



University  
of Glasgow

Estates  
Directorate

## Space Audit Returns

### User Guide: for Space Surveyors

For any queries, please  
contact: Sheena Dickson

Space Data & Drawings Manager  
Estates Directorate  
University of Glasgow  
G12 8QQ  
E: [Sheena.Dickson@glasgow.ac.uk](mailto:Sheena.Dickson@glasgow.ac.uk)

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# 1 Introduction

Effective Space Management within the University of Glasgow relies on the information supplied by Colleges, Schools & University Services on their current space holding being accurate and up to date.

The **Space Audit Survey** allows Estates Space Management staff to create a space survey that is sent to local space representatives ('Space Surveyors'). **Space Surveyors** can review the data contained in the space return and recommend changes. Estates Space Management Users can then review the amended data and approve, reject or query it.

A description of each of the module's (non-editable) field headings is shown below –

**Organisational Unit Name** – College, School, Subject or Service Name

**Property Code** – Estates Building 3-digit Code System

**Property Name** – Estates Building Name

**Room Number** - these are the three digit numbers on the small round disc or plastic sign attached to most room doors in the University and displayed on the floor plans. Where other room numbering systems exist, these must be ignored for this exercise. In the case of those units occupying space within NHS property [primarily Dentistry and MVLS Schools], copies of the relevant plans can be provided showing the room numbering applicable in such property.

If you would like to highlight a change to a room number, the addition of a new room or the deletion of a room, please add this as text in the **Location Notes** field.

## 2 Processing Space Returns

When a new space return is created that relates to the organisational unit(s) you represent, you will receive a notification via e-mail.

A list of your organisational unit's room data will be displayed in an Excel file. The survey can be completed by checking the room details are correct for your organisational unit.

You can make changes to the following fields:

- **AKA Door Number** (if the room has a local room number)
- **Room Name/Description** (if the room has a local name or title)
- **Room Function** (primary use of the room)
- **Activity Tag** (primary activity, i.e. Teaching, Research etc.)
- **Capacity** (how many places are available)
- **Location Note** (free text field for occupant details or additional information)
- **Functional Suitability** (Grade 1-Excellent, 2-Good, 3-Fair, 4-Poor)

The **College/Service, School/Service & Subject/Service** fields show which Organisation uses the room and if it is shared between others. There is no updating required to the organisation if your unit still uses the room, but if you wish to propose a change to the displayed organisational occupancy, please type the details into the **Location Notes** field as text.

## **Room Function**

A standard list of room functions has been established and can be modified using the typing your amendments in bold or coloured type. Please check that these are correct. Where the room function has changed, please ensure that the correct function is entered. Where an appropriate function does not appear to be available, or there are doubts about the most appropriate function, please add the details as text in the **Location Notes** field.

The function should be determined by its primary use, for example:

- a) a large academic office, which is occasionally used as a seminar/meeting room, should be entered as an academic office
- b) a research laboratory, which is sometimes used to demonstrate processes to UG or PGT students or where they receive some specialist instruction, should be entered wholly as a research laboratory.

The activity tag "Teaching" is reserved for UG or PGT students. Any instruction given to PGR students should be taken as part of their research programme in assessing space use.

Where a computer laboratory or cluster is used for teaching, compulsory class exercises, group work or as a resource centre, the room function should be Computing Laboratory. If the labs have computers which are not used for teaching etc., they should be classified as Computer Clusters.

## Usage - Room Activity Tags:

**A** = Central Administration - University Services, **AA** = Academic Administration/Support Space, **B** = Balance Space (Building Facilities/Unassignable Space), **C** = Centrally Managed Rooms, **CC** = Centrally Managed Collaborative Teaching Rooms, **E** = Activity Teaching (Sport), **F** = Farms/Field Stations, **H** = Vet Hospital Clinical Service Areas, **L** = Student Residence, **M** = Miscellaneous/Commercial Activity, **O** = Other (Non-Teaching/Research, Service Contracts or Clinical Academic Activity), **R** = Research, **S** = Staff Residence, **T** = Teaching, **V** = Vacant

The **Usage - Room Activity Tags** are used to describe the type of activity in the room and can be split into notional percentages. In the **%** field you can enter a notional percentage figure against the Activity Tag. If the room is multi-purpose or open plan with more than one function or activity, you can propose the notional percentage splits between Activity Tags.

You can add multiple Room Activity Tags against a room, but the percentage splits must total 100%.

If you are unsure about changing the Activity Tags you could describe the changes you want to make using the **Location Notes** field. For example, if the room is an academic office which is used 40% T, 40% R, 20% O, you could type **"...this is now an academic office, used 40%T/40%R/20%O..."** into the **Location Notes** field. Estates will then apply the relevant percentages to the room functions and activity tags in the database which will then calculate the usable area of the room in proportion to the percentages recorded against the room function and activity tag.

## Definitions of 'T', 'R' & 'O' for Offices:

The definition used for Teaching, Research and Other is the same as that used in the FEC Time Allocation Sheet (TAS) process. The main difference in the collection of usage information for Estates is that we want to know the percentage split between Teaching, Research and Other rather than the actual hours. A second factor is that the use made of an office may not be proportionate to the TAS time e.g. because a lot of research time is spent in a research lab. Using the example above, someone who works 50% on Teaching and 50% on Research may exclude the contact teaching hours spent in lecture theatres or tutorial rooms, as well as the research time spent in their lab. As a result, the use made of their office could be different from the person's TAS return.

- **T - Teaching** - Teaching includes all time spent on individual courses, as well as the support activities and teaching administration performed in that room.
- **R - Research** - Research is to include research and experimental development as per the 1993 Frascati Manual and the time spent on support activities like grant applications and research reports. All administration in support of Research should be included here, as well as time spent on supervision of PGR students.
- **O - Other Activities** - Where an activity is neither Teaching nor Research, then it may be included under 'Other'. Clinical Services, CPD, Consultancy, Service Contracts and College/School/Institute administration should be included here.

## Capacity

This shows the room's occupancy or capacity: the existing value can be overwritten in the Capacity field. This indicates the number of workplaces or desks in a room.

## Location Notes

This is a free text field that allows you to enter information about the room. For example, it may be that the room is no longer used by your organisational unit, or it has been sub-divided: you could use this field for this purpose. You can add details of any new rooms you may have acquired since the last space audit. You can also add the name of the person(s) who occupies the room or space (or any other relevant notes) by inserting text as required. If the staff member is a visitor or temporary secondee, you can add their name as text here. This applies only to staff, not students. If the room is a large laboratory or space occupied by students, you do not need to enter all the students' names. The number of workplaces, or desks, should be added in the **Capacity** field.

## Location Notes (Spin-out Companies):

When completing your space return please indicate, in the '**Location Notes**' text field, any areas being used by spin-out companies. This information should include the specific location, nature of the activity and numbers of people involved. It will be used to ensure our records on innovation and spin-out activity are up to date. These records will also be a point of reference for any future space requests. **Please add the details as a comment in the '**Location Notes**' field and save your changes.**

## Location Notes (Room Occupants):

This field specifies which staff members (if any) occupy a room. Please check the details and make any necessary amendments.

## **Functional Suitability**

This specifies the 'functional suitability' rating for each room. Values can be changed by selecting new value from the following options:

**Grade 1-Excellent, Grade 2-Good, Grade 3-Fair or Grade 4-Poor**

**Functional Suitability Grade** – measures the capability of a space to support its **existing** function. If the space is vacant, the indicator will assume the last use of that space. If the space is temporarily vacant (e.g. due to refurbishment), the same assumption applies.

Most users will have entered the relevant grades for this field last session. If you wish to alter the grade from last year's entry, please add this as bold or coloured type.

If your unit did not complete this field last year the grade will show an "N/A" indicator. Please enter **Excellent, Good, Fair** or **Poor** as appropriate in this field.

The **Functional Suitability Grade** definitions are as follows:

**Grade 1** = Excellent: the room(s)/building(s) fully support current functions. There are no negative impacts upon the functions taking place in space. (The space is highly suitable for current functions).

**Grade 2** = Good: the room(s)/building(s) provides a good environment for the current function in all or most respects. There may be shortfalls in certain areas, but these have only a minor effect on current functions. (The space is suitable for current functions).

**Grade 3** = Fair: the room(s)/building(s) provides a reasonable environment for current functions in many respects but has a number of shortfalls. These shortfalls may be causing mismatches between space and function that are having a more significant effect upon current functions than in Grade 2 rooms. (The space is generally unsuitable for current functions).

**Grade 4** = Poor: the room(s)/building(s) fail to support current functions and/or are unsuitable for current use. The operational problems associated with such space are major and are constraining current functions in space. Space in this grade may require alternative solutions, rather than straightforward improvements in particular features of the space. (The space is very unsuitable for its current functions).



## Single Room Updates

**Online 'Space Surveyor' Users** can also submit ad-hoc changes, or edits, via the **Single Room Update** Tile on the Ready Space Portal at any time throughout the Session if they want to edit a room within their space holding.

The **'Single Room Update'** Tile can be found by clicking on the link below:  
[Estates Ready Space Portal](#)



Online Users can search for the room using the Property & Location filters, edit the room details as required and then submit the changes:

The screenshot shows a web application interface for updating room details. At the top, there is a navigation bar with links for Home, Process, Setup, Notifications, and Settings. Below the navigation bar, a breadcrumb trail reads: Home / Single Room Update / Property Browse / Property Detail / Room(s) Listing. The main content area displays the following information:

- Property:** 104 - GILBERT SCOTT BUILDING
- Room:** 207 - BUSINESS SCHOOL LEVEL 2 RECEPTION/ADMIN SPACE

An "Update" button is located to the right of the room information. Below this, a section titled "Room Details" contains a form with the following fields:

Room Number	207 - BUSINESS SCHOOL LEVEL 2 RECEPTION/ADMIN SPACE
AKA Door Number	
Name/Description	BUSINESS SCHOOL LEVEL 2 RECEPTION/ADMIN SPACE
Room Function	118 - ADMINISTRATIVE OFFICE (SHARED)
Net Usable Area (sqm) - Usable	239.8
Capacity	31
Functional Suitability Grade	GRADE 1 - EXCELLENT
Location Note	

### **3 Space Management Review of Return**

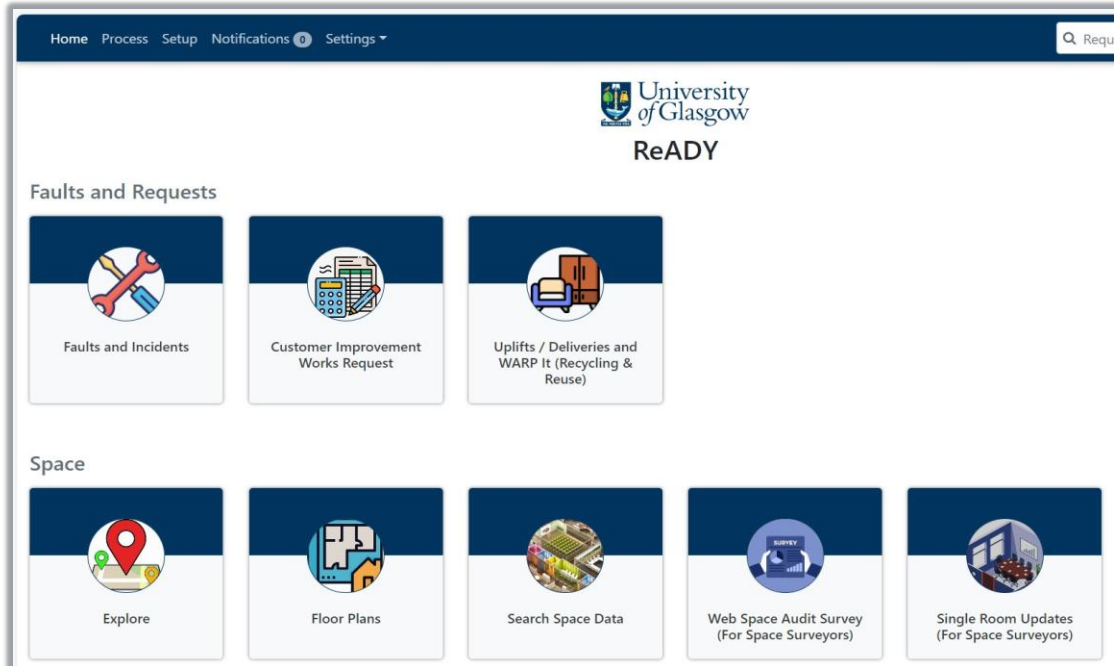
Once the space return has been submitted, the Estates Space Management user will review the proposed changes and approve or query them.

In the event of any queries the Estates Space Management user will e-mail you. You should reply to these queries, also by e-mail.

The Space Management user may revisit the return to make any necessary changes and will then finally approve the changes to the base system.

## 4 Floor Plans

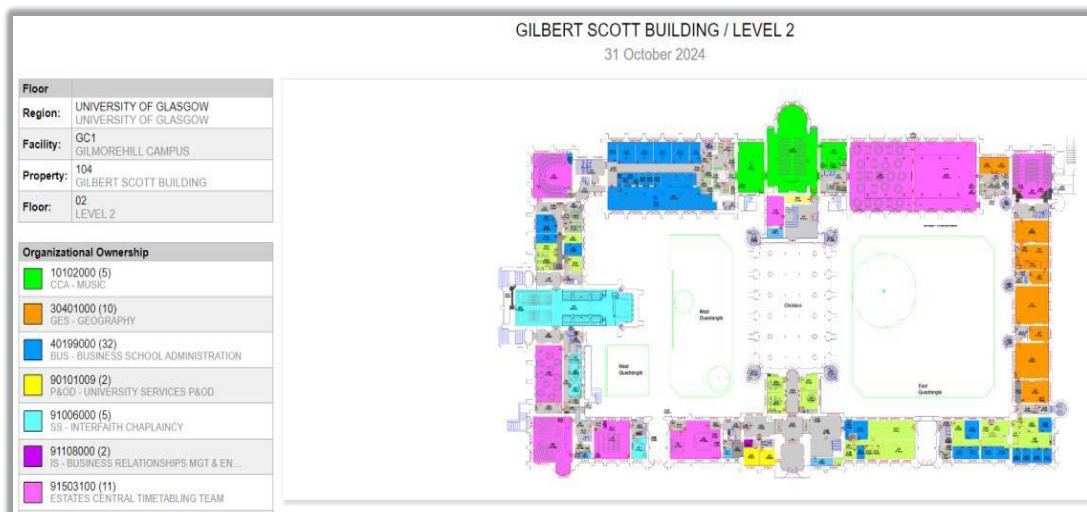
All Users can view, explore and download/print screenshots of the online floor plans which are available in the **Floor Plans** Tile in the Ready Space Portal by clicking this link: [Estates Ready Space Portal](#)



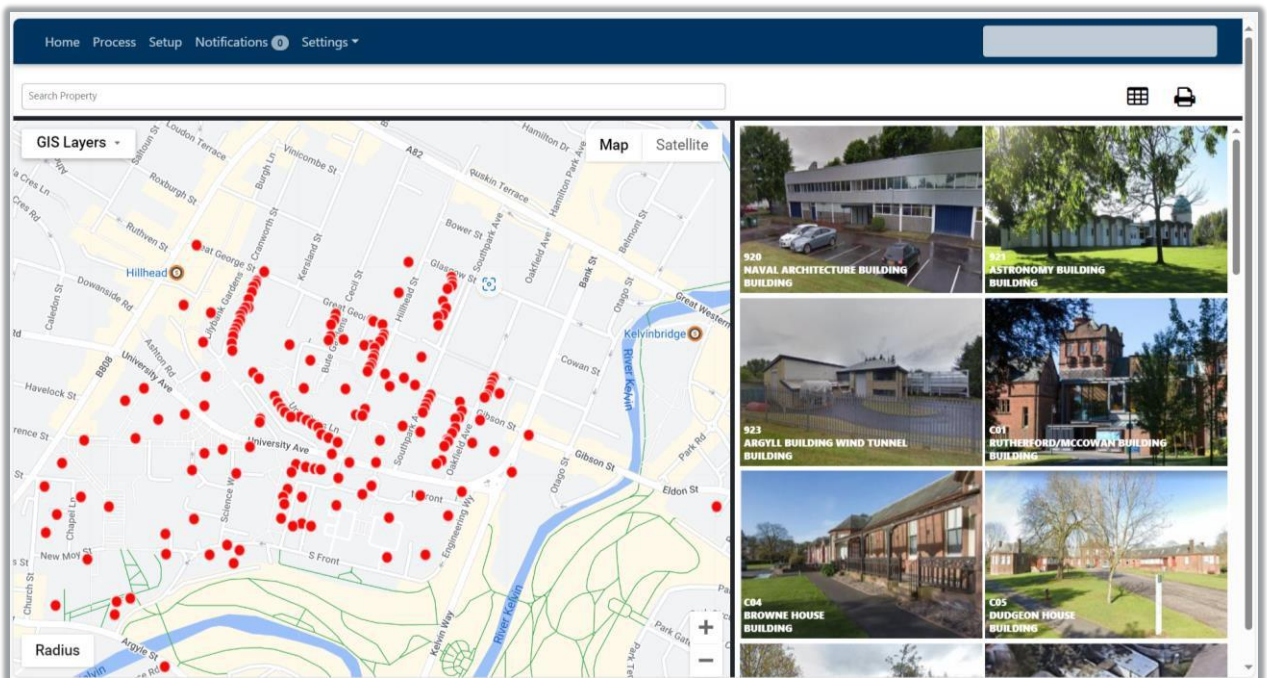
### Floor Plans Tile:



You can search for a property in the floor plan tile, select the floor level and use the CAD Viewer tools to view, zoom, pan, measure, download and save screenshots as image or PDF files to your own device or desktop.



The portal also allows access to an 'Explore' interactive map which allows users to navigate to the various properties owned, leased or used by University of Glasgow.



We hope you find the [Estates Ready Space Portal](#) useful.

If you have any queries, please contact:

Sheena Dickson, Space Data & Drawings Manager, Estates Directorate, University of Glasgow, G12 8QQ  
Email: [Sheena.Dickson@glasgow.ac.uk](mailto:Sheena.Dickson@glasgow.ac.uk)