

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)

UNIVERSITY OF STRATHCLYDE
TIMES HIGHER EDUCATION AWARD WINNER
BUSINESS SCHOOL OF THE YEAR 2016
Entrepreneurial University of the Year 2013 • UK University of the Year 2012

Contents

WHY SHOULD YOU RECORD / UPDATE YOUR WORKPLACE LOCATION?0

ESTATES SERVICES: SPACE MANAGEMENT DATABASE ROOM FUNCTION CODES.....4

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

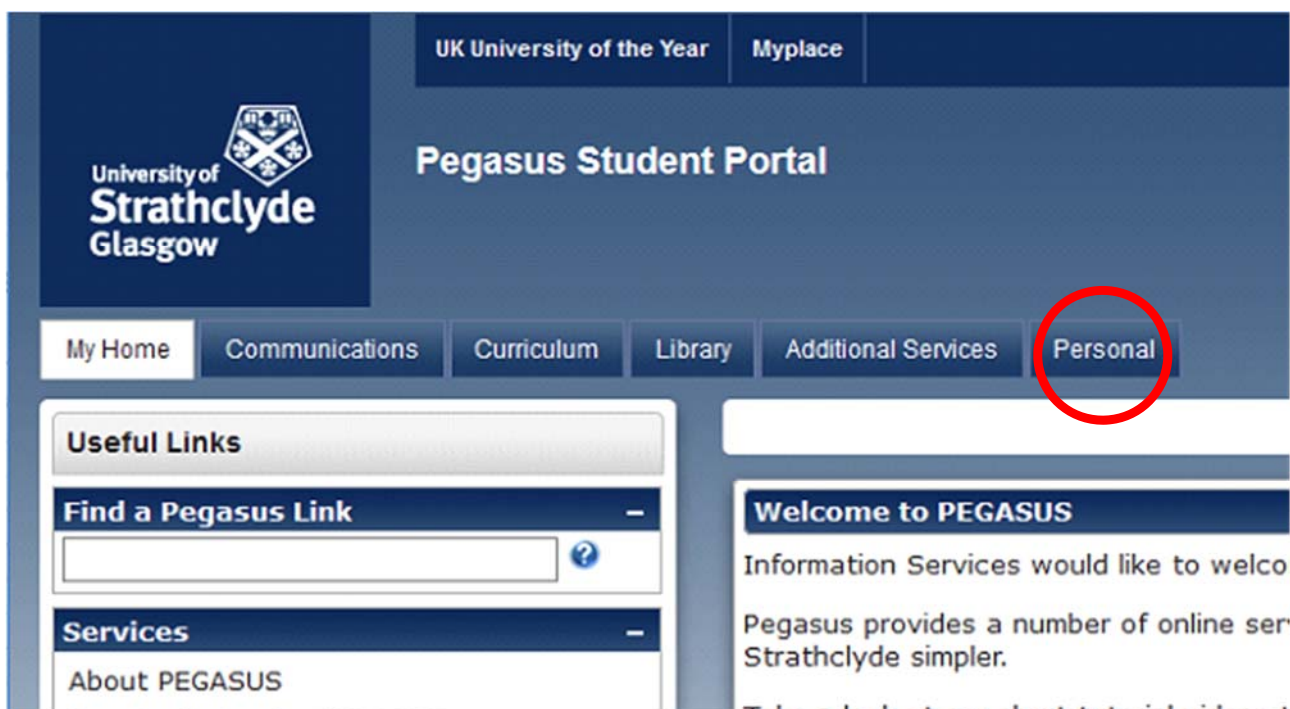
- An accurate record of the location of both staff and PGR students provides Estates Services with an understanding of how office space allocated so we can provide advice and guidance to departments on the provision of PGR office space

How do you record / update your workplace location?

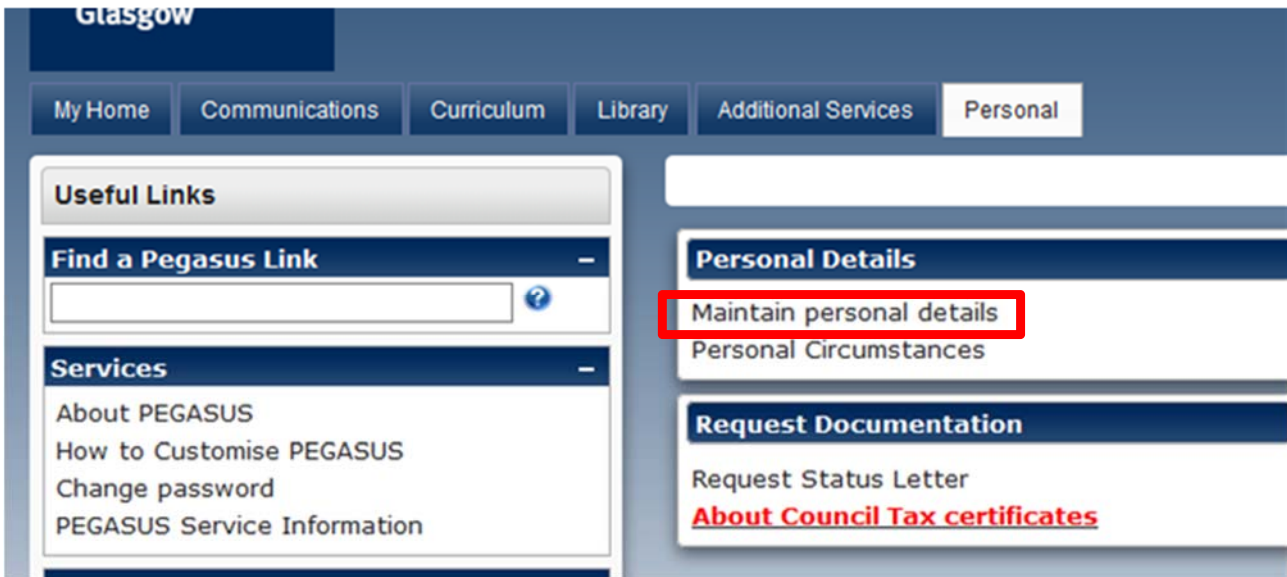
- a) Recent upgrading of systems supporting student data have updated the process to identify and maintain your student location via live links to the Estates Services Space Management Database.
- b) The following short guide illustrates the location of these resources and the process involved to update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



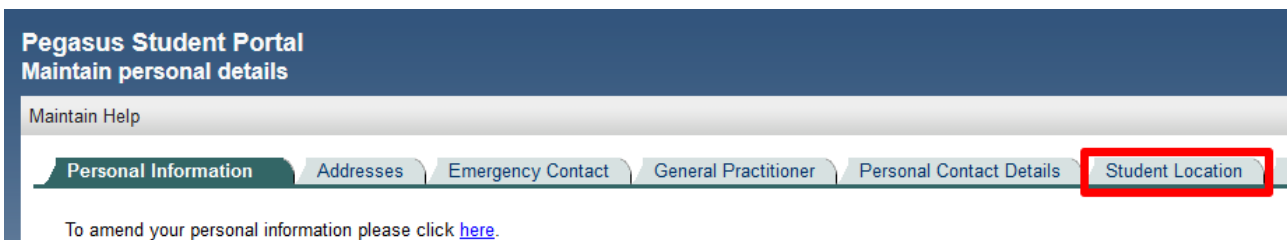
- d) On the Pegasus front page select the Personal tab:



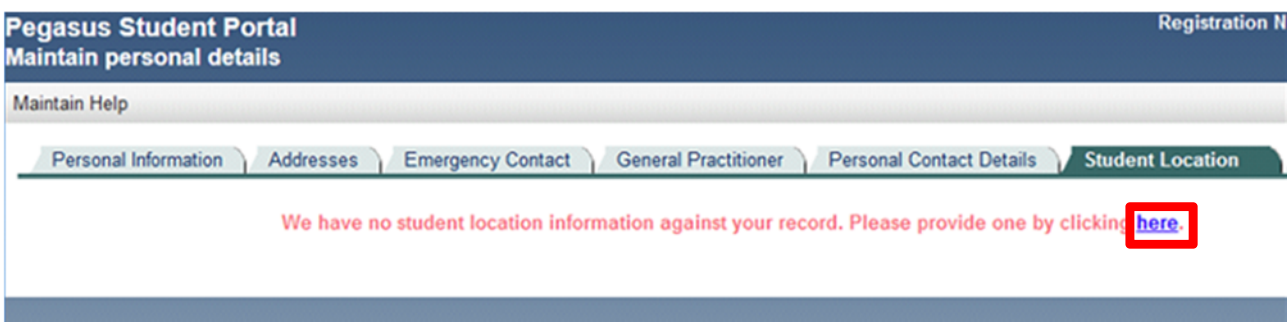
- e) In the Personal tab select Maintain Personal Details



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



- h) If the data here is not present or is not correct please take the time to update it by selecting the edit button "here"



- i) If the data here is not correct please take the time to update it by selecting the edit button "[here](#)"

here'."/>

Pegasus Student Portal
Maintain personal details

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

Student Location

Building: Thomas Graham Building
Room/Workplace No: 628a

To amend your student location information please click [here](#)

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

Pegasus Student Portal
Maintain personal details
Edit Student Location

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

Student Location

Building:

Floor:

Room/Workplace No:

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

Pegasus Student Portal
Maintain personal details
Edit Student Location

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

Student Location

Building: Curran Building
Floor: Four
Room/Workplace No: CU451 - Multiple occupancy general support office


- n) 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 and copy david.knox@strath.ac.uk
- o) On page 5 you will see a list of all current room functions to check if the current one is not correct
- p) Once you have entered the **Building Name** and **Floor Level** the **Floor Plan** link is also enabled
- q) This opens a new tab with a floor plan coloured to match the departments on that floor
- r) Please refer to this floorplan if you are unsure about the room number you are based in
- s) If you are satisfied that the Workplace Location details are correct, complete the process by clicking Submit

Pegasus Student Portal
Maintain personal details
Edit Student Location

Maintain Help

Personal Information | Addresses | Emergency Contact | General Practitioner | Personal Contact Details | **Student Location**

Student Location

Building:	Curran Building
Floor: 	Four
Room/Workplace No:	CU451 - Multiple occupancy general support office

If you wish to change the student location information on your record, please complete and submit the form above.

- t) Many thanks for updating the data on your current Workplace Location
- u) 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

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
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
		S13	Copy/print room
		S14	Kitchen
Teaching accommodation:		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
Teaching and Research accommodation:		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	<i>Bathroom (non-residential)</i>
TR14	Hot Desks (Teaching and Research)	S50	<i>Bedroom (non-residential)</i>
		S51	<i>Consulting room</i>
Other accommodation:		S52	<i>Hot desks (Support)</i>
O01	Chapel	S53	<i>Not in use</i>
O02	Theatre	S54	<i>Not in use</i>
O03	Gallery	S55	<i>Not in use</i>
O04	Tenanted Accommodation	S56	<i>Not in use</i>
O05	Exhibition area	S57	<i>Not in use</i>
O06	<i>Not in use</i>	S58	<i>Not in use</i>
O07	Conference centre		