Policies and Procedures

Space Management Procedure

Procedure Number: **8.01.01**
Responsible Officer: **Deputy Vice-Chancellor Regional Campuses, Estates & Infrastructure**
Editor/Contact: **Director, Estates & Infrastructure**
Approving Authority: **Vice-Chancellor & President**
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This procedure has the following schedules:
Schedule A: Space Categories & Assigned Space Managers
Schedule B: Space Application Template
Schedule C: Terms of Reference for the Space Management Committee

1. **Purpose**

   To ensure that the University manages its spaces across all campuses in a manner that is equitable, efficient and effective in line with recognised best practice. This Procedure must be read with the Space Management Policy.

2. **Scope**

   This Procedure applies to all University owned and leased spaces, subject to any lease conditions, across all its campuses.

3. **Benchmarks and Standards**

   a. The University will reference the Tertiary Educators Facilities Management Association (TEFMA) Space Planning Guidelines where appropriate for benchmarking of all its campus spaces.
   b. Estates & Infrastructure will maintain Design Standards for the University with regards to space layouts, physical capacity, furniture, finishing's and fittings.

4. **Assigned Space**

   The University has assigned space to senior staff to manage its use in accordance with the Space Management Policy and Procedures, as detailed in **Schedule A: Space Categories & Assigned Space Managers**.

   4.1. **Procedure to Assign Space**

   The following procedure must be complied with when applying for changes to space already allocated or for new space to be allocated.

Applications for new space or changes to current allocations must be made in writing to the Chair of the Space Management Committee;

a. The school or section must complete a Space Application Form (Schedule B) approved by the relevant Space Manager listed in Schedule A).

b. The signed form will be assessed by Estates & Infrastructure. Space Data and other relevant Master Planning information will be attached to the application for the Chair of the Space Committees consideration.

c. The Chair of the Space Management Committee will consider the application and call a meeting of the Committee as necessary.

d. Applications requiring the Vice-Chancellor and President's endorsement will be forwarded as necessary.

e. New Space Applications can be made at any time, however, Space Coordinators/Managers are encouraged to align space requests with the University's annual planning and budget cycle to maximize alignment with strategic functional and operational plans.

f. Approved Space Applications requiring capital works (New Construction or Renovation Works) should be returned to Estates & Infrastructure to prepare:

    i. Concept Design and Concept Cost estimates to assist the applicant with a Business Case submission OR,

    ii. Terms of Reference (TOR) to procure expert consultants as required for the preparation of Concept Plans and Cost information necessary for Business Case submissions.

4.2. Important Considerations when Reassigning Space

a. When space is to be reassigned, all equipment, furniture and fittings will remain with the space unless decided otherwise by the Vice-Chancellor on the recommendation of the Space Management Committee. Due consideration must be given to the party that is to relinquish the space for any losses of equipment, furniture and fittings transferred with the space. Comparable compensation may be provided and this can include the removal and retention of the items by the party that relinquishes the space, dependent on needs of incoming/ outgoing section, finances available and the Universities priorities.

b. In cases where additional space is provided by getting another party to relinquish existing space, business case costs should include any recommended compensation for equipment, furniture and fittings transferred or not, with the space as well as the procurement and logistical costs of the transfer.

c. When space is created, whether via a new construction or refurbishment, allocation of that space is made to an organizational unit (school, division or institute) in accordance with the University's Strategic Plan or Campus Master Plan. However, any teaching space or large meeting room (12 seats or more) within that area is to be allocated to the Timetabling Section.

d. Any large meeting rooms (12 seats or more) are to be made available for use by other sections of the University, as determined by the Assigned Space Manager. The intent is to share resources, where possible, to support University business.

e. Teaching spaces (tutorial rooms, lecture theatres, general purpose labs – excluding specialized labs and specialized teaching spaces) within the newly constructed/refurbished area will be allocated to the Timetabling Section for use by the

wider university after the organizational unit's preference for room bookings are taken as the priority by the timetabling section.

f. Teachings spaces (tutorial rooms, lecture theatres, general purpose labs – excluding specialized labs and specialized teaching spaces) within the newly constructed/refurbished area which have been majority funded by the organizational unit may in addition to the above and to protect their investment, have restrictions placed on their use by the organization unit. The restrictions must be endorsed by the SMC. For example, the space can be designated for use by only Post Graduate Students.

g. Management and assignment of vacated spaces will revert from the relevant organization unit to Estates & Infrastructure to be managed on behalf of the University.

5. Leasing Space

5.1. Leasing of External Spaces

All property leases and licenses are to be negotiated by the Space Manager requiring the external space, in consultation with;

a. Estates & Infrastructure who will be responsible to advise on the property, such as space standards, OHS and other statutory requirements as well as to ensure the terms of the agreement are in the best interests of the University and adequately protect the University – (Use USP standard lease agreements available at E & I) and

b. Central Finance who will be responsible to ensure the financial impacts and terms of the lease are within the approved operating budget for the Space Manager).

5.2. Leasing of University Spaces to External Parties

All property leases and licenses are to be negotiated by the Director Commercial, in consultation with Director Estates and Infrastructure and EDF and approved in accordance with The University's Scheme of Financial Delegations 6.2.02

6. Teaching and Learning Space Utilization Requirements

The University requires any teaching space or large meeting room (12 seats or more) to be used as efficiently as possible. As such, these spaces should be assigned to the central timetable so that utilization targets of the university are prioritized.

The following table sets the current utilization targets for such spaces.

Target Space Utilization Rates:			
Space Type	Target Room Frequency	Target Seat Occupancy	Target Utilization
Lecture Theatres	90%	90%	81%
Teaching Rooms	90%	90%	81%
Computer Laboratories	90%	90%	81%
Specialist Laboratories	50%	75%	37.5%
Workshops	50%	75%	37.5%

Studios	75%	75%	56%
Practice Rooms	80%	75%	60%
Meeting Rooms	45%	75%	34%

i. TEFMA Space Planning Guidelines will be referenced to calculate Room Frequency[1], Room Occupancy2 and Utilization rates[2].

ii. USP typical timetabled week will consist of 79 hours as per the following table;

USPs typical timetabled Day/week will be as follows ;	Hours Per Day	Hours Per Week
Typical daytime session	8.00am-5.00pm	45 hours (9hrsx5days)
Typical evening session	5.00pm-8.00pm	25 hours (5hrsx5days)
Typical Saturday session	8.00am-5.00pm	9 hours
Typical Overall week		79 hours

iii. Space Utilization Audits of centrally timetabled spaces will be conducted once per semester and be carried out from Monday to Saturday in the 4th and 5th week of each semester. The Audit will measure the Planned and Audited Room Frequency and Occupancy Rates, benchmarked against the standards above. This will be reported to the SMC on a biannual basis.

7. Responsibilities of a Space Manager

Senior staffs/heads of organizational units have been designated by the University as the caretakers of university space (refer to Schedule A). These Space Managers have management responsibility for the space within their school/section/campus and ensure that space is managed in accordance with this policy and procedures. Space Managers are responsible for:

a. The management of their assigned spaces in accordance with the Space Management Policy and this Procedure.

8. Determine the use of space which is restricted for use by the Responsibilities of the Director Estates & Infrastructure

a. Development, recommendation and implementation of policy and procedures to enhance the use of and accountability for, and safeguarding of, USP capital resources
b. Delivering the physical resource strategies of the Individual Campus Master Plans and for the overall performance of physical resources, including:
  i. facilitating master planning for the University Campuses in line with the vision and goals articulated in the strategic plans of the university and individual academic plans of the regional campuses
  ii. submission of the AMP (Asset/Facilities Management Plan) to SMT
  iii. monitoring implementation of the AMP

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[1] Room Frequency – Is the number of hours the room is in use divided by the number of hours the room is available for use. [2] Room Occupancy – represents the average number of students (enrolled students) in the room when the room is in use, compared to the total room capacity.

[2] Utilization combines Room Occupancy and Room Frequency data to indicate how the room is being used.

c. Providing advice to the SMC on strategic and policy matters relating to overall management, planning and development of all University facilities providing recommendations to the SMC regarding the allocation of space, drawing on utilization studies, links to the physical master plan of each campus AND on advice from Director
    Planning and Quality, on projected student and staff load

d. Space planning policy development and implementation issues

e. Overseeing strategic space allocation to meet both short and long term objectives, including on-going review of, and alignment with, the physical master plan of each campus

f. Considering space planning initiatives and providing advice and input into the AMP on further initiative development.

g. The Director, is also responsible for the operational aspects of space management and providing the links between the University and its occupiers of space.

h. Overseeing day-to-day space management and allocation issues

i. Maintaining a timely, accurate, and authoritative database of the University's property and space inventory with associated floor plans and technical information (AD)

j. Developing periodic space management reports including details on space allocation and use

k. Undertaking space allocation and utilization audits, as required;

l. **Maintenance of the USP Asset Database**. The Asset Database will, among other estates information include the building register for all USP campuses.

    a. The Building register will include all space related information necessary for this policy to be effectively implemented.   These include but may not be limited to;

        i.   Building Codes
        ii.   Location Codes
        iii. Building Name
        iv.   Gross Floor Area (GFA)
        v.   Summary of Usable Floor Areas (UFA)
        vi.   Room Numbers
        vii. Room Names
        viii. Room Space Manager
        ix.   Room Assigned Department/School etc.
        x.   Room Use (Lecture/Tutorial/Office/Meeting/Lab etc.)
        xi.   Room Tenant
        xii. Room Capacity
        xiii. Room UFA
        xiv. Room Key Information

    b. The Asset Database, will also include all technical documentation related to Facilities & Assets including but not limited to;

        i.   Engineering Certification
        ii.   Technical Drawings such as building floor plans, services drawings, architectural and engineering drawings for the building and any specialized internal equipment or space – Example lifts, fire panel drawings, server room information etc.)
        iii. Maintenance and Upgrade plans (Cyclic Maintenance Plans, Historical upgrade and maintenance information etc.) xviii. Space Audit Reports, Space Needs Assessment's, New Space Applications and Minutes of the SMC meetings.

9. **Responsibilities of the Executive Director Finance**

Providing advice to the SMC on financial aspects relating to proposals and agreements for development or delivery of physical facilities.

10. Responsibilities of the Office of Planning and Quality

Responsible for delivering data for the provision of student and staff load figures and yearly projections.

11. Related documents

    a. Space Management Policy
    b. Tertiary Educators Facilities Management Association Space Planning Guidelines.
    c. Capital Building Projects Policy
    d. Maintenance (Building & Property) Policy
    e. Space Management Committee Terms of Reference

Schedule A: University Space Categories & Assigned Space Manager

ACADEMIC SPACE

School of Pacific Arts, Communication and Education (SPACE)	School of Business and Management (SBM)	School of Law and Social Sciences (SoLaSS)	School of Accounting, Finance and Economics (SAFE)	School of Information Technology, Engineering, Mathematics and Physics (STEMP)	School of Agriculture, Geography, Environment, Oceans and Natural Sciences (SAGEONS)	Pacific TAFE	PACE-SD	Research
HOS SPACE	**HOS SBM**	**HOS SoLaSS**	**HOS SAFE**	**HOS STEMP**	**HOS SAGEONS**	**Director PTAFE**	**Director PACE-SD**	**Director Research**
Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Head of School, Deputy Heads of School and Administration Offices	Offices of the Director PTAFE and Administration Offices	Offices of the Director PASE-SD and Administration Offices	Offices of the Director Research and Administration Spaces
Education	Toursim & Hospitality Management	Law	Accounting	Computing Science	Agriculture and Food Technology	Pacific TAFE Colleges	Marine Studies Recreation Room	Research Staff Offices
Pacific Languages	Management and Public Administration	Development Studies	Finance	Information Systems	Biology	Dining Hall Pacific Fusion Restaurant and APTC Training Kitchen	PASE-SD EU Project	
Pacific Vernacular Languages	Master of Business Administration (MBA)	Governance	Economics	Mathematics	Chemistry	College of Foundation Studies		
Linguistics	Land Management & Development	History	Official Statistics	Statistics	Earth Science			
Literature		Politics and International Affairs	Population and Demography	Civil Engineering	Environmental Science			
Journalism		Pacific Policing	School of Accounting and Finance	Electrical/Electronic Engineering	Geography			
Oceania Centre for Arts, Culture and Pacific Studies		Gender Studies	Pacific Islands Centre for Public Administration (PICPA)	Mechanical/Manufacturing Engineering	Geospatial Science			
Technical and Vocational Education & Training (TVET).		Psychology		Physics	Marine Studies			
Edu care		Sociology		Scientific Research	Public Health			
Confucius Institute		Social Work			Scientific Research			
Institute of Education (IOE)		Community Legal Centre (U/Lodge)			Institute of Marine Resources (IMR)			
Aus Pac Theatre Performance Space		Border Security			Institute of Applied Sciences (IAS)			
					FSTE Staff Lounge			

ACADEMIC SPACE - Research Space

Location Code	Building Name	Room Name	Capacity	Room Number - Type/ Description	Used by	Equipment used for Research	Space Manager
L66	114-Pacific Center for Environment & Sustainable Development	Postgraduate student Lab -B114	30	Laboratory - Computer Postgraduate	Post Grad Dip, Masters, PhD Students	Computer Works Stations	Director PACE SD
		Post Graduate Office	4	Office Technical	Shared office for Comms and graphics person	Computers and Office Equipment only	Director PACE SD
LT8	137 Workshop/Jetty	Jetty Lab for MSP and PaCE-SD - B137	12	Laboratory - Computer Postgraduate	Finishing PhD students, Interns, visiting fellows.	Computer Works Stations	Director PACE SD
		Research Offices	3	Office /Research Staff	3 Teaching Assistants operating under the research grant	Computers and Office Equipment only	Director PACE SD
L81	FBE Post Graduate Commons	FBE Postgraduate Library, Meeting Rooms and Offices	> 100	210 - Computer Lab, Post Graduate Learning Commons, Lounge and Tea Room	FBE Postgraduate Students	Computer Works Stations	Director ITS
			30 sqm	206 - Enclosed Office – DHOS Research	Deputy HOS Research	Office Equipment	HOS SBM
			24 sqm	208 - Enclosed Office – DHOS Research	Deputy HOS Research	Office Equipment	HOS SAFE
			8	209 - Seminar/Meeting Room	FBE Postgraduate Students	Meeting table and Chairs	HOS SBM
			9	211- Seminar/Meeting Room	FBE Postgraduate Students (Room may be booked)	Meeting table and Chairs	HOS SAFE
			189	Post Graduate Lecture Theatre and Associated Spaces	FBE Postgraduate Students (Room may be booked)	Lecture Theatre	HOS SAFE
L38	FBE Building	FBE Computer Lab 1 (Tourism Lab)		014-016 Laboratory - Computer Postgraduate	FBE Postgraduate Students	Computer Works Stations	Director ITS
		Glass Box S126	10	Seminar/Meeting Room	FBE Postgraduate Students	Meeting Table and Chairs	HOS SBM
		Talanoa Room 1,2,3	60	Seminar/Meeting Room	FBE Postgraduate Students	Meeting Table and Chairs	HOS SBM
L52	FBE Conference Room	FBE Conference Room	50	Seminar/Meeting Room	FBE Postgraduate Students	Tutorial Tables and Chairs	HOS SBM
L37	FBE Postgraduate Lab/MBA	FBE Post Graduate Office	24.6 sqm	Office Space	Admin Assistant	Office Equipment	Director ITS
		FBE I033	45	Seminar/Meeting Room	FBE Postgraduate Students	Tutorial Tables and Chairs	HOS SAFE
		FBE Computer Lab 2 and Post Graduate Tea Room	25	Computer Lab, Post Graduate Learning Commons, Lounge and Tea Room (30sqm)	FBE Masters Research and PhD Students	Computer Works Stations	Director ITS

ACADEMIC SPACE - Research Space

Location Code	Building Name	Room Name	Capacity	Room Number - Type/ Description	Used by	Equipment used for Research	Space Manager
L42	FALE Post Grad Centre (Music Center)	FALE Postgraduate Research Space, Tea Room and associated spaces	20	Laboratory - Computer Lab, Learning Commons and Lounge	FALE Postgraduate Students, Masters	Computer Works Stations	Director ITS
		Post Graduate Meeting/Seminar Room	8	Meeting/Seminar Room	FALE Postgraduate Students, Masters (Room may be booked)	Tables and Chairs with Wi-Fi and AV equipment	Director ITS
		FALE Postgraduate Centre Office 1	7.1 sqm	Office (DHOS – Research)	Deputy HOS Research	Office Furniture	HOS SPACE
		FALE Postgraduate Centre Office 2	13 sqm	Office (DHOS – Research)	Deputy HOS Research	Office Furniture	HOS SoLaSS
		FALE Postgraduate Centre Office 3	13 sqm	Office – Post Grad student	FALE Postgraduate Students, Masters	Office Furniture	HOS SPACE
L40	FALE Building	FALE Postgraduate Computer Lab	30	Laboratory - Computer Lab, Learning Commons and Lounge	FALE Postgraduate Students, Masters	Computer Works Stations	Director ITS
		Untrained Teachers Research Room	86.3 sqm	Meeting/Seminar Room	Post Graduate Students/Meeting Room	Meeting Tables and Chairs	HOS SPACE
L34	FSTE Building	FSTE Staff Lounge	25	FSTE Staff Lounge/Team Room	School Staff	Lounge Furniture/Tea facilities	HOS SAGEONS
		FSTE Postgraduate Computer Lab	30	010 - 005/006 Ground Floor - Computer Postgraduate Lab	Postgraduate and Masters Students	Computer Works Stations	Director ITS
		FSTE Postgraduate Tea Room	45.7 sqm	Tea Room and Lounge Area	Postgraduate and Masters Students	Lounge Furniture Only with Wi-Fi	HOS SAGEONS
		SMART CLASSROOM	92.1 sqm	010 - 023/024 Meeting/Seminar Room	Post Graduate Students/Meeting Room	Meeting Tables and Chairs	Director ITS
		Communication Lab	23.6 sqm	010 - 258G/H Laboratory/Scientific - Dry Post Graduate Research Ground Floor FSTE Building (Physics)	Post Graduate Students/Meeting Room	Meeting Tables and Chairs	HOS STEMP
		Postgraduate Science Lab - Chemistry	65.1 sqm	010 - 234 Laboratory/Scientific - Wet Post Graduate Research on Third Floor FSTE Building (Biology)	Postgraduate and Masters Students & PhD Students	Specialized equipment - instruments use for experimental purposes used by post-grad	HOS SAGEONS
		Microbiology Lab	23.7 sqm	010 - N121 Laboratory/Scientific - Dry Post Graduate Research (Biology)	Postgraduate and Masters Students & PhD Students	Specialized equipment - instruments use for experimental purposes used by post-grad	HOS SAGEONS
		Research Cubicles	51.6 sqm	010 - 218F/218D/218C/218B Laboratory/Scientific - Dry Post Graduate Research (Biology)	Postgraduate and Masters Students & PhD Students	Specialized equipment - instruments use for experimental purposes used by post-grad	HOS SAGEONS
		Chemistry Lab	181.1 sqm	010 - N131 Laboratory/Scientific - Wet Post Graduate Research (Chemistry)	Postgraduate and Masters Students & PhD Students	Specialized equipment - instruments for experimental purposes by post-grad students	HOS SAGEONS

ACADEMIC SPACE - Research Space

Location Code	Building Name	Room Name	Capacity	Room Number - Type/ Description	Used by	Equipment used for Research	Space Manager
L46	037 - Earth & Environment Science Petrology Lab	Nuclear Lab - Petrology Lab	20.8sqm	102 - Physics Lab (Converted to storage Space for Physics Research equipment)	Postgraduate and Masters Students & PhD Students	Specialized Equipment - instruments use for experimental purposes used by post grad students	HOS STEMP
			36.3sqm	101, 103 - Earth Science (Laboratory/Scientific - Dry Post Graduate Research)	Postgraduate and Masters Students & PhD Students	Specialized Equipment - instruments use for experimental purposes used by post-grad students	HOS SAGEONS
L45	Renewable Energy Training Lab	Renewable Energy Training Lab	30	Meeting/Seminar Room	Postgraduate and Masters Students & PhD Students	Meeting Tables and Chairs	HOS STEMP
L48	042 - Upper Lodge (Old Lounge)	FSTE Postgraduate Lab -Old Lounge	28	Laboratory - Computer Lab 1 & 2, Learning Commons, Tea Room and Lounge	Postgraduate and Masters Students	Computer Works Stations	Director ITS
L34	009 - Technology & Engineering	EE Postgraduate Lab (old Software Lab) 009-101	10	Informal Learning Space - Internal	Postgraduate and Masters Students	Specialized equipment - instruments use for experimental purposes used by post-grad students	HOS STEMP
L78	502 - ICT Center A	SCIMS Masters Room	4	Office Technical	Postgraduate and Masters Students	Study Space	HOS STEMP
L72	134 - Marine Studies Center	School of Marine Science Postgraduate Lab	10	M109 Laboratory - Computer Postgraduate	Postgraduate and Masters Students	Computer Works Stations	Director ITS
		School of Marine Studies Wet Lab	3	M1212 SMS Research Wet Lab	Postgraduate and Masters Students	Specialized equipment - instruments use for experimental purposes used by -post-grad students	HOS SAGEONS
		School of Marine Science Postgraduate Offices	4	M 102 - -Post-Graduate Office	Postgraduate Students	Workstations with WIFI	HOS SAGEONS
LT8	137 - Jetty/Workshop	CRISP Office	10	103 -Post-Graduate Office	Master Students	Workstations with WIFI	HOS SAGEONS

CENTRAL ADMINISTRATIVE SPACE

OFFICES OF THE SMT	Central Finance	Human Resources	Information Technology Services	Marketing & Communications	Assurance & Compliance	Student Administrative Services	Estates & Infrastructure
Vice-Chancellor & President	EDF	ED PWS	Director ITS	Director Marketing & Communications	Director Assurance & Compliance	Group Manager SAS	Director E & I
Office of the VCP & Staff	Office of the EDF and Staff	Office of the Executive Director & Staff	Office of the Director & Staff	Office of the Director & Staff	Office of the Director and Staff	Office of the Group Manager & Administration Staff, Student Data, Enrollment(ITS 7)	Office of the Director and Staff
Chancellery Board Room	Finance Conference Room	HR Conference Room	ITS Board Room	SPAC Conference Room	Risk and Assurance Conference Room	Student Services (Book Centre)	E & I Conference Room
Offices of the DVCs & Staff	Procurement Conference Room	PHP/I & J Staff Union	Physical Communication Infrastructure Services	Marketing & Communications		Assessment (Media Annex)	Maintenance Operations
Visiting Consultants Room	Accounts Payable	USPSU	Internet/intranet services				OHS Services
Regional Scholarships Team	Procurement	Association. of USP Staff	Central Host Services				Asset Management
	Finance Systems Support	Office of the University	Mgmt. Info Databases Services				Design & Engineering Services
	Payroll	Ombudsman	Users Support Services				Project Management
	Accounts receivable		(ITS Labs 1-11 & Lab				Stores & Workshops
	Budget Audit & Tax		13-23)				
	Management Accounting		Projection Services				
	Treasury		Information Services				
	Fixed Assets		ITS Help Desk Services				
	Cashier		ICT Building C – Lecture Theatre Space				
	Fixed Assets						

CENTRAL ADMINISTRATIVE SPACE

Secretariat	Centre for Flexible Learning (CFL)	International	Alumni	Planning & Quality
Manager CSS	Director CFL	Manager USP International	Alumni Relations Coordinator	Director Research
Senate	Offices of the Director CFL & Staff	Offices of the Manager International and administration spaces	Office of the Alumni Relations Coordinator	Planning & Quality
Council	Learning Systems Team			Strategic Partnerships (Development)
Central Records (Records & Archives)	Program Design & Development			
New Admin Conf. Room	Multimedia Team			

STAFF & STUDENT SERVICES			
Campus Life Services	**Campus Life Services**	**Student Union**	**Campus Security Services**
	DVC Education		**Chief Security Officer**
Group Manager Campus Life & Office Staff Spaces	Marine Campus Foreshore	Orange Lounge	Campus Security Main Office
Study Bures (All)	Statham Campus Grounds and Court	USPSA Offices	Main Gate Guard House
White Tables (Outside Dining Hall)		Federal Student Union Offices	Pedestrian Gate Guard House
Counseling Centre			University Avenue Guardhouse
Manaeba			Back Gate Guard House
Medical Center			

LIBRARY SPACE	
University Librarian	
Offices of the Librarian,	
Deputy Librarian and Staff	
Library Conference Room	
Learning Commons	
Study Centre	
Computerized Work Spaces	
Pacific Collections	

REGIONAL CAMPUS SPACES
Campus Director
Academic Space (ALL)
Central Administrative Space
Centrally Timetabled Teaching Space
Library Space
Staff & Student Service Spaces
Commercial Spaces
Other Spaces

COMMERCIAL SPACES			OTHER SPACES
Commercially Leased & Commercially Trading Spaces	**Staff Residences**	**Halls of Residence**	**Others**
Director of Commercial Properties			**Director E & I**
Pharmacy (Former Westpac Bank)	MQs	Halls of Residence 1-11	Residence of the Vice-
Eddies Supermarket	SQs	Waqavuka Flats	Chancellor & President
Dining Hall (Excludes PTAFE Spaces)	Telau Street x 4	Statham Campus Halls	Vacant Spaces
Book Centre	Verani Street x 2		Service Spaces
Hot Bread Kitchen	Mariko Street x 2		Staff Club
Vision (Courts Outlet & Others)			Telau Street x 2
Southern Cross Restaurant			
Coffee Shop			
Bistro Lower Campus			
Bistro Statham Campus			
Woteva Bar			
Fitness Centre			
Multi-Purpose Gym			
Tennis Courts			
Squash Courts			
Swimming Pool			
Maile Park Sports Fields x3			
Vaturara Park Sports Field			

CENTRALLY TIMETABLED TEACHING SPACES		
Director E & I		
Lecture Theatres (Timetabled)	Tutorial Rooms (Timetabled)	Laboratories (Timetabled - Except Specialized Spaces)

Schedule B: Space Application Form (Template)

Section 1 – Request details

Please Tick:

( ) Permanent Space   ( ) Temporary Space

    a) Project title
    b) Applicant details: organizational unit
    c) contact person
    d) contact details

Section 2 – Existing Conditions

Detail the location and size of any existing space and its current condition

Section 3 – Needs Identification

a) Provide a brief summary of the project requirements and key drivers
b) Provide further details addressing parameters such as the following:
   • Alignment with the Strategic Plan, Functional Plans Operational Plans
   • Academic course delivery
   • Student experience
   • Organizational impact within unit and/or across units
   • Campus impact
   • External relationships
   • Research requirements
   • Improved efficiencies in space utilization, costs, etc
   • OHS issues
   • Implications of space not being provided
   • Risk mitigation

Section 4 – Identified Solutions

Detail preferred locations together with the advantages and disadvantages of any specific solutions that have been identified. If any solution impacts on space currently occupied by another organizational unit, details must be provided.
Note - Whilst not essential, identification of preferred general location or specific solutions will assist the Committee.

Section 5 – Costs and Funding

    a) Provide details of any budget estimates (including furniture, equipment, fees etc) for any preferred solutions identified in section 4.

a) A proposed funding source must be identified however; approval of a space allocation request will not be made on the basis of funds availability.
b) Include details of impact on re-current costs (including indirect costs). Where applicable include details of any consequential reduction in backlog maintenance liability.

Section 6 – Timing

a) Note the preferred timing and implications of not meeting this timing.
b) State whether the space requirement is temporary or continuing.

Section 7 – Submission Approval

This form has been approved for submission to the Space Management Committee by:

Name: --- (Space Manager)

Signed: ---

Date: --