



University
of Glasgow

Estates
Directorate

Web Based Space Audit Returns

Asset**WORKS**
Facilities

Estate Management Software:

ReADY Space Survey

User Guide: for Space Surveyors

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Developed by:

Asset**WORKS**
Facilities

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1 Introduction

The **Web Based Space Audit Survey** module is an online facility for reviewing and updating space and staff room occupant data and is available as a tile on the Estates Ready Space Portal via this link: [Estates Ready Space Portal](#)

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 online **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 fixed (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. **Space Surveyors** 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.

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.

The e-mail you receive will contain hyperlinks to the floor levels contained in your online **Web Space Audit Survey**: clicking any of the floor links will open the application in a web browser. No username or password is required as you will be automatically signed in with the University's Single Sign-On System when you log into the University network.

From: noreply@assetworks.hosting <noreply@assetworks.hosting>
Sent: 12 September 2024 20:21
Subject: Annual Space Audit 2024/25 - Adam Smith Business School

[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - GILBERT SCOTT BUILDING - Floor 02](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - GILBERT SCOTT BUILDING - Floor 03](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 01](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 02](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 03](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 04](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 05](#)
[Annual Space Audit 2024/25 - \(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION\) - ADAM SMITH BUILDING - Floor 06](#)

SHEENA DICKSON,

You have been assigned to **Annual Space Audit 2024/25 - Adam Smith Business School**

Click the link to take action.

A list of your organisational unit's floors and rooms will be displayed with links to each room number. The survey can be completed by clicking on each floor link in the email and clicking on the room links (see image below) to check the room details are correct for your organisational unit.

Home Process Setup Notifications 1 Settings

(40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION) - GILBERT SCOTT BUILDING - Floor 02
[Show Details](#) Room(s) Analysis Add Room Submit

Show entries

Status Location Type Locked Organisation Employee Occupancy Usage Department Usage Function

Property	Location	Status	Action
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	203 - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	204A - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	204B - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	204C - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	206A - NON-ACADEMIC STORE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	207 - BUSINESS SCHOOL LEVEL 2 RECEPTION/ADMIN SPACE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	207A - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	207B - ACADEMIC OFFICE (SHARED)	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	207C - ACADEMIC OFFICE	Pending	Finalize
<input type="checkbox"/> 104 - GILBERT SCOTT BUILDING	207D - ACADEMIC OFFICE	Pending	Finalize


Showing 1 to 10 of 32 entries Previous 1 2 3 4 Next

Home Process Setup Notifications 1 Settings

Rooms Listing Room Analysis Row 1 of 32 Previous Next

Property: 104 - GILBERT SCOTT BUILDING
 Room: 203 - ACADEMIC OFFICE [🔗](#)
 04/11/2024 - 20/12/2024
 Status: Pending Finalize without Update Cancel Save

Comments
 This is a stream of comments about this room.

 Save

In the **Room Details** section, 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)
- **Primary Activity Tag** (primary activity, i.e. Teaching, Research etc.)
- **Capacity** (how many places are available)
- **Functional Suitability** (Grade 1-Excellent, 2-Good, 3-Fair, 4-Poor)
- **Location Note** (free text field for additional information)

Room Details Section:

Room Number	203 - ACADEMIC OFFICE
AKA Door Number	2
Room Name/Description	ACADEMIC OFFICE
Room Function	117 ACADEMIC OFFICE (SHARED) x v
Primary Activity Tag	T TEACHING x v
Net Usable Area (sqm) - Usable	17.89
Capacity	2
Functional Suitability Grade	GRADE 1 EXCELLENT x v
Location Note	

Room Function

A standard list of room functions has been established and can be modified using the drop-down list. 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 of a room 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.

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.

Functional Suitability

This specifies the 'functional suitability' rating for each room. Values can be changed by clicking on the selector and choosing a new value from the list.

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 use the drop-down list to amend the grade.

If your department 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 using the drop-down menu.

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).

Comments

You can send messages and notifications to any of your colleagues who are working on the same space return by using the @ icon and adding their name (their email address will be automatically generated in a drop-down list). You can then add and save the message. The system will send them a notification email with your message.

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, as their name will probably not be available in the drop-down list from the HR Core system. 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.

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.**

Organisational Occupancy & Usage

Organisation Occupancy Add

Please leave the Department/Organisation Percentage figure and Start Date as they are:

Department / Organisation	%	Start Date	End Date
40100000	100	25/7/2023	
40199000 - BUS - BUSINESS SCHOOL ADMINISTRATION			

Copy From
Add

Room Activity Tags

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 or Clinical Academic Activity), **R** = Research, **S** = Staff Residence, **T** = Teaching, **V** = Vacant

The **Organisational Occupancy** section displays 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.

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.

Copy From
Add

Room Activity Tags

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 or Clinical Academic Activity), **R** = Research, **S** = Staff Residence, **T** = Teaching, **V** = Vacant

To Remove an existing Room Activity Tag, enter an End Date (pick yesterday's date).

To add a new Room Activity Tag click the light blue 'Add' link, select from the drop-down list below, type in the required percentage figure and enter a Start Date (pick today's date).

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

You can return to the main room list at any time by clicking the 'Rooms Listing' link at the top left of the screen or scroll through the room details by clicking the 'Room Analysis' link and selecting the required room link.

Usage	%	Start Date	End Date
T - TEACHING	100	25/7/2023	

To Remove an existing Room Activity Tag, enter an End Date (pick yesterday's date).

To add a new Room Activity Tag, click the light blue ['Add'](#) link, select from the drop-down list below, type in the required percentage figure and enter a Start Date ([pick today's date](#)).

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.

You can return to the main room list at any time by clicking the ['Rooms Listing'](#) link at the top left of the screen or scroll through the room details by clicking the ['Room Analysis'](#) link and selecting the required room link.

[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.

Room Occupants-Staff Names

Room Occupants (Staff Names linked to HR 'Core' System)

This field specifies which staff members (if any) occupy a room. You can use the drop-down list to add or remove staff in this field. If you cannot find the member of staff in the drop-down list, please add their names to the **Location Notes** text field.

You can add or remove staff occupants' names from the room:

Room Occupant - Staff Name

Remove a staff name by adding an End Date against their name shown below (pick yesterday's date).

Add a staff name by clicking the light blue 'Add' link and selecting from the drop-down list by typing the first few letters of their forename or surname. Add a new Start Date (pick today's date). Leave the percentage field blank.

If the staff name is not in the drop down list, please type the name into the free text 'Location Notes' field above and click 'Save'.

Once you have completed all of your edits, click 'Save' & then click 'Finalize' at the top right of the screen.

If you need to add further changes later you can go back to the room via the link, click 'Edit', change the data to suit, then click 'Save' & 'Finalize'.

You can return to the main room list at any time by clicking the 'Rooms Listing' link at the top left of the screen, or click the 'Room Analysis' link to scroll through the room details and select the required room link.

Employee	%	Start Date	End Date
1***** ROOM OCCUPANT'S NAME		10/7/2024	

Remove a staff name by adding an End Date against their name shown below (pick yesterday's date).

Add a staff name by clicking the light blue 'Add' link and selecting from the drop-down list by typing the first few letters of their forename or surname. Add a new Start Date (pick today's date). Leave the percentage field blank.

If the staff name is not available in the drop-down list, please type the name into the free text '**Location Notes**' field above and click 'Save'.

Property: 104 - GILBERT SCOTT BUILDING

Room: 203 - ACADEMIC OFFICE

04/11/2024 - 20/12/2024

Status: Pending

Finalize without Update

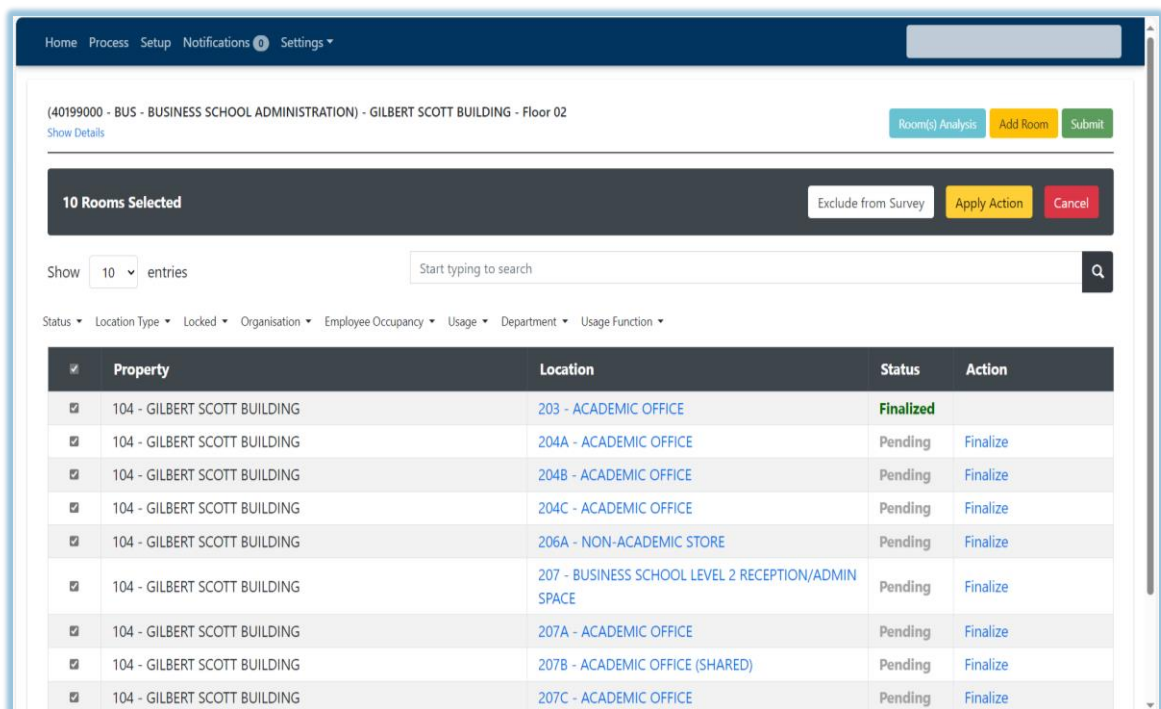
Cancel Save

Once you have completed all your edits, click **Save** at the top right of the screen & then click **Finalize** at the top right of the screen.

If you need to add further changes later you can go back to the room via the room link, click **Edit**, change the data to suit, then click **Save** & **Finalize**.

When you have completed and saved all your room edits, you can return to the main room list at any time by clicking the light blue ['Rooms Listing'](#) link at the top left of the screen, or you can scroll through the room details by clicking the ['Room Analysis'](#) link and selecting the required room number link.

To batch **'Finalize'** all the rooms in the list, check the box at the top of the room list where it says **'Property'** and then click the yellow **'Apply Action'** button at the top right of the screen to automatically finalize the changes to all ticked rooms on that page of the list. Please remember to finalize all pages in the room list.



Once all the rooms in the list have been finalized, you can submit your return by clicking the green ['Submit'](#) button at the top right of the screen.

Please remember to check all the floor and room links if you have space in multiple floors of a building or across multiple buildings.

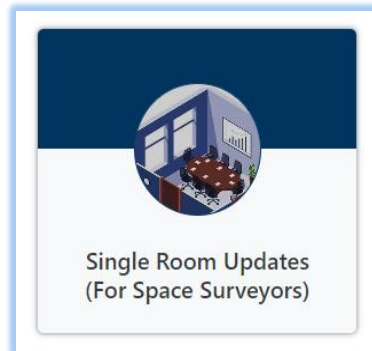
The survey floor level links for each building will still be available in the survey email you received, or you can click the **'Web Space Audit Survey'** Tile in the Ready Space Portal to return to your survey at any time by clicking on this link: [Estates Ready Space Portal](#)

It may be that you do not need to make any changes to the return. If so, simply click the ['Finalize without update'](#) link and click the green ['Submit'](#) button.

Single Room Updates

Space Surveyors 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](#)



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 [↗](#)

Room Details

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	

An "Update" button is located in the top right corner of the form area.

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.

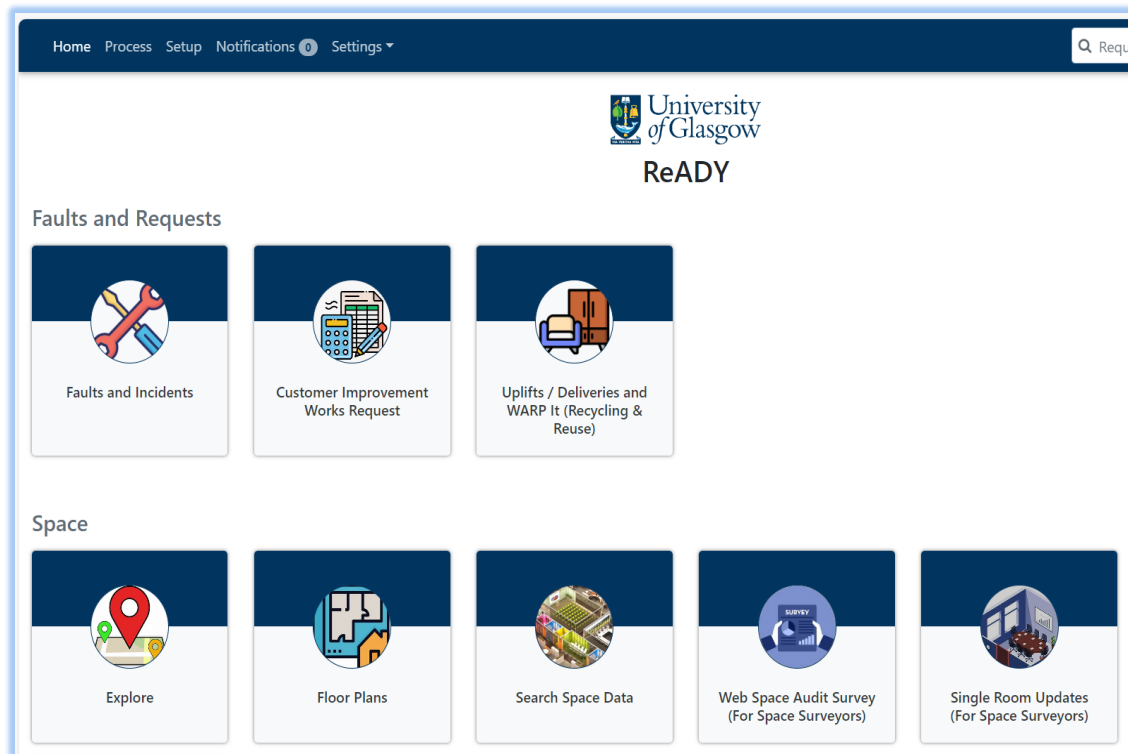
The Space Management user may revisit the return to make any necessary changes and will then finally approve the changes to the base system.

You will be able to view your survey again using the link: [Estates Ready Space Portal](#) and then clicking on the '[Web Space Audit Survey](#)' Tile.

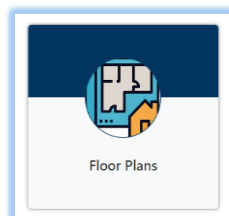


4 Floor Plans

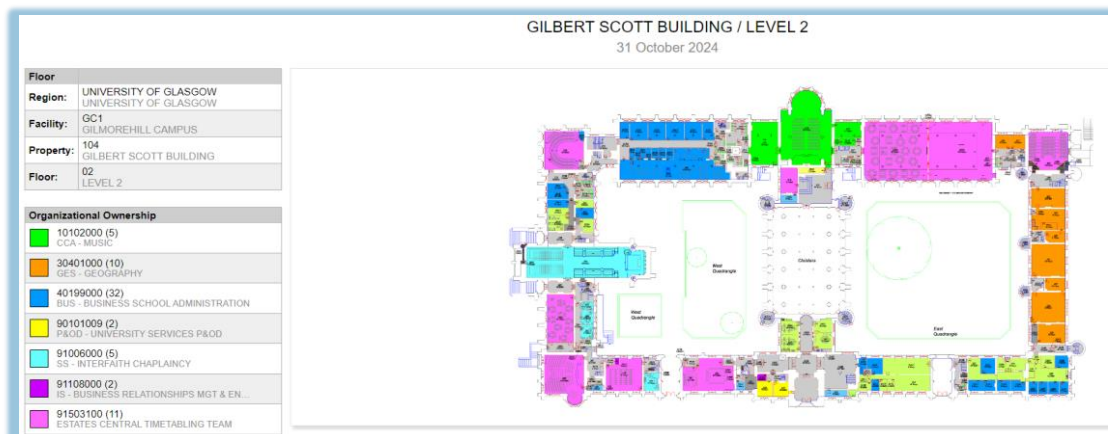
Space Surveyors can also view, explore and download/print screenshots of the online floor plans which are available in the **Floor Plans** Tile in the Ready Space Portal by clicking this link: [Estates Ready Space Portal](#)



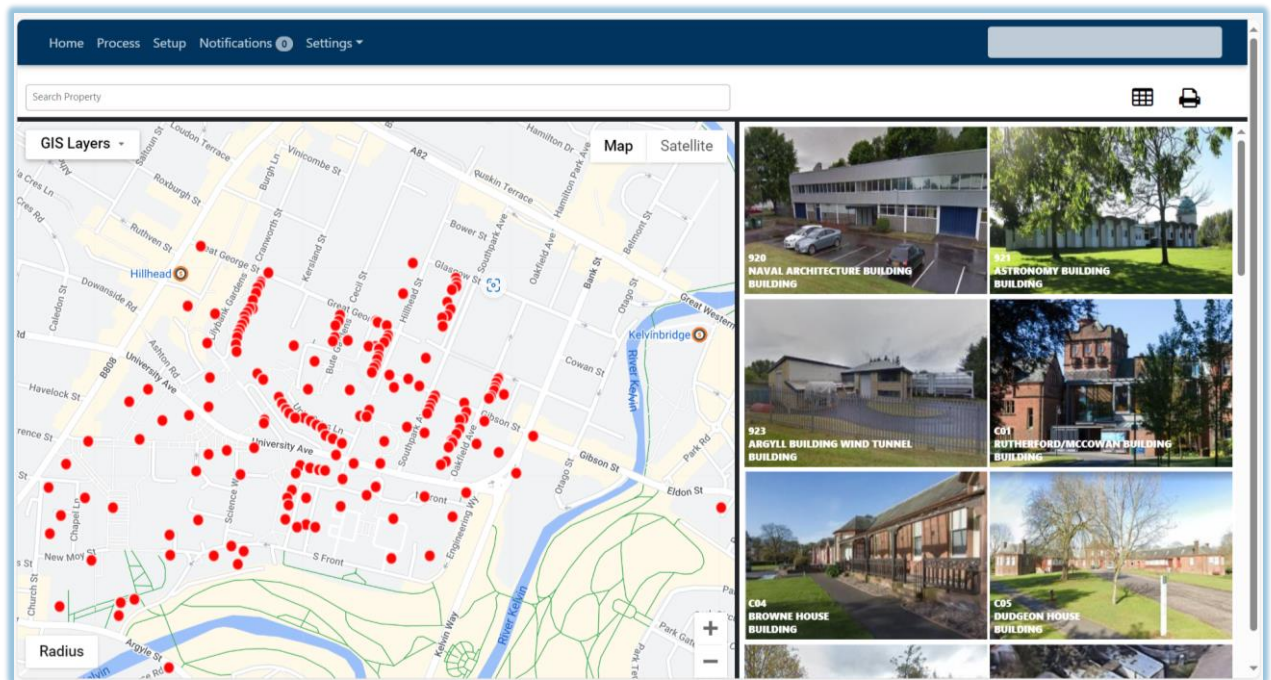
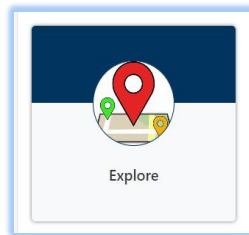
Floor Plans Tile:



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