# Space Management Policy

## (2) Department Accommodation Survey Guidance

### Valid from March 2019

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

# Contents

# 1) Points of focus for the 2017/18 survey process

## a) Completing the survey

1. Please note that if there are no changes to the record of occupancy for a room there is no need to make a comment in the update section.

2. When the survey for your department is complete please email the Head of Space Planning to confirm this: [David Pollard – d.pollard@strath.ac.uk]

## b) Which period of room allocations does the survey deal with

1. The purpose of this survey is to confirm rooms occupied by departments during AY2017/18.

2. Also for departments to advise Estates Services of rooms that will be vacated for AY2018/19.

## c) Teaching room descriptions

1. Please pay particular attention to rooms used for both Teaching and Research to ensure that they have a TR (Teaching and Research) function code.

2. TR rooms not used for timetabled teaching should be re-designated.

3. All rooms used for timetabled teaching should have either a T (Teaching) or TR (Teaching and Research) function code.

4. Please ensure that the percentage split of teaching and research is accurately identified in rooms with a TR function code.

## d) Staff names are identified adjacent to primary workplace (office) locations

1. Staff names now appear beside the room numbers that staff have identified as their primary workplace location.

2. The intention is to provide Heads of Department with a better understanding of the data when reviewing survey items like occupancy and room function etc.

3. Department telephone directory administrators, (identified in red in the telephone directory,) are able to allocate staff names to their rooms if these are incorrect.

4. Guidance documents illustrating how members of staff and department Telephone Directory administrators can revise this data are included in the Survey web portal.

## 2) General Notes

These notes are a guide to the completion of the Departmental Accommodation Survey.

1.  Nominated representatives from each department have editor access to the record of room allocations held by Estates Services in the Space Management Database.

2.  Access to the survey is through DS login and password.

3.  Each room number links to a pdf illustration of the floor plan where the room is located.

## 3) Survey Timescale and Completion Deadline

Room allocation information is available for revision in the web portal till the end of the academic year on 31st July.

Estates Services will then process all updates and liaise with department contacts on any points of clarification before issuing the record of room allocation for 2017/18 to the Finance Office.

Finance will use this space data to create the Resource Allocation Model for AY 2018/19.

| Year of room occupation | Date of accommodation survey | Data used to calculate RAM for year |
|:---:|:---:|:---:|
| 2017/18 | 31st July 2018 | 2019/20 |
| 2018/19 | 31st July 2019 | 2020/21 |

Once the space allocation report is issued to Finance, the survey record will be available to manage room functions and room occupation etc. during AY 2017/18.

## 4) Department contact details

*   The survey is issued to Heads of Department and their nominated contacts.

*   If additional members of staff are required to assist in completing the survey in your department, please email their name and email address to John Leitch in Estates Services

## 5) Estates Services Contact Details

Please address any questions or queries on the completion of this survey to the following Estates Services staff.

**David Pollard:**                    **Head of Space Planning**

**T:** ext. 3554                    **E:** d.pollard@strath.ac.uk

**David Knox:**                    **Database Assistant**

**T:** ext. 2743                    **E:** david.knox@strath.ac.uk

**John Leitch:**                    **IT Development Officer**

**T:** ext. 2780                    **E:** john.leitch@strath.ac.uk

## 6) Purpose and Importance of this Survey

The purpose of this survey is to confirm the rooms allocated to departments by the University during AY 2017/18 and finishing on 31st July 2018.

It is also extremely important that departments use the survey to confirm accurate data on the space type, function and occupancy of each room.

This data is used for a variety of purposes including:

- Planning estates projects

- Preparing fire management plans for buildings

- Providing fire management and hazard data to the emergency services

- Providing external and internal management data

- Providing data to calculateEstates rates for Research (and informing the costs of Teaching)

- Providing data for the allocation of Space costs in the Resource Allocation Model.

It is, therefore, important to complete the survey with care and attention and that the information gathered is accurate.

**a) Space Charge out rates for Research**

Information on the function that you use each room for ultimately has an impact on the Estates charge out rate for Research and also, potentially, on the future of funding for Teaching.

Where a room is used for Teaching and Research (TR) it is important that an accurate percentage of Research activity in the room is entered as this has an impact on the Estates charge out rate for Research.

This percentage figure apportions the room area between teaching and research e.g. a room of 10m2 utilised 60% for research activities will add 6m2 to the research area total and 4m2 to the teaching area total.

**b) Space Charge in the Resource Allocation Model**

An indication of space charge per room is illustrated using data from 2017/18 RAM calculations.

Space charge data is provided to inform decisions about the need to retain specific rooms within each department or to release them to be centrally managed or reallocated.

Data on the total number of allocated rooms, room area and space type is used to calculate the annual space charge for each department.

Data confirmed during this survey of rooms occupied during 2017/18 will be used to calculate the Space Charge component of the Resource Allocation Model for AY 2019/20.

## 7) What is the Space Charge?

The space charge component of the Resource Allocation Model is used to proportionately allocate the operational costs of running the University Estate based on:

- Allocated departmental space (confirmed during this survey)

- Weighted by space type (see section 10)

- Weighted for fit (buildings are graded on the suitability of the accommodation)

- Weighted for quality (buildings are graded on the general quality of the building fabric)

The purpose of the weightings is to ensure that department space charges are a fair reflection of the total area allocated, taking into account the significant variance in operating costs for different types of room, in addition to the suitability and relative quality of the accommodation.

### a) Operational costs in the Space charge include:

- Rates

- Insurance

- Utilities

- Repairs & Maintenance

- Cleaning

- Security

- Depreciation

- Interest

### b) CPT costs are allocated separately to departments

Operational costs associated with Central Pool Teaching rooms are based on:

- Total department booked teaching / room booking hours in central pool rooms

- All room booking data from 9am to 5pm between 1st August 2017 and 31st July 2018

- The area of rooms booked (m2)

- The period of time booked (hours)

The CPT space charge calculation is based on Booked RoomAreaHours.

To ensure that the total operational cost of providing CPT rooms is covered, there is then a proportional allocation of the remaining unbooked hours, (weighted by student numbers.)

### c) Common area cost allocation

Common areas are provided for operational and regulatory requirements and include toilets, plant rooms, cleaners' cupboards etc.

The costs for these space types are allocated using their unweighted area.

### d) The total space allocation of the University is allocated to 3 categories:

- Professional Services departments:

- Academic departments

- Strategic space allocations

## 8) Step by Step Instructions

### a) STEP A          Check each room record for accuracy

1. Confirm that the record of allocated rooms, (ordered by building and room number,) in the Space Management Database is correct.

2. If any of these rooms are not recognised, you can view them on coloured floor plan PDF by clicking on the relevant room number.

### b) STEP B          Adding rooms not currently on your room list

1. If the database omits rooms occupied by your department during AY 2017/18, please select "**Claim unallocated rooms**" at the top of the page and "**claim**" at the end of the relevant row if the room you occupied appears on this list.

> **Rooms should only be claimed through this process if they were occupied by your department during AY 2017/18.**

2. If the room(s) you occupy is/are not on the unallocated rooms list, select "**We occupy other rooms**" at the top of the page and use the drop-down list of building and room numbers to select the relevant room before completing each of the data fields.

> **You should complete this survey for all rooms normally occupied by your department in addition to rooms currently occupied temporarily for any reason.**
>
> **If rooms are only occupied because you are decanted from your normal accommodation you should set the function code to "S37 Decant room".**
>
> **You should only claim rooms through this process if they were occupied by your department during AY 2017/18.**

> **If additional department accommodation is required for any reason you should apply for this by completing a statement of need application on the Pegasus Estates tab here:**
>
> **https://but.mis.strath.ac.uk/controlMenu/control/menu**

**c) STEP C          Changing the details of rooms on your list**

If any room details are incorrect, select "Update" at the row end and edit the table as follows:

1.  If you **did not** occupy a room during AY 2017/18 change "**Occupied 2017/2018**" to "**No**"
2.  If you identify a room as **not** occupied for AY 2017/18, please enter the name of the department you believe does occupy the room in the comments field.

> **We will assume you will occupy the same rooms next year unless advised otherwise.**

3.  If you **will not** occupy a room during the AY 2018/19 change "**Required 2018/2019**" to "**No**"
4.  To remove a room(s) from your allocation for the AY 2018/19 you must be capable of giving vacant possession to Estates Services before 1st September 2018.
5.  There must be no requirement for replacement accommodation or estates investment to facilitate the release of the room.

> **Rooms being vacated for AY 2018/19 must be cleared of furniture and all materials and a decontaminated certificate must be obtained from Safety Services as required by following the vacating rooms policy which can be found here:**
>
> https://www.strath.ac.uk/professionalservices/estates/space/policies/

**d) STEP D          Updating the function describing what a room is used for**

1.  Please check the **function code** describing the activity carried out in each room is accurate.
2.  If the function code is not correct you should click on the **"Update"** link and select the most appropriate alternative room function from the drop-down list.

    a)  Care should be taken to select the correct **O**ther, **S**upport, **T**eaching, **R**esearch and **TR** (Teaching/Research) prefix for each room.

    b)  There is a summary of current room functions in **Section 10**.

> **It is important to differentiate between rooms with similar functions that support different activities e.g. Offices in Professional Services departments should use the (S) prefix.**
>
> **Offices in Academic departments should use the (T), (R) or (TR) prefixes.**

### e) STEP E          Space Type

1. Please refer to the list of space types and their descriptions in **Section 9** of this document.

2. Space types proportion the operating cost of rooms with different utilities requirements e.g. single offices cost less to operate than a highly serviced lab of the same area.

3. If you think a room space type is not correct you can amend this by selecting the most appropriate space type, (**0 – 3**) from the drop-down list through the "**Update**" link.

4. Estates Services will approve or reject proposed changes to room space types after reviewing the utility provision in each room with Building Services colleagues.

### f) STEP F          Percentage Research of TR rooms

For rooms with a **TR** code, you must select the relevant percentage of research activity in the room from the drop-down list that is accessed through the "**Update**" link.

> **The accuracy of this information is vital as impacts the Estates charge out rate for Research and also, potentially, on the future of funding for Teaching.**

### g) STEP G          Occupancy (Number)

1. Enter the total headcount of full-time and/or part-time staff and students in a room when fully occupied under normal conditions, (not FTE.)

2. It is vital that Estates Services have an accurate total of normal room occupancy as this data informs fire strategy and evacuation plans that the University has a legal obligation to produce for each building.

3. We also provided occupancy data to the emergency services in the event of a fire or other serious incidents in any of our buildings.

> **N.B. the occupancy figure will normally be the number of seats within a room e.g. in offices this will refer to the number of workstations.**

4. With the names of staff occupying each room illustrated in the survey, departments should review the accuracy of occupancy figure on that basis.

# 9) Room Categories

## a) Teaching (T)

Includes all accommodation that exclusively provides or supports teaching activities e.g. lecture, seminar and tutorial rooms, music practice rooms, offices exclusively supporting teaching etc.

## b) Research (R)

Includes all accommodation utilised exclusively for research and experimental development e.g. research offices, laboratories, studios, offices for managing research projects, recruitment, supervision and training of research staff and students and the production of research reports, papers, and books.

## c) Teaching / Research (TR)

Includes accommodation where separate activities of Teaching and Research both take place in the same room e.g. Academic offices will generally be designated as TR.

**N.B. Rooms of this type require a % of research figure to be added so that the area of the room can be separated into Teaching and Research components**

## d) Other (O)

Other activities generate, or could potentially generate income, but are not "Teaching" or Research. Activities attributed to "Other" would be consultancy, other services rendered and work carried out through trading / commercial companies that are not "Teaching" or "Research".

## e) Support (S)

Used to describe activities in a non-Academic department e.g. general support and administration. Support or administration of research and teaching that take place in non-Academic areas should use the appropriate (S) function code.

## 10)   Space Types

Every room will have an associated space type that indicates the intensity of the provision of utilities in that room.

### a) Space Type 0

This room will have few utilities in normal use e.g. simple lighting and 13-amp power. It will not generally be suitable for conversion for human occupation because of its size or location.

This space type will normally refer to rooms like cupboards and stores. You should not automatically assume that a cupboard or store is space type 0 if it consumes power at a greater rate than a regular cupboard e.g. a server room.

### b) Space Type 1

This should be the predominant space type and will normally refer to general office accommodation.

If a room has a normal provision of simple service provisions within it e.g. heat, light, 13amp power, data sockets, telephone sockets, natural ventilation, it should be designated as space type 1. A room of this type may also have a water supply to a sink etc. and will normally only be in use during office hours.

**You should not automatically assume that an office is space type 1 as many now also have air conditioning etc. meaning they would be space type 2.**

### c) Space Type 2

A room with one or two of the following, in addition to space type 1, should be space type 2.

    **a.** mechanical cooling

    **b.** air conditioning

    **c.** 3 phase power supply

    **d.** gas supplies

    **e.** cold rooms or freezers

    **f.** re-circulated water for cooling

    **g.** If it is regularly in use for more than 12-hours at a time, (not necessarily occupied.)

## d) Space Type 3

A room with three or more of the following, in addition to space type 1, should be space type 3.

    **a.** mechanical cooling

    **b.** air conditioning

    **c.** 3 phase power supply

    **d.** gas supplies

    **e.** cold rooms or freezers

    **f.** re-circulated water for cooling

    **g.** If it is regularly in use for more than 12-hours at a time, (not necessarily occupied.)

Any room with a fume cupboard or clean room is automatically designated as space type 3.

## 11) Room Functions

| | Research accommodation: | | | Support accommodation: |
|---|---|---|---|---|
| R01 | Single occupancy research office | | S01 | Foyer |
| R02 | Multiple occupancy research office | | S02 | Waiting room |
| R03 | PGR student research office | | S03 | Single occupancy general support office |
| R04 | Research Laboratory | | S04 | Single occupancy research support office |
| R05 | Write-up room | | S05 | Single occupancy teaching support office |
| R06 | PGR student common room | | S06 | Multiple occupancy general support office |
| R07 | Research computer laboratory | | S07 | Multiple occupancy research support office |
| R08 | Research computer server room | | S08 | Multiple occupancy teaching support office |
| R09 | Central Library | | S09 | Meeting room |
| R10 | Department Library | | S10 | Staff common room |
| R11 | Research Workshop | | S11 | Store |
| R12 | Research Preparation Laboratory | | S12 | Support workshop |
| | Teaching accommodation: | | S13 | Copy/print room |
| T01 | Teaching room (fixed seating) | | S14 | Kitchen |
| T02 | Teaching room (flexible seating) | | S15 | Bar/Servery |
| T03 | Teaching laboratory | | S16 | Dining room |
| T04 | Learning Resource Centre | | S17 | Cold room/ Refrigerator |
| T05 | Sports Hall | | S18 | Coffee area, games room |
| T06 | Music Practice Room | | S19 | Assembly Hall |
| T07 | UG student common room | | S20 | Sports hall |
| T08 | PGI student common room | | S21 | Changing Room |
| T09 | Projection booth | | S22 | Car Park |
| T10 | Teaching workshop | | S23 | Loading/Delivery Bay |
| T11 | Recording / editing suite | | S24 | Medical room, welfare office, crèche |
| T12 | Teaching computer laboratory | | S25 | Plant room |
| T13 | Teaching computer server room | | S26 | Cleaners' base and store |
| T14 | Central Library | | S27 | Toilet (Male) |
| T15 | Department Library | | S28 | Toilet (Female) |
| T16 | Teaching Preparation Laboratory | | S29 | Toilet (Accessible) |
| T17 | Specialist Teaching Laboratory (non-bookable) | | S30 | Toilet (Shared) |
| T18 | Open access Computer Laboratory (non-bookable) | | S31 | Bedroom |
| T19 | Open access student study room (non-bookable) | | S32 | Bathroom/Shower room |
| | Teaching and Research accommodation: | | S33 | Laundry |
| TR01 | Single occupancy teaching and research office | | S34 | Under Construction |
| TR02 | Multiple occupancy teaching and research office | | S35 | Unknown function |
| TR03 | Teaching and research laboratory | | S36 | Vacant room |
| TR04 | Teaching and research specialist laboratory (non-bookable) | | S37 | Decant room |
| TR05 | Teaching and research computer server room | | S38 | Unavailable room |
| TR06 | Teaching and research computer laboratory | | S39 | Reflection Room |
| TR07 | Central library | | S40 | Quiet Room |
| TR08 | Department Library | | S41 | Baby change room |
| TR09 | Teaching and research workshop | | S42 | Reception |
| TR10 | Single occupancy teaching and research support office | | S43 | Shower (Male) |
| TR11 | Multiple occupancy teaching and research support office | | S44 | Shower (Female) |
| TR12 | Teaching and Research Preparation Laboratory | | S45 | Shower (Accessible) |
| TR13 | Faculty Outreach Activities | | S46 | Shower (Shared) |
| TR14 | Hot Desks (Teaching and Research) | | S47 | Bike Store |
| | Other accommodation: | | S48 | Comms room |
| O01 | Chapel | | S49 | *Bathroom (non-residential)* |
| O02 | Theatre | | S50 | *Bedroom (non-residential)* |
| O03 | Gallery | | S51 | *Consulting room* |
| O04 | Tenanted Accommodation | | S52 | *Hot desks (Support)* |
| O05 | Exhibition area | | S53 | *Not in use* |
| O06 | *Not in use* | | S54 | *Not in use* |
| O07 | Conference centre | | S55 | *Not in use* |
| Key: | **New function codes for 2017/18** | | | **Edited function code names for 2017/18** |