

## Completing your Space Return for 2018-19

The information displayed in the online Q2 Space Return system is up-to-date space data pulled directly from the Estates database called Quemis. This data should include; (a) the information from the January 2018 departmental space inventory returns and (b) any changes in allocations made since January 2018.

The data in the Space Returns has been sorted initially by 'Building', then by 'Floor' and finally by 'Room number' to ensure that the rooms are listed in a suitable order. With the exception of 'Building Ref', Floor Ref', 'Room Ref', 'Room Area' and 'Dept % of Room', all columns can be amended if necessary. Please note that you may need to change the building or page number (depending on the size of your return) on the View page within Q2 to be able to edit it in the 'Edit Space Details' tab.

*If you have any queries about the Q2 Space Return system, please contact James Bowes prior to starting work on the Space Return. You can also consult the [Moodle](#) for further information.*

*If any rooms listed in the Space Return are not allocated to your department, please note this in the 'Comments' field.*

The information that should appear in the Space Return is as follows:

**'Building Ref'**: the name of the building in which the room is found. *There should be no reason for you to amend this column and it is therefore not editable.*

**'Floor Ref'**: the floor on which the room is found. *There should be no reason for you to amend this column and it is therefore not editable.*

**'Room No'**: the door number *that actually appears on the door. **If there is no physical number on the door then there will be a helpful description of the room's location.** If this column entry is incorrect for a room, please correct it to reflect whatever room number actually appears on the door.*

**'Room Ref'**: this is the reference number used by the Estates Office and is particularly useful for locating rooms that have no obvious room number or where the room number is not yet recorded on Quemis. Room location references can be found on the floor plans that you can view within the Q2 system. Room location references are coloured blue on the floor plans (with room numbers coloured red). *There should be no reason for you to amend this column and it is therefore not editable.*

**'A.K.A'**: You can use this column to enter what the room is known as (where this is different to what is shown in the 'Room No' column). For example, where the number that actually appears on the door is Z1.06, but the room is known within the department as the 'Zebra Room', the entry into the 'A.K.A' column should be 'Zebra Room'. Leave blank if not applicable.

**'Description'**: the category of the room (e.g. office, seminar room, common room). This is a free text field so you can use it in whatever way you feel best represents the use of the room. If this column is blank for a room, please add in the appropriate category. If the category is incorrect, please correct it. For any space which is leased out, please write the name of the company leasing this space in this column, followed by the category of the room e.g. 'Tata: Office'.

**'Space Type'**: further detail on the category of the room (e.g. splits the 'office' description from the 'Description' column into 'Academic's Office' or 'Administrator's Office'. If this column is blank for a room, please add in the appropriate category from the drop-down list of options. If the category is incorrect, please correct it. Please ensure that the entry in this column is consistent with the

**entry in the Description field.** An office allocated to any research, teaching or academic member(s) of staff should be recorded as 'Academic's Office'. The only exception to this is where PDRAs are sharing with PGR students, in which case 'PDRA/PGR Office' should be selected. For any space which is leased out, please select the room function as normal, e.g. office, meeting room, laboratory etc, and indicate 'leased out' in the 'Comments' field.

**An important note on multi-purpose rooms:** a number of departments have some rooms which are used for multiple purposes e.g. teaching/meeting/common room. Where this is the case, please select the room 'Description' and 'Space Type' on the basis of the primary use of the room, but put a note in the 'Comments' field to indicate the other uses of the room and the approximate % for each use.

**'Specialist space':** this will be ticked where the space is considered to be specialist academic space, e.g. where it would be difficult/expensive to modify the room for use for alternative (non-specialist) purposes e.g. laboratories, specialist theatres and drama studios, dark rooms, recording studios. If the entry in this column is incorrect for a room, please correct it. Seminar rooms/lecture theatres (even those that are raked) are NOT considered to be specialist space. Please note that if the room is a specialist space the EMS category can only be Teaching Other (C03) or Research Other (C06).

**'Capacity':** the capacity of the room should be noted in this column for the following rooms: teaching rooms (including teaching laboratories), meeting rooms, common rooms, work rooms (e.g. PGT/PGR work rooms), IT rooms, other types of laboratories (e.g. research laboratories) and offices. *Please note that capacities should be defined by the number of desks/workplaces in each room, irrespective of whether or not that number of people physically occupies the room at present.* Where the room is a combined PDRA/PGR office, please indicate the number of each type of workstations in the room (not just the total number of workstations). If the entry in this column is incorrect (or missing) for a room, please correct (or add) it. Please ensure the capacities are correct as they are used (a) in calculations of space allocations for the various types of rooms and/or (b) to determine the relative % occupancy of rooms when they are surveyed in the Autumn term.

**'Occupants':** The name of the occupant(s) of the room, noting that this information is needed where the occupants are members of staff i.e. include names where rooms are allocated to academic, research {including PDRAs} and teaching staff. *There is no need to include the names of PGR students.* If the name of an occupant in this column is incorrect or missing for a room, please select the correct Occupant(s) from the drop down list As the Q2 Space Return system is linked to the HR database, the occupant's full name and job title should be listed. If the job title is incorrect, this will need to be taken up directly with HR as the Space Management Team cannot amend this data. **Please provide Occupant information for laboratories as well as offices.**

**'Room Area':** the size of the room in square metres. Where a room is shared with another department, the area you see will reflect your department's share of the room (not the total area of the room). *There should be no reason for you to amend this column it is therefore not editable.*

**'Dept % of Room':** this is the percentage of the room that the department has been allocated. *There should be no reason for you to amend this column it is therefore not editable.*

**'EMS Categories':** used to assess the approximate split of the activity in each room ('other', 'research' and 'teaching').

- These columns must add up to 100% when completed.
- For the majority of rooms, the activity in the room will consist of (or support) both research and teaching. This is likely to be the case for most academic offices, administrative offices, secretarial/clerical offices, technician's offices, storage spaces etc. Note that administrative staff activities should be split based on the functions they support, i.e. a secretary to an academic would generally have the same split as the academic, assuming the secretary assists the academic with both teaching and research activities

- In a number of cases, a room will be solely used for teaching or to support teaching (e.g. office of teaching fellow, teaching laboratory, undergraduate administrative office) or for research or to support research (e.g. office of research fellow, research laboratory, research secretary's office), in which case the percentages should reflect this.
- ***'COM %' should only show a value where the room is leased to an external party, used partly or fully for consultancy, other services rendered and service time provided to the NHS by clinical academics. For the vast majority of rooms, this column should be empty.***
- Please check and correct the 'research', 'teaching' and 'other' split for each room. Where the split is incorrect, please make the necessary adjustment.

**'Comments':** You can use this column to update or provide any further details on the occupancy of a room. For example, 'this room has shared use between 3 postgraduate research students and 2 visitors', or 'this room is shared 50/50 with X department' or 'this is a multipurpose room used 50% for teaching, 20% for meetings and 30% as a common room'. If a room is allocated to your department but is being used by another University department permanently or temporarily, please indicate this in the 'Comments' column. You may also wish to include in this column any other room information about which you feel the Space Management Team should be aware. If you wish to convey a large amount of information on one particular room, please include this detail within the email that is sent when submitting your Space return via the Q2 system.

### **Submitting your Space Return**

All Space Returns should be submitted through the online Q2 Space Return system by Tuesday 19 February 2019.