This note sets out the standards that the Estates Office will endeavour to achieve in allocating, developing and maintaining space for management and administrative staff to occupy. The policy sets out best practice, to be applied where feasible and as opportunity allows, accepting that the nature of the University of Bristol estate will make it difficult to achieve absolute uniformity.

A transitional phase will be required to develop existing stock to meet identified standards. It is expected that implementation of the standards will be focused at natural intervention points (such as a change of location or a requirement to house new activities within existing space).

Over 2012/2013 each department will be provided by Space and Asset Management with a comparison between actual and projected requirements for administrative space. Space and Asset Management will work with departments to agree a plan of how, and when, any discrepancies might be addressed.

MANAGEMENT AND ADMINISTRATIVE OFFICE SPACES IN FACULTIES AND SUPPORT SERVICES

1. The University will endeavour to provide office space of good quality suitable for modern working.
2. It is expected that the majority of office provision for University administration will be open plan.
3. In order for open plan spaces to function appropriately, breakout spaces and meeting rooms will be provided nearby as the appropriate forum for longer conversations.
4. Where staff work in any location less than .5 FTE, there must be some expectation that their workstation may be shared.
5. Where any individual works less than 1 FTE within in a building there should be the expectation that other staff may hot-desk at their desk in their absence. Departments may wish to consider implementing a ‘clean desk policy’ to support this.
6. Divisional Heads, Deans, Faculty Managers and Heads of School will have their own office, with suitable meeting space for up to 4 people. Heads of School would normally have their own academic space and it is not anticipated that an additional management office would be provided. These should be based on 12-15 square metres, dependent on building configuration.
7. Space for all staffing groups not described above will be allocated on clearly activity-centred (rather than historical) requirements. The expectation in the first instance will be that provision will be in small or large open plan groupings. Any requests for individual offices (apart from staff outlined above) will be considered in the first instance by the Director of Estates.
8. Open plan layouts should be based on 6.5 m2 per person per workstation.
9. Any additional individual office space agreed should normally aim at a footprint of 10m, sufficient for a desk, two chairs and bookcase.

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1 As a rough planning guide, this is 10m2 per person inclusive of all ancillary space.
MEETING ROOMS

10. A suitable mix of informal breakout and formal meeting spaces will be provided.
11. Small meetings rooms (up to 4 occupants) are generally required to support clusters working in open plan environments. This space is expected to managed and administered by the local occupants and is not expected to be widely bookable.
12. Medium to large meeting rooms are provided as shared resources. The sharing of individual meeting rooms will be defined by location and/or natural organisational ties. Medium to large meetings must be managed on a suitably transparent booking system. Meeting rooms may be additionally equipped with audiovisual facilities and/or video-conferencing facilities as agreed appropriate with Estates and IS.

SUPPORT SPACES

13. Support facilities are provided as shared facilities, available to all staff within proximity.
14. Teapoints should be available within reasonable distance and kitchen facilities are provided as appropriate.
15. A joint use first aid / breast feeding space will be available in larger buildings. It will continue to be a departmental responsibility to ensure the safety and care of their staff whilst they are using this facility.
16. Facilities for those walking and cycling to work including showers and clothing stores will be provided where feasible and will be taken forward as part of the University’s sustainability policy.

STORAGE

17. Many departments are exercising good practice in regards to storage and further work along these lines should be encouraged. Space for storage continues to be a problem within the precinct (less so at Langford) and usage should be maximised. Guidance can be provided, together with advice on the procurement of suitable units.

PRINTED MATERIAL

18. Printing stations will be made available in line with University printing policies.
19. Storage of large amounts of ephemeral material should be discouraged in office environments. Not only does accumulated informal storage equate lead to poorer quality office environments, but improper provision places the University in breach of Health and Safety. Specific requirements will be addressed as appropriate.
20. Many University buildings have extended hours of access. It continues to be the responsibility of the department to carry out a risk assessment prior to lone working being implemented.

CHANGES IN SPACE REQUIREMENTS:

21. Minor changes in space requirements should be discussed in the first instance with the Facilities Manager, who may well refer the request to Space Management.
22. Major changes may need to be referred through the Estates Office to CIPB for further consideration.
The University recognises that a flexible approach to space planning may be required to support particular needs relating to equality and diversity. A suitable solution for these requirements will be achieved through discussion with the client group, the Organisational Development Manager (Diversity) and Space and Asset Management.

S Somerset
Head of Space and Asset Management

November 2011