**Space Management Policy**

**(6) Staff Workplace Location Guidance**

**Valid from March 2019**

**(Please check the Space Planning website to ensure that this document is still the latest version)**

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**Why should you record / update your workplace location?**

There are three primary reasons why you should record / update your workplace location

1. **Disaster Scenarios requiring the Emergency Services**
   * In the event of a disaster scenario it is vital that the University is able to identify the staff who would normally work in a building
2. **Disaster Recovery Scenarios**
   * Should a disaster scenario take place on campus it is also vital that the University is able to quickly identify the staff who need to be relocated to alternative accommodation
3. **Estates Management**
   * The Estates Services Helpdesk issues emails to all members of staff in a building when notification is necessary for, maintenance works, opening hour restrictions etc. that may affect access or use of a building – these emails can only be sent to staff who have identified their workplace locations.
4. **Space Management**
   * An accurate record of staff locations provides Estates Services with an understanding of how office space allocated so we can provide advice and guidance to departments on the provision of office space

In addition to this, staff and PGR student workplace location data identified in the Teledir Maintenance area will also be illustrated on the annual Department Accommodation Survey that is sent to Heads of Department to update during the month of July.

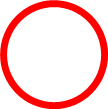
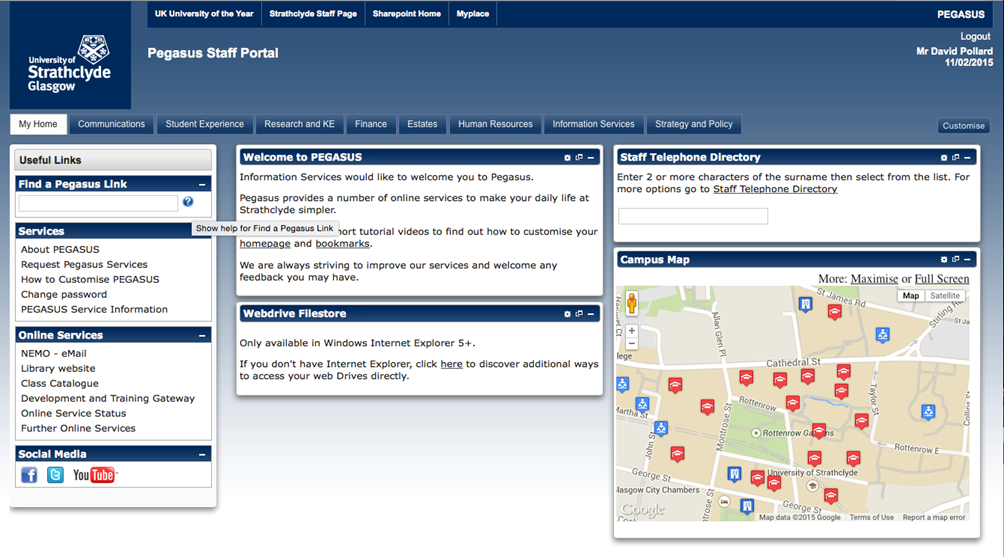
A correct record of workplace locations will give Heads of Department a better understanding of how accommodation allocated to the department is occupied and used.

**Guidance on how to update your workplace location in Pegasus**

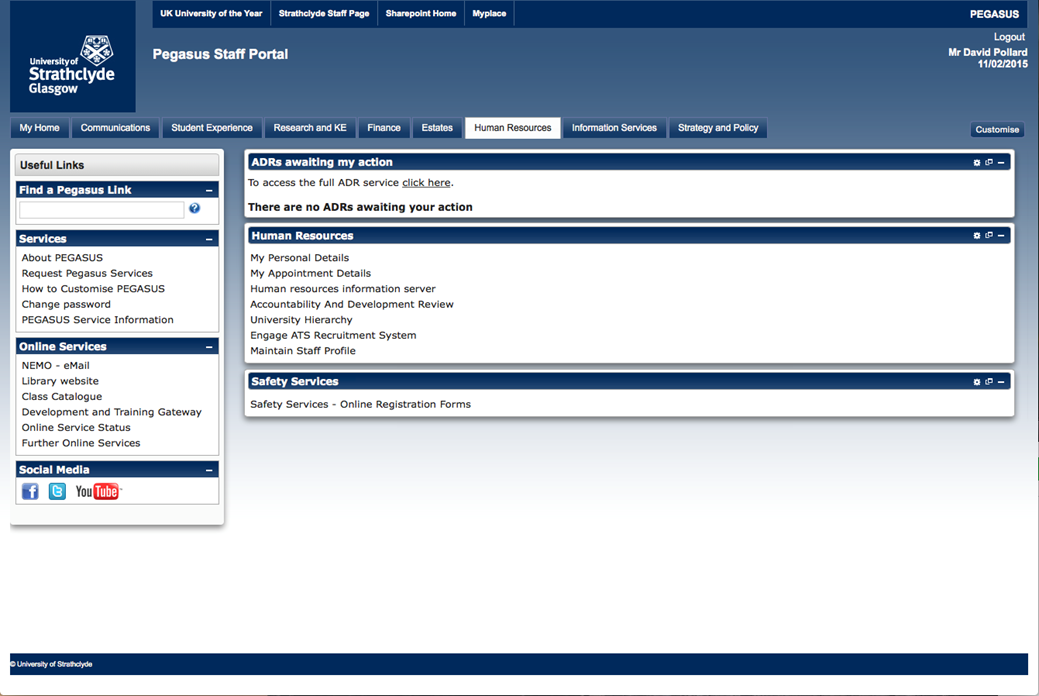
1. Recent upgrading of the systems supporting staff data have improved the process for staff maintaining the data through live links to the Space Management Database and drawings in Estates Services.
2. Rather than free text fields or isolated lists, the selection of Building Name, Floor level and Room number are now linked to live data to assist staff with the accurate selection of your workplace location.
3. This data is now also linked to record drawings for each building floor level which illustrate both the room numbers contained in the space management data base and also the department each room is allocated to.
4. The following short guide illustrates the location of these resources and the process involved in updating them.
5. Login to Pegasus here - [Pegasus login](https://but.mis.strath.ac.uk/login/)

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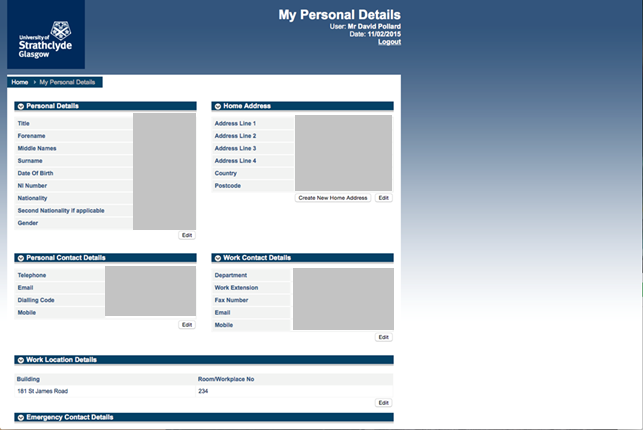
1. On the Pegasus front page select the Human Resources tab

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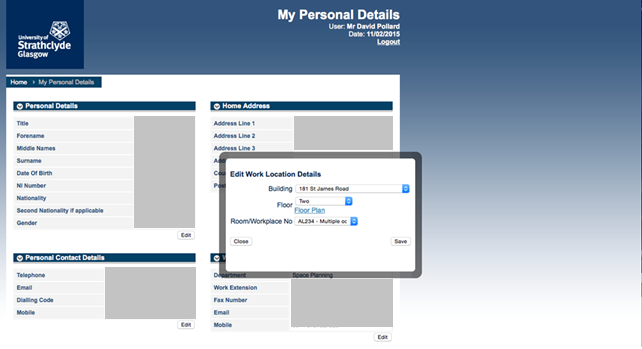
1. In the Human Resources tab select My Personal Details



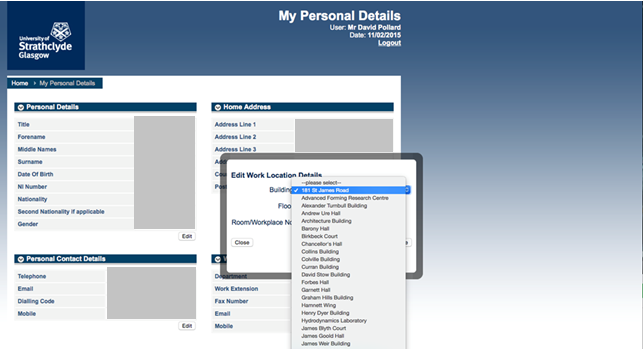
1. In My Personal Details please first take the time to check that the various elements of data are correct
2. If they are correct there is nothing else to do
3. If any of your details are not correct please take the time to update these by selecting the edit button on the bottom right hand corner of the relevant section
4. This guide is specifically interested in the accuracy of your Work Location Details
5. If the data here is not correct please take the time to update it by selecting the edit button on the bottom right hand corner of the Work Location Details section at the bottom of the page (illustrated on page 4)



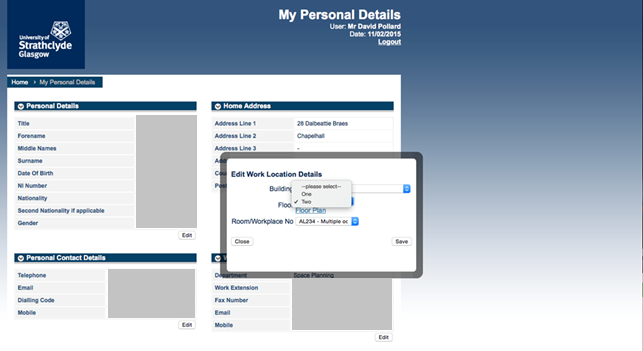
1. Selecting the edit button brings up a box where you can update your Work Location Details through options to change the Building, Floor Level and Room Number.



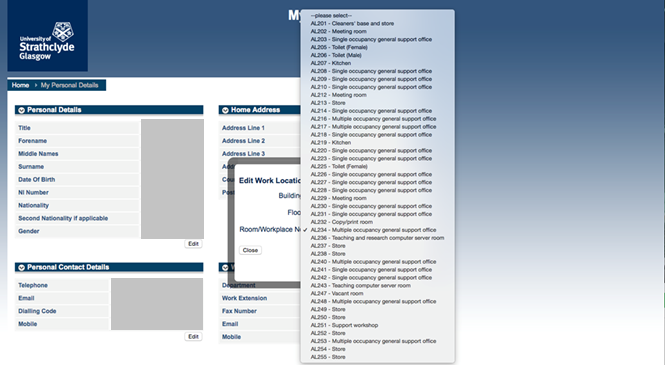
1. The data is updated in the order it is displayed: Building, Floor Level and Room Number. Please select and edit them in that order. In each case you will be presented with a list of available options.



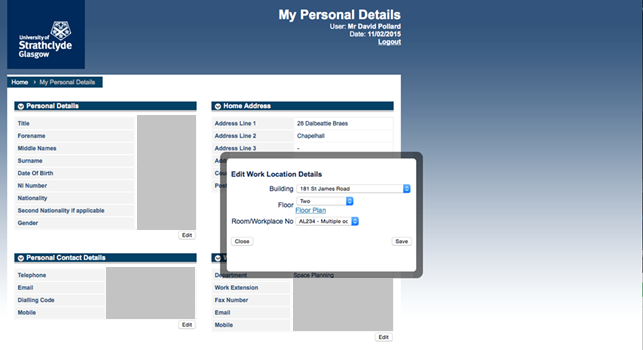
1. The list of Building Names includes all available buildings, once you select your Building Name the list of resulting Floor Numbers will relate directly to that building.



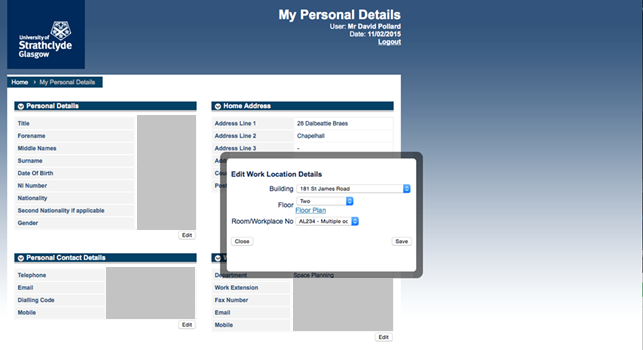
1. Once you have entered the Building Name and Floor Level the Floor Plan link is also enabled.
2. Clicking on this will open a new tab in your browser with a drawing of the floor plan which contains all of the room numbers on that floor and has been coloured to match the departments each room is allocated to.
3. Once you have entered the Building Name and Floor Level the Room/Workplace Number field is populated with the room numbers for that level of the building.



1. Attached to each room number is the specific room function for that room contained in the Space Management Database managed by Estates Services.
2. If the room function attached to your Work Location Room Number does not accurately reflect the function or the occupancy of your room please email the Head of Space Planning in Estates Services: [d.pollard@strath.ac.uk](mailto:d.pollard@strath.ac.uk) and copy [david.knox@strath.ac.uk](mailto:david.knox@strath.ac.uk).
3. E.g. if the room is identified as a single occupancy room but it is in fact multiple occupancy or if it is a research office but it is identified as teaching and research office please contact the Head of Space Planning with the correct room function and occupancy capacity.
4. If the list of room functions related to the room numbers in Pegasus does not provide you with sufficient information to understand how your current accommodation is represented in the Space Management Database you can view the current list of room functions on page 8.
5. If you are satisfied with the original Workplace Location details you can either click on Close



1. If you have made changes and you are happy with the revised data you should click Save



1. Attached to each room number is the specific room function for that room contained in the Space Management Database managed by Estates Services.
2. Please also ensure that any future changes to your workplace location are also updated in Pegasus using the same methodology.

**Estates Services: Space Management Database Room Function Codes**

| **Code** | **Research Accommodation:** |
| --- | --- |
| R01 | Single occupancy research office |
| R02 | Multiple occupancy research office |
| R03 | PGR student research office |
| R04 | Research Laboratory |
| R05 | Write-up room |
| R06 | PGR student common room |
| R07 | Research computer laboratory |
| R08 | Research computer server room |
| R09 | Central Library |
| R10 | Department Library |
| R11 | Research Workshop |
| R12 | Research Preparation Laboratory |

| **Code** | **Teaching Accommodation:** |
| --- | --- |
| T01 | Teaching room (fixed seating) |
| T02 | Teaching room (flexible seating) |
| T03 | Teaching laboratory |
| T04 | Learning Resource Centre |
| T05 | Sports Hall |
| T06 | Music Practice Room |
| T07 | UG student common room |
| T08 | PGI student common room |
| T09 | Projection booth |
| T10 | Teaching workshop |
| T11 | Recording / editing suite |
| T12 | Teaching computer laboratory |
| T13 | Teaching computer server room |
| T14 | Central Library |
| T15 | Department Library |
| T16 | Teaching Preparation Laboratory |
| T17 | Specialist Teaching Laboratory (non-bookable) |
| T18 | Open access Computer Laboratory (non-bookable) |
| T19 | Open access student study room (non-bookable) |
| T20 | Open access student study room (bookable) |

| **Code** | **Teaching and Research Accommodation:** |
| --- | --- |
| TR01 | Single occupancy teaching and research office |
| TR02 | Multiple occupancy teaching and research office |
| TR03 | Teaching and research laboratory |
| TR04 | Teaching and research specialist laboratory (non-bookable) |
| TR05 | Teaching and research computer server room |
| TR06 | Teaching and research computer laboratory |
| TR07 | Central library |
| TR08 | Department Library |
| TR09 | Teaching and research workshop |
| TR10 | Single occupancy teaching and research support office |
| TR11 | Multiple occupancy teaching and research support office |
| TR12 | Teaching and Research Preparation Laboratory |
| TR13 | Faculty Outreach Activities |
| TR14 | Hot Desks: Teaching and Research |

|  |  |
| --- | --- |
| **Code** | **Support Accommodation:** |
| S01 | Foyer |
| S02 | Waiting room |
| S03 | Single occupancy general support office |
| S04 | Single occupancy research support office |
| S05 | Single occupancy teaching support office |
| S06 | Multiple occupancy general support office |
| S07 | Multiple occupancy research support office |
| S08 | Multiple occupancy teaching support office |
| S09 | Meeting room |
| S10 | Staff common room |
| S11 | Store |
| S12 | Support workshop |
| S13 | Copy/print room |
| S14 | Kitchen |
| S15 | Bar/Servery |
| S16 | Dining room |
| S17 | Cold room/Refrigerator |
| S18 | Coffee area, games room |
| S19 | Assembly Hall |
| S20 | Sports hall |
| S21 | Changing Room |
| S22 | Car Park |
| S23 | Loading/Delivery Bay |
| S24 | Medical room, Wellbeing room, crèche |
| S25 | Plant room |
| S26 | Cleaners' base and store |
| S27 | Toilet (Male) |
| S28 | Toilet (Female) |
| S29 | Toilet (Accessible) |
| S30 | Toilet (Shared) |
| S31 | Bedroom |
| S32 | Bathroom/Shower room |
| S33 | Laundry |
| S34 | Under Construction |
| S35 | Unknown function |
| S36 | Vacant room |
| S37 | Decant room |
| S38 | Unavailable room |
| S39 | Reflection Room |
| S40 | Quiet Room |
| S41 | Baby change room |
| S42 | Reception |
| S43 | Shower (Male) |
| S44 | Shower (Female) |
| S45 | Shower (Accessible) |
| S46 | Shower (Shared) |
| S47 | Bike Store |
| S48 | Comms room |
| S49 | Bathroom (non-residential) |
| S50 | Bedroom (non-residential) |
| S51 | Consulting room |
| S52 | Hot desks (Support) |
| S53 | Swimming Pool |
| S54 | Steam Room |
| S55 | Sauna |
| S56 | Recycling Point |
| S57 | Kitchen (Residences) |

| **Code** | **Other / Third Party Accommodation:** |
| --- | --- |
| O01 | Chapel |
| O02 | Theatre |
| O03 | Gallery |
| O04 | Tenanted Accommodation |
| O05 | Exhibition area |
| O07 | Conference centre |
| O10 | Tenanted: Foyer |
| O11 | Tenanted: Waiting Room |
| O12 | Tenanted: Reception |
| O13 | Tenanted: Single occupancy office |
| O14 | Tenanted: Multiple occupancy office |
| O15 | Tenanted: Meeting room |
| O16 | Tenanted: Staff common room |
| O17 | Tenanted: Laboratory |
| O18 | Tenanted: Workshop |
| O19 | Tenanted: Catering outlet |
| O20 | Tenanted: Store |
| O21 | Tenanted: Copy/Print room |
| O22 | Tenanted: Kitchen |
| O23 | Tenanted: Comms room |
| O24 | Tenanted: Accessible toilet/shower |
| O25 | Tenanted: Female toilet/shower |
| O26 | Tenanted: Male toilet/shower |
| O27 | Tenanted: Staff lockers |
| O28 | Tenanted: Corridors |