

# Space Management Policy

## (6) Staff Workplace Location Guidance

**Valid from March 2019**

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

UNIVERSITY OF STRATHCLYDE  
TIMES HIGHER EDUCATION AWARD WINNER  
**BUSINESS SCHOOL OF THE YEAR 2016**  
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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 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 who need to be relocated to alternative accommodation

### 3. Estates Management

- The Estates Services Helpdesk issues emails to all members of staff in a building when notification is necessary for, maintenance works, opening hour restrictions etc. that may affect access or use of a building – these emails can only be sent to staff who have identified their workplace locations

### 4. Space Management

- An accurate record of staff locations provides Estates Services with an understanding of how office space allocated so we can provide advice and guidance to departments on the provision of office space

In addition to this, staff and PGR student workplace location data identified in the Teledir Maintenance area will also be illustrated on the annual Department Accommodation Survey that is sent to Heads of Department to update during the month of July.

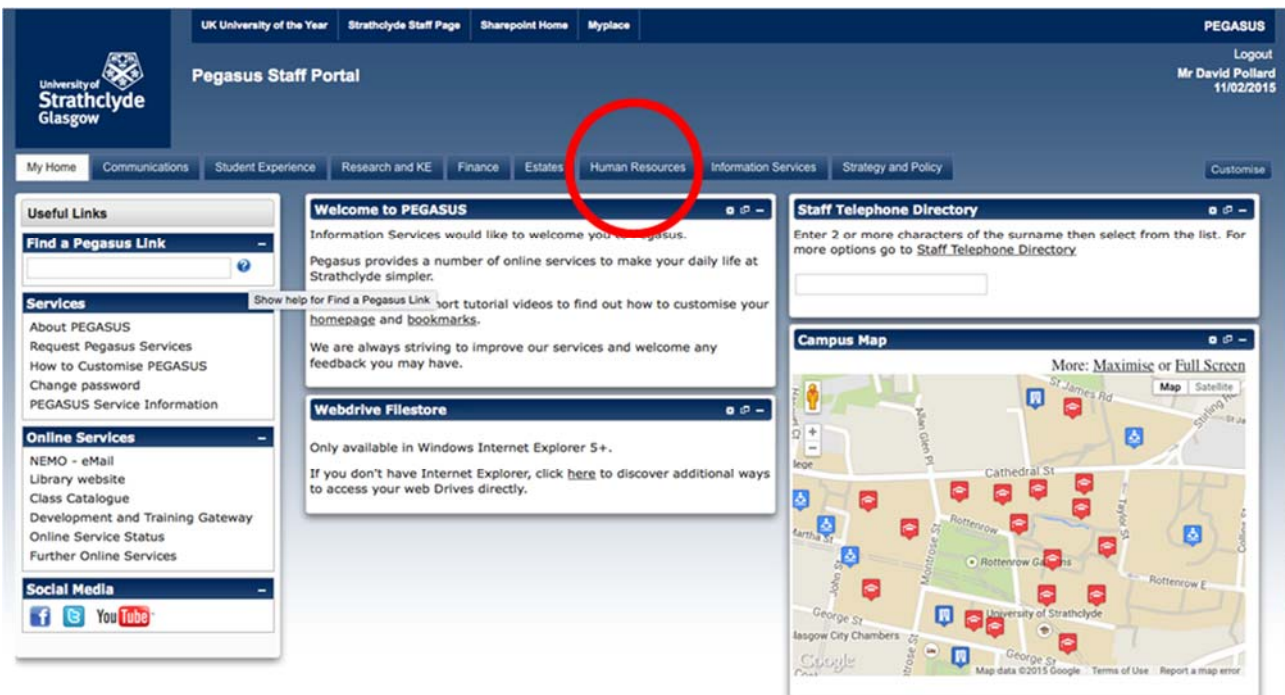
A correct record of workplace locations will give Heads of Department a better understanding of how accommodation allocated to the department is occupied and used.

## Guidance on how to update your workplace location in Pegasus

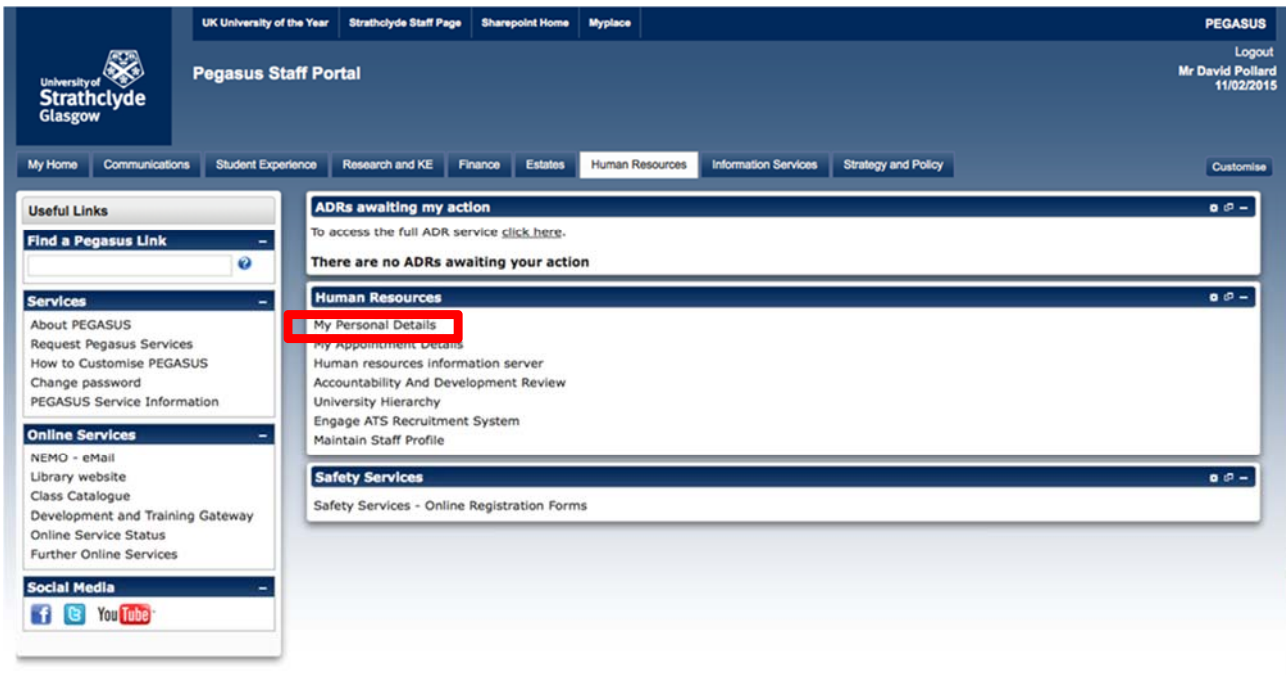
- a) Recent upgrading of the systems supporting staff data have improved the process for staff maintaining the data through live links to the Space Management Database and drawings in Estates Services
- b) Rather than free text fields or isolated lists, the selection of Building Name, Floor level and Room number are now linked to live data to assist staff with the accurate selection of your workplace location
- c) This data is now also linked to record drawings for each building floor level which illustrate both the room numbers contained in the space management Page data base and also the department each room is allocated to
- d) The following short guide illustrates the location of these resources and the process involved in updating them
- e) Login to Pegasus here - <https://but.mis.strath.ac.uk/login/>



- f) On the Pegasus front page select the Human Resources tab

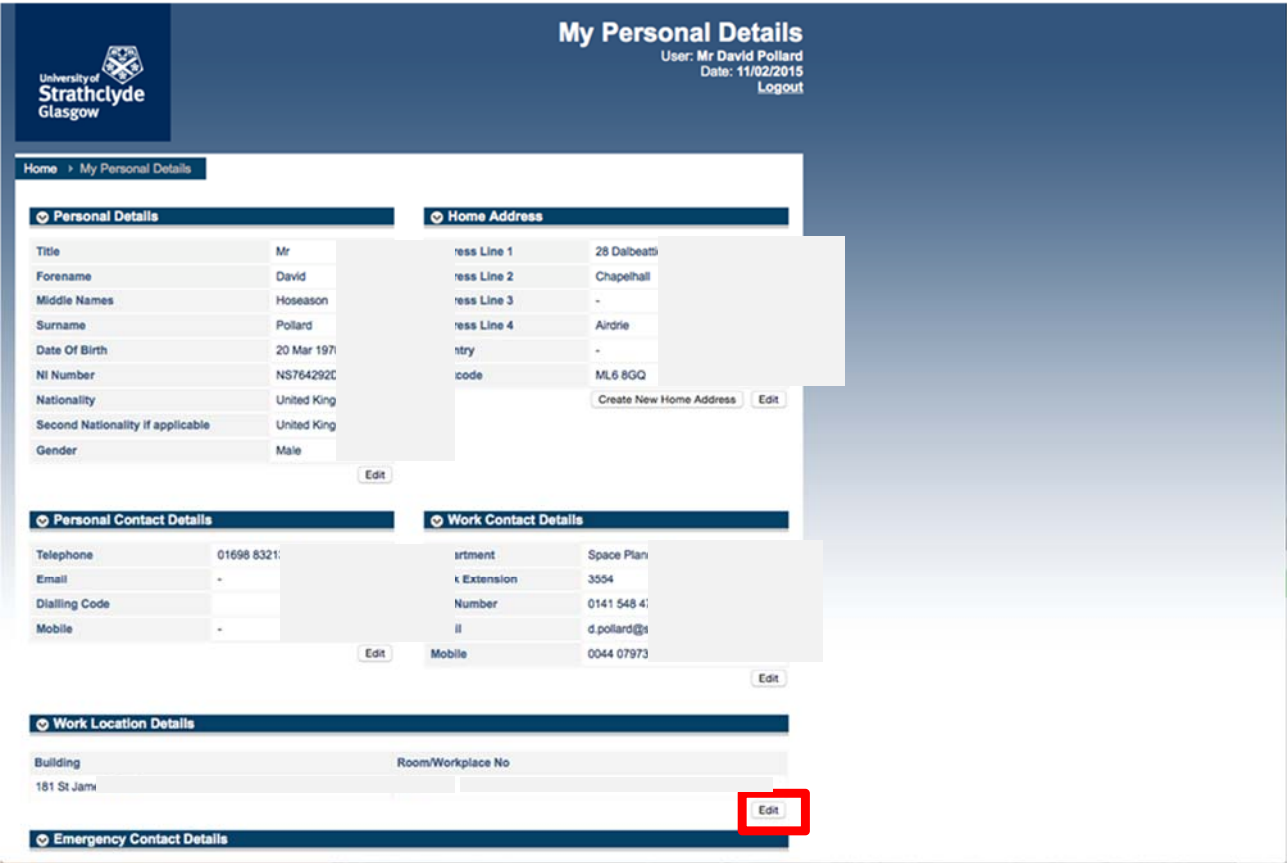


- g) In the Human Resources tab select My Personal Details

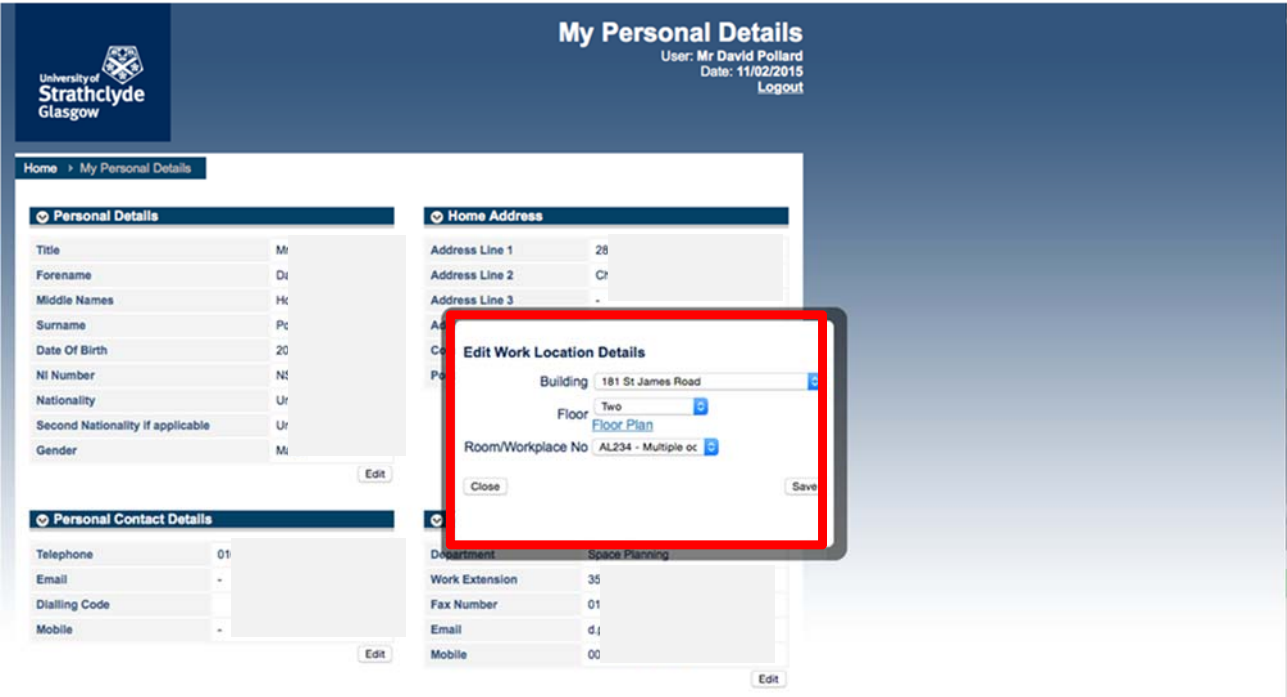


- h) In My Personal Details please first take the time to check that the various elements of data are correct
- i) If they are correct there is nothing else to do
- j) If any of your details are not correct please take the time to update these by selecting the edit button on the bottom right hand corner of the relevant section
- k) This guide is specifically interested in the accuracy of your Work Location Details

l) If the data here is not correct please take the time to update it by selecting the edit button on the bottom right hand corner of the Work Location Details section at the bottom of the page (illustrated on page 4)



m) Selecting the edit button brings up a box where you can update your Work Location Details through options to change the Building, Floor Level and Room Number



- n) The data is updated in the order it is displayed: Building, Floor Level and Room Number. Please select and edit them in that order. In each case you will be presented with a list of available options

The screenshot shows the 'My Personal Details' page for Mr David Pollard. The 'Edit Work Location Details' modal is open, displaying a list of buildings. The selected building is '181 St James Road'. The list includes:

- Advanced Forming Research Centre
- Alexander Turnbull Building
- Andrew Ure Hall
- Architecture Building
- Barony Hall
- Birkbeck Court
- Chancellor's Hall
- Collins Building
- Colville Building
- Curran Building
- David Stow Building
- Forbes Hall
- Garnett Hall
- Graham Hills Building
- Hamnett Wing
- Henry Dyer Building
- Hydrodynamics Laboratory
- James Blyth Court
- James Goidd Hall
- James Weir Building

- o) The list of Building Names includes all available buildings, once you select your Building Name the list of resulting Floor Numbers will relate directly to that building

The screenshot shows the 'My Personal Details' page for Mr David Pollard. The 'Edit Work Location Details' modal is open, showing the 'Building' dropdown selected as '181 St James Road' and the 'Floor' dropdown selected as 'Two'. The 'Room/Workplace No' is 'AL234 - Multiple oc'. The background shows personal details for Mr David Pollard.

- p) Once you have entered the Building Name and Floor Level the [Floor Plan](#) link is also enabled
- q) Clicking on this will open a new tab in your browser with a drawing of the floor plan which contains all of the room numbers on that floor and has been coloured to match the departments each room is allocated to



- r) Once you have entered the Building Name and Floor Level the Room/Workplace Number field is populated with the room numbers for that level of the building

University of Strathclyde Glasgow

Home > My Personal Details

**Personal Details**

Title	Mr
Forename	David
Middle Names	Hosear
Surname	Pollard
Date Of Birth	20 Mar
Ni Number	NS764
Nationality	United
Second Nationality if applicable	United
Gender	Male

**Home Address**

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Address Line 6	
Address Line 7	
Address Line 8	
Address Line 9	
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Address Line 100	

**Personal Contact Details**

Telephone	01698
Email	-
Dialling Code	
Mobile	-

**Edit Work Location**

Building: [dropdown]

Floor: [dropdown]

Room/Workplace Number: [dropdown]

Department: [dropdown]

Work Extension: [dropdown]

Fax Number: [dropdown]

Email: [dropdown]

Mobile: [dropdown]

Close

Room/Workplace Number dropdown list:

- please select--
- AL201 - Cleaners' base and store
- AL202 - Meeting room
- AL203 - Single occupancy general support office
- AL205 - Toilet (Female)
- AL206 - Toilet (Male)
- AL207 - Kitchen
- AL208 - Single occupancy general support office
- AL209 - Single occupancy general support office
- AL210 - Single occupancy general support office
- AL212 - Meeting room
- AL213 - Store
- AL214 - Single occupancy general support office
- AL216 - Multiple occupancy general support office
- AL217 - Multiple occupancy general support office
- AL218 - Single occupancy general support office
- AL219 - Kitchen
- AL220 - Single occupancy general support office
- AL223 - Single occupancy general support office
- AL225 - Toilet (Female)
- AL226 - Single occupancy general support office
- AL227 - Single occupancy general support office
- AL228 - Single occupancy general support office
- AL229 - Meeting room
- AL230 - Single occupancy general support office
- AL231 - Single occupancy general support office
- AL232 - Copy/print room
- AL234 - Multiple occupancy general support office
- AL236 - Teaching and research computer server room
- AL237 - Store
- AL238 - Store
- AL240 - Multiple occupancy general support office
- AL241 - Single occupancy general support office
- AL242 - Single occupancy general support office
- AL243 - Teaching computer server room
- AL247 - Vacant room
- AL248 - Multiple occupancy general support office
- AL249 - Store
- AL250 - Store
- AL251 - Support workshop
- AL252 - Store
- AL253 - Multiple occupancy general support office
- AL254 - Store
- AL255 - Store

- s) Attached to each room number is the specific room function for that room contained in the Space Management Database managed by Estates Services
- t) If the room function attached to your Work Location Room Number does not accurately reflect the function or the occupancy 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)
- u) E.g. if the room is identified as a single occupancy room but it is in fact multiple occupancy or if it is a research office but it is identified as teaching and research office please contact the Head of Space Planning with the correct room function and occupancy capacity
- v) If the list of room functions related to the room numbers in Pegasus does not provide you with sufficient information to understand how your current accommodation is represented in the Space Management Database you can view the current list of room functions on page 8



- w) If you are satisfied with the original Workplace Location details you can either click on Close

The screenshot shows the 'My Personal Details' page for Mr David Pollard. The page is divided into several sections: Personal Details, Home Address, Personal Contact Details, and Work Location Details. The 'Edit Work Location Details' dialog box is open, showing fields for Building (181 St James Road), Floor (Two), and Room/Workplace No (AL234 - Multiple oc). The 'Close' button is highlighted with a red box.

Personal Details	
Title	Mr
Forename	David
Middle Names	Hosea
Surname	Pollard
Date Of Birth	20 Mar
NI Number	NS764
Nationality	United
Second Nationality if applicable	United
Gender	Male

Home Address	
Address Line 1	28 Dalt
Address Line 2	Chapel
Address Line 3	-

Personal Contact Details	
Telephone	01698
Email	-
Dialling Code	-
Mobile	-

Work Location Details	
Building	181 St James Road
Floor	Two
Room/Workplace No	AL234 - Multiple oc

- x) If you have made changes and you are happy with the revised data you should click Save

The screenshot shows the 'My Personal Details' page for Mr David Pollard. The 'Edit Work Location Details' dialog box is open, showing fields for Building (181 St James Road), Floor (Two), and Room/Workplace No (AL234 - Multiple oc). The 'Save' button is highlighted with a red box.

Personal Details	
Title	Mr
Forename	Di
Middle Names	Hk
Surname	Pc
Date Of Birth	20
NI Number	Ni
Nationality	Ur
Second Nationality if applicable	Ur
Gender	Mi

Home Address	
Address Line 1	2
Address Line 2	1
Address Line 3	-

Personal Contact Details	
Telephone	01
Email	-
Dialling Code	-
Mobile	-

Work Location Details	
Building	181 St James Road
Floor	Two
Room/Workplace No	AL234 - Multiple oc

- y) Attached to each room number is the specific room function for that room contained in the Space Management Database managed by Estates Services
- z) Please also ensure that any future changes to your workplace location are also updated in Pegasus using the same methodology

Estates Services: Space Management Database Room Function Codes

<b>Research accommodation:</b>		<b>Support accommodation:</b>	
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
R08	Research computer server room	S08	Multiple occupancy teaching support
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
		S13	Copy/print room
		S14	Kitchen
<b>Teaching accommodation:</b>		S15	Bar/Servery
T01	Teaching room (fixed seating)	S16	Dining room
T02	Teaching room (flexible seating)	S17	Cold room/ Refrigerator
T03	Teaching laboratory	S18	Coffee area, games room
T04	Learning Resource Centre	S19	Assembly Hall
T05	Sports Hall	S20	Sports hall
T06	Music Practice Room	S21	Changing Room
T07	UG student common room	S22	Car Park
T08	PGI student common room	S23	Loading/Delivery Bay
T09	Projection booth	S24	Medical room, welfare office, crèche
T10	Teaching workshop	S25	Plant room
T11	Recording / editing suite	S26	Cleaners' base and store
T12	Teaching computer laboratory	S27	Toilet (Male)
T13	Teaching computer server room	S28	Toilet (Female)
T14	Central Library	S29	Toilet (Accessible)
T15	Department Library	S30	Toilet (Shared)
T16	Teaching Preparation Laboratory	S31	Bedroom
T17	Specialist Teaching Laboratory (non-bookable)	S32	Bathroom/Shower room
T18	Open access Computer Laboratory (non-bookable)	S33	Laundry
T19	Open access student study room (non-bookable)	S34	Under Construction
		S35	Unknown function
<b>Teaching and Research accommodation:</b>		S36	Vacant room
TR01	Single occupancy teaching and research office	S37	Decant room
TR02	Multiple occupancy teaching and research office	S38	Unavailable room
TR03	Teaching and research laboratory	S39	Reflection Room
TR04	Teaching and research specialist laboratory (non-bookable)	S40	Quiet Room
TR05	Teaching and research computer server room	S41	Baby change room
TR06	Teaching and research computer laboratory	S42	Reception
TR07	Central library	S43	Shower (Male)
TR08	Department Library	S44	Shower (Female)
TR09	Teaching and research workshop	S45	Shower (Accessible)
TR10	Single occupancy teaching and research support office	S46	Shower (Shared)
TR11	Multiple occupancy teaching and research support office	S47	Bike Store
TR12	Teaching and Research Preparation Laboratory	S48	Comms room
TR13	Faculty Outreach Activities	S49	Bathroom (non-residential)
TR14	Hot Desks (Teaching and Research)	S50	Bedroom (non-residential)
		S51	Consulting room
<b>Other accommodation:</b>		S52	Hot desks (Support)
O01	Chapel	S53	Not in use
O02	Theatre	S54	Not in use
O03	Gallery	S55	Not in use
O04	Tenanted Accommodation	S56	Not in use
O05	Exhibition area	S57	Not in use
O06	Not in use	S58	Not in use
O07	Conference centre		