

University of Winchester Office Space Management Policy

The University has a large estate with office space amounting to 6,500m². HEFCE require that an effective space management policy and procedures are embedded in the Capital Investment Framework for funding allocations.

This document provides the framework for the management of office space. It recognises that the needs of individual staff will vary depending on their particular role but it provides a template for planning purposes. The document takes full account of the educational priorities of the institution.

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1. General Principles

- 1.1.**Office space is allocated for use by staff. There is usually no specified time limit to allocations although some are made to meet temporary needs. Allocations may be subject to review and the University reserves the right to reallocate space in response to changing needs and priorities, while seeking to do so with the agreement of staff affected.
- 1.2.**Office allocations will be made via Estates & Facilities Services.
- 1.3.**Applications to make office changes must be presented to Estates & Facilities Services in an approved format and in sufficient time to allow authorisation and action by the various professional services involved.
- 1.4.**Estates & Facilities Services will seek to maximise the effective use of office space and to ensure that space needs are met appropriately. Members of staff should not normally have more than one office.
- 1.5.**Members of staff should not normally be allocated an office without windows
- 1.6.**Provision of mobile technology and other support will be provided for staff who do not wish to have an office space allocation. It is expected that all established academic staff will be provided with office space appropriate to their needs.
- 1.7.**Where appropriate, accommodation for infrequent users of office space will be provided with agreement by utilising hot desk areas when available.
- 1.8.**Part-time staff and visiting professors will normally be located in shared office space.

2. Standard Specification for Space and Furniture

2.1 Space Entitlement

The Health and Safety Executive website state that:

“Workrooms should have enough free space to allow people to get to and from workstations and to move within the room, with ease. The number of people who may work in any particular room at any one time will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment, and on the layout of the room. Workrooms, except those where people only work for short periods, should be of sufficient height (from floor to ceiling) over most of the room to enable safe access to workstations.

The total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. In making this calculation a room or part of a room which is more than 3.0m high should be counted as 3.0m high

In a typical room, where the ceiling is 2.4m high, a floor area of 4.6m² (for example 2.0 x 2.3m) will be needed to provide a space of 11 cubic metres.”

Reference: L24: Workplace Health, Safety and Welfare Regulations 1992: Approved Code of Practice

The University adheres to these regulations when providing office space.

2.2 Furniture Provision

Space permitting, the standard furniture per person for an office will be:

- 1 Desk
- 1 Pedestal or set of desk draws
- 1 Fit for purpose operator’s chair
- Book cases, as appropriate
- Guest chairs, as appropriate
- 1 Pin board
- 1 Whiteboard
- 1 Desk lamp

All other furniture requests are considered on a case by case basis. Where stock furniture is available additional items may be supplied from stock. Faculties and Professional Services are required to purchase additional non-standard items through the Campus Manager.

The Maintenance department provide pin and white boards on request. Fixed shelving is not normally installed as it is difficult to regulate the load capacity of the shelf units and fixings and can compromise staff Health and Safety if it collapses or staff over-reach to gather materials from higher shelves.

Office users are not permitted to attach items to walls in anything other than frames or pin boards.

The use of unauthorised electrical equipment in offices is not permitted, in particular, fridges, chilling cabinets, microwaves, kettles, toasters, heaters, air conditioning units. Office users are responsible for the electrical safety use of any non-university equipment.

3. Roles and Responsibilities

3.1.The Director of Estates & Facilities Services

- a. Developing the strategic direction of the Space Management Policy.
- b. Ensuring equitable and transparent space allocation practices.
- c. Monitoring and implementing opportunities for improved use of space and for enhancing or sharing facilities with others as may be practicable, appropriate and cost effective.
- d. Ensure that space is compliant with all regulations in collaboration with the Health & Safety Manager and is being used to the best effect to give maximum value for money.
- e. Authorising space allocation in accordance with policy on:
 - i. Changes to the functional use of individual rooms.
 - ii. Changes to the occupancy numbers within rooms or areas.
 - iii. Vacation of previously occupied accommodation.

3.2.Head of Projects and Estate Management

- a. Monitoring and implementing opportunities for improved use of space and for enhancing or sharing facilities with others as may be practicable, appropriate and cost effective.
- b. Ensure that space is compliant with all regulations in collaboration with the Health & Safety Manager and is being used to the best effect to give maximum value for money.
- c. Authorising space allocation in accordance with policy on:
 - i. Changes to the functional use of individual rooms.
 - ii. Changes to the occupancy numbers within rooms or areas.
 - iii. Vacation of previously occupied accommodation.

3.3 Energy and Estates Technician

- a. Collating and managing central office space use statistics for the University.
- b. Managing and monitoring actual and future office space across the estate.
- c. Administration of change of space use process.

3.4 Campus Manager

- a. Assisting the transfer of equipment from one location to the next.
- b. Providing the standard office set up of furniture.
- c. Authorising any additional furniture requests.
- d. Procuring additional furniture on behalf of users.

3.5 ITS Helpdesk & Networks

- a. Providing IT equipment and telephones.
- b. Providing connection to The University network.
- c. Set up of workstations in compliance with the Health & Safety (Display Screen Equipment Regulations 1992 (as amended in 2002)).
- d. Compliance with the Electricity at Work Regulations 1989.

3.6 Security Manager

- a. Providing and recovering keys for space allocation.

3.7 Health & Safety Manager

- a. Managing and auditing workstation assessments.
- b. Undertaking specialist workstation assessment and advising on the provision of specialist office equipment.
- c. Testing or making arrangements for the testing of portable electrical appliance.

3.8 Maintenance & Workshop Manger

- a. Providing Pin & White boards.

3.9 Heads of Faculty and Professional Services

- a. Determining the occupation of spaces within department.
- b. Ensuring space is well utilised within space allocated.
- c. Ensuring that no significant changes take place without informing Estates & Facilities Services, including moves and vacancies.
- d. Ensuring compliance of Health and Safety at Work Act 1974.

3.10 Office Users

- a. Reporting all faults to maintenance immediately using the Facilities Management Software.
- b. Compliance with the Health and Safety at Work Act.
- c. Compliance with the Electricity at Work Regulations 1989.
- d. Complete an on-line Workstation Assessment.