# Estates Planning and Information

## Facilities Directorate

# Accommodation Register

Review of Space Records

## 2019/2020 version one



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# Description of Fields Held in the Accommodation Register Database

The Accommodation Register is a room by room computerised record of the University's accommodation. The list below provides the key to understanding the information shown in the room-by-room survey sheet, and a summary of what is contained under each heading on the printout is set out below.

|  |  |
| --- | --- |
| Building Number | Each building is represented by a unique number which corresponds with building numbers assigned for maintenance purposes. This does not equate to numbers shown on the Campus Guide or the University web site.  |
| Building Name | This is a Building’s name in which a room is situated, and is usually the official name |
| Property Code | The Property code is a combination of the building number followed by an underscore, followed by a unique identifier (usually ‘1’) |
| Property Name | Most buildings have one property associated with them; the property name will look like a duplication of the building name. Where multiple properties are associated with a building, each property will have a unique property name. (For example 11-14 Blenheim Terrace has one building name but multiple property names which are the individual house numbers). |
| Floor Code | Floor levels are represented by a code, for example:* Main Basement - 00MB
* Ground Floor - 00GR
* First Floor - 01FL

A full list of floor level codes can be found on the ‘Floor Numbering’ tab of the survey workbook.  |
| Floor Description | Floor Description associated with Floor Code, for example:* Main Basement - 00MB
* Ground Floor - 00GR
* First Floor - 01FL
 |
| Room Number | The room number shown in the database should be that which actually appears on the door of the room in question. Therefore rooms may be denoted in different ways according to common practice in particular buildings, for example room number 2 on the second floor of a building might be shown as 2, 02, 2.02 or perhaps as 202. All are correct.Circulation areas etc are numbered in the database, although often numbers are not physically seen in buildings. Alphabetical prefixes distinguish particular types of space, as set out below:* 'A' denotes the circulation areas such as lifts, corridors, stairs etc
* 'X' normally indicates rooms accessible from outside the building such as solvent stores etc or ducts and service areas.
 |
| Room Description | Each room has a description which should succinctly summarise the usage of that room. This description is coded in the case of lavatories. (See Toilet Facilities Room Description Code table)  |
| Places | This column contains the number of places in any room where this is applicable; * Teaching / Lecture / Meeting Rooms – number of seats available in default layout.
* Labs – number of workplaces available on a permanent basis.
* Offices – number of people the room is set up to accommodate (excluding meeting tables).
 |
| Internal Floor Area m2 | This shows the wall to wall area at floor level in square metres to two decimal places. |
| Floor Area m2 | This shows in square metres, a measurement of the wall to wall area which includes the thickness of the walls. This means that the area up to the inside of external walls, and to the middle of internal walls is measured (thereby giving the total area of a floor which will not change even when alterations are made to room layouts). This is the area measurement which is used for communications about space with HEFCE, and for the University's own management purposes (eg charging for space). |
| Space Type | This is the space type category that has been identified for each room. See the information sheet 'Space Types' on page 7 for further details. |
| Special Features | This column shows special features within rooms.'AC' - indicates that a room has air conditioning followed by a number that indicates how many units there are in that room. If it is followed by a 'D' then the unit pays for the maintenance of the equipment'CC' - indicates that a room has comfort cooling followed by a number that indicates how many units there are in that room. If it is followed by a 'D' then the unit pays for the maintenance of the equipmentBS - indicates that a room has cooling which is part of a whole or partial building system‘F’ - followed by a number indicates how many fume cupboards there are in that room'FH' - followed by a number indicates how many fume hoods there are in that room'LF' - followed by a number indicates how many laminar flow cabinets there are in that room'SC' - followed by a number indicates how many safety cabinets there are in that room‘US’ - indicates a room located under a staircase'VB' - followed by a number indicates how many ventilated benches there are in that room'X' - indicates that a room has no natural light‘B’ - indicates that a room uses borrowed light from an adjacent room‘S’ - followed by a number. The code is for office use to show last date of refurbishment. |
| Functional Suitability | Grade of room A – D How the users’ needs are met based on the room’s location, layout, environment, flexibility, servicing requirements, user perception, and general external environment. Further details can be found towards the end of this document.  |
| Unit Code | This three-digit alphabetical code acts as an individual identifier for each unit/centre/institute/school, etc. You will only receive the printout relating to your unit’s code.Please note the code has been expanded from previous year, an ‘A’ has been added to the code previously allocated to your area. |
| Unit Name | The unit name is a description of the Unit Code |
| Resource Code | This is a ten-digit alpha-numerical code. The first seven digits/letters are those allocated to your unit by the Strategy and Planning Office, and these are associated with the space charging exercise. The final three letters are the Unit Code. |
| Resource Name | The resource name is a description of the Resource Code  |
| Teaching, Research, Other proportions | This is the percentage split of teaching research and other activities that is undertaken within the rooms. See the information sheet ['Teaching, Research and Other Split for fEC' on page 9](#Teaching_Research_Other) for further information. |
| Room Category Code | A three digit code is allotted to each space as a short-cut to a generic description of that space’s usage. A full Room Category Code list is on the tab named ‘Room Category Code List’ in the survey workbook (xlsx). The survey sheets show the room category allocated to the space along with a Room Category Code description.Example: 211 / academic related RESEARCH staff office (research assistants, postdoc)A unit’s usable floor area is calculated by taking the sum of entries within the range of room categories identified in column D on the ‘Room Category Code List’ tab. Circulation floor areas and unusable rooms are included in room categories 75-89 (inc) plus 99. Space allocated within these codes is not counted for space charging purposes. |
| Room Category Description | A description of the type of space the Room Category Code is applied to. Example: 211 / academic related RESEARCH staff office (research assistants, postdoc) |
| Unit percentage use | Where rooms are shared, the name of each separate user is noted, along with the proportion of use for the room (expressed either as a percentage or a fraction). There is no limit to the number of individual units who can share a room. The area of the room is then broken down into the proportion of use for each unit/centre/institute/school, etc  |

## Toilet Facilities Room Description Code

Details of the facilities included in codes 786, 787, 788, 789, and 790 are written in the room description section as follows:

|  |
| --- |
| Ac = Accessible toilet |
| C = Communal |
| G = Gents |
| L = Ladies |
| GNT = Gender neutral toilets |
| P = pans |
| U = urinals |
| B = basins |
| S = showers |
| BATH = baths |
| N = baby changing |
| R = Radar key |
| (T) = Track/potential\*\*further details in comments |

Example: Toilet L 03P 00U 03B 01S 01BATH

## Floor Numbering

The following table shows a list of Floor level codes used in the accommodation records.

| Floor code | Floor name |
| --- | --- |
| **00EG** | External Grounds |
| **00EL** | External Elevations |
| **00FL** | Ground Floor (00) |
| **00GM** | Ground Mezzanine |
| **00GR** | Ground Floor |
| **00LG** | Lower Ground Floor |
| **00LM** | Lower Mezzanine |
| **00MB** | Main Basement |
| **00NA** | unknown / multiple levels |
| **00SB** | Sub-Basement |
| **00UG** | Under Ground (associated with Ducts) |
| **01FL** | First Floor |
| **01MZ** | First Mezzanine |
| **02FL** | Second Floor |
| **02MZ** | Second Mezzanine |
| **03FL** | Third Floor |
| **03MZ** | Third Mezzanine |
| **04FL** | Fourth Floor |
| **05FL** | Fifth Floor |
| **06FL** | Sixth Floor |
| **06MZ** | Sixth Mezzanine |
| **07FL** | Seventh Floor |
| **07MZ** | Seventh Mezzanine |
| **07UM** | Seventh + Floor (Roger Stevens) |
| **08FL** | Eighth Floor |
| **08MZ** | Eighth Mezzanine |
| **09FL** | Ninth Floor |
| **10FL** | Tenth Floor |
| **10MZ** | Tenth Mezzanine |
| **11FL** | Eleventh Floor |
| **12FL** | Twelfth Floor |
| **12MZ** | Twelfth Mezzanine |
| **13FL** | Thirteenth Floor |
| **14FL** | Fourteenth Floor |
| **15FL** | Fifteenth Floor |
| **16FL** | Sixteenth Floor |
| **17FL** | Seventeenth Floor |
| **18FL** | Eighteenth Floor |
| **19FL** | Nineteenth Floor |
| **20FL** | Twentieth Floor |
| **21FL** | Twenty First Floor |

# Space Types

To be used for weighting different types of space for Full Economic Costing (fEC) and the Resource Allocation Model (RAM), that is used for space charging.

In order to provide robust data for fEC and space charging, you are asked to place each room that you use into one of the 5 categories shown below, and these will be used to reflect operating costs. A box is provided on the room by room accommodation printout of your space for this purpose; please complete this for all usable rooms - there is no need for you to provide this information for non-usable space (ie corridors, stairs, lobbies, lifts, toilets). If the space is cooled, either by means of a building system, or a system that is particular to individual rooms, you will need to include the building cooling in your assessment, and the ‘special features’ section of your room by room printout indicates where cooling is known to be present (see section [‘Fields held in the Accommodation Database’](#Description_of_Fields_Held_in_the_Accomm)). You will see that the column ‘[Space Type’ on the ‘Category Code list’](#CatCode_Space_Type), shows the space types that we would expect to be associated with the room usage, and if you choose a space type outside the suggested range for that room, then an explanation should be provided on the room by room accommodation printout.

If you do not return information to us on space types, we will assume that type 4 will apply for each room.

| Type | Description |
| --- | --- |
| 1 | This is space that is unsuitable as a permanent working space, such as stables, sheds, greenhouses without environmental controls. This type of space will not usually be heated or cleaned, and is often external. It will have minimum power consumption (generally only a light bulb) but may have water and drainage. Rooms that could, with minimal expenditure, be classed as a space type 2 are not to be included in this category. It is anticipated that only a very few rooms would fall into this space type.This space type would not have any comfort cooling or forced air extraction. Therefore, it would have below 0.5 air changes per hour, ie natural or no ventilation. |
| 2 | This is space which will have a minimal use of the type of facilities that might normally be expected, such as heating, lighting, cleaning, telephone and data points. Typical examples are seminar rooms / classrooms / common rooms, archives, stores, etc. It is anticipated that these types of rooms would not be heavily used. Office space would not be found within this space type.This space type would not have any comfort cooling. Therefore, it would have below 0.5 air changes per hour, ie natural or no ventilation. |
| 3 | This is space which will have the usual facilities that would normally be expected including heating, lighting, cleaning, telephone and data points. Typical examples are offices, showers, kitchens etc.This space type would not have any comfort cooling. Therefore, it would have below 0.5 air changes per hour, ie natural or no ventilation; neither would it have a significant use of equipment. |
| 4 | This is space which will have more facilities than type 3, and would be considered to have a higher usage of services, with one or more significant additional element of cost. These additional cost elements include:* natural gas (to laboratory benches);
* regular use of multiple pieces of lab equipment;
* heavy water usage;
* comfort cooling / air conditioning relating to an individual room or a group of rooms:
* Comfort cooling as part of a whole or partial building-wide system: rooms in this category are denoted by ‘BS’ in the ‘Description of Fields Held on the Accommodation Database’, ‘[special features’](#Special_Features) section page 4;
* mechanical ventilation, with between 0.5 and 15 air changes per hour approximately, (eg rooms with 1 fume cupboard and an area of above 44 m², etc);
 |
| 5 | * This is space which would be considered to be even more expensive to run than type 4 and therefore have a much higher usage of services. It will typically include one or more of the following cost elements:
* 24 hour use eg cold rooms;
* comfort cooling / air conditioning relating to an individual room or a group of rooms:
* Comfort cooling as part of a whole or partial building-wide system: rooms in this category are denoted by ‘BS’ in the ‘Description of Fields Held on the Accommodation Database’, ‘[special features’](#Special_Features) section page 4;
* constant temperature system;
* mechanical ventilation, with over 15 air changes per hour approximately, (eg clean rooms, rooms with 1 fume cupboard and an area of 44 m² or less, etc);
* use of equipment with a heavy power load, for example, centrifuges, autoclaves, incubators, compressors, etc (eg requiring in excess of 30 Amps);
* environmental controls; humidification and/or de-humidification (may be part of an air conditioning system).
 |

## Notes:

Mechanical ventilation within a room can be in many forms e.g. fume hoods, fume cabinets, laminar flow cabinets etc, which produces 5-15 air changes per hour. Please calculate the number of air changes per hour for these types of rooms using the following calculation:

Average fume cupboard / fume hood / laminar flow cabinet = 1800 m²/Hr

Room volume = Room Floor Area x the height of room (use average height of 2.7 m, if not known)

No of air changes per hour = (Average fume cupboard x number of fume cupboards) divided by Room volume

Results 0.5 to 15 air changes per hour = **Type 4.**

Anything greater than 15 air changes per hour = **Type 5.**

## Worked examples:

Office
without comfort cooling would be **Type 3.**
with comfort cooling would be **Type 4.**

Computer room
without comfort cooling would be **Type 3.**
with comfort cooling would be **Type 4.**
with 24 hour use would be **Type 5.**

Cold room
running 24 hours would be **Type 5.**

Seminar room
without comfort cooling would be **Type 2.**with comfort cooling would be **Type 4**

Greenhouses
without environmental controls would be **Type 1.**
with environmental controls would be **Type 5.**

Laboratory
with natural gas would be **Type 4.**
with natural gas, fume cupboards and mechanical ventilation, with 10 air changes per hour would be **Type 4.**
with natural gas, fume cupboards and mechanical ventilation, with 20 air changes per hour would be **Type 5.**

# Teaching, Research and Other split for fEC

fEC requires a robust method of splitting space into teaching, research and other categories, and we would like you to estimate the percentage split of teaching, research and other activities on a room by room basis, **with the exception of academic offices, which may either be assessed on the basis of time diaries kept by academic staff for the Transparency Review exercise; or may be assessed by you on the same basis as for other areas.** A definition of teaching, research and other space is shown below. Many rooms are used jointly for teaching and research, and you should show the percentage of the room in use for each activity, based on the amount of time spent on using the room in that way. The total T/R/O split for each room should add up to 100%, and you will see that the room by room printout of your accommodation has a section relating to the T/R/O split which you should complete for every usable room. If you have any difficulties in assessing the percentage split, please contact Sami Wilson (ext 35963).

Teaching – areas in use for undergraduate and postgraduate teaching, short courses, continuing education and an appropriate proportion of office space. For example, lecture theatres, seminar rooms, laboratories, stores, computing facilities and workshops used for teaching, and any space, such as storage space, that may be attributable to either the ‘office’ or ‘core’ element of teaching or research, should be assigned to either of these categories on the basis of their actual use. Thus, if a storage room opens into a teaching office and is used for storing student records, then it should be assigned to teaching space.

Research – areas in use for either HEFCE or externally funded research, for example, research laboratories and associated stores and workshops, any space used by postgraduate research students, computing facilities, offices of staff and support staff working on research, other buildings (e.g. greenhouses) used for research.

Other – areas in use for other activities except for clinical space[[1]](#footnote-1). These are activities that are generating (or potentially generating) income that are not teaching or research. This includes consultancy work, knowledge transfer and other services rendered. Clinical space should not be included here.

NB. You should complete the T/R/O split as normal for **all** types of usable space, **except** academic offices (Category Codes 10\_ \_ \_ or 11\_ \_ \_) where time diary information will apply – unless you prefer to assess academic offices on an individual basis. New time diary information has recently become available (as [shown on page 9](#Teaching_Research_Other_TimeDiary)), which has already been entered into the database; previous time diary entries will be replaced by this new information automatically, unless you provide (or have already provided) assessments for individual rooms. If you do not provide T/R/O splits for all usable rooms, the time diary information will be used as a default.

## Worked example:

A laboratory used for research which also hosts 3rd year undergraduate projects for three months of the year (using half of the available floor space) might be classed as 87% research, 13% teaching. (Calculated by saying that for one quarter of the year, the lab is equally split between teaching and research, and therefore is wholly used for teaching for one eighth of available time, ie 12.5%, rounded to 13%.) If you cannot calculate the space usage in this detail, you might estimate a split of, say, 90% R, 10%T.

# Average Use of Academic Time in Schools/Units, Based on Diaries

Where Teaching Rooms and Other percentages shown on this page have been used in the room by room data, updated percentages will be applied once provided by fEC. The following Teaching, Research and Other data is to be used for all academic staff offices, which currently uses the Teaching, Research and Other data which has been assessed on the basis of time diaries kept by academic staff[[2]](#footnote-2) for the Transparency Review exercise

| Faculty | Unit | Unit Code | Teaching | Research | Other | Total |
| --- | --- | --- | --- | --- | --- | --- |
| AHC | School of Design | TT | 59.12% | 38.48% | 2.40% | 100.00% |
| AHC | School of English | GT | 48.39% | 50.99% | 0.62% | 100.00% |
| AHC | School of Fine Art, History of Art and Cultural Studies | HG | 45.10% | 52.55% | 2.35% | 100.00% |
| AHC | School of History | JN | 48.19% | 51.48% | 0.33% | 100.00% |
| AHC | School of Languages, Cultures and Societies | EA, IA, JA, KA, KP, LC, LE, LF, ST, SV, TG | 47.38% | 52.14% | 0.48% | 100.00% |
| AHC | School of Media and Communication | IC | 49.28% | 48.58% | 2.15% | 100.00% |
| AHC | School of Music | ON | 54.83% | 44.27% | 0.90% | 100.00% |
| AHC | School of Performance and Cultural Industries | PE | 53.16% | 45.42% | 1.41% | 100.00% |
| AHC | School of Philosophy, Religion and History of Science | SH | 43.59% | 55.64% | 0.78% | 100.00% |
| LUBS | Leeds University Business School | BA, BC, BD, BE, BF, BG, BH | 40.15% | 58.47% | 1.38% | 100.00% |
| ESSL | School of Education | GG | 37.32% | 60.43% | 2.25% | 100.00% |
| ESSL | School of Law | KN | 45.12% | 54.49% | 0.39% | 100.00% |
| ESSL | School of Politics and International Studies | PS | 41.60% | 58.21% | 0.20% | 100.00% |
| ESSL | School of Sociology and Social Policy | SS | 33.37% | 65.07% | 1.56% | 100.00% |
| Eng | School of Chemical and Process Engineering | JP | 37.88% | 59.45% | 2.67% | 100.00% |
| Eng | School of Civil Engineering | EG | 44.97% | 53.37% | 1.66% | 100.00% |
| Eng | School of Computing | MG | 41.15% | 58.26% | 0.59% | 100.00% |
| Eng | School of Electronic and Electrical Engineering | GN | 43.63% | 56.03% | 0.34% | 100.00% |
| Eng | School of Mechanical Engineering | MN | 48.40% | 50.70% | 0.90% | 100.00% |
| Environ | Institute for Transport Studies | UG | 35.99% | 63.48% | 0.53% | 100.00% |
| Environ | School of Earth and Environment | EC | 39.87% | 59.61% | 0.52% | 100.00% |
| Environ | School of Geography | IT | 41.84% | 58.05% | 0.11% | 100.00% |
| MaPS | School of Chemistry | DA | 42.91% | 56.41% | 0.68% | 100.00% |
| MaPS | School of Food Science and Nutrition | HN | 44.47% | 53.55% | 1.98% | 100.00% |
| MaPS | School of Mathematics | LA | 37.24% | 62.58% | 0.18% | 100.00% |
| MaPS | School of Physics and Astronomy | QT | 36.31% | 62.48% | 1.21% | 100.00% |
| FMH | Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM) | LT | 38.64% | 51.26% | 10.10% | 100.00% |
| FMH | Leeds Institute of Health Sciences (LIHS) | ER, MR, OE, OF, OI, OT, OU, OW, RG, RN | 29.57% | 57.23% | 13.21% | 100.00% |
| FMH | Leeds Institute of Medical Education (LIME) | EU, HC, LI, MX, NS | 38.64% | 51.26% | 10.10% | 100.00% |
| FMH | LIBACS, LICAP, LICTR, LIRMM, School of Medicine - Non Institute, SBS and SCIF | LV, LW, LX, LY, LZ, MT, FH, NA, NC, ND, ME, NG, NJ, NM, NO, OB, TN, CG, LP, NE, NH, OK, OL, OM, PA, MZ, NL, NF, NQ, LM | 19.79% | 55.57% | 24.65% | 100.00% |
| FMH | School of Dentistry | FN | 50.78% | 31.22% | 18.00% | 100.00% |
| FMH | School of Healthcare | NI | 56.57% | 38.59% | 4.84% | 100.00% |
| FMH | School of Psychology | RT | 45.54% | 53.51% | 0.95% | 100.00% |

# Room Category Code and Description

| Room group | Code | Full description | Usable space |
| --- | --- | --- | --- |
| Temporary code | **000** | temporary code (used for all usable rooms where precise usage is not known - temporary code) | Yes |
| Teaching rooms | **101** | teaching rooms with fixed close seating (ususally raked floor) | Yes |
| Teaching rooms | **102** | teaching rooms with moveable seating | Yes |
| Teaching rooms | **103** |   | Yes |
| Teaching rooms | **104** | teaching associated projection rooms | Yes |
| Teaching rooms | **105** | research seminar | Yes |
| Teaching rooms | **106** |   | Yes |
| Teaching rooms | **107** | taught postgraduate | Yes |
| Teaching rooms | **108** |   | Yes |
| Teaching rooms | **109** |   | Yes |
| Offices | **210** | academic staff office (professors, lecturers and associate professor) | Yes |
| Offices | **211** | academic related RESEARCH staff office (research assistants, postdoc) | Yes |
| Offices | **212** | academic related TEACHING staff office (teaching assistants, teaching fellows and tutors) | Yes |
| Offices | **213** | support and admin staff office including academic-related other (except technicians) | Yes |
| Offices | **214** | technicians office | Yes |
| Offices | **215** |   | Yes |
| Offices | **216** | office for visitors, retired staff, student societies, hosted journals, commercial etc. | Yes |
| Offices | **217** | postgraduate study room | Yes |
| Offices | **218** | masters student study rooms | Yes |
| Offices | **219** |   | Yes |
| Laboratories | **320** | teaching undergraduate laboratories | Yes |
| Laboratories | **321** | teaching postgraduate laboratories | Yes |
| Laboratories | **322** | teaching shared undergraduate and postgraduate laboratories | Yes |
| Laboratories | **323** | teaching multi-discipline laboratories | Yes |
| Laboratories | **324** | undergraduate, postgraduate multipurpose, taught and research laboratories | Yes |
| Laboratories | **325** | research staff laboratories | Yes |
| Laboratories | **326** | research postgraduate and staff laboratories | Yes |
| Laboratories | **327** | laboratories - preparation and ancillary rooms | Yes |
| Laboratories | **328** | laboratories - plants, etc. | Yes |
| Laboratories | **329** | special function | Yes |
| Laboratories | **330** | workshops | Yes |
| Laboratories | **331** | laboratories stores | Yes |
| Laboratories | **332** | balance rooms | Yes |
| Laboratories | **333** | stores containing explosives | Yes |
| Laboratories | **334** | medical treatment rooms | Yes |
| Laboratories | **335** |   | Yes |
| Laboratories | **336** |   | Yes |
| General accommodation | **437** | computer rooms | Yes |
| General accommodation  | **438** | TV studios | Yes |
| General accommodation | **439** | studio | Yes |
| General accommodation | **440** | greenhouses and associated sheds | Yes |
| General accommodation | **441** | map rooms and drawing offices | Yes |
| General accommodation | **442** | photographic and darkrooms | Yes |
| General accommodation | **443** | audio-visual aids rooms | Yes |
| General accommodation | **444** | language laboratories | Yes |
| General accommodation | **445** | archives including storage of files, microfilms and tape stores | Yes |
| General accommodation | **446** | stores | Yes |
| General accommodation | **447** | duplicating, photocopying, printing and mail room | Yes |
| General accommodation | **448** | self study / social learning rooms | Yes |
| General accommodation | **449** | shops | Yes |
| Libraries | **550** | faculty/school library | Yes |
| Libraries | **551** | faculty/school library ancillary | Yes |
| Libraries | **552** | central library ancillary | Yes |
| Libraries | **553** | central library, public rooms, book and reader areas | Yes |
| Libraries | **554** | central library administration rooms | Yes |
| Libraries | **555** | central sectional library | Yes |
| Libraries | **556** |   | Yes |
| Libraries | **557** |   | Yes |
| Libraries | **558** | other libraries including residential | Yes |
| Other accommodation | **660** | refectories, coffee bars, dining rooms, bars | Yes |
| Other accommodation | **661** | kitchens, serveries, food stores, bar stores and laundries | Yes |
| Other accommodation | **662** | large halls and ancillaries | Yes |
| Other accommodation | **663** | common rooms general | Yes |
| Other accommodation | **664** | common rooms staff | Yes |
| Other accommodation | **665** | sports, games, recreation and associated rooms | Yes |
| Other accommodation | **666** | meeting and committee rooms | Yes |
| Other accommodation | **667** | galleries and exhibition rooms, theatres, chapels and concert halls - PUBLIC | Yes |
| Other accommodation | **668** | patients' waiting rooms/ foyers, medical examination rooms, sick rooms, breastfeeding rooms, wellbeing rooms | Yes |
| Other accommodation | **669** | showers, baths and changing rooms | Yes |
| Other accommodation | **670** | porters/reception areas where separate from foyers, waiting rooms/ foyers with seating | Yes |
| Other accommodation | **671** | furniture store | Yes |
| Other accommodation | **672** | garages and internal bike stores | Yes |
| Other accommodation | **673** |   | Yes |
| Other accommodation | **674** | limited use rooms, not suitable for staff | Yes |
| Balance/movement/function areas | **775** | plant rooms/ maintenance | No |
| Balance/movement/function areas | **776** | cleaners and building refuse areas | No |
| Balance/movement/function areas | **777** | external cycle stores | No |
| Balance/movement/function areas | **778** | external caged areas | No |
| Balance/movement/function areas | **779** | locker room | No |
| Balance/movement/function areas | **780** | corridors | No |
| Balance/movement/function areas | **781** | foyer / lobby | No |
| Balance/movement/function areas | **782** | stairs | No |
| Balance/movement/function areas Balance/movement/function areas | **783** | lifts | No |
| Balance/movement/function areas | **784** | loading bays | No |
| Balance/movement/function areas | **785** | covered walkways, external balcony, enclosed car parks and verandas, | No |
| Balance/movement/function areas | **786** | lavatories Male | No |
| Balance/movement/function areas | **787** | lavatories Female | No |
| Balance/movement/function areas | **788** | lavatories Communal | No |
| Balance/movement/function areas | **789** | lavatories Accessible | No |
| Balance/movement/function areas | **790** | lavatories Gender Neutral | No |
| Balance/movement/function areas | **798** | "quality" agreed by Estate Planning and Information Office | No |
| Balance/movement/function areas | **799** | unusable rooms | No |
| Solely Residential Rooms | **990** | student bedrooms | Yes |
| Solely Residential Rooms | **991** | student studies and/or living rooms | Yes |
| Solely Residential Rooms | **992** | toilets, bathrooms, showers & en suite (student residences only) | Yes |
| Solely Residential Rooms | **993** |   | Yes |
| Solely Residential Rooms | **994** |   | Yes |
| Solely Residential Rooms | **995** |   | Yes |
| Solely Residential Rooms | **996** | non-student accommodation (including kitchens and bathrooms) | Yes |
| Solely Residential Rooms | **997** |   | Yes |
| Solely Residential Rooms | **998** |   | Yes |

# Functional Suitability

Every year we determine the suitability grades for each room based on when it was last refurbished (A if it was in the last 10 years, B if not), and on whether the occupants have requested a change based on their needs (in which case the room may be downgraded to B or C if appropriate). You can grade *every* room if you wish, or if you’re confident that most are good/excellent you can choose to grade only those that fall below that standard, and we will use our existing process for the remainder. Feel free to comment on any space that you feel falls short. If you’d like to grade or comment on any nearby circulation space (corridors, toilets, staircases), please add this to your survey - you can contact us if you need plans or room numbers in order to do this. The grades are intended to be a snapshot at the census date, February 28th.

When grading a room’s suitability, the following are examples of what to take into account:

* **environment**: The internal room(s)/area(s) environment in terms of temperature, humidity, fresh air, clean air (if required), lighting levels, day-lighting,
* **layout/plan**: Layout of room(s)/area(s) relative to equipment used, ancillary and related room functions, furniture, circulation and access,
* **location**: The physical location of the room(s)/area(s) relative to the activities that need to use the space, and other spaces these activities need to use,
* **flexibility**: Intrinsic ability of room(s)/area(s) to be altered, amended or changed in terms of size, environment and layout in response to changing demand - this will be a factor of structural and building services design,
* **servicing requirements**: Ability of the room(s)/area(s) fittings, furniture and equipment to meet the identified business demands of the users, such as electrical capacity, data points, etc.,
* **user perception**: The decorative, aesthetic and cosmetic qualities of the room/area from the perspective of users,
* **general external environment**: The quality of external surroundings and settings. This could include factors such as footpath and lighting quality, security perception, building and site appearance, and signage.

The grades are

1. Excellent - the room(s) fully supports current functions. There are no negative impacts upon the functions taking place in the space.
2. Good - the room(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 upon current functions.
3. Fair - the room(s) provides a reasonable environment for current functions in many respects, but has a number of shortfalls. These shortfalls may be causing a mismatch between space and function that is having a more significant effect upon current functions than Grade B rooms.
4. Poor - the room(s) fails to support current functions and/or is unsuitable for current use. The operational problems associated with such space are major, and are constraining current functions in the space. Space in this grade may require alternative solutions, rather than straightforward improvements in particular features of the space.

# Request to hand back accommodation to the University

Please return this form by 4th November 2019 to:

Mrs Michele Troughton, **via Sami Wilson**, Estate Planning and Information Office, Estate Services Building. Contact m.m.troughton@leeds.ac.uk, or tel 35937 if you need any assistance. The form is available electronically upon request. Hand back of space will be dependent upon an alternative user being identified.

**Unit Name:**

**Unit Contact**:

ext:

email:

**Location of accommodation**

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| Building Name  | Floor | Room Number | Room Description (eg office)  |
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**Signed**: ……….……………………………………… **Head of Unit**

**………………………………………………. Dean of Faculty**

1. Where a room is shared between the University and the NHS Trust (Unit Code DH), you should tell us the University’s Teaching/Research/Other split (totalling 100%). [↑](#footnote-ref-1)
2. These are Professors, Clinical Professors, Senior Lecturers, Clinical Senior Lecturers, Lecturers, Clinical Lecturers and Readers. [↑](#footnote-ref-2)