When checking space records, please bear in mind comments should relate to space holdings at 28 Feb 2024.

**Accommodation Register**

**Review of Space Records**

**2023/2024 v2**

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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. This data is now held in the Planon system. 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 is set out below.

| Name | Description |
| --- | --- |
| 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 the officially designated building name. |
| Property Code | The Property code is a combination of the building number followed by an underscore, followed by a unique identifier (usually ‘1’). This separates individual properties that are covered by the same building number. |
| 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 page 6. |
| 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 page 5* |
| Space 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 Space Category Code list is on page 11. The survey sheets show the room category allocated to the space along with a Space 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 as ‘yes’ under the ‘usable space’ column, on the ‘Space Category Code List’.  Circulation floor areas, unusable rooms and external spaces are included in room categories 775-881. Space allocated within these codes is not counted for space charging purposes. |
| Space Category Description | A description of the generic type of space the Space Category Code is applied to.  *Example:* *211* / academic related RESEARCH staff office (research assistants, postdoc) |
| Total Room 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 OfS, 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.  ‘Hand Sanitisers (COVID19)’ indicates the number of hand sanitisers located in a room  '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 equipment  BS 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 of how to assess can be found on page 14. |
| Unit Code | This three-digit alphabetical code acts as an individual identifier for each unit/centre/institute/school/service, etc. You will only receive the data relating to your unit’s code. |
| Unit Name | The unit name is a description of the unit code |
| Resource Code | This is an 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 ['Teaching, Research and Other Split for fEC' on page 9](#Teaching_Research_Other) for further information. |
| 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 |
| Unit Floor Area (sq m) | Calculation of the space/room floor area, multiplied by the unit percentage use to calculate the ‘unit’ floor area which the unit occupies within the space. |

| \* Toilet Facilities Room Description Code |
| --- |
| Details of 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 column in data |
| 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 |
| **00RF** | Roof |
| **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 |

| **Floor Code** | **Floor Name** |
| --- | --- |
| **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 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 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 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 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 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. |

| 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; * 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. Below are examples of how space types might reflect different uses and facilities within a room.

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

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**

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

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 **Type 4**.  
with natural gas, fume cupboards and mechanical ventilation, with significant levels of equipment some of which may run 24 hours **Type 5**.

# [Teaching, Research and Other split for fEC](#Contents)

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

**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 is used for storing student records, then it should be assigned to teaching space.

**Research** – areas in use for either University 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-2). 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 10](#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](#Contents) (2022/23) received Nov ‘23

**Where Teaching Research 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-3) for the Transparency Review exercise

| Unit | Teaching | Research | Other | Total |
| --- | --- | --- | --- | --- |
| Faculty of Arts, Humanities and Culture |  |  |  |  |
| School of Design | **52.62%** | **43.54%** | **3.84%** | 100.00% |
| School of English | **36.33%** | **62.00%** | **1.67%** | 100.00% |
| School of Fine Art, History of Art and Cultural Studies | **46.59%** | **49.92%** | **3.49%** | 100.00% |
| School of History | **46.24%** | **52.21%** | **1.55%** | 100.00% |
| School of Languages, Cultures and Societies | **32.94%** | **62.95%** | **4.11%** | 100.00% |
| School of Media and Communication | **39.32%** | **57.14%** | **3.54%** | 100.00% |
| School of Music | **45.11%** | **54.26%** | **0.63%** | 100.00% |
| School of Performance and Cultural Industries | **50.41%** | **48.07%** | **1.52%** | 100.00% |
| School of Philosophy, Religion and History of Science | **41.04%** | **57.30%** | **1.66%** | 100.00% |
| Faculty of Biological Sciences |  |  |  |  |
| School of Biology | **47.90%** | **51.58%** | **0.52%** | 100.00% |
| School of Biomedical Sciences | **47.87%** | **50.69%** | **1.44%** | 100.00% |
| School of Molecular and Cellular Biology | **36.97%** | **60.06%** | **2.97%** | 100.00% |
| Faculty of Business |  |  |  |  |
| Leeds University Business School | **42.35%** | **56.10%** | **1.55%** | 100.00% |
| Faculty of Social Sciences |  |  |  |  |
| School of Education | **44.60%** | **53.85%** | **1.55%** | 100.00% |
| School of Law | **39.56%** | **59.29%** | **1.15%** | 100.00% |
| School of Politics and International Studies | **38.13%** | **60.19%** | **1.68%** | 100.00% |
| School of Sociology and Social Policy | **42.56%** | **56.92%** | **0.52%** | 100.00% |
| Faculty of Engineering and Physical Sciences |  |  |  |  |
| School of Chemical and Process Engineering | **39.11%** | **57.41%** | **3.48%** | 100.00% |
| School of Chemistry | **46.07%** | **52.05%** | **1.88%** | 100.00% |
| School of Civil Engineering | **48.55%** | **50.01%** | **1.44%** | 100.00% |
| School of Computing | **39.85%** | **57.16%** | **2.99%** | 100.00% |
| School of Electronic and Electrical Engineering | **36.15%** | **63.43%** | **0.42%** | 100.00% |
| School of Mathematics | **38.22%** | **61.20%** | **0.58%** | 100.00% |
| School of Mechanical Engineering | **43.10%** | **55.31%** | **1.59%** | 100.00% |
| School of Physics and Astronomy | **31.79%** | **66.41%** | **1.80%** | 100.00% |
| Faculty of Environment |  |  |  |  |
| Institute for Transport Studies | **25.11%** | **72.53%** | **2.36%** | 100.00% |
| School of Earth and Environment | **40.55%** | **57.17%** | **2.28%** | 100.00% |
| School of Food Science and Nutrition | **42.15%** | **56.87%** | **0.98%** | 100.00% |
| School of Geography | **28.82%** | **69.69%** | **1.49%** | 100.00% |
| Faculty of Medicine and Health |  |  |  |  |
| Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM) | **13.79%** | **67.88%** | **18.33%** | 100.00% |
| Leeds Institute of Health Sciences (LIHS) | **23.52%** | **64.59%** | **11.89%** | 100.00% |
| Leeds Institute of Medical Education (LIME) | **13.79%** | **67.88%** | **18.33%** | 100.00% |
| LICTR, LIRMM, LIMR School of Medicine - Non Institute and SBS | **14.85%** | **56.37%** | **28.78%** | 100.00% |
| School of Dentistry | **51.96%** | **33.72%** | **14.32%** | 100.00% |
| School of Healthcare | **34.91%** | **56.79%** | **8.30%** | 100.00% |
| School of Psychology | **44.63%** | **53.51%** | **1.86%** | 100.00% |

This information has been provided by Management Accounting, if you have any queries relating to this data please contact;

Tracey McLaughlin Email: T.McLaughlin@leeds.ac.uk

# Space Category Code and Description

| Space 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 |
|  | **101** | teaching rooms with fixed close seating (usually raked floor) | Yes |
|  | **102** | teaching rooms with moveable seating | Yes |
| Teaching Rooms | **104** | teaching associated projection rooms | Yes |
|  | **105** | research seminar | Yes |
|  | **107** | taught postgraduate | Yes |
|  | **210** | academic staff office (professors, lecturers and associate professor) | Yes |
|  | **211** | academic related RESEARCH staff office (research assistants, postdoc) | Yes |
|  | **212** | academic related TEACHING staff office (teaching assistants, teaching fellows and tutors) | Yes |
|  | **213** | support and admin staff office including academic-related other (except technicians) | Yes |
| Offices | **214** | technicians office | Yes |
|  |  |  |  |
|  | **216** | office for visitors, retired staff, student societies, hosted journals, commercial etc. | Yes |
|  | **217** | postgraduate study room | Yes |
|  | **218** | masters student study rooms | Yes |
|  |  |  |  |
|  | **320** | teaching undergraduate laboratories | Yes |
|  | **321** | teaching postgraduate laboratories | Yes |
|  | **322** | teaching shared undergraduate and postgraduate laboratories | Yes |
|  | **323** | teaching multi-discipline laboratories | Yes |
|  | **324** | undergraduate, postgraduate multipurpose, taught and research laboratories | Yes |
|  | **325** | research staff laboratories | Yes |
|  | **326** | research postgraduate and staff laboratories | Yes |
| Laboratories | **327** | laboratories - preparation and ancillary rooms | Yes |
|  | **328** | laboratories - plants, etc. | Yes |
|  | **329** | special function | Yes |
|  | **330** | workshops | Yes |
|  | **331** | laboratories stores | Yes |
|  | **332** | balance rooms | Yes |
|  | **333** | stores containing explosives | Yes |
|  | **334** | medical treatment rooms | Yes |

Cont..

| Space Group | Code | | Full Description | | usable space |
| --- | --- | --- | --- | --- | --- |
|  | **436** | | Comms Rooms / Comms Cabinets | | Yes |
|  | **437** | | Computer rooms | | Yes |
|  | **438** | TV studios | | Yes | |
|  | **439** | studio | | Yes | |
|  | **440** | greenhouses and associated sheds | | Yes | |
|  | **441** | map rooms and drawing offices | | Yes | |
| Specialist Accommodation | **442** | photographic and darkrooms | | Yes | |
|  | **443** | audio-visual aids rooms | | Yes | |
|  | **444** | language laboratories | | Yes | |
|  | **445** | | archives including storage of files, microfilms and tape stores | | Yes |
|  | **446** | | stores | | Yes |
|  | **447** | | duplicating, photocopying, printing and mail room | | Yes |
|  | **448** | | self study / social learning space | | Yes |
|  | **449** | | shops | | Yes |
|  | **550** | | faculty/school library | | Yes |
|  | **551** | | faculty/school library ancillary | | Yes |
|  | **552** | | central library ancillary | | Yes |
|  | **553** | | central library, public rooms, book and reader areas | | Yes |
| Libraries | **554** | | central library administration rooms | | Yes |
|  | **555** | | central sectional library | | Yes |
|  |  | |  | | Yes |
|  |  | |  | | Yes |
|  | **558** | | other libraries including residential | | Yes |
|  | **660** | | refectories, coffee bars, dining rooms, bars | | Yes |
|  | **661** | | kitchens, serveries, food stores, bar stores and laundries | | Yes |
|  | **662** | | large halls and ancillaries | | Yes |
|  | **663** | | common rooms general | | Yes |
|  | **664** | | common rooms staff | | Yes |
|  | **665** | | sports, games, recreation and associated rooms | | Yes |
|  | **666** | | meeting and committee rooms | | Yes |
| Other Accommodation | **667** | | galleries and exhibition rooms, theatres, chapels and concert halls - PUBLIC | | Yes |
|  | **668** | | patients' waiting rooms/ foyers, medical examination rooms, sick rooms, breastfeeding rooms, well-being rooms | | Yes |
|  | **669** | | showers, baths and changing rooms | | Yes |
|  | **670** | | porters/reception areas where separate from foyers, waiting rooms/ foyers with seating | | Yes |
|  | **671** | | furniture store | | Yes |
|  | **672** | | garages and internal bike stores | | Yes |
|  |  | |  | | Yes |
|  | **674** | | limited use rooms, not suitable for staff | | Yes |

Cont…

| Space Group | Code | Full Description | usable space |
| --- | --- | --- | --- |
|  | **775** | plant rooms/ maintenance | No |
|  | **775-000** | Noise survey Plantrooms -Claire Copley list June23 | No |
|  | **775-001** | Combined Services Plant Room- M&E | No |
|  | **775-002** | Mechanical Plant Room - Steam Heating | No |
|  | **775-003** | Mechanical Plant Room - Gas Boiler | No |
|  | **775-004** | Mechanical Plant Room - Biomass | No |
|  | **775-005** | Mechanical Plant Room - Ventilation | No |
|  | **775-006** | Mechanical Plant Room - Combined Mech Services | No |
|  | **775-007** | Mechanical Plant Room - DHW | No |
|  | **775-008** | Mechanical Plant Room - Chilled Water | No |
|  | **775-009** | Mechanical Plant Room - Cold Water Storage Tanks | No |
|  | **775-010** | Mechanical Plant Room - Air Conditioning | No |
|  | **775-011** | Mechanical Plant Room - Compressed Air | No |
|  | **775-021** | Riser - Electrical Services | No |
|  | **775-022** | Riser - Pipework Services | No |
|  | **775-023** | Riser - Ventilation Services | No |
|  | **775-024** | Riser - Combined M&E | No |
|  | **775-025** | Riser - IT services | No |
|  | **775-041** | Duct - Combined Services M&E | No |
|  | **775-042** | Duct - Combined Services (including Natural Gas) | No |
|  | **775-043** | Main Service Ducts (mainly underground) | No |
|  | **775-052** | Electrical Switchroom - Low Voltage | No |
|  | **775-054** | Electrical Services Cupboard | No |
|  | **775-056** | Substation HV Switchroom | No |
|  | **775-057** | Substation HV Transformer Room | No |
|  | **775-058** | Substation LV Switchroom | No |
|  | **775-061** | Gas meter | No |
|  | **775-062** | Lift motor | No |
|  | **776** | cleaners and building refuse areas | No |
|  | **777** | external cycle stores | No |
|  | **778** | external caged areas | No |
|  | **779** | locker room | No |
|  | **780** | corridors | No |
|  | **781** | foyer / lobby | No |
|  | **782** | stairs | No |
|  | **783** | lifts | No |
| Balance/movement/function | **784** | loading bays | No |
| areas | **785** | covered walkways, external balcony, enclosed car parks and verandas. | No |
|  | **786** | lavatories Gents | No |
|  | **787** | lavatories Ladies | No |
|  | **788** | lavatories Communal | No |
|  | **789** | lavatories Accessible | No |
|  | **790** | lavatories Gender Neutral | No |
|  | **798** | quality agreed by Estate Planning and Information Office | No |
|  | **799** | unusable rooms | No |
| External Space | **880** | External Space - intended for us for Farm Fields, Grounds and Gardens plots etc | No |
|  | **881** | intended for flat roofs | No |
|  | **882** | intended for non flat roofs | No |
|  | **990** | student bedrooms | Yes |
|  | **991** | student studies and/or living rooms | Yes |
| Solely Residential Rooms | **992** | toilets, bathrooms, showers & en suite (student residences only) | Yes |
|  | **996** | non-student accommodation (including kitchens and bathrooms) | 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.

Estate Planning and Information

Facilities Directorate

# [Request to hand back accommodation to the University](#Contents)

Please complete the MS form (link below) form by 6th November 2023.

if you need any assistance, please contact Mrs Michele Troughton on Teams or [m.m.troughton@leeds.ac.uk](mailto:m.m.troughton@leeds.ac.uk), cc Sami Wilson,

Hand back of space will be dependent upon an alternative user being identified.

link for the Request to hand back space form - <https://forms.office.com/e/MrfMqxzWhh>

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-2)
2. These are Professors, Clinical Professors, Senior Lecturers, Clinical Senior Lecturers, Lecturers, Clinical Lecturers and Readers. [↑](#footnote-ref-3)