staff common room |
| S11 | Store |
| S12 | Support workshop |
| S13 | Copy/print room |
| S14 | Kitchen |
| S15 | Bar/Servery |
| S16 | Dining room |
| S17 | Cold room/Refrigerator |
| S18 | Coffee area, games room |
| S19 | Assembly Hall |
| S20 | Sports hall |
| S21 | Changing Room |
| S22 | Car Park |
| S23 | Loading/Delivery Bay |
| S24 | Medical room, Wellbeing room, crèche |
| S25 | Plant room |
| S26 | Cleaners' base and store |
| S27 | Toilet (Male) |
| S28 | Toilet (Female) |
| S29 | Toilet (Accessible) |
| S30 | Toilet (Shared) |
| S31 | Bedroom |
| S32 | Bathroom/Shower room |
| S33 | Laundry |
| S34 | Under Construction |
| S35 | Unknown function |
| S36 | Vacant room |
| S37 | Decant room |
| S38 | Unavailable room |
| S39 | Reflection Room |
| S40 | Quiet Room |
| S41 | Baby change room |
| S42 | Reception |
| S43 | Shower (Male) |
| S44 | Shower (Female) |
| S45 | Shower (Accessible) |
| S46 | Shower (Shared) |
| S47 | Bike Store |
| S48 | Comms room |
| S49 | Bathroom (non-residential) |
| S50 | Bedroom (non-residential) |
| S51 | Consulting room |
| S52 | Hot desks (Support) |
| S53 | Swimming Pool |
| S54 | Steam Room |
| S55 | Sauna |
| S56 | Recycling Point |
| S57 | Kitchen (Residences) |

| **Code** | **Other / Third Party Accommodation:** |
| --- | --- |
| O01 | Chapel |
| O02 | Theatre |
| O03 | Gallery |
| O04 | Tenanted Accommodation |
| O05 | Exhibition area |
| O07 | Conference centre |
| O10 | Tenanted: Foyer |
| O11 | Tenanted: Waiting Room |
| O12 | Tenanted: Reception |
| O13 | Tenanted: Single occupancy office |
| O14 | Tenanted: Multiple occupancy office |
| O15 | Tenanted: Meeting room |
| O16 | Tenanted: Staff common room |
| O17 | Tenanted: Laboratory |
| O18 | Tenanted: Workshop |
| O19 | Tenanted: Catering outlet |
| O20 | Tenanted: Store |
| O21 | Tenanted: Copy/Print room |
| O22 | Tenanted: Kitchen |
| O23 | Tenanted: Comms room |
| O24 | Tenanted: Accessible toilet/shower |
| O25 | Tenanted: Female toilet/shower |
| O26 | Tenanted: Male toilet/shower |
| O27 | Tenanted: Staff lockers |
| O28 | Tenanted: Corridors |