Centrally Timetabled Teaching Rooms
Operating Standards

Contents

1. Introduction

These operating standards apply to all centrally timetabled teaching rooms (CTTRs) and include the arrangements for operating CTTRs in accordance with University and government guidelines.

This document should be used to inform the operation of buildings and should be considered as part of a building risk assessment and Business Continuity Plan, whilst considering other activity scheduled or taking place within the building where the rooms are located. These operating standards should be read and applied in conjunction with the blueprint risk assessments for different types of teaching room spaces and pedagogies.

2. Room types and usage

Below is a list of all teaching room types:

- Tiered lecture theatre
- Interactive tiered lecture theatre
- Seminar room (flat floor)
- Computer room
- Performance room

Further information on the rooms and types can be found here.

There are some rooms and venues which are more appropriate venues for specialist events, including performance, dance and drama. Details of these rooms and how to book them can be found here.

2.1 Room locations

To search for a room location, please use the Interactive Campus Map.

2.2 Room opening hours

Teaching rooms are generally available for teaching and ad-hoc bookings during term times. To book a room please contact your departmental timetabling rep or make a booking by visiting the Central Timetabling Office webpage and choosing 'Book a room'.

The other rooms are controlled by Conferences outside of term time. For more information on making a booking into those spaces, please click here.

The teaching week is 0900 - 19:00 on Mondays, Tuesdays and Thursdays, 09:00 - 13:00 on Wednesdays and 09:00 – 18:00 on Fridays.

When there is no teaching booked, most rooms can be booked by staff and students for group-work study and society events from 09:00 - 22:00 every day, including weekends. However, the timings may differ based on the room's location.

2.3 Room specifications, capacities, and layouts

For individual room specifications (including teaching equipment and AV functionality) and capacities please visit the Centrally Timetabled Room Information page.

For some spaces, there is a preferred layout that enables the capacity of the room to be reached. In other spaces, there is more flexibility to lay out the rooms in a number of ways. After use, the room should be returned to an 'appropriate' layout for teaching and the online CTTR photos can be used as a guide for laying out the room.

3. Timetable

The timetable is constructed for the following academic year, in full, based on academic department submissions for whole group and small group teaching requirements.

The process for constructing the teaching timetable can be found here:

3.1 Timetable teaching booking

All regular teaching room bookings should made via the Departmental Timetabling Representative.

3.2. Attendance and attendance monitoring

Attendance, for sessions that are required as monitoring points or for engagement purposes, will be monitored by the organising department.

3.3 Change-over, access and egress

During changeover, rooms should be vacated by no later than 5 minutes to the hour and the next teaching session should aim to start at 5 minutes past the hour.

Students arriving at the room before the end of the next session, should queue outside the room in accordance with signage instructions, until the previous occupants have exited.

3.4 Teacher and student behaviour

When booking a room, you are agreeing to abide by the terms and conditions for the safe and responsible use of teaching rooms.

Please note, no food or hot drinks are permitted in teaching rooms.

Disciplinary procedures will be considered where there is persistent poor behaviour that causes damage to rooms and associated equipment, furniture and fittings or places other users at risk.

3.5 Staying safe at Warwick

Updated guidance for staff regarding Covid-19 and other infectious diseases can be found using the following link.

3.6 Refurbishments

Teaching rooms are refurbished on a rolling basis and improvements to teaching rooms are reviewed and approved by the Learning Spaces Budget Monitoring Group. Contact Estates Finance

for further information. Rooms will be booked out to Estates staff and contractors as necessary, usually during vacation periods, to allow this work to be completed.

4. General Building Management

4.1 Zone Managers

Estates Maintenance Zone Managers take responsibility for the facilities management of the buildings within their zone, ensuring the level of service for occupants and users of these buildings is of a high standard and the buildings and facilities are used and maintained in a safe and compliant manner.

4.2 Card Access

The majority of CTTRs are fitted with SALTO card access control. Access arrangements may differ in term time and vacation periods. Typical access arrangements are as follows:

Access type	Term time	Vacation periods
Open access	08.30-19.00, Mon-Fri	n/a
Open on card access (all staff and students)	07.00-22.00, Mon-Sun	07.00-22.00, Mon-Sun
No card access (except for approved individuals)	22.00-07.00 daily	22.00-07.00 daily

To gain access to CTTRs during periods defined as open on card access, users must present a valid University card at the SALTO card reader.

Access to surrounding areas on the route to CTTRs may be controlled by card access, depending on the local arrangements in place within the building.

4.3 Cleaning and hygiene

Cleaning services are provided for all academic buildings once daily, Monday to Friday – except already approved weekend/evening cleaning arrangements. The areas that are covered:

Lecture Theatres, Halls, Studios, Classrooms, Seminar Rooms and IT Suites:

Daily
- Carpeted areas will be thoroughly suction cleaned and spot cleaned to remove stains.
- Hard Floors areas will be cleaned using appropriate methods
- All furniture, fixtures and fittings will be dusted or damp wiped as necessary.
- Vertical surfaces will be cleaned as necessary to remove dust and removable marks.
- Waste receptacles will be emptied and bin liners replaced where appropriate. External marks on bins will be removed and internally damp wiped as required.

Weekly
- Horizontal surfaces will be cleaned as necessary to remove dust and removable marks.
- Upholstery will be spot cleaned as necessary.

Monthly
- Waste receptacles will be cleaned inside and out.
- High dusting will be carried out as necessary.

Annually
- Upholstery will be deep cleaned annually.
- Carpeted areas will be deep cleaned, where accessible, annually.

N.B. Cleaning of whiteboards is not included in the daily clean.

Cleaning Schedules (warwick.ac.uk)

4.4 Portering

The Portering Team are responsible for making deliveries, removing items and moving items from one place to another. Individual Porters are no longer based in each area on campus, so if you need assistance, please submit a job docket through the Porters section in the Service Centre portal. Current operating hours are 08:00 until 16:00 Monday to Friday.

In terms of resetting a classroom, please ensure the request defines the number of tables/seats a room should have and where the extra tables/chairs should be sourced from.

Beginning October 2023, Porters will be carrying out room checks and furniture resets before teaching begins on weekday mornings during term time (on a trial basis).

4.5 Maintenance and issue reporting

Teaching room users who identify an issue or fault with the quality of a room should contact the Estates Service Desk.

Beginning September 2023, the Service Desk will supply a daily/weekly report of faults raised in CTTRs to the Space Planning and Timetabling team.

If there is a problem with the presentation of a teaching room, please report it to roombookingsct@warwick.ac.uk.

4.6 Audio visual, visual aids and fault reporting

If there is a problem with any of the teaching equipment in the room you should report this to AV Services.

The AV team carry out monthly checks on the visible AV equipment in CTTRs to ensure that it is functioning correctly. The checks cover the following:

- PC has network, logs in, sound, MSTeams and PowerPoint works.
- Microphones are working correctly, sound is audible and to appropriate levels.
- Make note of any missing or damaged AV equipment and arrange replacement.
- Report any faults with power sockets in the room which effects the AV equipment.

4.7 Reporting a health and safety risk

If you identify a potential health and safety risk or incident please report it here.

The designated H&S representative for CTTRs is Mayur Patel, Health and Safety Officer.

Beginning Autumn term 2023, the Space Planning and Timetabling team carry out regular checks in CTTRs, in accordance with guidance developed in conjunction with the H&S team.

4.8 First Aid

First aiders are provided in all buildings during the normal working day and first aid cover is available at all times when the University is open.

4.9 Fire safety

In the event of a fire alarm please leave the building in an orderly manner and congregate at the muster point. Further guidelines can be found here:

4.10 Security

In the event on any other incident or concern, room users should contact Community Safety.

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Version control

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